

## **Report**

Date:- 15-02-2021

Event:- Workshop

**Title :-** Workshop on Establishment of IQAC and Self Assessment

Venue:- BSNVPG College, Seminar Hall, Lucknow

Presided by:- **Mr. Ratnakar Shukla (Manager, BSNVPG College, Lucknow)**

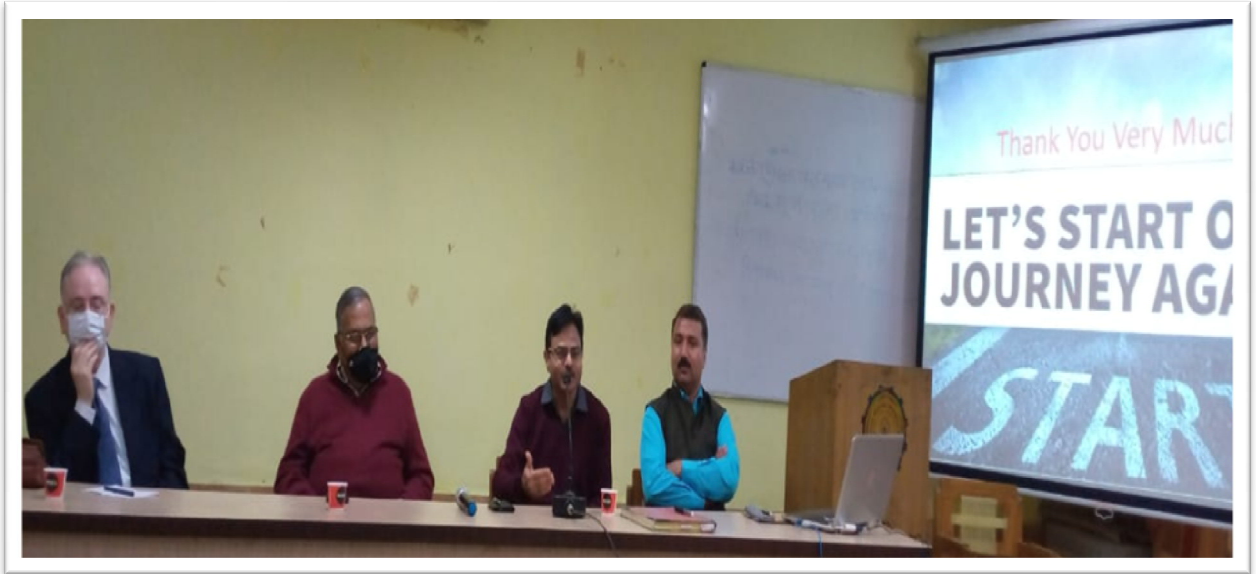
On Dias:- **Dr. Sanjive Shukla, Sri. Ratnakar Shukla, Sri. Rakesh Chandra, Dr. Ram Kumar Tiwari,**

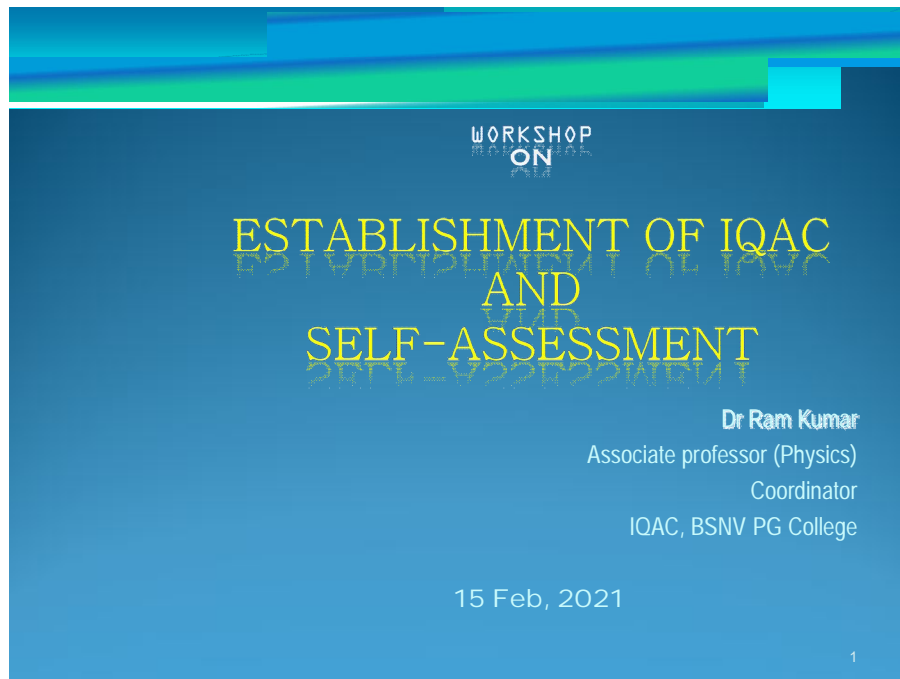
**QUALITY ASSURANCE (QA)**  
**WORKSHOP**  
**for Faculty**

**11.30**  
**AM**  
**15 Feb**

**Organised by :**  
**IQAC, BSNVPG College**

Time: Feb 15, 2021 11:30PM (Sharp)  
**Vanue : Seminar Hall**





**It is not the strongest of the  
species that survive  
nor the most intelligent  
but the one most responsive to  
change**

***-Charles Darwin***

## IQAC – Vision

To ensure **quality culture** as the prime concern for the Higher Education Institutions through **institutionalizing** and **internalizing** all the initiatives taken with internal and external support

3

## Major Objectives of the IQAC

- Promoting **QA culture** within the institution
- **Building image** of the institution to **the stakeholders** with **confidence, transparency,** and **accountability**
- Ensuring **good practices** in all aspects of management
- **Preparing the programs and institute** to meet the external QA and accreditation requirements.

4

## Major Functions of IQAC

- Define mission and objectives of the institute
- Develop standards and benchmarks
- Develop a data base with open access to all
- Develop an Institutional QA Strategic Plan
- Co-ordinate/organize workshops, seminars and appropriate training for capacity building
- Facilitate self-assessment at program and institutional level

5

## Why Worry About Quality ?

- Expansion
- Concerns of the Stakeholders
- Competition

6

## Questions To Be Kept In Mind

Five questions that should be continually kept in mind for **establishing quality culture** are:

1. What are we trying to do?
2. How well are we doing it?
3. **How can we improve what we are doing?**  
(Using the answers to the first two questions)
4. How does it contribute to the students?
5. **How can student learning be improved?**

## Establishment of QA Mechanism

- Institutionalization of IQAC
- Formation of **Self Assessment (SA) Teams**
- Development of **Qualifications Framework**

Outcomes:

Establish **Quality Culture**

Maintain **Global Quality Label**

## Self-Assessment

- Self-Assessment (SA) is the process of critically reviewing the performance of **Program** and/or **Institution**
- **It can be done at institute or/and program level**

## Objectives of SA Exercise

The objectives of SA exercise are to:

- review the **existing procedures and processes** practiced in the entity for their improvement
- create a basis for **external assessment and validation**
- provide guidelines or direction **for strategic planning**
- maintain and continuously enhance **academic standards**
- improve programs' quality and **enhance students learning**

## Principles of Self-Assessment

- Improvement
- Sensitization and Participation
- Reflection
- Coverage
- Facts driven
- Acceptance
- Continuity

## Outcomes of Program SA

- Diagnosis of the current quality status of **teaching-learning**
- Creating scope for rectification of **deficiencies**
- Creating scope for redressing program **objectives and ILOs**



# Understanding NAAC

13

## NAAC Focus- Seven Criteria

Sl	Criteria	University	PG Colleges
1	Curricular Aspects	150	100
2	Teaching-Learning and Evaluation	200	350
3	Research, Innovations and Extension	250	120
4	Infrastructure and Learning Resources	100	100
5	Student Support and Progression	100	130
6	Governance, Leadership and Management	100	100
7	Institutional Values and Best Practices	100	100
	<b>Total</b>	1000	1000

## Curricular Aspect

Criteria	Key Indicators (KIs)	Universities	Autonomous Colleges	Affiliated/Constituent Colleges		
				UG	PG	
1. Curricular Aspects	1.1 *(U)Curriculum Design and Development					NA
	1.1. *(A) Curricular Planning and Implementation					20
	1.2 Academic Flexibility					30
	1.3 Curriculum Enrichment					30
	1.4 Feedback System					20
	<b>Total</b>					<b>100</b>

## Teaching Learning and Evaluation

Criteria	Key Indicators (KIs)	Universities	Autonomous Colleges	Affiliated/Constituent Colleges		
				UG	PG	
2. Teaching-Learning and Evaluation	2.1 Student Enrolment and Profile					40
	2.2 Catering to Student Diversity					50
	2.3 Teaching-Learning Process					50
	2.4 Teacher Profile and Quality					60
	2.5 Evaluation Process and Reforms					30
	2.6 Student Performance and Learning Outcomes					60
	2.7 Student satisfaction Survey					60
	<b>Total</b>					<b>350</b>

### Research, Innovation & Extension

Criteria	Key Indicators (KIs)	Universities	Autonomous Colleges	Affiliated/Constituent Colleges		
				UG	PG	
<b>3. Research, Innovations and Extension</b>	3.1 Promotion of Research and Facilities					NA
	3.2 Resource Mobilization for Research					15
	3.3 Innovation Ecosystem					10
	3.4 Research Publications and Awards					25
	3.5 Consultancy					NA
	3.6 Extension Activities					50
	3.7 Collaboration					20
	<b>Total</b>					<b>120</b>

### Infrastructure & Learning Resources

Criteria	Key Indicators (KIs)	Universities	Autonomous Colleges	Affiliated/Constituent Colleges		
				UG	PG	
<b>4. Infrastructure and Learning Resources</b>	4.1 Physical Facilities					30
	4.2 Library as a Learning Resource					20
	4.3 IT Infrastructure					30
	4.4 Maintenance of Campus Infrastructure					20
	<b>Total</b>					<b>100</b>

## Student Support & Progression

Criteria	Key Indicators (KIs)	Universities	Autonomous Colleges	Affiliated/Constituent Colleges		
				UG	PG	
<b>5. Student Support and Progression</b>	5.1 Student Support					50
	5.2 Student Progression					25
	5.3 Student Participation and Activities					45
	5.4 Alumni Engagement					10
	<b>Total</b>					<b>130</b>

## Governance, Leadership & Management

Criteria	Key Indicators (KIs)	Universities	Autonomous Colleges	Affiliated/Constituent Colleges		
				UG	PG	
<b>6. Governance, Leadership and Management</b>	6.1 Institutional Vision and Leadership					10
	6.2 Strategy Development and Deployment					10
	6.3 Faculty Empowerment Strategies					30
	6.4 Financial Management and Resource Mobilization					20
	6.5 Internal Quality Assurance System					30
	<b>Total</b>					<b>100</b>

## Institutional Values & Best Practices

Criteria	Key Indicators (KIs)	Universities	Autonomous Colleges	Affiliated/Constituent Colleges	
				UG	PG
7. Institutional Values and Best Practices	7.1 Institutional Values and Social Responsibilities			50	
	7.2 Best Practices			30	
	7.3 Institutional Distinctiveness			20	
	<b>Total</b>			<b>100</b>	

## Criterion 1.1- Curricular Aspects (100)

### Key Indicator – 1.1 Curricular Planning and Implementation (20)

[Back to Criterion 1](#)

Metric No.	Description	Weightage
1.1.4	<i>The Institution ensures effective curriculum delivery through a well planned and documented process</i> Write description of initiatives in not more than 500 words <b>File Description</b> <ul style="list-style-type: none"> <li>Upload Additional information</li> <li>Link for Additional information</li> </ul>	10
1.1.5	<i>The institution adheres to the academic calendar including for the conduct of CIE</i> Write description in maximum of 500 words <b>File Description</b> <ul style="list-style-type: none"> <li>Upload Additional information</li> <li>Link for Additional information</li> </ul>	5
1.1.6	<i>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and are represented on the following academic bodies during the last five years</i> <ol style="list-style-type: none"> <li>Academic council/BoS of Affiliating university</li> <li>Setting of question papers for UG/PG programs</li> <li>Design and Development of Curriculum for Add on/ certificate/ Diploma Courses</li> <li>Assessment/evaluation process of the affiliating University</li> </ol> <b>Options</b> <ol style="list-style-type: none"> <li>All of the above</li> <li>Any 3 of the above</li> <li>Any 2 of the above</li> <li>Any 1 of the above</li> <li>None of the above</li> </ol> <b>Data requirement: (As per Data Template)</b> <ul style="list-style-type: none"> <li>Number of teachers participated</li> <li>Name of the body in which full time teacher participated</li> <li>Total number of teachers</li> </ul> <b>Documents:</b> Upload the scanned copies of the letters issued by the affiliating university/ institutions w.r.t the activity in which the teachers are involved. <b>File Description:</b>	5

[Data Template](#)

## Criterion 1.2 – Curricular Aspects (100)

Metric No.	Key Indicator- 1.2 Academic Flexibility (30)	Weight age
1.2.1	<p><b>Percentage of Programmes in which Choice Based Credit System (CBCS) elective course system has been implemented</b></p> <p>Q.M 1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.</p> <p>Data Requirement: (As per Data Template)</p> <ul style="list-style-type: none"> <li>Name of all Programmes adopting CBCS</li> <li>Name of all Programmes adopting elective course system</li> </ul> <p>Formula: <math>\frac{\text{Total number of Programmes offering CBCS or elective course system implemented}}{\text{Total number of Programmes offered}} \times 100</math></p> <p>File Description (Upload)</p> <ul style="list-style-type: none"> <li>Any additional information</li> <li>Minutes of relevant Academic Council/ BOS meetings</li> <li>Instructional data in prescribed format (Data Template)</li> </ul>	10
1.2.2	<p><b>Number of Add on /Certificate programs offered during the last five years</b></p> <p>1.2.2.1: How many Add on /Certificate programs are added within the last 5 years</p> <p>Data Requirement for last five years: (As per Data Template)</p> <p>The template is combined with 1.2.2</p> <ul style="list-style-type: none"> <li>Names of the Add on /Certificate programs with 30 or more contact hours</li> <li>No. of times offered during the same year</li> <li>Total no. of students completing the course in the year</li> </ul> <p>File Description (Upload)</p> <ul style="list-style-type: none"> <li>Any additional information</li> <li>Brochure or any other document relating to Add on /Certificate programs</li> <li>List of Add on /Certificate programs (Data Template)</li> </ul>	10
1.2.3	<p><b>Average percentage of students enrolled in Add-on/Certificate programs as against the total number of students during the last five years</b></p> <p>Q.M 1.2.3.1 Number of students enrolled in subject related Certificate</p>	10

<p>or Add-on programs year wise during last five years</p> <p>Data Requirement: (As per Data Template)</p> <ul style="list-style-type: none"> <li>Total number of students enrolled in certificate / Add-on programs</li> <li>Total number of students across all the programs</li> </ul> <p>Formula:</p> $\text{Percentage per year} = \frac{\text{Total number of students enrolled in certificate / Add-on programs}}{\text{Total number of students across all the programs}} \times 100$ <p>Average percentage = <math>\frac{\sum \text{Percentage per year}}{5}</math></p> <p>File Description (Upload)</p> <ul style="list-style-type: none"> <li>Any additional information</li> <li>Details of the students enrolled in Subjects related to certificate/add-on programs</li> </ul>	
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## Criterion 1.3 – Curricular Aspects (100)

Metric No.	Key Indicator- 1.3 Curriculum Enrichment (30)	Weight age
1.3.1	<p><b>Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum</b></p> <p>Q.M Upload a description in maximum of 500 words</p> <p>File Description (Upload)</p> <ul style="list-style-type: none"> <li>Any additional information</li> <li>Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.</li> </ul>	10
1.3.2	<p><b>Average percentage of courses that include experiential learning through project work/field work/internship during last five years</b></p> <p>1.3.2.1: Number of courses that include experiential learning through project work/field work/internship year wise during last five years</p> <p>Q.M Data Requirement for last five years: (As per Data Template)</p> <ul style="list-style-type: none"> <li>Name of the Course</li> <li>Details of experiential learning through project work/field work/internship</li> <li>Name of the Programme</li> </ul> <p>Formula:</p>	10

<p>Percentage Per Year = <math>\frac{\text{Number of courses that include experiential learning through project work / field work / internship}}{\text{Total number of courses offered}} \times 100</math></p> <p>Average percentage = <math>\frac{\sum \text{Percentage per year}}{5}</math></p> <p>File Description: (Upload)</p> <ul style="list-style-type: none"> <li>Any additional information</li> <li>Programme / Curriculum/ Syllabus of the courses</li> <li>Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses</li> <li>MoU's with relevant organizations for these courses, if any</li> </ul> <p>Average percentage of courses that include experiential learning through project work/field work/internship (Data Template)</p>	
<p>1.3.3. <b>Percentage of students undertaking project work/field work / internship (Data for the latest completed academic year)</b></p> <p>Q.M 1.3.3.1 Number of students undertaking project work/field work / internships</p> <p>Data Requirement: (As per Data Template)</p> <ul style="list-style-type: none"> <li>Name of the programme</li> <li>No. of students undertaking project work/field work / internships</li> </ul> <p>Formula:</p> $\frac{\text{Number of students undertaking project work / field work / internships}}{\text{Total number of students}} \times 100$ <p>File Description: (Upload)</p> <ul style="list-style-type: none"> <li>Any additional information</li> <li>List of programmes and number of students undertaking project work/field work / internship</li> </ul>	10

## Criterion 1.4 – Curricular Aspects (100)

Key Indicator- 1.4 Feedback System (20)		
Metric No.	Description	Weight age
1.4.1	Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 2) Students 3) Teachers 4) Employees 4) Alumni	10
QM	Options: F. All of the above G. Any 3 of the above H. Any 2 of the above I. Any 1 of the above J. None of the above  Data Requirement: Report of analysis of feedback received from different stakeholders year	

wise		
File Description	<ul style="list-style-type: none"> <li>URL for stakeholder feedback report</li> <li>Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)</li> <li>Any additional information (Upload)</li> </ul>	
1.4.2 QM	Feedback process of the Institution may be classified as follows: Options: F. Feedback collected, analysed and action taken and feedback available on website G. Feedback collected, analysed and action has been taken H. Feedback collected and analysed I. Feedback collected J. Feedback not collected  Documents: Upload Stakeholders feedback report, Action taken report of the institute on it as stated in the minutes of the Governing Council, Syndicate, Board of Management  File-Description <ul style="list-style-type: none"> <li>Upload any additional information</li> <li>URL for feedback report</li> </ul>	10

## SSR- Criterion 1 – Data Template

Crite	Year 3						
	Name of Add on /Certificate programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Key 1.1.6 the 6							
1. A) 2. Sd 3. Ds 4. A) Year	Year 4						
	Name of Add on /Certificate programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Key 1.2.1 Prog	Year 5						
	Name of Add on /Certificate programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
Key Indicator - 1.3 Curriculum Enrichment (30)							
1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years (10)							
1.2.2 1.2.3	Program name	Program code	Name of the Course that include experiential learning through project work/field work/internship	Course code	Year of offering	Name of the student studied course on experiential learning through project work/field work/internship	Link to the relevant document
Nam /Cer offer							
1.3.3 Percentage of students undertaking project work/field work/internship (Data for the latest completed academic year) (10)							
Nam /Cer offer	Programme name	Program Code	List of students undertaking project work/field work/internship	Link to the relevant document			

Back to Criterion 1.1

## Calculation of Institutional CGPA

Calculation based on the scores obtained from the three sources

- The System Generated Scores (SGS) of the quantitative metrics
- the scores obtained on the Student Satisfaction Survey
- the scores from the qualitative metrics includes critical appraisal by the Peer Team through on site visit
- Online Score= 70 % and offline Score = 30 %

Range of Institutional Cumulative Grade Point Average (CGPA)	Letter Grade	Status
3.51-4.00	A++	Accredited
3.26-3.50	A+	Accredited
3.01-3.25	A	Accredited
2.76-3.00	B++	Accredited
2.51-2.75	B+	Accredited
2.01-2.50	B	Accredited
1.51-2.00	C	Accredited
≤ 1.50	D	Not Accredited

**Now!**

**What to Do**





### Things to do....



- **Formation of SA Groups.**
- **Preparation of the activity schedule with time line**
- **Team Building** workshop (1<sup>st</sup> workshop)
- **Preparing of survey tools** following set **criteria and standards**
- **Conducting survey and preparation draft SS report.**
- **Draft SS report** workshop (2<sup>nd</sup> workshop)  
**Preparing the final SSR**
- **Submission of SSR for endorsement**
- **Selecting the internal peer review panel**
- **Internal peer review**
- **Preparing the draft improvement plan**
- **Finalizing improvement plan** (3<sup>rd</sup> workshop)
- **Execution of improvement plan**

### SA-Groups

SI	Criteria	Members
1	Curricular Aspects	
2	Teaching-Learning and Evaluation	
3	Research, Innovations and Extension	
4	Infrastructure and Learning Resources	
5	Student Support and Progression	
6	Governance, Leadership and Management	
7	Institutional Values and Best Practices	

## SA-Groups

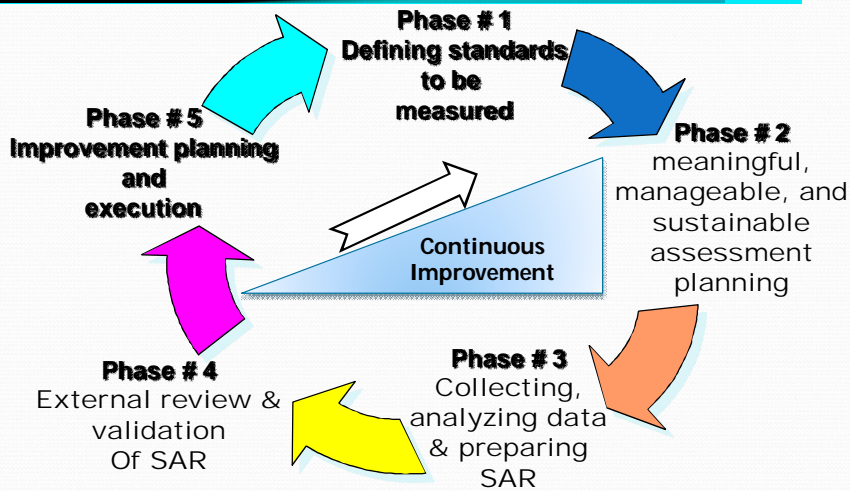
### Other Suggested Groups

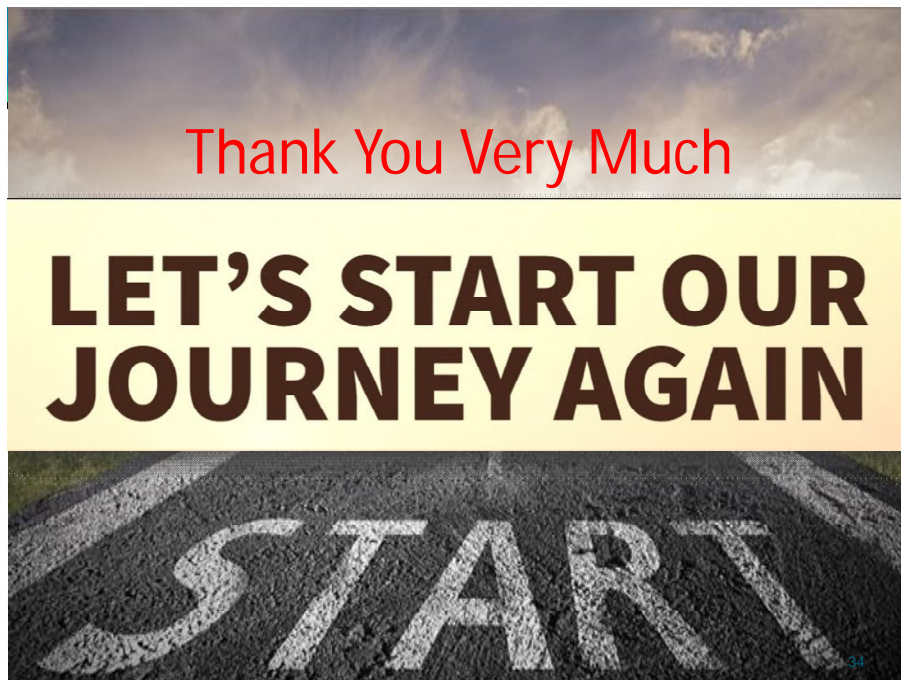
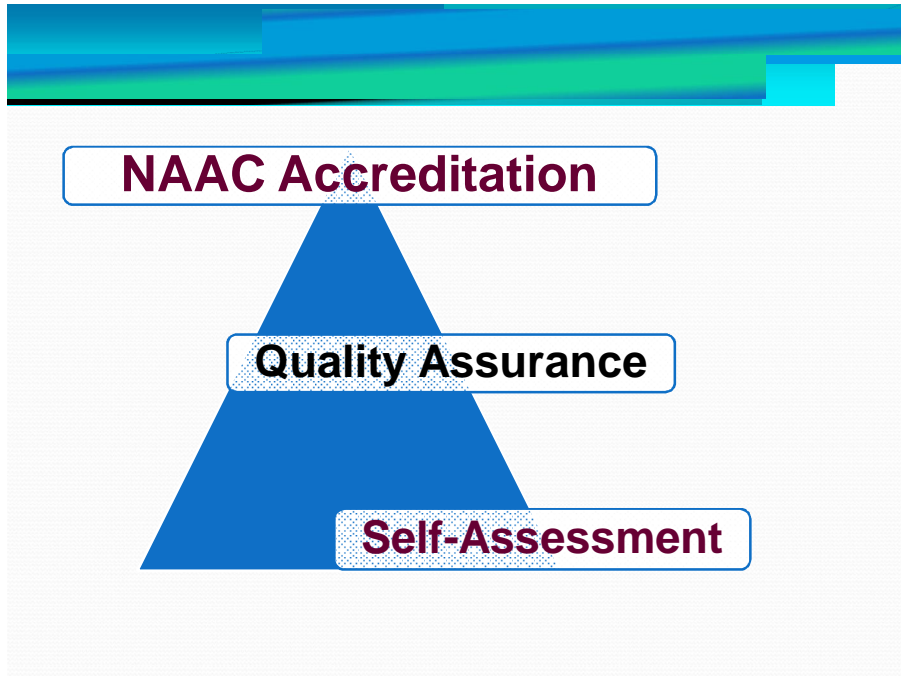
SI	Criteria	Members
8	NAAC Awareness & IQAC Seminar/ Workshop	
9	Data collection, Analysis & reporting	
10	SSR Compilation & Support	

### Internal Peer Team

- Sobha Bajpai
- Sanjive Shukla
- Sanjai Shukla
- Harish Pal

## Phases of SA Process





## Attendance Sheet

15-02-2021

Workshop on Quality Assurance

The following teachers attended —

1	Sanjay Misra	[Signature]
2	Hansh Pal	[Signature]
3	Ashok Kumar	[Signature]
4	Lallan Prasad	[Signature]
5	Rashmi Gupta	[Signature]
6	Dr. Pramila Pandey	[Signature]
7	Dr. Vijay Kumar	[Signature]
8	DR. RAJIVA DIXIT	[Signature]
9	Dr. D.K. SRIVASTAVA	[Signature]
10	Dr. Upkar Kumar Verma	[Signature]
11	MANISH KUMAR	[Signature]
12	Dr. Abhishek Upadhyay	[Signature]
13	Manoj Tiwari	[Signature]
14	Manjul Trivedi	[Signature]
15	Dr. M.L. Manj	[Signature]
16	D.K. Rai	[Signature]
17	Krishna Chandra	[Signature]
18	Dr. Sanjay K. Shukla	[Signature]
19	Dr. Veno P. Saini	[Signature]
20	Dr. Vandana	[Signature]
21	Dr. Gunjan Pandey	[Signature]
22	Dr. Savita Saxena	[Signature]
23	Dr. Chandramoni Sharma	[Signature]
24	Dr. Mero Lami	[Signature]
25	Dr. Jyoti Kalra	[Signature]
26	Dr. Amrita Singh	[Signature]
27	Dr. Baxister Kumar Gupta	[Signature]
28	Dr. Govind Krishna Mishra	[Signature]
29	Dr. J.S.P. Pandey	[Signature]
30	Dr. Narendra Kumar Awasthi	[Signature]
31	Dr. Ashok Kumar Dubey	[Signature]
32	Dr. C.L. Boffai	[Signature]
33	Dr. Anand Kumar	[Signature]
34	Dr. Lalit Prakash Gupta	[Signature]
35	Dr. K. Pandey	[Signature]
36	Dr. K. L. Boffai	[Signature]
37	Dr. Ram Kumar	[Signature]
38	Dr. Sayre Shukla	[Signature]

PRINCIPAL  
B.S.N.V.P.G. COLLEGE  
LUCKNOW-226001

1. Total Expected : 53 (R)

2. Total Present : 39 + 1 = 40

## **Feedback**

<https://photos.app.goo.gl/qp5mYFKgP7c6Ks78>