***Version 5 dated 12-01-2018 (23/5/2018)***

***Guidelines for the Creation of the***

**Internal Quality Assurance Cell (IQAC)**

**and Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions**

***(For Autonomous Colleges)***

**(Revised as per Revised Accreditation Framework in November, 2017)**

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**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

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

**Part- B**

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| --- |
| **CRITERION I – CURRICULAR ASPECTS** |
| **1.1 Curriculum Design and Development** |
| 1.1.1. Programmes for which syllabus revision was carried out during the Academic year |
| Name of Programme | Programme Code | Dates of revision |
|  |  |  |
| 1.1.2 Programmes/courses focussed on employability/entrepreneurship/skill development during the Academic year |
| **Programme with Code** | **Date of Introduction** | **Course with Code** | **Date of Introduction** |
|  |  |  |  |
| **1.2 Academic Flexibility** |
| 1.2.1 New programmes/courses introduced during the Academic year |
| Programme/Course | Date of Introduction |
|  |  |
| 1.2.2.Programmes in which Choice Based Credit System (CBCS) Elective Course System implemented at the College level during the Academic year. |
| Name of the Programmes adopting CBCS | **UG** | **PG** | Date of implementation of CBCS / Elective Course System | **UG** | **PG** |
| Already adopted (mention the year) |  |  |
| **1.3 Curriculum Enrichment** |
| 1.3.1 Value-added courses imparting transferable and life skills offered during the year |
| Value added courses | Date of introduction | Number of students enrolled |
|  |  |  |
| 1.3.2 Field Projects / Internships under taken during the year |
| Project/Programme Title | No. of students enrolled for Field Projects / Internships |
|  |  |
| **1.4 Feedback System** |
| 1.4.1 Whether structured feedback received from all the stakeholders |
| 1) Students | 2) Teachers | 3) Employers | 4) Alumni | 5) Parents |
| Yes / No | Yes / No | Yes / No | Yes / No | Yes / No |
| 1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words) |
|  |
| **CRITERION II – TEACHING- LEARNING AND EVALUATION** |
| **2.1 Student Enrolment and Profile** |
| 2.1.1 Demand Ratio during the year |
| Name of the Programme | Number of seats available | Number of applications received | Students Enrolled |
|  |  |  |  |
| **2.2 Catering to Student Diverstiy** |
| 2.2.1 Student – Full time teacher ratio (current year data) |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of full time teachers available in the institution teaching only UG courses | Number of full time teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|  |  |  |  |  |  |
| **2.3 Teaching – Learning Process** |
| 2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data) |
| Number of teachers on roll | Number of teachers using ICT *(LMS, e- Resources)* | ICT tools and resources available | Number of ICT enabled classrooms | Number of smart classrooms | E-resources and techniques used |
|  |  |  |  |  |  |
| 2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words) |
|  |
| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|  |  |  |

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| --- |
| **2.4 Teacher Profile and Quality** |
| 2.4.1 Number of full time teachers appointed during the year |
| No.of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|  |  |  |  |  |
| 2.4.2 Honours and recognitions received by teachers(*received awards, recognition, fellowships at State, National, International level from Government, recognized bodies during the year)* |
| Year of award | Name of full time teachers receiving awards from state level, National level, International level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|  |  |  |  |
| **2.5 Evaluation Process and Reforms** |
| 2.5.1 Number of days from the date of semester – end / year - end examination till the declaration of results during the year |
| Programme Name | Programme Code | Semester / Year | Last date of the last semester-end/year-end examination | Date of declaration of results of semester-end/year-end examination |
|  |  |  |  |  |
| 2.5.2 Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year.**\* *Do not include re-valuation / re-totalling*** |
| Number of complaints or grievances about evaluation | Total number of students appeared in the examination | .Percentage |
|  |
| **2.6 Student Performance and Learning Outcomes** |
| 2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution  (to provide the weblink) |
|  |
| 2.6.2 Pass percentage of students |
| Programme code | Programme name | Number of students appeared in the final year examination | Number of students passed in final Semester/ year examination | Pass Percentage |
|  |  |  |  |  |
| **2.7 Student Satisfaction Survey** |
| 2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink) |
| **CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION** |
| **3.1 Promotion of Research and Facilities** |
| 3.1.1 The institution provides seed money to its teachers for research, |
| Yes....................... No............................ if yes give details |
| Name of the teacher getting seed money | The amount of seed money | Year of receiving grant | Duration of the grant |
|  |  |  |  |
| 3.1.2 Teachers awarded National / International fellowship for advanced studies / research during the year |
|  | Name of the teacher awarded the fellowship | Name of the Award | Date of Award | Awarding Agency |
| National  |  |  |  |  |
| International |  |  |  |  |

|  |
| --- |
| **3.2 Resource Mobilization for Research** |
| 3.2.1 Research funds sanctioned and received from various agencies, industry and other organisations |
| Nature of the Project | Duration | Name of the funding Agency | Total grant sanctioned | Amount received during the year |
| Major Projects |  |  |  |  |
| Minor Projects |  |  |  |  |
| Interdisciplinary Projects |  |  |  |  |
| Projects sponsored by the University / College |  |  |  |  |
| Students Research Projects *(other than compulsory by the college)* |  |  |  |  |
| International Projects |  |  |  |  |
| Any other (Specify) |  |  |  |  |
| Total |  |  |  |  |
|  |
|  |
| 3.2.2. Number of ongoing research projects per teacher funded by government and non-government agencies during the years |
|  |
|  |
| **3.3 Innovation Ecosystem** |
| 3.3.1 Workshops/Seminars conducted on Intellectual Property Rights (IPR) and Industry- Academia Innovative practices during the year |
| Title of Workshop / Seminar | Name of the Department | Date(s) |
|  |  |  |
|  |  |  |
| 3.3.2 Award for Innovation won by Institution /Teachers/Research scholars/Students during the year |
| Title of the innovation | Name of the Awardee | Awarding Agency | Date of Award | Category |
|  |  |  |  |  |
| 3.3.3 No. of Incubation centre created, starts-ups incubated on campus during the year |
| Incubation Centre | Name | Sponsored by |
|  |  |  |
|  |  |  |
|  |
| Name of the Start-up | Nature of Start-up | Date of commencement |
|  |  |  |
|  |  |  |
|  |
| **3.4 Research Publication and Awards** |
| 3.4.1 Ph.Ds awarded during the year |
| Name of the Department | No. of Ph.Ds Awarded |
|  |  |
|  |
| 3.4.2 Research Publications in the Journals notified on UGC website during the year |
|  | Department | No. of Publication | Average Impact Factor, if any |
| National |  |  |  |
| International |  |  |  |
|  |
| 3.4.3 Books and Chapters in edited Volumes / Books Published, and papers in National / International Conference Proceedings per Teacher during the year |
| Department | No. of Publication |
|  |  |
|  |
|  |
| 3.4.4 Patent Published / awarded during the year |
| Date of Award | Patent status Published / Filed | Patent Number | Date of Award |
|  |  |  |  |
|  |  |  |  |
| 3.4.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus / Web of Science or Pub Med / Indian Citation Index  |
| Title of the paper | Name of the author | Title of the Journal | Year of Publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citations |
|  |  |  |  |  |  |  |
| 3.4.6 h-index of the Institutional Publications during the year. (based on Scopus/Web of Science) |
| Title of the paper | Name of the author | Title of the Journal | Year of Publication | h- Index | Number of citations excluding self citations | Institutional affiliation as mentioned in the publication |
|  |  |  |  |  |  |  |
| 3.4.7 Faculty participation in Seminar/Conference and Symposia during the year: |
| No. of Faculty | International level | National level | State level | Local level |
| Attended / Seminars Workshops |  |  |  |  |
| Presented Papers |  |  |  |  |
| Resource Persons |  |  |  |  |
|  |
| **3.5 Consultancy** |
| 3.5.1 Revenue generated from Consultancy during the year |
| Name of the Consultant(s) department | Name of the Consultancy project | Consulting /Sponsoring Agency | Revenue generated (amount in rupees) |
|  |  |  |  |
| 3.5.2 Revenue generated from Corporate Training by the Institution during the year |
| Name of the Consultant(s) & Department | Title of the Programme | Agency seeking training | Revenue generated (amount in rupees) | Number of trainees |
|  |  |  |  |  |
| **3.6 Extension Activities** |
| 3.6.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Redcross/Youth Red Cross (YRC) etc., during the year |
| Title of the Activities | Organising unit/agency/ collaborating agency | Number of teachers co-ordinated in such activities | Number of students participated in such acitivities |
|  |  |  |  |
| 3.6.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year |
| Name of the activity | Award / Recognition | Awarding bodies | No.of Students benefited |
|  |  |  |  |
|  |
| 3.6.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue etc. during the year |
| Name of the scheme | Organising unit / agency / collaborating agency | Name of the activity | Number of teachers co-ordinated such activities | Number of students participated in such activities |
|  |  |  |  |  |
|  |
| **3.7 Collaborations** |
| 3.7.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year |
| Nature of Activity | Participant | Source of financial support | Duration |
|  |  |  |  |
|  |
| 3.7.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. During the year |
| Nature of linkage | Title of the linkage | Name of the Partnering Institution / Industry / research lab with contact details | Duration(From-To) | Participant |
|  |  |  |  |  |
|  |
| 3.7.3 MoUs signed with institutions of national, International importance, other institutions, industries, corporate houses etc. During the year |
| Organisation | Date of MoU signed | Purpose and Activities | Number of students/teachers participated under MoUs |
|  |  |  |  |
| **CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES** |
| **4.1 Physical Facilities** |
| 4.1.1 Budget allocation, excluding salary for infrastructure augmentation during this year |
| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|  |  |
|  |
| 4.1.2 Details of augmentation in infrastructure facilities during the year |
| Facilities | Existing | Newly added |
| Campus area |  |  |
| Class rooms |  |  |
| Laboratories |  |  |
| Seminar Halls |  |  |
| Classrooms with LCD facilities |  |  |
| Classrooms with Wi-Fi / LAN |  |  |
| Seminar halls with ICT facilities |  |  |
| Video Centre |  |  |
| No. of important equipments purchased (>1-0 lakh during the current year. |  |  |
| Value of the equipment purchased during the year (Rs in Lakhs) |  |  |
| Others |  |  |
|  |
| 4.2 Library as a Learning Resource |
| 4.2.1 Library is automated {Integrated Library Management System ILMS} |
| Name of the ILMS software | Nature of automation (fully or partially) | Version | Year of automation |
|  |  |  |  |
| 4.2.1 Library Services: |
|  | Existing | Newly added | Total |
|  | No | Value | No | Value | No | Value |
| Text Books |  |  |  |  |  |  |
| Reference Books |  |  |  |  |  |  |
| e-Books |  |  |  |  |  |  |
| Journals |  |  |  |  |  |  |
| e-Journals |  |  |  |  |  |  |
| Digital database |  |  |  |  |  |  |
| CD & Video |  |  |  |  |  |  |
| Library automation |  |  |  |  |  |  |
| Weeding(Hard & Soft) |  |  |  |  |  |  |
| Others (specify) |  |  |  |  |  |  |
|  |
| 4.2.2 E-content developed by teachers such as : e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc |
| Name of the teacher | Name of the module | Platform on which module is developed | Date of launching e-content |
|  |  |  |  |
|  |
| **4.3 IT Infrastructure**  |
| 4.3.1 Technology Upgradation (overall) |
|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Available band width (MGBPS) | Others |
| Existing |  |  |  |  |  |  |  |  |  |
| Added  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |
|  |
| 4.3.2 Bandwidth available of internet connection in the institution (Leased Line) |
| ……………………… MBPS/GBPS |
| 4.3.3. Facility for e-content |
| Name of the e-content development facility | Provide the link of the videos & media centre and recording facility |
|  |  |
|  |
| **4.4 Maintenance of Campus Infrastructure** |
| 4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year |
| Assigned budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|  |  |  |  |
| 4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional website) |
| **CRITERION V – STUDENT SUPPORT AND PROGRESSION** |
| **5.1 Student Support** |
| 5.1.1 Scholarships and Financial Support |
|  | Name / Title of the scheme | Number of students | Amount in Rupees |
| Financial support from institution |  |  |  |
| Financial support from other sources |
| a) National |
| b) International |
|  |
| 5.1.2 Number of capability enhancement and development schemes such a Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc., |
| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Agencies involved |
|  |  |  |  |
| 5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year |
| Year | Name of the scheme | Number of benefited students by Guidance for competitive examination | Number of benefited students by career counselling activities | Number of students who have passed in the competitive exam | Number of students placed |
|  |  |  |  |  |  |
| 5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year |
| Total grievances received | No. of grievances redressed | Average number of days for grievance redressal |
| **5.2 Student Progression** |
| 5.2.1 Detail of campus placement during the year |
| On campus | Off campus |
| Name of Organizations visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 5.2.2 Student progression to higher education in percentage during the year |
| Year | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined | Name of Programme admitted to |
|  |  |  |  |  |  |
| 5.2.3 Students qualifying in state/national/international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services) |
| NET |  |  |
| SET |  |  |
| SLET |  |  |
| GATE |  |  |
| GMAT |  |  |
| CAT |  |  |
| GRE |  |  |
| TOFEL |  |  |
| Civil Services |  |  |
| State Government Services |  |  |
| Any Other |  |  |
|  |  |  |
| 5.2.4 Sports and cultural activities / competitions organised at the institution level during the year |
| Activity | Level | Participants |
|  |  |  |
| **5.3 Student Participation and Activities**  |
| 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)  |
| Year  | Name of the award/ medal  | National/ International  | Sports  | Cultural  | Student ID number  | Name of the student  |
|  |  |  |  |  |  |  |
| 5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)  |
|  |
| **5.4 Alumni Engagement**  |
| 5.4.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):  |
|  |
| 5.4.2 No. of registered Alumni:  |
|  |
| 5.4.3 Alumni contribution during the year (in Rupees) :  |
|  |
| 5.4.4 Meetings/activities organized by Alumni Association :  |
|  |
| **CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT**  |
| **6.1 Institutional Vision and Leadership**  |
| 6.1.1. Mention two practices of decentralization and participative management during the last year (maximum 500 words)  |
|  |
| 6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial:  |
|  |
| **6.2 Strategy Development and Deployment**  |
| 6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):  |
| * Curriculum Development
 |
| * Teaching and Learning
 |
| * Examination and Evaluation
 |
| * Research and Development
 |
| * Library, ICT and Physical Infrastructure / Instrumentation
 |
| * Human Resource Management
 |
| * Industry Interaction / Collaboration
 |
| * Admission of Students
 |
| 6.2.2. Implementation of e-governance in areas of operations |
| * Planning and Development
 |
| * Administration
 |
| * Finance and Accounts
 |
| * Student Admission and Support
 |
| * Examination
 |
| **6.3 Faculty Empowerment Strategies**  |
| 6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year  |
| Year | Name of teacher | Name of conference / workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|  |  |  |  |  |
| 6.3.2 Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year  |
| Year  | Title of the professional development programme organized for teaching staff  | Title of the administrative training programme organized for non-teaching staff | Dates (from-to)  | No. of participants (Teaching staff)  | No. of participants (Non-teaching staff)  |
|  |  |  |  |  |  |
| 6.3.3 No of teachers attending professional development programmes,viz.,Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year  |
| Title of the professional development programme | Number of teachers who attended | Date and Duration(from – to) |
|  |  |  |
| 6.3.4 Faculty and Staff recruitment (no. for permanent recruitment):  |
| Teaching | Non-teaching |
| Permanent | Fulltime | Permanent | Fulltime |
|  |
|  |
| 6.3.5 Welfare schemes for  |
| Teaching |  |
| Non Teaching |  |
| Students |  |
|  |  |
| **6.4 Financial Management and Resource Mobilization**  |
| 6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)  |
| 6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)  |
| Name of the non government funding agencies/ individuals | Funds/ Grants received in Rs. | Purpose |
|  |  |  |
| 6.4.3 Total corpus fund generated  |
|  |
| **6.5 Internal Quality Assurance System**  |
| 6.5.1 Whether Academic and Administrative Audit (AAA) has been done?  |
| Audit Type | External | Internal |
|  | Yes/No | Agency | Yes/No | Authority |
| Academic |  |  |  |  |
| Administrative |  |  |  |  |
|  |
| 6.5.2 Activities and support from the Parent – Teacher Association (at least three)  |
|  |
| 6.5.3 Development programmes for support staff (at least three)  |
|  |
| 6.5.4 Post Accreditation initiative(s) (mention at least three)  |
|  |
| 6.5.5 a. Submission of Data for AISHE portal : (Yes /No) b. Participation in NIRF : (Yes /No) c. ISO Certification : (Yes /No) d. NBA or any other quality audit : (Yes /No)  |
| 6.5.6 Number of Quality Initiatives undertaken during the year  |
| Year | Name of quality initiative by IQAC | Date of conducting activity | Duration (from-----to------) | Number of participants |
|  |  |  |  |  |
|  |  |  |  |  |

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| **CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**  |
| **7.1 - Institutional Values and Social Responsibilities**  |
| 7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)  |
| Title of the programme | Period (from – to) | Participants |
|  |  | Female | Male |
|  |  |  |  |
| 7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources  |
|  |
| 7.1.3 Differently abled (Divyangjan) friendliness  |
| Items Facilities | Yes/No | No. of Beneficiaries |
| Physical facilities  |  |  |
| Provision for lift  |  |  |
| Ramp/ Rails  |  |  |
| Braille Software/facilities  |  |  |
| Rest Rooms  |  |  |
| Scribes for examination  |  |  |
| Special skill development for differently abled students  |  |  |
| Any other similar facility  |  |  |
|  |
| 7.1.4 Inclusion and Situatedness  |
| Enlist most important initiatives taken to address locational advantages and disadvantages during the year  |
| Year  | Number of initiatives to address locational advantages and disadvantages  | Number of initiatives taken to engage with and contribute to local community  | Date and duration of the initiative  | Name of the initiative  | Issues addressed  | Number of participating students and staff  |
|  |  |  |  |  |  |  |
|  |
| 7.1.5 Human Values and Professional Ethics  |
| Code of conduct (handbooks) for various stakeholders  |
| Title | Date of Publication | Follow up (maximum 100 words each) |
|  |  |  |
|  |
| 7.1.6 Activities conducted for promotion of universal Values and Ethics  |
| Activity  | Duration (from-------to-------)  | Number of participants  |
|  |  |  |
|  |
| 7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)  |
|  |
| **7.2 Best Practices**  |
| Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link  |
|  |
| **7.3 Institutional Distinctiveness**  |
| Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words  |

**8. Future Plans of action for next academic year (500 words)**

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Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Coordinator, IQAC Signature of the Chairperson, IQAC

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