

**Bharati Vidyapeeth Deemed University  
College of Nursing, Pune-43**

***(AQAR – 2013-2014)***

***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 ([naac.aqar@gmail.com](mailto: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

#### I. Details of the Institution

1.1 Name of the Institution	BVDU COLLEGE OF NURSING, PUNE
1.2 Address Line 1	DHANAKWADI
Address Line 2	-
City/Town	PUNE
State	MAHARASHTRA
Pin Code	411043
Institution e-mail address	b_vidyapeeth@yahoo.com
Contact Nos.	02024372496
Name of the Head of the Institution:	Dr.(Mrs.) Sneha A. Pitre
Tel. No. with STD Code:	02024372498
Mobile	9850850678

Name of the IQAC Co-ordinator:

Mr. Suresh Ray

Mobile:

9823954332

IQAC e-mail address:

raysureshkumar@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)\_\_\_\_\_

1.4 Website address:

<http://conpune.bharativedyapeeth.edu>

Web-link of the AQAR:

<http://www.conpune.bharativedyapeeth/sitedata/pdf/AQARpdf>

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

### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A	-	2004	05
2	2 <sup>nd</sup> Cycle	A	3.14	2011	05
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

15/06/2004

1.7 AQAR for the year (for example 2010-11)

2013-2014

1.8 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 2011 -12 submitted to university on 27/09/12
- ii. AQAR 2012-13 submitted to university on 14/6/13
- iii. AQAR 2013-14 Submitted to university on 05/07/2014

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)

NURSING

1.11 Name of the Affiliating University (for the Colleges)

-

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

Autonomy by State/Central Govt. / University

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

**\* (University Related Information)**

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="00"/>
2.5 No. of Alumni	<input type="text" value="00"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="00"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="00"/>
2.8 No. of other External Experts	<input type="text" value="02"/>
2.9 Total No. of members	<input type="text" value="10"/>
2.10 No. of IQAC meetings held	<input type="text" value="02"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="15"/> Faculty <input type="text" value="12"/>
Non-Teaching Staff	<input type="text" value="01"/>
Students	<input type="text" value="01"/>
Alumni	<input type="text" value="01"/>
Others	<input type="text" value="PTA-01 in all courses"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="0.00"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="01"/>
International	<input type="text"/>
National	<input type="text"/>
State	<input type="text"/>
Institution Level	<input checked="" type="checkbox"/>
(ii) Themes	<input type="text" value="Quality Assurance in Higher Education"/>

## 2.14 Significant Activities and contributions made by IQAC

1. Planned the IQAC activities through democratic approach for the year 2013-2014. We have involved students, external members, internal staff members, technical staff and administrative staff in decision making process.
2. An International conference was organized by Bharati Vidyapeeth College of Nursing, Pune from 25-27/7/2013 to discuss the issues in Global Nursing. Speakers were called from USA, UK and Gulf Countries.
3. An alumni meet was organized on 27/7/2013 to strengthen the association and to have election for alumni committee members.
4. To enhance the quality of education through enhancing their communication skills in different languages, we have called Mr. Shinde from IMED College, Pune on 20<sup>th</sup> January 2014 to give a brief orientation on Different Language courses they conduct and the course benefits.
5. College of Nursing, Pune is in process of subscribing a online software package of fundamental procedures to facilitate e-learning for internalization of knowledge and skill.
6. Exercises are undertaken to enable students to acquire hands-on learning and first hand information from a real life situation through educational visits of the students to New Delhi.
7. Through Student Nurses Association executive meetings, we involve student representatives of all classes to discuss upon the needs of the students and how to enhance the quality of performance. In 2013-14 04 SNA Executive meeting and 01 SNA general body meeting were held.
8. Towards faculty development, this year also staff members were deputed to attend the 04 National and 02 International conferences to update their knowledge and skill. 09 research papers were presented by our staff members in these conferences.
9. Under IQAC, college of Nursing, Pune has organized a one day seminar on Quality assurance in Higher education.
10. Teachers are motivated to pursue at least one minor/major research work in their own specialization and to publish article and papers in leading nursing research journals. In this regard teachers are involved in 02 departmental researches (of each Specialty) and 02 research papers are published in International peer reviewed Journals.
11. Parent Teacher Meetings were also held in the month of February – March 2014 to discuss about the progress of the students to their parents.
12. Student feedback of the academic year (2013-2014) for the courses and for the teaching faculty is planned after completion of the course.

## 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
<b>ACADEMIC</b>	
Delegation of additional responsibilities for the faculty members along with regular teaching and learning activities.	Staff members were delegated the extra responsibilities apart from teaching and they have done it well throughout the year.
To hold Undergraduate and Postgraduate staff meetings to monitor students academic progress and other related curricular activities.	Undergraduate and post graduate meetings were conducted regularly every month of the calendar year
To hold journal club meet on every Saturday of the week under faculty improvement programme.	Department wise in-service education programme were conducted through journal club meet on every alternate Saturday's
To hold International Conference on Global Nursing	International Conference was organized on "Global Nursing" from 25-27/7/2013.
To hold District/state/National level conference organized by M.Sc. Nursing students.	First year M.Sc. Nursing students have organized In-service education on Skill Improvement for staff of Bharati Hospital and Research Centre, Pune on 1 <sup>st</sup> week of February – Topics were: IM injection/endotracheal suctioning/IV Therapy/Blood Transfusion/ Putting Intracath etc
To hold an Integrated Management of Neonatal and Childhood training programme for nursing students.	Conducted an IMNCI (Integrated Management of Neonatal and Childhood Illness) for staff and M.Sc. and P.B.B.Sc. Students from 27 JAN – 01 <sup>ST</sup> Feb 2014.
To hold Midwifery and paediatric skill stations to improve the clinical skills of the nursing students.	Neonatal Resuscitation Programme (Provider Course) was conducted for B.Sc. & GNM Students from 21/10-26/10/13  Training of Teachers (TOT) Programme was conducted on 30 <sup>th</sup> March 2014 for Teachers. 45 Teachers have participated in this training programme among that 09 were from Bharati Vidyapeeth NURSING College, Pune.
Completion of work related to three proposed courses of Nursing Informatics, Nursing Management and Ayurvedic Nursing	Work is still in progress.....



<b>Research</b>	
Proposal presentations of new departmental researches in ethical committee for ethical considerations	Staff members have presented the departmental researches in ethical committee and 02 researches from every department were approved from each department.  02 Departmental research (From Obs/Gyn) Department were completed and presented also in the conference proceeding in Wardha, Datta Meghe College of Nursing.
Article Publications in Various journals and conference and workshops proceedings by Postgraduate teachers at least one paper in a year	02 Research Article were published in The International Journals namely Asian Academic Research Journal of Multidisciplinary, Asian Journal of Nursing Education and Research
<b>Infrastructure</b>	
To add third floor to the existing building to facilitate more classrooms, extended library and one big auditorium.	Plan is sanctioned by the Vice-Chancellor of Bharati Vidyapeeth Deemed University, Pune and Most Probably construction will start in 2014/2015
Repair & Purchasing of the equipments (Lab, Office, Computers) in the first quarter of the next academic year.	Lab Articles were purchased as per the requirements of the lab.
<b>ICT</b>	
Promotion of ICT resources in teaching and learning programs.	Demonstration shown by the professor of IMED on how to maintain the e-records of attendance and internal assessment marks of the students.
<b>Extension Activities</b>	
To take up all the extension activities like blood donation camps, health Surveys, adult education, promotion of literacy and rural development with involvement of students and stake holders	All the mentioned activities were conducted as per the planning. Students and Staff of Bharati Vidyapeeth College of nursing have participated in <b>Blood Donation Camp</b> organized by Bharati Hospital and Research Centre on 10 <sup>th</sup> Jan 2014. <b>75</b> Students including few teaching staff have donated the blood.  Free eye check-up camp was conducted in Ambedkar Nagar and Bibwewadi with Bharati Hospital and

	<p>Research Centre, Pune.</p> <p>School Health Programme was conducted in the month of October 2014 at Tambad &amp; Nasrapur Village under Nasrapur Primary Health Centre.</p> <p>Breast Feeding Week was celebrated from 1 August to 7<sup>th</sup> August – Health Education, Awareness programme, Community Meetings along with Aanganwadi Workers, Rally were conducted in Urban Slums and Hospitals</p>
To hold a health check-up camp in the village comes under Nasrapur Primary Health Centre.	Health Check-up conducted at Ambavane Primary Health Centre for the surrounding villagers in Nov/Dec 2013.
Participation in National Health Programme like Pulse Polio in the month of January and February.	Students of GNM and B.Sc. Nursing programme have participated in pulse Polio Programme organized By PMC & Pune Cantonment area in Jan/Feb 2014
To hold a winter camp under NSS for welfare of the rural people and for providing health services to them.	NSS winter camp was taken at Kapoorhol Village in Nov/Dec 2014
<b>Student Welfare Activities</b>	
Welcome and Fresher's Meet	Fresher's Meet was Organized on 17 <sup>th</sup> of August 2013 at Bharati Vidyapeeth College of Nursing, Pune
College Week (Sports and Cultural Activities)	In the last week of September 201, College week was conducted in that various sports and cultural competitions were held.
Guidance and Counselling	Biannually counselling sessions were conducted for the students and records were maintained.
Parents -Teachers Meet	Parent teachers meet was conducted for B.Sc., GNM students in Feb/March 2014.

*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

Every Year we prepare the Annual Quality Assurance Report (AQAR) and submit report to AQAR cell of Bharati Vidyapeeth Deemed University.

## Part – B

### Criterion – I

#### I. 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	01	00	01	00
PG	05	00	05	00
UG	02	00	02	00
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	00	00	00	00
Certificate	00	00	00	00
Others	00	00	00	00
<b>Total</b>	08	00	08	00

Interdisciplinary	00	00	00	00
Innovative	00		00	00

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	00
Trimester	00
Annual	07

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

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

*\*Please provide an analysis of the feedback in the Annexure*

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

NO

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

NO

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
45	13	03	05	24

2.2 No. of permanent faculty with Ph.D.

02

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
0	0	0	0	0	0	01	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

00

15

29

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	45	06	00
Presented papers	08	00	00
Resource Persons	06	03	00

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

NIL. Same Process is being followed.

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

232

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

Nil

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

04

04

04

2.10 Average percentage of attendance of students

P=100% T= 95%

2.11 Course/Programme wise

Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
F.Y.B.Sc. (Nursing)	63	06	29	07	0	66.67
S.Y.B.Sc. (Nursing)	44	04	26	09	0	88.64
T.Y.B.Sc. (Nursing)	61	10	43	08	0	100
F.Y.B.Sc. (Nursing)	57	06	45	06	0	100
F.Y.P.B.B.Sc. (Nursing)	11	02	04	01	0	54.55
S.Y.P.B.B.Sc. (Nursing)	15	03	11	01	0	100
F.Y.M.Sc. (Nursing)	07	00	07	00	00	100
S.Y.M.Sc. (Nursing)	15	02	12	00	00	100

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

By regular feedback from students, teachers, external examiners, alumni and parents

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	00
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	02
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	01
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	18	05	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

1. Motivated the staff members to do departmental researches
2. Asked the staff members to involve themselves in Research Publications
3. Involvement of faculty members in guiding thesis of M.Sc. Students & undergraduates mini research work
4. By providing Research funds from university to conduct departmental researches.
5. Provided online databases, Journals, books to search for reviews
6. Asked the faculty members to attend research workshops

#### 3.2 Details regarding major projects- NIL

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	01	-	-
Outlay in Rs. Lakhs	0.5 Lakh	0.25 lac	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	-	-
Non-Peer Review Journals	-	-	-
e-Journals	01	-	-
Conference proceedings	09	-	-

#### 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.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP	<input type="text" value="-"/>	CAS	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
DPE	<input type="text" value="-"/>			DBT Scheme/funds	<input type="text" value="-"/>

3.9 For colleges

Autonomy	<input type="text" value="-"/>	CPE	<input type="text" value="-"/>	DBT Star Scheme	<input type="text" value="-"/>
INSPIRE	<input type="text" value="-"/>	CE	<input type="text" value="-"/>	Any Other (specify)	<input type="text" value="-"/>

3.10 Revenue generated through consultancy

3.11 No. of conferences

Organized by the Institution

Level	International	National	State	University	College
Number	01	0	0	0	0
Sponsoring agencies	BVDU	-	-	-	-

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency  From Management of University/College

Total

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00

3.16 No. of patents received this year 

	Granted	0
--	---------	---

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
01	0	0	0	0	01	0

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

02
11

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

0
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3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	0	SRF	0	Project Fellows	0	Any other	0
-----	---	-----	---	-----------------	---	-----------	---

3.21 No. of students Participated in NSS events:

University level	100	State level	14
National level	0	International level	0

3.22 No. of students participated in NCC events: NA

University level	0	State level	0
National level	0	International level	0

3.23 No. of Awards won in NSS:

University level	0	State level	0
National level	0	International level	0

3.24 No. of Awards won in NCC: NA

University level	0	State level	0
National level	0	International level	0

3.25 No. of Extension activities organized

University forum	<input type="text" value="04"/>	College forum	<input type="text" value="05"/>		
NCC	<input type="text" value="0"/>	NSS	<input type="text" value="0"/>	Any other	<input type="text" value="0"/>

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

1. Health Camp
2. Rally on Save Energy
3. UTKARSH cultural programme at State Level
4. Attended workshop and Conference on Social Events like Road Safety, Female Foeticide, and Women Empowerment 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	20500 sq.ft.	-	-	20500 sq.ft.
Class rooms	05	-	-	05
Laboratories	05	-	-	05
Seminar Halls	-	-	-	-
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

#### 4.2 Computerization of administration and library

Library: Records are computerized. Through the software application issue/return of the book is done and prescribed fine is charged if submission is late. In the library computers are placed and internet connection is given.

Administration: All administrative records are computerized. Finance is managed through TALLY Software.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4627	3931516.00	93	19835.00	10480	9923701.00
Reference Books	5160	5972350.00	00	00.00	5160	5972350.00
e-Books	70	15000.00	00	00.00	70	15000.00
Journals	28	2500000.00	11	15000.00	39	2515000.00
e-Journals	120	15750.00	00	00.00	120	15750.00
Digital Database	-	-	-	-	-	-
CD & Video	50	18000.00	00	00.00	50	18000.00
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total	Computer	Internet	Browsing	Computer	Office	Depart-	Others
--	-------	----------	----------	----------	----------	--------	---------	--------

	Computers	Labs		Centres	Centres		ments	
Existing	78	01	yes	02	-	04	05	-
Added	00	00	-	-	-	-	-	-
Total	78	01	yes	-	-	04	05	-

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

Faculty members were computers to maintain the computerized records. Both Teachers and students have an access to internet. Networking is existing through staff members can avail the information easily. For e-records of attendance and internal marks, demonstration was given to few faculty members to understand the software. In Current year, training programme is planned for all faculty members.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.39
ii) Campus Infrastructure and facilities	3.92
iii) Equipments	2.59
iv) Others	2.01
<b>Total :</b>	<b>8.91</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Through SNA executive meetings, SNA general body meeting and IQAC Meetings awareness were made regarding student support service. In IQAC, we have student representative who informs students in SNA meetings about important decisions related to students

#### 5.2 Efforts made by the institution for tracking the progression

Feedback mechanism helps us to track the progression of the student. Informal feedback as well as feedback at the end of the course makes us aware about the potential issues and problems also.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
241	23	15	154

#### (b) No. of students outside the state

236

#### (c) No. of international students

03

Men	No	%	Women	No	%
	55	13.09		211	86.9

Last Year- 2012-13						This Year- 2013-14					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
350	18	03	54	0	425	308	12	05	53	0	378

Demand ratio

Dropout % 0

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

NA

No. of students beneficiaries

00

### 5.5 No. of students qualified in these examinations

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

### 5.6 Details of student counselling and career guidance

Biannually the guidance and counselling for the students is done. Every teacher is allotted some students for guidance and counselling. Records are maintained through counselling forms. At the admission to the course and during PTA Meetings parents are also involved in the counselling sessions.

No. of students benefitted

### 5.7 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
00	00	00	124

### 5.8 Details of gender sensitization programmes

College of Nursing is a institute of health sciences and we teach gender related issues through different subjects like community health, sociology, psychology, obs/gyn. Etc.

### 5.9 Students Activities

#### 5.9.1 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

5.9.2 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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	11	₹113000
Financial support from government	00	00
Financial support from other sources	04	₹2,65000
Number of students who received International/ National recognitions	00	00

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

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: The college of Nursing aspires to be a model of excellence through dynamic programmes, innovative practices and research**

**MISSION: Social Transformation through Dynamic Education**

6.2 Does the Institution has a management Information System

Institution does not have Management Information system in Place but Most of the work is done through Computers Like student's activities records, result sheets, financial records etc.

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

6.3.1 Curriculum Development

1. Prepared Blue-print of all the subjects of in terms of Knowledge, understanding and application questions on

6.3.2 Teaching and Learning

1. Department wise in-service education for staff members to enhance their skill and update their knowledge on Saturday's

6.3.3 Examination and Evaluation

1. To improve the performance of the failure students, we give them different kind of theory and clinical assignments which improves their knowledge as well as their internal assessment.

6.3.4 Research and Development

1. Staffs are being told to involve themselves in departmental researches and apply to university and other funding agencies for funds.
2. Minimum two research publication every year by staff members.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Reference books were kept separately in the sitting area of the library for students convenience to refer reference books easily without having any problem
2. Demonstration shown by the professor of IMED on how to maintain the e-records of attendance and internal assessment marks of the students.

### 6.3.6 Human Resource Management

Nil

### 6.3.7 Faculty and Staff recruitment

Nil

### 6.3.8 Industry Interaction / Collaboration

Students of 2<sup>nd</sup> Year M.Sc. Nursing and 4<sup>th</sup> Year B.Sc. Nursing were taken for educational visits to reputed Nursing Colleges and Hospitals in Delhi in the month of Jan-Feb 2014.

### 6.3.9 Admission of Students

1. Meetings were conducted and staff members were given the responsibilities and allotted the area related to admission.
2. Presentations were prepared to do presentation in schools for admissions.
3. Pamphlets were prepared to distribute in Maharashtra, Kerala, Manipur and Bihar.
4. Staff members have done the presentation on nursing course in various schools of Maharashtra, Kerala, Manipur and Bihar.
5. On the day of the 12<sup>th</sup> Std. Result, staff members have gone

6.4 Welfare schemes for	Teaching	Health Scheme, Bank Loan Facility
	Non teaching	Health Scheme, Bank Loan Facility
	Students	Health Scheme, Bank Loan Facility Scholarship (Leela Poonawala) Foundation, Samaj Kalyan scholarship

6.5 Total corpus fund generated Through Tution Fees, Admission fees, Bank Interest,  
Sale of forms - ₹20203570

6.6 Whether annual financial audit has been done    Yes     No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	-	NO	-
Administrative	NO	-	NO	-

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?

Nil

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

NA

#### 6.11 Activities and support from the Alumni Association

Conducted a Alumni Meet on 27/July 2013. In the very meeting, alumni committee member were elected for next three years. BVP College of Nursing, Pune who settled abroad have donated a sum of ₹ 1,00,000 to ALUMNI FUND.

#### 6.12 Activities and support from the Parent – Teacher Association

PTA meeting for each course was conducted in the month of Feb/ March 2014. Along with the meet, guidance and counselling programme was also conducted for the students.

#### 6.13 Development programmes for support staff

BVP college of Nursing has planned to have MCIT Training programme for the support staff in the next academic year.

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

1. Tree Plantation under NSS.
2. Rally was conducted on "SAVE ENERGY" under NSS.
3. Every year students were Environmental Science Subject.
4. Regular teachings were given on proper waste management and disposal.

## 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.

1. Introduced the concept of “ clinical facilitators” where few staff member s have been given the responsibility to look after clinical coordination, issues and problems
2. Department In-service education programme is started to improve the skills of the staff members and to have an update information related to their specialization.
3. We have started with conducting One day seminar under IQAC. This year we have conducted seminar on “ Quality Assurance in Higher Education)

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

1. To collect information for maintaining records of UGC/NAAC/IQAC centrally at college level. The email id Created is : [ugcnaaciqac@gmail.com](mailto:ugcnaaciqac@gmail.com)
2. Prepared Blue-print of all the subjects of in terms of Knowledge, understanding and application questions on 6/12/2013
3. Prepared Formats for collecting official information about college activities and other information.
4. Department wise In- service education was conducted on Saturday’s
5. Conducted One day seminar under IQAC. This year we have conducted seminar on “ Quality Assurance in Higher Education)
6. Started with separate meetings with Non-teaching staff to discuss their progress, issues and problems.
7. Parent Teacher Meetings were also held in the month of February – March 2014 to discuss about the progress of the students to their parents.
8. Student feedback of the academic year (2013-2014) for the courses and for the teaching faculty is taken.
9. Demonstration shown by the professor of IMED on how to maintain the e-records of attendance and internal assessment marks of the students.

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

1. Involvement of students in the management curricular and extracurricular activities through Student Nurses Association (SNA)
2. Decentralization of the authority and responsibility to staff members to give their best to students regarding teaching and learning experiences without any hindrances

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

#### 7.4 Contribution to environmental awareness / protection

1. Students are taught environmental science subject in 2<sup>nd</sup> year B.Sc. and 2<sup>nd</sup> Year P.B.B.Sc. Nursing course.
2. A Rally was conducted on "SAVE ENERGY" from Bharati Vidyapeeth Dhanakwadi Campus gate to Bharati Vihar.
3. Tree Plantation programme was done at Padmavati in the month of January 2014.

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 (S)	: Faculty members and available teaching and learning facilities
Weakness (W)	: Available Space to run GNM, B.Sc., P.B.B.Sc. and M.Sc. Nursing courses
Opportunity (O)	: National and International collaboration and students exchange programme
Threat	: Admissions (due to mushrooming of nursing colleges and their low fee structure)

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

1. Half yearly Meeting of IQAC
2. Plan to conduct IQAC Seminar on "Academic Audit"
3. Regular Maintenance of IQAC Records
4. Feedback from students, parents and alumni regarding teacher, teaching and courses
5. Plan to install software for maintaining of computerized records of student's attendance and student's internal assessment marks.

Name: Mr. Suresh Ray

Name: Dr.(Mrs.) Sneha A. Pitre

\_\_\_\_\_  
Signature of the Coordinator, IQAC

\_\_\_\_\_  
Signature of the Chairperson, IQAC

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**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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