

**PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION
AP::VIJAYAWADA
Present: Dr. Pola Bhaskar, IAS.**

Re.No:03/Acad.Cell /A.C-7/2022

Date: 03-02-2022.

Sub: Collegiate Education - Standard Operating Procedures (SOP) for
NAAC submission of AQAR/SSR Records – Instructions - Reg.

Ref: Review Meetings with Principals of GDCs.

The National Educational Policy 2020 (NEP-2020) emphasizes the need and importance of accreditation as a means to ensure quality education. In this regard, the NEP-2020 recommended mandatory accreditation of all Higher Educational Institutions (HEIs) in a time bound manner. The Govt. of Andhra Pradesh is committed to provide quality education to all the students of the state and ordered for mandatory accreditation of all the HEIs offering conventional, technical and professional programmes within three years vide G.O. RT. No. 13, Higher Education (U.E) department, Dated. 02-02-2021.

In this connection the Commissionerate of Collegiate Education, AP has conducted several review meetings with the Principals, Internal Quality Assurance Cell (IQAC) Coordinators, Criterion in-charges of certain Government Degree Colleges to review their preparedness for assessment and accreditation by NAAC.

In the review meetings it is noticed that some Government Degree Colleges are not maintaining the records in the required format of Revised Accreditation Framework (RAF) as desired by NAAC. It is also noticed further that some colleges have not even submitted AQARs even though the timelines for submission have expired and, in some cases, AQARs are submitted with 'Nil' reports and certain records are not available in the departments / college level IQACs.

In view of the above, all the Principals, IQAC Coordinators, Criterion in-charges / members and in-charges of departments are informed to maintain all the records pertaining to NAAC Assessment and Accreditation in the Revised Accreditation Framework (RAF) method and follow the guidelines mentioned below scrupulously at college level:

APCCE - NAAC

**SOP for Maintaining NAAC Records in Government Degree Colleges (GDCs)
in AP**

1. Vision and Mission

- Each GDC shall prepare their own *Vision* and *Mission* statements as part of their action planning process for achieving the desired goals of the institution. Similarly, IQAC and each department in the institution shall also prepare their Objectives in line with institution's *Vision* and *Mission*.
- The *Vision statement envisages the long-term goals of the institution*. It is the big picture of what the leadership wants the Institution to look

like in the future. Therefore, a vision statement does not change from year to year until the completion of a cycle. It should be comprehensive and holistic and should be presented in a single sentence.

- The *Mission* explains how the vision of the institution gets translated through various strategic plans. The vision represents the big picture and the mission represents the necessary work that should be taken up stage – wise constructively.
- Both the ‘vision’ and ‘mission’ explain the goals and objectives and the steps planned for achieving the outcomes.
- At the end of the cycle, the institution shall present the vision achievement of the stated *Vision* before the NAAC.

2. IQAC Committee

Since quality enhancement is a continuous process, as per the mandate of NAAC, the Internal Quality Assurance Cell (IQAC) shall be established to achieve the goals of quality enhancement and sustenance. The primary task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution. The success of IQAC depends upon the sense of personalization and participative attitude along with committed hard work and team spirit of all the stakeholders.

Composition of the IQAC Committee:

The composition of the IQAC should be constituted according to the guidelines prescribed in the NAAC Manual.

3. Functions of IQAC

The IQAC has to ensure outcome-oriented quality work is taken up by different departments of the HEI and the stakeholders in tune with the ‘Vision’ and ‘Mission’. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of the functioning of the institution. The IQAC Coordinator has a major role in implementing these functions. The IQAC may derive support from the already existing units and mechanism that contribute to the 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) Creation of a learner-centric environment conducive to quality education and faculty knowledge / skill promotion to adopt the required knowledge and technology for participatory teaching and learning process
- c) Arrangement for feedback from students, parents, alumni 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, conferences and symposia on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes / activities leading to quality improvement as per SOP
- g) Acting as the nodal agency of the Institution for planning, monitoring and coordinating quality-related activities, including adoption and dissemination of best practices
- h) Development and maintenance of institutional database related to SSR / AQAR through MIS for the purpose of maintaining and enhancing the institutional quality
- i) Development of Quality Culture in the institution
- j) Guiding the institution and members for preparation and timely submission of the Annual Quality Assurance Report (AQAR) and preparing the Institutional Information for Quality Assessment (IIQA) and Self Study Report (SSR) for Assessment and Accreditation as per guidelines and parameters of NAAC

4. Role of the Principal

- The Principal, being the head of the institution, must be innovative, creative and logical in steering the institution.
- He / She must thoroughly be well versed with the NAAC methodology and should be able to assess the needs of the institution properly and should conduct the SWOC analysis.
- The Principal should be a visionary, critical and independent in thinking, collaborative in achievement, and unbiased in judgement.
- The Principal should start the re-assessment plan by studying the recommendations made by the previous Peer Team of NAAC.

The Principal should

- ❖ go through the quality documents (AQAR / SSR) along with the SOP and discuss with the IQAC Coordinator and Criterion In-charges before planning the course of action
- ❖ appoint the Criterion in-charges to procure data related to various qualitative and quantitative metrics of the Institution across five years for assessment
- ❖ appoint two additional coordinators (1.Academic and 2.Technical) to coordinate with IQAC coordinator for procuring the necessary data for metrics and to upload the finalized data on the College/NAAC website from time to time
- ❖ should convene periodical meetings, know about the progression and monitor the whole process to achieve the stipulated vision for each cycle

- ❖ should strategically plan events and activities for the growth and development of the institution with a focus on the seven criteria of NAAC
- ❖ should include the IQAC Coordinator in all decision-making meetings, namely Staff Council etc.

5. Role of the IQAC Coordinator

- The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the departments. The coordinator of the IQAC may be a senior lecturer with a positive attitude, knowledgeable and should possess expertise with a good track record in quality aspects.
- It is preferable that the coordinator must have sound technical knowledge to document the information periodically, the Agenda, Minutes and Action Taken Reports along with the reports of various activities and maintain them electronically in a retrievable format.

The following are the expected roles and responsibilities of the IQAC Coordinator:

- To visualize and prepare a qualitative 'vision' and 'mission' statements
- To plan, monitor and coordinate various quality initiatives in the institution
- To examine, guide and coordinate the documentation of the various activities leading to quality improvement collected by the Criterion in-charges with the help of Additional Coordinators
- To coordinate with criterion-wise in-charges, department in-charges and staff members
- To guide and coordinate in the preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters by conducting timely review meetings
- To coordinate the timely and efficient execution of the decisions of the IQAC committee.
- To visit NAAC website at frequent intervals and inform the Institution about updates and deadlines from time to time

6. Role of the Additional Coordinators:

a. Additional Coordinator (Academic):

The Additional Coordinator (Academic) will monitor the qualitative metrics prepared by the Criterion In-charges and in association with the IQAC Coordinator will finalize them for upload. *The Additional Coordinator (Academic) shall be a committed teacher with a positive attitude for the development of the college.*

b. Additional Coordinator (Technical):

The Additional Coordinator (Technical) will monitor the Quantitative Metrics collected by the Criterion In-charges and in association with the IQAC Coordinator will finalize them for upload.

The Additional Coordinator (Technical) shall be a committed teacher with a good attitude and innovation and shall have practical experience in using technology, and should preferably be a Computer Science faculty.

The IQAC Coordinator should finalise the metrics – both the Quantitative and Qualitative metrics after discussion with the Additional Coordinators and the Principal and after personal verification of the data.

7. IQAC meetings

- The IQAC should conduct meetings periodically to plan and monitor the IQAC Calendar for the development of the Institution.
- The IQAC should fix targets, timelines and discuss various assignments allotted to the Criterion In-charges.
- The meetings should review, monitor and replan activities for achieving target-oriented activities.

8. IQAC Chamber and Facilities:

As the IQAC functions like the brain of the college, the following facilities must be provided by the Principal:

- ❖ The IQAC must be provided with a well-ventilated chamber large enough to conduct review meetings.
- ❖ It should have an uninterrupted internet facility with a good bandwidth and a functional Computer system with best configuration.
- ❖ A UPS must be provided for saving the data in times of power interruption.
- ❖ A functional scanner and printer, stationery and closed almirahs must be provided to store the data under lock and key.
- ❖ A data processing person/ attendant is to be provided to upload data / collect data from the departments from time to time.

9. Role of the Website In charge:

- The website in-charge of the college must be dynamic, creative and innovative to present the institutional website in a constructive way with all visual appeal and academic dynamics.
- He / She should be able to work in collaboration with the IQAC teams and should incorporate all the required documents as required by NAAC from time to time.
- He / She should see that a dedicated functional and dynamic website is maintained up to date with necessary space for uploading various scanned documents for a complete cycle - i.e , five years.

- A list of items that should be displayed on the website is enclosed as an appendix. (Website Checklist)

10. Maintenance of Records at IQAC

The following records/documents are to be maintained by the IQAC

- College establishment GOs / UGC and affiliating University docs
- Land related documents
- Peer Team recommendations
- Accreditation certificates
- Strategic Plan Deployment Documents (2(f) and 12(b) status documents / Autonomous status / RUSA, AISHE and NIRF submitted data and certificates, etc.,)
- Year wise Staff and Students' Data
- College Activities Register
- IQAC Circular Book
- IQAC Minutes Book and Action Taken Reports
- CPDC Minutes copy
- Staff Council /Academic Council Minutes Copy
- Syllabus documents
- Result Analysis Reports
- Month wise Activity Reports
- Criteria wise reports with evidences in the NAAC report format with proofs
- Monthly Newsletters

11. Role of the RJDCE, ID College Principal and Zonal Resource Persons

The RJDCE, in consultation with the ID College Principal, and the appointed Zonal Resource Persons should monitor the status and progress of the district colleges from time to time. They should prepare a calendar for personal visits to guide the colleges from time to time either virtually or personally and submit a report to the in-charge concerned at the Academic Cell.

12. Handing Over charge / records during transfers / retirements

- All the records maintained by the in-charges of various Departments, IQAC Coordinator, additional coordinators and members (Regular, Contract and Guest) shall be handed over to the new incumbent in the event of transfer or retirement of the incumbent in order to maintain continuity in the assessment and accreditation process.
- The Principal of the college shall give the LPC / relieving order to the incumbent only after verifying the handing over of the charge and records lists to the new incumbent personally.
- In case the Principal gets transferred or retired from service, he /she shall submit the AQARs of the previous years during which he/she worked in the institution to the next principal as Chairman of the IQAC.

13. Disciplinary action for dereliction of duty

Disciplinary action will be initiated and the incumbent shall be punishable for dereliction of duty in accordance with the procedure laid down in the Andhra Pradesh Civil Services (CCA) Rules, 1991, if

- a. Any Principal, IQAC coordinator or Criterion In-charge submits the AQAR with 'Nil' reports despite availability of data or
- b. does not submit the AQAR within the stipulated time or
- c. does not maintain the records as per the instructions given above
- d. does not submit the records to the next In Charge in case of transfer or superannuation

14. NAAC Mandate

- All Government Degree Colleges (GDCs) in the state shall be accredited by NAAC within the time frames and any negligence/lapses in submission of AQAR/SSR will be viewed seriously and liable for disciplinary action.
- The GDCs also shall examine the necessity for "Provisional Accreditation of Colleges" (PAC) as prescribed by the NAAC and may opt for PAC only after obtaining the due permission from the CCE

All the Principals of GDCs shall bestow their personal attention on the above SOP and submit their action plans pertaining to NAAC assessment to this office promptly.

For further information Dr.K.Vijaya Babu, Coordinator, APCCE – NAAC can be contacted on mobile number 8801823244.

Sd/- Dr.Pola Bhaskar, IAS
Commissioner
Collegiate Education,
Government of Andhra Pradesh


for Commissioner
Academic Guidance Officer

To

All the Principals of Govt. Degree Colleges in the State

All the RJDCEs in the state

All ID College Principals in the state

Copy to the AGO, O/o CCE for information and all the Academic cell members shall monitor the activity for strict compliance

Copy to the JD, O/o CCE

Copy to the DD, O/o CCE

Annexure

1. Website Checklist

2. RJD Visit Sheet

3. Proceedings of the CCE appointing Zonal Resource Persons

4. Format for Report Preparation

WEBSITE CHECKLIST

1. Home

2. AboutUs

- 2.1. History
- 2.2. Vision and Mission
- 2.3. Principal Message
- 2.4. List of Principals
- 2.5. NAAC Certificate
- 2.6. AISHE Certificate
- 2.7. ISO Certificate
- 2.8. NIRF Rank details
- 2.9. University Affiliation Certificate
- 2.10. UGC 2(f) & 12 (b)
- 2.11. CPE and Autonomy Certificates (Wherever Applicable)
- 2.12. Location and Campus Layout
 - 2.12.1. Building Layout/details

3. Administration

- 3.1. College Staff
 - 3.1.1. Teaching Staff
 - 3.1.2. Non-Teaching Staff
 - 3.1.3. Cadre Strength Details
- 3.2. Statutory Bodies
 - 3.2.1. Organogram
 - 3.2.2. Governing Body
 - 3.2.3. Academic Council
 - 3.2.4. Finance
- 3.3. Staff Council
- 3.4. CPDC
- 3.5. College Committees
- 3.6. Monthly News Letter
- 3.7. Alumni Association Meeting Reports
- 3.8. Alumni Association Activities Reports

4. Academics

- 4.1. Academic Council
- 4.2. Academic Calendar
- 4.3. Exam Calendars
- 4.4. Academic Audit Reports
- 4.5. Programmes Offered
 - 4.5.1. UG Programmes
 - 4.5.2. PG Programmes
- 4.6. Certificate Courses

- 4.7. Admissions Category-wise
- 4.8. Curricular Transaction Plan
 - 4.8.1. Master Timetable
 - 4.8.2. Program-wise Timetable
 - 4.8.3. Lecturer-wise Timetable
- 4.9. Outcomes
 - 4.9.1. COs
 - 4.9.2. POs
 - 4.9.3. PSOs
 - 4.9.4. Attainment of COs
- 4.10. LMS / e-tools designed by Staff

5. Departments

- 5.1. Department of _____
 - 5.1.1. English (Eg)
 - 5.1.1.1. Vision & Mission
 - 5.1.1.2. Semester Wise Time Tables
 - 5.1.1.3. Courses/Programmes
 - 5.1.1.3.1. Sem wise Syllabus
 - 5.1.1.4. Strengths and Achievements of Department
 - 5.1.1.5. Staff Details (CVs to be enclosed)
 - 5.1.1.6. Student Admissions (Prog / Course wise)
 - 5.1.1.7. Results
 - 5.1.1.8. Publications, Patents & Awards
 - 5.1.1.9. Dept. meeting Minutes (Year wise)
 - 5.1.1.10. Best Practices
 - 5.1.1.11. Continuous Internal Assessment Up to date Format
(Course wise)
 - 5.1.1.12. Student's Progression to Higher Education (with
proofs)
 - 5.1.1.13. Student's Progression to Employment (with proofs)

6. Reports of Various Institutional and Departmental Activities

- 6.1 Reports related to Dept. activities (Seminars / Guest
Lectures/ Workshops, Extension Activities etc.,)

7. Research

- 7.1. Collaborations
- 7.2. Research Achievements
- 7.3. Research Publications
- 7.4. MOUs / Links
- 7.5. Field Trips/Study Tours
- 7.6. Student Study / Field Projects
- 7.7. MRP
- 7.8. Incubation Centre Activities

8. Infrastructure (with Measurements and available facilities)

- 8.1. Class Rooms
- 8.2. Labs
- 8.3. Maintenance of Infrastructure
- 8.4. Virtual Class Rooms
- 8.5. Digital Class Rooms
- 8.6. Skill Development Centre
- 8.7. Library
 - 8.7.1. e-Resources

9. Student Support (Brief Description, details, Calendar of Activities and Reports in NAAC format)

- 9.1. JKC
- 9.2. NSS
- 9.3. NCC
- 9.4. WEC
- 9.5. Health Center
- 9.6. GYM and Sports Center
- 9.7. RRC
- 9.8. DRC
- 9.9. Anti-Ragging
- 9.10. Cultural Club
- 9.11. Career Guidance Cell
- 9.12. MANA TV
- 9.13. Grievance Reddressal Cell
- 9.14. Consumer Club
- 9.15. Scholarship

10. IQAC

- 10.1. About IQAC – Committee and Criterion In charge details
- 10.2. IQAC Structure
- 10.3. VISION, MISSION and Core Values
- 10.4. AQARS
- 10.5. Accreditation Details
- 10.6. IQAC Meetings / Resolutions / Action taken Reports
- 10.7. Criterion wise data

11. Best Practices

- 11.1. Gender Sensitivity
- 11.2. Waste Management
- 11.3. Rain Water Harvesting
- 11.4. Green Practices
- 11.5. Differently-abled Friendliness
- 11.6. Code of Conduct Handbook
- 11.7. Best Practices of the Institution in NAAC format
- 11.8. National Symbols

- 11.9. Fundamental Rights & Fundamental Duties
- 11.10. Professional Code of Govt of AP&UGC
- 11.11. Other Practices

12. Examination Cell

- 12.1. About Examination Cell
- 12.2. Programmes Offered
- 12.3. Notifications
- 12.4. Examinations Time Tables
- 12.5. Previous Question Papers
- 12.6. Results
 - 12.6.1. Result Analysis
- 12.7. Evaluation Procedures and Reforms
- 12.8. Grievances Addressed
- 12.9. Circulars

13. RTI

14. Gallery

15. Contact Us

RJDCE VISIT SHEET

1	Name of the College			
2	Name of the Principal			
3	Name of the IQAC			
4	Date of Expiry of Previous Cycle			
5	Grade in the Previous Cycle			
6	Status of AQARs			Remarks by RJDCE
	a. Submitted till 2020 - 21			
	b. Pending Number of AQARs			
7	Documentation Details:	Available	Not Available	
	a. POs/PSOs/COs			
	b. College Activity Register			
	c. Report of Activities as per NAAC format			
8	SSR Draft Copy Preparation with Proofs			
9	Proposed Date of IIQA			
10	Departmental Records	Available	Not Available	
	a. Dept. Activity Registers			
	b. Departmental Minutes			
	c. CPDC Register and Staff Council Minutes			
	d. Library Automation Status			
	e. Infrastructural Details Record			
11	Alumni Engagement			
	a. Registration Number of Alumni Association			
	b. Meeting Minutes register			
	c. Donations by Alumni			
12	Result Analysis for 5 years (Prog wise)			
13	Student Activity Register			
14	Student Support and Progression			
	a. Higher Education			
	b. Employability			
15	Best Practices			
16	Web site Functionality			
17	Monthly News Letter			
18	IQAC MINUTES BOOK			
19	IQAC - ACTION TAKEN REPORTS			
20	Student Feedback Status			
21	a. collected, analysed and displayed on website			
22	SSS is conducted every semester			
23	Principal's Monitoring is average / good / satisfactory			

Date of Visit

Signature of RJDCE

Proceedings of the Commissioner, Collegiate Education
Andhra Pradesh::Vijayawada
Present: Dr.Pola Bhaskar, IAS.,

Proc No: 001 / CCE – NAAC/ Acad. Cell / AC - 7 / 2022

Date: 07.02.2022

**Sub: Monitoring and Guiding Colleges for Assessment and Accreditation by NAAC –
Nomination of Resource Persons for Consultancy - Reg.**

With a view to strengthen the quality of Government Colleges in the state, the Academic Cell of APCCE has been monitoring the qualitative and quantitative aspects of GDCs on the seven parameters of NAAC.

NAAC asks the Higher Education Institutions to submit **IIQA** (Institutional Information for Qualitative Assessment) in two windows that open in March and December respectively. These colleges also have to submit **Annual Quality Assurance Report (AQAR)** online as prescribed by NAAC, which qualifies the colleges to submit the **Self-Study Report (SSR)** after every five years.

As the new methodology is complex and requires guidance for comprehension of different metrics, along with monitoring and guidance from Academic Cell, the following Principals / Senior lecturers are nominated to guide and support the IQACs of the colleges. The Principals of NAAC going colleges are instructed to seek help / guidance from the under mentioned Resource Persons on phone during their free time.

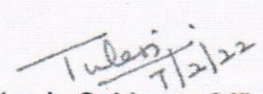
Zone	Name of Resource Person	Phone Number
Zone 1	1. Dr.P.Anil Kumar, Principal, MR College, Vizianagaram	9441257827
	2. Dr. S. Sobha Rani, Principal GDC(W), Vizag	8912541156
Zone 2	1. Dr. M.R.Gowtham , Lecturer , GDC(A), Rajahmundry	94416 54840
	2. Dr. A.Annapurna , Lecturer, GDC(A), Rajahmundry	89787 37858
Zone 3	1. Dr. M. Ravi Kumar, Principal. TRR GDC, Kandukur	94402 21228
	2. Dr. K. Padmaja , Lecturer, GCW(A), Guntur	9502455588
Zone 4	1. Dr. Jithendra, Lecturer, Guntakal	94408 73638
	2. Dr. Fareeda Begum, Lecturer, KVR GDC(W), Kurnool	98662 87072

The RJDCEs are also instructed to monitor the NAAC going colleges from time to time and submit the **Visit Report** to the office of the CCE.

For any other information, Dr.K.Vijaya Babu , Coordinator, APCCE – NAAC can be contacted on mobile 8801823244.

Sd/- Dr. Pola Bhaskar, IAS.,
Commissioner of Collegiate Education

// Attested //


Academic Guidance Officer

Format for Report Preparation

- 1. Minutes of the Meeting related to the activity underlining the Objective**
- 2. Circular**
- 3. Brochure with all details**
- 4. Detailed Report on the activity focusing on**
 - a. OBJECTIVE**
 - b. PROCEDURE**
 - c. SUMMARY OF THE EVENT**
 - d. FEEDBACK FROM PARTICIPANTS**
 - e. ATTENDANCE SHEET WITH SIGNATURES**
 - f. GEO-TAGGED PHOTOS OF THE EVENT**
 - g. SCANNED COPIES OF THE CERTIFICATES ISSUED**