



Practical Hints for Preparing the AQAR

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Abstract:

All NAAC accredited institutions have to submit Annual Quality Assurance Report (AQAR) with specific information at the end of every academic year. The AQAR is the best means to maintain permanent record of planning and the execution of the planning. It also indicates the planning of the future. The AQAR has two parts. Part-A of AQAR includes details of the institution, IQAC composition and activities. Part-B includes seven criteria with specific information. The concluding part of AQAR is a very important commitment of the institution for the next year. The AQAR of all five years put together will be an immense source of producing Self-Study Report for second cycle or re-accreditation. The main objective of writing this paper is to suggest humbly some practical hints for preparing the AQAR.

Keywords: *Higher Education Institution, NAAC, Annual Quality Assurance Report, Second cycle or Re-accreditation, Seven criteria*

The NAAC has set excellence in education as its vision and the best practices are leading towards this end. One of the major steps for attaining excellence in educational qualities is establishment of Internal Quality Assurance Cell for which the U.G.C has allotted Rs.3.00 lakh to each college. All the NAAC accredited institutions have to submit AQAR with specific details and meticulous accuracy of the facts recorded there in.

In general it is the practice of every institution of higher education to have variety of academic and co-curricular activities every year. It is our experience and observation that most of the institutes are actively planning and executing various programmes. One of the most important aspects of the best practice is involvement of the valuable stakeholders in higher education viz. the students.

Notwithstanding the actual programmes and events, it is seen occasionally that the exhibition and the audio-visual documentation are lacking. Chronological order of events is not sometimes readily available. In such a situation an outsider observer develops a notion that no events may have taken place or if at all they have taken place, they may not be of the magnitude of that high magnitude. The AQAR is the best means to maintain permanent record of the planning and the execution of the planning with a few acceptable deviations. It will also indicate the planning of the future which will have some features of the previous year and introduction of some new practices. The AQAR of all five years put together will be an immense source of producing a standard Self-Study Report for second cycle or re-accreditation.

The AQAR has two parts. Part-A of AQAR includes details of the institution, IQAC composition and activities. The report must have detailed planning as chalked out IQAC in the beginning of the academic year towards quality enhancement. The planning must keep excellence in education in focus. It should also chalk out various agencies consisting of various stakeholders of education for accomplishment of the set goals. The end of the year may shows that most of the events have been systematically accomplished and the results are towards the progressive ends. The planning should

also indicate possible problems under certain unfavourable and unexpected conditions and the alternatives must be enlisted in case of adverse situation.

Part-B includes seven criteria with specific information and plans of the institution for the next year. It includes details about academic programmes, flexibility of the curriculum, patterns of programmes, feedback from stakeholders, revision/update of syllabi. But all of us know that such innovations have to be within the set curricula and individual institution have very limited scope for solid innovation. Nevertheless certain aspects can be entertained and innovations can be introduced.

The self-appraisal of every teacher and students assessment of teachers' performance must be enforced and the feedback must be analyzed and necessary action must be taken to maintain progressive graph in the field of teaching and learning process.

It includes participation in conferences, symposia and in faculty development programmes and examination/ evaluation reforms initiated by the institution where there is little scope for new and sophisticated method such as giving code nos., on-line multiple choice questions and encouraging students to have their own material collected from various ICT means. Research activities, projects, publications, etc must occupy proper place in AQAR of the institution. Honours and awards to the faculty should be mentioned and grant, assistance/recognition must be taken care of. Under this criteria of research, consultancy and extension activities, revenue generated through consultancy, conferences organized by the college, faculty served as research guides, chairpersons or resource persons, budget for research, students' participation and awards won in N.S.S., N.C.C, etc. should reflect in a proper way in AQAR. All activities which have impact on the quality enhancement must be undertaken by every individual institution.

The institution is a living entity and follows the same process of birth and growth. Often some new students and members join the college in teaching or administrative staff. They need proper guidance and training which can be provided by their experienced seniors. The learning-teaching material must be obtainable from the library for that the library staff should have experience to help the learners and the research scholars to get the required material. It is prerequisite of any library that it should be computerized and should have practical use of INFLIBNET. The new arrivals: books/journals must be put for learners' advantage so as to attract their attention. Certain new books, journals, CDs etc. should be made available to all the users of the library. There should be computerization of administration and technology upgradation in the institution at the regular interval.

The report also has to indicate scholarship and financial assistance given to the students from the institution, government and other sources. Sporting activities are also of almost significant. The more the students participate in the sporting activities, the better the health of the students. Such activities break the monotony of the academic burden and refresh the students for better performance academically also. Every institution must have proper facilities and other needed material for different sporting activities. The students must be encouraged to develop interest in such activities and the report should show progression in quantity & quality of the students' performance.

In every college, a few learners are high achievers. They must be kept in focus and they should be guided and assisted for development of their gifts and talents, so taken them up to the highest degree of perfection in each one's field of interest. The other and large block of students must also be taken care of and provided guidance and counseling for their improvement. Education aims at giving the best shape and making him / her, a successful member of the society. This can be done only if the students have received functional knowledge. The report should invariably detail the placement-services provided in different capacities.

The report has to indicate the quality improvement strategies adopted by the institution for the curriculum development, teaching and learning, examination and evaluation, research, ICT and infrastructure, faculty and staff recruitment, etc. It has to indicate welfare schemes for teaching, non-teaching and students. It should also reflect activities and support from the Alumni and Parent-Teacher Association and initiatives undertaken by the institution to make the campus eco-friendly. It should indicate innovations introduced during the year which have created a positive impact on the functioning of the institution. Every college must have best practices. Some may have special coaching, some may have special community services, some may have special programmes for economically disadvantaged, socially disadvantaged and physically and visually challenged students. The concluding part of AQAR is a very important commitment of the institution for the next academic year. It should be such a planning that bears influence of the previous year planning and its practical execution, whatever programmes and events of the previous year were found to be impractical. The plan must also indicate the resources to support the execution of the next year plan. It should also reflect the co-operation and team work of the teaching and non-teaching staff, the students, the management and all other stakeholders of the institution. All the efforts must be listed directing towards any one aim which is excellence in education. Functionality of the education system must be shown in the planning indicating the possible placement opportunities for the learners during their learning period and at the end of their U.G or P.G programme.

This should be reinforced with audio-visual documents of most of the event taking place. If this is done when the NAAC peer team visits the college after five years for re-accreditation most of the aspects will serve as direct - evidences and may not require much talking or verbal communication. If this is done sincerely the concerned institution will have the advantage of letting the facts speak for themselves. Judgment given by the NAAC Pear Team with this background will not only be objective but also acceptable and pleasing to the most of the stakeholders of education Such an AQAR will be beneficial to the institution and will provide guidance for future enhancement.

Reference:

Guideline for the creation of the IQAC and Submission of AQAR in Accredited Institutions (Revised in October 2013)