

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions



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*

Contents

	Page Nos.
1. Introduction 4
2. Objective 4
3. Strategies 4
4. Functions 5
5. Benefits 5
6. <i>Composition of the IQAC</i> 5
7. The role of coordinator 6
8. Operational Features of the IQAC 6
9. Monitoring Mechanism 7
10. The Annual Quality Assurance Report (AQAR) of the IQAC 8
Part – A	
11. Details of the Institution 9
12. IQAC Composition and Activities 12
Part – B	
13. Criterion – I: Curricular Aspects 14
14. Criterion – II: Teaching, Learning and Evaluation 15
15. Criterion – III: Research, Consultancy and Extension 17
16. Criterion – IV: Infrastructure and Learning Resources 20
17. Criterion – V: Student Support and Progression 22
18. Criterion – VI: Governance, Leadership and Management 24
19. Criterion – VII: Innovations and Best Practices 27
20. Abbreviations 29

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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.

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 (capuaqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-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

AQAR for the year (for example 2013-14)

2015 - 16

I. Details of the Institution

1.1 Name of the Institution

The Oxford College Of Physiotherapy

1.2 Address Line 1

6/9, 1 St Cross, Begur Road,

Address Line 2

Hongasandra,

City/Town

Bangalore

State

Karnataka

Pin Code

560068

Institution e-mail address

physiotherapyprincipal@theoxford.edu

Contact Nos.

080 30219841, 080 30219842

Name of the Head of the Institution:

PROF C. PRABHU

Tel. No. with STD Code:

080 30219841, 080 30219842

Mobile:

9886498094

Name of the IQAC Co-ordinator:

Ahamed Thajudeen

Mobile:

8050479453

IQAC e-mail address:

physiotherapypricipal@theoxford.edu

1.3 NAAC Track ID (For ex. MHC0GN 18879)

14306

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/66/A&A/060 dated 21-02-2014

1.5 Website address:

www.oxford.edu

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.12	2014	20.2.19
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

10/10/2013

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 2014-2015 submitted on 28/12/2015
ii. AQAR 2015-2016 submitted on 28/12/2016
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

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)

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	NA		
University with Potential for Excellence	NA	UGC-CPE	NA
DST Star Scheme	NA	UGC-CE	NA
UGC-Special Assistance Programme	NA	DST-FIST	NA
UGC-Innovative PG programmes	NA	Any other (<i>Specify</i>)	NA
UGC-COP Programmes	NA		

2. IQAC Composition and Activities

2.1 No. of Teachers	15 + 15	
2.2 No. of Administrative/Technical staff	5	
2.3 No. of students	234	
2.4 No. of Management representatives	5	
2.5 No. of Alumni	406	
2. 6 No. of any other stakeholder and community representatives	5	
2.7 No. of Employers/ Industrialists	1	
2.8 No. of other External Experts	15	
2.9 Total No. of members	7	
2.10 No. of IQAC meetings held	12	

2.11 No. of meetings with various stakeholders: 1 No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

S NO	TOPIC	RESOURCE PERSON	PLACE	DATE
1.	ATP International Fitness & Sports Convention	ATP International Fitness & Sports Convention – Pre Convention Workshop & Symposium	Bangalore,	11/12/15 to 13/12/15
2.	Shoulder Master Workshop	Dr. Anandh, PT Clinical Physiotherapist, united kingdom	Seminar hall, The oxford college of physiotherapy, Bommanahallai, Bangalore	05/01/16 to 06/01/16
3.	X- ray images for shoulder and knee. Diaganosis & differential diaganosis	Dr. S. Saseendar,MS, Ortho, dnb(ortho) ,care sports injury,	Seminar hall, The Oxford College of Physiotherapy, Bommanahallai, Bangalore	24/02/2016
4.	Digital Teaching on Imaging techniques	Dr. Prabhu PT, Principal, The oxford college of Physiotherapy.	Seminar hall, The oxford college of physiotherapy, Bommanahallai, Bangalore	08/03/2016 to 9/03/2016
5.	Industrial Ergonomics	M.S.Pawan Kumar BPT, Compt, MhSc, FRCPT Orthopedic Manipulative Therapist & Ergonomist/HFE	Seminar hall, The Oxford College of Physiotherapy, Bommanahallai, Bangalore	16/04/2016

6.	Low Back Care – A Different School Of Thoughts	Dr. Karvannan, PT (Neuro), PhD, Manipal Hospitals, bangalore	Seminar hall, The Oxford College of Physiotherapy, Bommanahallai, Bangalore	25/04/2016 to 26/04/2016
7.	Trigger Point Release	Dr.Murali Sivantham,PT(Ortho), Professor, Oxford College Of Physiotherapy	Seminar hal The Oxford College of Physiotherapy, Bommanahallai, Bangalore	11/05/2016
8.	Tempomandibular Dysfuction	Dr.Raj Kannan,Pt(Cardio), Professor, Oxford College Of Physiotherapy	Seminar hal The Oxford College of Physiotherapy, Bommanahallai, Bangalore.	11/06/2016
9.	Neuro Developmental Approach	Dr. Madhavi,PT Dr. Ramya,PT, Assistant Professor, The oxford college of PT, Bangalore	Seminar Hall - 2 The Oxford College of Physiotherapy, Bommanahallai, Bangalore	18/07/2016 to 19/07/2016
10.	Trigger Point Introduction and Palpation Techniques	Dr. Senthilkumar, PT, Professor, The oxford college of PT, Bangalore	Seminar Hall - 1 The Oxford College of Physiotherapy, Bommanahallai, Bangalore	25/08/2016 to 21/07/2016
11.	Neural Mobilisation	Dr.Vijay kumar,Dr.Murali Sivanatham,Professor, Oxford College Of Physiotherapy	Seminar hall The Oxford College of Physiotherapy, Bommanahallai, Bangalore	16/11/2016
12.	Workshop on Ostopath Manipulation	Dr. Valentine Weber, Health Share, Physiotherapist, UK	Seminar hall The Oxford College of Physiotherapy, Bommanahallai, Bangalore	6/12/2016 to 7/12/2016
13.	Workshop on Visceral Manipulation	Dr. Amir Massoud, PhD, Professor, University of SWR, Teharan, Iran	Seminar hall – 2, The Oxford College of Physiotherapy, Bommanahallai, Bangalore	08/12/2016 to 09/12/2016

14	Workshop on Dry Needling for UPPER limb Muscles	Dr. Kim Ling Fu, Bio Rehab, Malaysia	Seminar hall – 2 The Oxford College of Physiotherapy, Bommanahallai, Bangalore	11/12/2016 to 12/12/2016
15.	Workshop on Dry Needling for LOWER limb Muscles	Dr. Rajkannan, Professor, The oxford college of PT, Chief Physiotherapist, RM Hospital, Bangalore	Seminar hall – 2 The Oxford College of Physiotherapy, Bommanahallai, Bangalore	11/12/2016 to 12/12/2016
16.	Workshop on Fascial Manipulation	Dr. Amir Massoud, PhD, Professor, University of SWR, Teharan, Iran	Seminar hall - 1 The Oxford College of Physiotherapy, Bommanahallai, Bangalore	12/12/2016 to 13/12/2016
17.	International Physiotherapy Conference-Oxfocon 2016, Top Issues & Collective Responsibilities	International Speakers from UK, Iran, Malaysia,	Oxford Science College of Auditorium, Bangalore	10/12/2016 to 11/12/2016

2.14 Significant Activities and contributions made by IQAC

As directed by IQAC, to maintain and sustain high quality of education and research, collaboration with faculties and directors of campus schools was carried out.

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
1.To increase the number and quality of research activities by both staff and students	Seven research papers was published in indexed journal
2.Encouraging to conduct workshops for students and clinical physiotherapist by the faculty	Hands on workshops were conducted by staffs and guest lecturers in the college
3. More number of quality research done	Paper presentations and poster presentation was done in both national and international conferences

<p>4. To conduct more number of campus interview increase job placements for alumini</p> <p>5. Running facebook page for updating college activities to the public and students.</p> <p>6. Conducted convocation for B.PT and M.PT final year on 8th july 2016</p>	<p>Students of final years of BPT& MPT are been selected for the various companies such as Portea, Nightingale, Health Share UK, Specturm Physio.</p> <p>Followers- All the Academic and cultural Activities Uploaded in our college Facebook page.</p> <p>Obtained feedback from the chief guest, parents and students along wih appreciations and prize distribution ceremany for best outgoing students and students who achieved paper publications in reputed journals.</p>
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* 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

- Papers publications.
- Placement cells- Students have been selected for various institutions
- Equipments needed for development of research – NCV,VIRTUALREALITY,FORCE PLATE SYSTEM,TREADMILL WITH HARNESS, MIRROR THERAPY.
- Students symposium –
- Student mentorship to one staff to monitor the development

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	1			
PG	5			1
UG	1			1
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	7			

Interdisciplinary	<p>Physiotherapy awareness for Dentist.</p> <p>Students posted in Oxford Dental College Hospital OPD.</p> <p>Research methodology</p> <p>Soft skills training – MBA.</p> <p>Attitude Prime – manual therapy concepts.</p> <p>Community Based Rehabilitation Service by conducting Various rural and Urban Camps.</p>			
Innovative	<p>World First Digital Teaching by use of various Software(Primal)</p>			

1.2 (i) Flexibility of the Curriculum: Elective option for PG

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	NA
Trimester	NA
Annual	6

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

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.

YES, Post graduate exam has been conducted at the end of second year and exam pattern has been changed.
Yes, Bachelors Programme I year Subjects revised with Practicals exam.

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

YES, PHD (NEUROLOGY AND PSYCHOSOMATIC DISORDERS)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
16	3	1	6	6

2.2 No. of permanent faculty with Ph.D.

00

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
02	01	0	0	0	0	0	00	02	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

25

03

01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		01	01
Presented papers			
Resource Persons			04

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

- Pupilpod for maintain students attendance and progression in studies
- Physiotechplus for patients case sheet maintance
- Advised to attend online courses in the international university
- Teaching methodology according to RGUHS for lecturer, assistant professor & professor
- Teaching training program tie up with other colleges
- Paper presentation done by students
- Writing papers for Department Journals
- Evidence based practice classes was conducted by staff to the Post graduate students
- Lecture – Demonstration
- Power Point presentations by teachers
- Research Projects undertaken by students
- Lectures by eminent Guest Faculty
- Computer assisted virual teaching and learning
- Animation classes was conducted
- Using Audio visual techniques and youtube videos with demonstration of various surgical, manual and soft tissue techniques
- American physical therapy association based student evaluation system was followed for evaluate student clinical performance
- Case presentation done by students individually in opd as well as bedside
- Apart from theoretical presentations, increased clinical teachings for students in OPD and wards in the medical hospital with the goal to gain practical experience for students and make them fit for professional work.
- Community awareness programs were conducted in and around the college and many people were screened for disability.

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

250

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

Double evaluation

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

01

-

01

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BPT – I year	69	14	20	33		78
BPT - II year	27		55	33		55
BPT - III year	16	6	50			
BPT - IV year	6	16	83			100
MPT I year	22		31	55		86
MPT - II year	Waiting for Results					

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

- Monitoring through school IQAC committees.
- Encouraging more participation in faculty development programs.
- Evaluation through academic audit and student feedback.
- Circulating articles relating to teaching & learning processes.
- Periodic faculty meetings addressed by Principal .
- Current updates in the field of physiotherapy discussed by staff through regular presentations.
- Following purchase and use of teaching aids e-gazettes.
- Skilled programs, internal practical exams conducted by external examiners
- Systematic module planning and professionally monitoring teaching process through results obtained from internal assignments and exams.
- Periodic evaluations by senior staff / management who are invited to classes for monitoring the teachings of lecturers.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	3
Faculty exchange programme	1
Staff training conducted by the university	4
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	4
Others	

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	05	0	0	0
Technical Staff	03	0	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Post graduate Dissertation are encouraged to publish in various national and international journals
- Encouraged different pilot studies to process.
- Head of The Department, was insisted to publish paper , according to that publication was done and some few papers are in the process of publication.
- Ethical committee is formed to practice institutional professional ethics in research for PG and Ph.D programs
- Various schemes are being addressed for academic planning and development section
- Students are encouraged to participate in paper and poster presentation to various National and International level conferences
- Single case studies are being followed up and in process of publishing
-

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2		
Outlay in Rs. Lakhs		Self		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		Self		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	20	4	
Non-Peer Review Journals		2	
e-Journals			
Conference proceedings	7		

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 <i>(other than compulsory by the University)</i>				
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 CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	1				
Sponsoring agencies					

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

3.16 No. of patents received this year

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

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
		2	3			

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum

College forum

NCC

NSS

Any other

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

- Marathon on August 6th – in which students participated and appointed as the onfield therapist.
- One student achieved third place in the Marathon 5K.
- Graduation day was conducted on 8th July and awarded prizes for the best outgoing students.
- Farwell to the outgoing was conducted. 9th july 2016
- World Physiotherapy day - Physio walk was conducted in collaboration with Bangalore Physiotherapy Network.
- Oxford Marathon of 5K and 10K run was conducted on 18th September 2016, with participation of students / staff and management.
- Obesity screening for school childerns orgnasied by our staff with post graduate students
- Hand writting training for (fine motor development skills for school childerns)
- Collaboration with Dental College of OPD for treating Tempromandibular Dysfunctions
- Back care management for house wife and general public organised during world physiotherapy day celebration
- Sports meet was held on 20th june 2015 .
- Conducted yoga day celebrations along with psrticipation of students /staff and patients.

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	1+1(17955 Sq Ft)			2
Class rooms	10(4000Sq Ft)			10
Laboratories	4+1(3900 Sq Ft)			5

Seminar Halls	400 SqFt	1		2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	0			0
Value of the equipment purchased during the year (Rs. in Lakhs)	0			0
Thers				

4.2 Computerization of administration and library

- Use of Helinet software encouraged
- Encouraged to use Primal Software for teach Anatomy, Physiology and clinical Subjects
- Encouraged to use Online Open Access Journal
- Use of APTA online journal to update recent updates in physiotherapy for students and staffs
- Use of computers and data storage in all administration & library sections.
- Individual usage of system with close supervising
- Systems are connected with all HELINET 24 hours
- RGUHS online journals and books available to read 24 hours with internet connection
- Close surveillance with quick healer software
- Software Assisted Language Training

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1517	991516	96	130937	1613	1122453
Reference Books	397	227071	20	45244	417	272315
e-Books	-----	1590200	3836	211000	3836	1801200
Journals	36	943613	05	178850	41	1122463
e-Journals	721	1590200	1978	211000	1978	1801200
Digital Database	02	1590200	04	211000	04	1801200
CD & Video	175	1590200	189	211000	189	1801200
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	150	2	Yes	Yes	Yes	4	4	
Added	10	1	Yes	Yes	Yes	1	1	
Total								

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

The Computer Department continues to provide updated, interesting, and challenging courses for students, expanding this range where there are new opportunities and demand.

Assistance and training is provided on need basis by the IT faculty to the teachers and students, they are the beneficiaries of basic computer programme and utilize the internet services as and when required by them.

4.6 Amount spent on maintenance in lakhs :

i) ICT	10,000
ii) Campus Infrastructure and facilities	1,00,000
iii) Equipments	20,000
iv) Others	
Total :	

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ✓ Add on workshop for the development of clinical skills
- ✓ Anti Ragging committee
- ✓ Health centre facility
- ✓ Grievance redressal committee
- ✓ Training and placement assistance
- ✓ Mentorship program
- ✓ Campus placement support service
- ✓ Higher education counselling cell
- ✓ Wats app group to share placements
- ✓ Case discussion group in wats app

5.2 Efforts made by the institution for tracking the progression

- ✓ Conduct career oriented lecture for college student at affiliated colleges
- ✓ Providing syllabus, fees structure, facilities scholarships etc
- ✓ Making parents meet and informing them on the progress of wards
- ✓ Every department maintain a register for recording the program of students
- ✓ Pupil pod softward helps us in Enterning internal assessment, Attendance, Mooc,Monitor student progression in studies, communicated directly through parents,
- ✓ Students Diary helps teachers to monitor the students daily academic activities.

UG	PG	Ph. D.	Others
----	----	--------	--------

5.3 (a) Total Number of students

218	25		
-----	----	--	--

(b) No. of students outside the state

196

(c) No. of international students

06

Men	No	%	Women	No	%
	76	32		167	66

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
						219	20	4			243

Demand ratio 1:3 Dropout - 3%

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

No. of students beneficiaries

--

5.5 No. of students qualified in these examinations

NET	0	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	0

5.6 Details of student counselling and career guidance

- Physiotherapy professional career guidance for final and internees
 - Mentoring for students, telephonic counseling
 - Arranged in campus interviews
 - Locating Job through Job Portal, Bangalore Physiotherapy Network, Wats app, Facebook Pages

No. of students benefitted

06

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
Health Share - UK,	12	04	
Portea- Home Health care,	22	12	
Nightingale – Health Care	22	08	
Spectrum Physio	12	02	

5.8 Details of gender sensitization programmes

- | |
|--|
| <ul style="list-style-type: none"> - Woman empowerment programmes - Self defence programme for male and female |
|--|

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		
Financial support from government	05	1,00,000
Financial support from other sources		
Number of students who received		

International/ National recognitions		
--------------------------------------	--	--

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: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision is to be recognized nationally and internationally in the areas of physiotherapy education, research & patient care, based on a culture of excellence & driven by a professional focus

Our Mission is:

- To provide quality patient care to all the sections of the society, based on our strong commitment to practice, education, research, innovation and collaboration
- To engage and motivate students through stimulating and collaborative experiences.
- To provide career-oriented educational programs with the goal of producing innovative, creative & highly skilled graduates and post graduates who are well-prepared in a global society.
- To inculcate the spirit of ethical, moral & quality research in the students.

6.2 Does the Institution has a management Information System

yes

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

6.3.1 Curriculum Development

Syllabus – yearplan, lesson plan, internal exams model exam, digital teaching, clinical teaching, Continious physiotherapy education

6.3.2 Teaching and Learning

- ✓ Digital teaching
- ✓ External Lecturers
- ✓ Guest lecturers
- ✓ Scientific learning
- ✓ Problem based learning
- ✓ Hands on techniques
- ✓ Bedside case presentation and teaching
- ✓ Clinical teaching
- ✓ Ospe
- ✓ Microteaching
- ✓ OSCE
- ✓ Seminars
- ✓ Evidence based learning
- ✓ Journal presentation
- ✓ Case presentation

6.3.3 Examination and Evaluation

- ✓ Three Internal exams in academic year
- ✓ Weekly exams
- ✓ Model exams before the university exam
- ✓ Intra evaluation by staffs
- ✓ Feed back was updated to the students through pupil pod
- ✓ Practical's – external examiner called for practical examiner
- ✓ Objective structural practical exam (OSPE)
- ✓ Objective structural clinical exam (OSCE)
- ✓ Oral viva voce

6.3.4 Research and Development

- ✓ Single case study report was obtained from OPD and process for publications
- ✓ Case Series report was obtained retrospectively from OPD Register
- ✓ Image Article was published in various journals
- ✓ Students Post graduate Dissertation was processed for publication in peer reviewed journals
- ✓ OPD and IP cases are used for Data collection under the approval of TOCPT ethical committee
- ✓ Ethical committee meeting conducted every three months once for the approval of post graduate students dissertation and staff researchs
- ✓ synopsis presentation was well organised under the supervision of respective guide
- ✓ dissertation presentation was done before the submission to the university under the supervision all speciality professors and HOD
- ✓ Synopsis review regualry updated by the students to their respective guide
- ✓

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ✓ Institute has an adequate number of books, computer labs, internet connection, scientific instruments, e-Journals, class rooms, reading, research room, and play grounds

6.3.6 Human Resource Management

In house and outside training to teaching and non teaching
 Periodic recruitments, Promotions to teaching staff

6.3.7 Faculty and Staff recruitment

- ✓ Interview panel will be formed
- ✓ HR interview
- ✓ Demonstration classes should take
- ✓ Students Feed Back was analysed statistically
- ✓ Personal interview to be held
- ✓ Practical Demonstration should take
- ✓ Research knowledge will be assessed by the Interview panel
- ✓ Academic pefromance will be assessed Mark List(percentage)

6.3.8 Industry Interaction / Collaboration

Yes, Has Collaboration With Apollo, Bimra, Recoup, Sagar Hospitals, Fortis, Mobility India, Health Sahre UK, Sanjay Gandhi, Chan re – Rheumatology specialised Hospital, Sparsh Hospitals

6.3.9 Admission of Students

- Counselling and guidance with choice of subjects for students before submission
- Application forms for admission
- Merit list prepared
- Thorough Government merit list
- Government seats are filled through counselling

6.4 Welfare

schemes for

Teaching	PF, ESI, MEDICAL, TEACHERS TRAINING
Non teaching	PF, ESI, MEDICAL BENEFITS
Students	Scholarships, Mentorship, Alumini, Langauage Lab, Eo Library, Medical Dental And Free Physio Opd

6.5 Total corpus fund generated

-

✓

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	√	LIC - RGUHS	√	Principal
Administrative	√		√	Management

6.8 Does the University/ Autonomous College declares 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?

RGUHS – panel conducts regular meetings
Senate and BOS makes new amendments

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

Not applicable

6.11 Activities and support from the Alumni Association

- Career guidance programme
- Incampus interview arranged with MNC companies
- Job Notification through mails and college portal
- Maintaining students relationship and updates their professional activities through facebook pages

6.12 Activities and support from the Parent – Teacher Association

- ✓ Yearly once regular meeting with parents and gaudiance
- ✓ Orientation Programes
- ✓ Student academic activities updated to the parents through puplipod such as SMS, Mail and phone calls intimation
- ✓ Mentorship maintenance with the students and staffs, students grievances discussed face to face and updated with their parents

6.13 Development programmes for support staff

- ✓ Type writing classes
- ✓ Personality Development Programs
- ✓ File maintainance by office staff regularly inspected by principal
- ✓ Coordinator support program

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

- ✓ Eco-friendliness in the campus is the policy of the college. Lawns and gardens are

- ✓ maintained with utmost care.
- ✓ Approach roads are lined with trees and shrubs.
- ✓ Use of plastic materials is prohibited in the college.
- ✓ Rule and regulations are strictly followed.
- ✓ Keep cleanend enviornments in floors, class rooms and campus
- ✓ Underground Parking facilities

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.

- ✓ Staffs are encouraged to conduct In-House workshops
- ✓ Staffs are encouraged to conduct workshops in different places such as national and international level.
- ✓ External faculties are invited to present their specialised skills and conduct seminars
- ✓ Students are encouraged to study by use of various softwares induced and websites introduced.
- ✓ Regular updates of new technqiues which is done throught conducting seminars, workshops.
- ✓ Faculites are invited internationally to update modern trends in physiotherapy
- ✓ Holistic development of staffs and student
- ✓ 4 short term training programmes were conducted.
- ✓ 2 short term training programmes were conducted by university

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

- ✓ Participation in CBR by facultyand students
- ✓ Polio camp, blood donation camp
- ✓ All the seats in aided stream and self-financing stream were filled up
- ✓ Planning to conduct one international conference and monthly one workshop for different specialities such as orthopedics, Neurology, cardiorespiratory, obstetrics and gyanecology, sports and fitness
- ✓ Planning to conduct regular Dissection classes with 3D animation softwares
- ✓ In house workshop conducted for the Post graduate students
- ✓ In house animation classes was taken for the under graduate and post graduate students
- ✓ Planned for publication as per plan one staff separately allotted for research purpose and promoting publication in indexed journals
- ✓ Promoting hands on techanial skills for the students by out source available near college staffs, national and international staffs

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

- Evidence based practice is a one of successful thing which helps to compete with other medical professionals.

- This is an on-going process with an assured future
- Initiation and formalization of a Research cell to encourage students and Staff to undertake research activities

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

7.4 Contribution to environmental awareness / protection

- Swachh Bharat Scheme Introduces as per Govt of India regulations
- Students are instructed to follow strictly
- plastic paper strictly banned inside the college premises
- committe were formed and closely observed If found onspot education was given by committe

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

We have best Infrastrcture and skilled teaching professionals. Those who working whole heartly for development of this Institutions.

8. Plans of institution for next year

- Encourage various research activities
- Planning International conferences
- Encouraging publication
- Encouraging various Medical camps with Ties up and collaborated Hospitals
- Upgrading technique skills with national and international resource persons.
- Encourage research funds

Name: Prof. Ahamed Thajudeen

Name: Prof. Prabhu MPT, CSMT (Manipal)





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

Annexure I

Annexure I

Academic calendar MPT Program 2015 - 2016

Month	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep
I year MPT	Internal clinico academic period				External Clinical Period			Internal clinico Academic period				
	Synopsis Preparation		Synopsis Presentation & submission Ist internal examination		2nd Internal Examination						3 rd Internal Examination	
II year MPT	External clinical period		Internal clinico academic period									
	Clinical & Dissertation Preparation		Dissertation Presentation & Submission			4 th Internal Examination					3 rd Internal Examination	

Academic calendar BPT Program 2015 - 2016

Month	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep
I year BPT	Medical Subjects conducted by Medical Faculties			Internal Exam – I st term	Sports & Culturals	Classes and practical's		Internal Exam – II nd term	Medical Subjects conducted by Medical Faculties		Internal exam – III rd Term	University exam
II TO IV TH YEAR	Internal clinico Academic period					Internal clinico Academic period			Internal clinico Academic period			

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
