

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

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

Date: 03-02-2022.

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

Ref: Review Meetings with Principals of GDCs.

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

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

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

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

APCCE - NAAC

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

1. Vision and Mission

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

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

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

2. IQAC Committee

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

Composition of the IQAC Committee:

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

3. Functions of IQAC

The IQAC has to ensure outcome-oriented quality work is taken up by different departments of the HEI and the stakeholders in tune with the ‘Vision’ and ‘Mission’. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of the functioning of the institution. The IQAC Coordinator has a major role in implementing these functions. The IQAC may derive support from the already existing units and mechanism that contribute to the functions:

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks / parameters for various academic and administrative activities of the institution
- b) Creation of a learner-centric environment conducive to quality education and faculty knowledge / skill promotion to adopt the required knowledge and technology for participatory teaching and learning process
- c) Arrangement for feedback from students, parents, alumni and other stakeholders on quality-related institutional processes