



C.S.I.B.E.R.

2018

**MENTORSHIP PROGRAM: N.A.A.C. REVISED
ASSESSMENT AND ACCREDITATION
GUIDELINES**



*Dr. J. V. H. Samra
Co-ordinator T&AE*

**CHHATRAPATI SHAHU INSTITUTE OF
BUSINESS EDUCATION & RESEARCH,
KOLHAPUR-416004(Maharashtra)**

12/1/2018

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EXECUTIVE SUMMARY

1.0 INTRODUCTION:

Quality in higher education in India has come to the center stage with the NAAC assessment and accreditation procedure. Number of Universities and colleges in India have accepted the challenge and got them accredited over the last two and half decades. But inspite of the best efforts of NAAC and the parent Universities number of colleges in India are yet to be accredited. In order to promote the concept of quality in the non-accredited colleges the Central and State Governments through Rashtriya Uchatar Shiksha Abhiyan(RUSA) are encouraging selected accredited institutions to mentor the non NAAC accredited institutions.

Chhatrapati Shahu Institute of Business Education and Research (CSIBER), Kolhapur being the first Autonomous institute with A+ grade in the third cycle, with CGPA of 3.55, was selected by RUSA, Maharashtra to undertake the mentoring of few institutions in its vicinity. Accordingly a list of 10 affiliated, but not accredited colleges under Shivaji University, Kolhapur, was prepared by the IQAC of CSIBER, Kolhapur. All Principals of these colleges were invited for a one day, **MENTORSHIP PROGRAM: N.A.A.C.REVISED ASSESSMENT AND ACCREDITATION GUIDELINES**, on 1st December 2018.

2.0 OBJECTIVES OF THE MENTORSHIP PROGRAM:

- (i) To orient the non-accredited colleges about the revised NAAC accreditation guidelines
- (ii) To identify the difficulties in the participating colleges for starting the NAAC accreditation process
- (iii) To highlight the benefits of NAAC accreditation
- (iv) To establish a mentor-mentee link for further interaction

3.0 THE PROGRAM:

The IQAC of CSIBER, in its meeting took note of the national priority of promoting the accreditation among all the higher educational institutions in India. Accordingly the committee designed a one day program for non-accredited institutions entitled, **“MENTORSHIP PROGRAM: N.A.A.C.REVISED ASSESSMENT AND ACCREDITATION GUIDELINES”**. The invitation letters were sent to the Principals of the identified ten colleges. The invitation letters along with the program schedule was mailed to these colleges. This was followed by phone calls for motivating them to participate in the program. As a result 10 participants were on 1st December 2018 for the program.

The program started with the welcome note by Dr Shruti S Jamsandekar, member IQAC. Inaugural function was performed at the hands Dr M.M.Ali, Director, CSIBER,Kolhapur with the lamp lighting ceremony. Dr.T.V.G.Sarma, coordinator, IQAC, felicitated all the participants in the program.

The first session was by Dr. M.M Ali, Director and Chairman of IQAC. He made a presentation on the topic, **“NAAC Accreditation and CSIBER Advantage and Best Practices”**. In his talk he explained the advantage CSIBER could get by starting the NAAC accreditation process since 1995. As a result of the early accreditation the institute could become Autonomous and College with Potential for Excellence (C.P.E.) phase-III. The NAAC procedure helped the institute to define and put in place all quality systems through the seven criteria framework. The session helped the participants understand the parameters on which CSIBER could score well and thereby attempt to implement them in their colleges.

The second session was conducted by Dr.T.V.G.Sarma, coordinator, IQAC, CSIBER. In this session he gave a presentation on, **“NAAC NEW ACCREDITATION PROCESS : AN OVERVIEW”**. The detailed procedure of NAAC accreditation, the changes in the new framework, the preparations and the precautions the colleges have to undertake for

NAAC accreditation were explained in detail. The new terms in the revised framework such as IIQA, DVV, SSS, QnM, QIM and others were introduced and explained. The differences in the previous and the new assessment framework were also discussed in the session.

The third session was devoted for the Questions from the participants. The Director and the IQAC coordinator clarified the doubts about the new procedure as well as encouraged them to highlight their institutional barriers in going ahead with the NAAC accreditation. The IQAC and the coordinating members of the program took note of the difficulties highlighted by the participating colleges.

The program concluded with the valedictory program presided by Dr.R.V.Kulkarni, former Director and Head, dept. of Computer Studies, CSIBER. Dr. Bindu Menon, Dr. P.P Chavan, Dr.Ajay D Shinde, Dr. Shruti S Jamsandekar and Sri. Vinayak S Salokhe, who are the members of IQAC helped to complete the program successfully.

4.0 DIFFICULTIES IN ACCREDITATION HIGHLIGHTED BY PARTICIPANTS:

- (i) No initiative from college Management for accreditation
- (ii) Unfilled faculty positions
- (iii) Understaffing
- (iv) Disinterest of existing faculty and staff
- (v) Remote location of colleges making it difficult for organizing good academic program
- (vi) High teaching workload of existing staff
- (vii) Diversity of students
- (viii) Localised faculty
- (ix) Highly expensive process
- (x) Low student attendance due to work on farms
- (xi) Poor English communication skills

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MENTORSHIP PROGRAM:REVISED ASSESSMENT AND
ACCREDITATION GUIDELINES

(An I.Q.A.C. Initiative)

1st December'2018

Time	Particulars	Resource Person
11.00am - 11.15am	Welcome & Inaugural	Dr. S.S Jamsandekar & Dr.Ajay D Shinde Faculty, Dept. of Computer Studies, Members, IQAC,CSIBER,Kolhapur
11.15- 12.00noon	NAAC Assessment & Accreditation: CSIBER Advantage & Best Practices	Dr. M.M.Ali Director, CSIBER,Kolhapur
12.00- 1.00pm	NAAC NEW ACCREDITATION PROCESS : AN OVERVIEW	Dr T.V.G. Sarma Associate Professor & Head,Dept. of Economics, Coordinator I.Q.A.C. C.S.I.B.E.R., Kolhapur
1.00- 1.30pm	Q & A	Dr. M.M.Ali & Dr T.V.G. Sarma
1.30- 1.45pm	Valedictory	Dr.R.V.Kulkarni Former Director & Head, Dept. of Computer Studies, CSIBER, Kolhapur In charge: Dr. P.P.Chavan
1.45- 2.30pm	Lunch	In charge: Sri. Vinayak Salokhe Admin. Officer Dr. Bindu Menon Dr. P.P.Chavan Faculty, Dept. of Mgt. , Members, IQAC,CSIBER,Kolhapur



MENTORSHIP PROGRAM: NEW NAAC ASSESSMENT AND ACCREDITATION GUIDELIN

1ST DECEMBER'2018

VENUE: CSIBER, Kolhapur-4

LIST OF PARTICIPANTS

SR. NO.	NAME OF PARTICIPANTS	NAME & ADDRESS OF THE COLLEGE	EMAIL	PHONE	SIGNATURE
1	Mr. Malagouda Jinagouda Mukund	Ideal Inshtute of Management, Kondigre	iimkondigre@gmail.com.	9421073378 9970956652	
2.	Mr. Jadhav Vikas Keishna	Dr. J. P. Naik College Utur.	vikasjadhavkeishna@gmail.com	9158586138	
3.	Mr. Sujit Baburao Chavan	Ideal Inshtute of Management, Kondigra		738752 0952	
4	Principal Dr. Nivas Jadhav SURYANSHI	RSC college, Mahagaon	dr.nivasjadhav@yahoo.com	9420007534	
5	Mr. Vaisanath Suryabambai	R. S. C. College Mahagaon	Sury. Vaisanath@gmail.com.	836982 1480	
6)	Ms. S. A. Ingle	R. S. C. College, Mahagaon	inglemahacollege@gmail.com	942142 7758	



MENTORSHIP PROGRAM: NEW NAAC ASSESSMENT AND ACCREDITATION GUIDELINES

1ST DECEMBER'2018

VENUE: CSIBER, Kolhapur-4

LIST OF PARTICIPANTS

SR. NO.	NAME OF PARTICIPANTS	NAME & ADDRESS OF THE COLLEGE	EMAIL	PHONE	SIGNATURE
7	Dr. Nile Ramling Kundlik	Arts, Commerce & science college. Adp.	ramlingnile@gmail.com	9421100427	
8	Prof. TALEIKAR VISHWAS BABURAO	"	nishwas@talks198@gmail.com	9403665198	
9	Prof. Ubare Sambhaji Rajaram	Shri Lahu Bala Peritkar Mahavidyalaya Panore	panores121cl@unishivaji.ac.in	8668706028	
10	Prof. Patil Sandip Shamrao	"	"	9409670976	



CSIBER

**Chhatrapati Shahu Institute of Business
Education and Research**

University Road, Kolhapur – 416 004
(An Autonomous Institute, Accredited by NAAC with “A+”)



Certificate

**MENTORSHIP PROGRAM: NAAC REVISED ASSESSMENT AND
ACCREDITATION GUIDELINES**

1st DECEMBER, 2018

This is to certify that _____ has participated in the MENTORSHIP PROGRAM: NAAC REVISED ASSESSMENT AND ACCREDITATION GUIDELINES conducted by the IQAC of CSIBER, Kolhapur on 1st December 2018.

Dr. T. V. G. Sarma
Coordinator, IQAC

Ref No: CSIBER/IQAC/Cert/2018-19/

Dr. M. M. Ali
Director & Chairman IQAC



CSIBER Trusts

**CHHATRAPATI SHAHU INSTITUTE OF BUSINESS EDUCATION
AND RESEARCH (CSIBER) KOLHAPUR**

An Autonomous Institute under UGC, New Delhi and Shivaji University,
College with Potential for Excellence (CPE) III Phase,
Reaccredited by NAAC with 'A+' Grade (CGPA 3.55)

Ref. CSIBER/I.Q.A.C./2018-19/

19th October 2018

To

The Principal

**SUB: INVITATION FOR MENTORSHIP PROGRAM:REVISED ASSESSMENT AND
ACCREDITATION GUIDELINES**

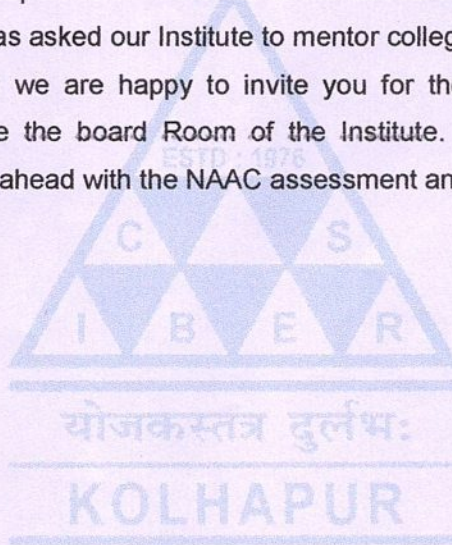
REF: Telephonic talk

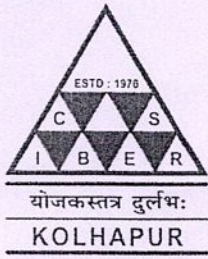
Respected Sir,

Greetings from CSIBER,Kolhapur. With reference to the above subject we are happy to inform you that NAAC, Bangalore has asked our Institute to mentor colleges for NAAC assessment and accreditation. IN this regard we are happy to invite you for the mentorship program on 1st Dec'2018 at 11.00am in the the board Room of the Institute. Your active participation will definitely help you in moving ahead with the NAAC assessment and Accreditation process.

With warm regards,

Dr. M. M. Ali
Director





**MENTORSHIP PROGRAM: NEW NAAC ASSESSMENT AND
ACCREDITATION GUIDELINES**

1ST DECEMBER'2018

Registration Form

1. Name of the Institution: _____
2. AISHE Code: _____
3. Year of Establishment: _____
4. Name of the Affiliating University: _____
5. Name and Contact details/number of the Principal: _____

Email address of the Institution: _____
Alternative email address of the Institution: _____

6. Name and contact details of the IQAC coordinator: _____

Email address of the Institution: _____
Alternative email address of the Institution: _____

7. Is the Institution recognized under UGC 2(f): ____ Yes ____ No
8. Is the Institution recognized under UGC 2(B): ____ Yes ____ No
9. Nature of Institution:

- (i) Government-Government aided
- (ii) Private-Grant in Aid
- (iii) Private-Unaided

10. Details of programs offered at the Institution: _____

11. Total Number of Teaching Faculty: _____
12. Total number of students on rolls: _____
13. Website URL of the Institution: _____

Signature of the Participant

NAAC Assessment & Accreditation: CSIBER Advantage & Best Practices

DR. M. M. ALI

DIRECTOR

CHHATRAPATI SHAHU INSTITUTE OF BUSINESS
EDUCATION AND RESEARCH, KOLHAPUR

Introduction

- Establishment – 1976
- Founding Father – Late Prof. Dr. A. D. Shinde
- Programmes Offered – 28
- Cumulative Enrollment – 1009
- Full Time Faculty – 59

Contd....

- Administrative and Technical Staff – 56
- First Autonomous Institute – 1995
- NAAC Reaccredited – A+ (CGPA – 3.55)
- Recognized by the UGC – CPE III Phase

Quality Initiatives

- Students Centric Learning Facilities
- Social Justice Policy
- Research
- Induction Programme

Contd.....

- Personality Mapping
- Mentoring
- Moodle
- Central Library

Contd...

- Full Time TPO
- Audits
- Pulse News Letter
- Library Database


Social Responsibility

- ◆ Institutional Social Responsibility
 - ◆ Street Play
 - ◆ Village Adoption
 - ◆ Eco Friendly Ganesh Festival
 - ◆ Pollution Free Diwali
 - ◆ Green Initiatives

Assessment Advantage

- Merit Scholarship
- Digital Evaluation
- Video Conferencing
- Choice Based Credit System

Thank You




NAAC ACCREDITATION PROCESS – AN OVERVIEW:

(Amended as on 30 August 2018)

Dr T.V.G. Sarma
Associate Professor &
Head, Dept. of Economics,
Coordinator IQAAC,
C.S.I.B.E.R., Kolhapur-4


IQAC-CSBER,Kolhapur 12/01/2018



NAAC – AN OVERVIEW

- ▶ NAAC was established in 1994
- ▶ Brought **QUALITY** to center stage in higher education
- ▶ Head office @Bengaluru
- ▶ Defined the parameters for Quality in HE


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ACCREDITATION: MANDATORY & SOME BENEFITS

- ▶ Earlier optional but now UGC has made it mandatory
- ▶ Govt. schemes & scholarships being linked with accreditation
- ▶ Nomination of teachers & principals restricted
- ▶ Helps in SWOC analysis
- ▶ Ready reference for employers


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NAAC: ELIGIBILITY

- ▶ HEIs in existence for six years or at least 2 batches have graduated which ever is earlier – aided and/or unaided
- ▶ Affiliated/constituent/autonomous college of a university – recognized by UGC
- ▶ Not affiliated, but offering programs recognized by Statutory Professional Regulatory Council (recognized by AIU or other Govt Agencies offering programs equivalent to a degree program (IIT/IIM etc)
- ▶ AISHE (Code) – Reference No. mandatory for Registration (IIQA) / NAAC
- ▶ Note: Distance Education, Pharmacy and B.Ed/BPEd and Offshore Institutions not covered currently.


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NEW NAAC: First Step

- ▶ Download the NAAC Manual
- ▶ Meticulously study the new framework (7 criteria) & guidelines
- ▶ Understand the DVV
- ▶ QnM & QIM
- ▶ Set IQAC cell and coordinator


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CHANGES IN NEW FRAMEWORK

- ▶ LOI/IEQA to IIQA
- ▶ Integrated SSR: Qualitative/Quantitative Matrices, DVV, and direct online submission of Documentary evidence
- ▶ No hard copy – submission only online
- ▶ IIQA / SSR open for submission throughout the year now
- ▶ From qualitative peer judgment, to data based quantitative indicator evaluation with increased objectivity and transparency
- ▶ Extensive use of ICT, confirming scalability and robustness


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Changes.....

- ▶ Drastic reduction in number of questions, size of the report, visit days, etc
- ▶ Introduced Qualitative & Quantitative, Essential and Non-essential Matrices and Institutions excluding Non-Essential Matrices' are accredited out of 950 weighted score instead of 1000.
- ▶ Introduced online verification of documentary evidences
- ▶ Introduced pre-qualifier for peer team visit: as 30% of system generated score (excluding SSS).
- ▶ Introduced *system generated scores* with combination of online evaluation (about 70%) and peer judgment (about 30%)

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Changes.....

- ▶ Decentralizing accreditation: Third party
- ▶ Differences in the metrics, weightage and benchmarks to Universities, autonomous colleges and affiliated/constituent colleges
- ▶ Enhanced participation of students and Alumni in the assessment process
- ▶ Student Satisfaction Survey directly administered by NAAC concurrently with PT visit

Could go for 100% off site evaluation from 4th cycle

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COMPONENTS OF QIF

New Methodology is: Quantitative (70%) and Qualitative (30%)

	Uni	Auto	Aff.
Criteria	07	07	07
- Key Indicators	34	34	32
- Qualitative Metrics	38	38	42
- Quantitative Metrics	99	98	80
- Total Metrics	137	136	121


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SSR COMPONENTS

- ▶ SSR to be made up of :
 - 1.Executive Summary (5000 words),
 - 2.Institutional Profile + Extended Profile,
 - 3.QIF – Qualitative & Quantitative
 - 4.DVV TEMPLATES and Corresponding DOCUMENTS &
 - 5.Undertaking by Head of the Institution
- ▶ Executive Summary (not to exceed 5000 words)
 - Introductory Note,
 - Criterion-wise summary,
 - Note on SWOC,
 - Additional information such as milestones,
 - Contribution to the five Core Values, and
- ▶ Overall Conclusion


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IQAC: HOW TO GO ABOUT

- ▶ Set up a proactive Steering Committee / IQAC as 'think tank' and data centre, with Accreditation & QAS as Agenda
- ▶ Division of work(Revised Process & Uploading, QTM, Drafting QLM, DVV, Data Source verification etc)
- ▶ Teacher is the primary source of data / documents: IQAC > < Departments > < Teacher/s
- ▶ Five year data needed


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IQAC.....

- ▶ Double check the data and values
- ▶ The documents to be uploaded include minutes of meetings/ decisions, statements of accounts, letters/orders/ notifications, certificates etc as specifically mentioned. (if they are in bulk, hyperlink to the appropriate website may be given)
- ▶ Take care of Essential / Nonessential Matrices / Guidelines
- ▶ Institutional website dynamic
- ▶ No data variation
- ▶ No outsourcing of SSR writing


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SUBMISSION STAGE

- ▶ IIQA
- ▶ SSR along with Qualitative/Quantitative Matrices, and Documents in the prescribed format
- ▶ Upload first IIQA during the year starting from June; along with prescribed registration fee – Link is open throughout the year;
- ▶ If IIQA is rejected, two more chances within the same fees – NAAC will communicate the reasons for rejection – overcome the deficiency and upload again
- ▶ If IIQA is accepted, upload the SSR on the NAAC Portal within 30 days from the date of acceptance of IIQA (45 days till December 31, 2018), along with 50% of the prescribed fees.
- ▶ In case of failure to upload SSR within 30 days; you will have to start the process afresh along with registration accreditation fees
- ▶ SSR uploading is now open throughout the year (the two time slots have been discontinued)


No hard copy of IIQA & SSR – submission only ONLINE
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OPTIONAL METRICES

- ▶ Opting out shall not be more than 5% of total weight (= 50 / 1000)
- ▶ Single matrices opting out should not have more than 20 weightage
- ▶ Qualitative Matrices and Criterion VII cannot be opted out
- ▶ Institutions excluding the 50W Non-Essential Matrices are accredited out of 950 weightage instead of 1000.


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FEW TIPS

- ▶ If UPLOAD FILE size exceeds the limit, institution may upload them on its website (with password protection wherever required for protecting confidentiality). The link of the said documents to be given in the NAAC Portal
- ▶ Wherever Asterisk Red Mark*, it should be understood as mandatory requirement
- ▶ No extension of timeline

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WITHDRAWAL OF SSR

- ▶ Those institute which submitted or does not complete the AA process, may be allowed to withdraw from the process
- ▶ Such institutions will be allowed to apply for AA only after a period of one year
- ▶ Shall host the information that has been withdrawn or not completed the process on institute's and NAAC website
- ▶ The fees paid for AA process so far will be forfeited

(NAAC. Resolution dated 17th August 2018)


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SSS:

- ▶ Students Satisfaction Survey will be directly conducted online by NAAC, only if the institution is eligible for PT
- ▶ Institution to give of data of all enrolled current year students
- ▶ Name / Class / Gender, Student Id no
- ▶ Enrolment number, Degree Program
- ▶ Year of study (1–2–3 yr etc)
- ▶ Mobile No., E-mail id
- ▶ The Questionnaire is available on the NAAC Website.
- ▶ There are 20 Objective and 1 subjective question, emailed to selected students


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Contd.....

- ▶ Translate in regional language but administer in english
- ▶ NAAC will randomly select students for the survey
- ▶ Minimum 10% of students or 100 (500 in case of universities) response needed to consider SSS and Weightage valid for accreditation (if less than the minimum, 50 Weightage will be lost to the institution)
- ▶ Conduct awareness program for students
- ▶ Assumption: Students have easy access to ICT facilities in backward rural/tribal areas


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Peer Team Visit

- ▶ Institution is eligible for PT visit if DVV is accepted, and institution scored a minimum 30% score on the Quantitative Matrices (excluding SSS)
- ▶ PT visit organized within 30 days from the date of clearing the pre-qualifier stage
- ▶ The peer team will confine to only the Qualitative Aspects & SWOC


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NAAC OUTCOME REPORT

- ▶ Report will not be given to Institution by PT (unlike in the past).
- ▶ NAAC will integrate the Reports and Grade given by PT with the System and declare the results.
- ▶ Three parts Accreditation Outcome Report:
 - ▶ Part I: PT Report:
 - General Info of institution and its context
 - Criterion wise analysis of Qualitative Indicators (descriptive)
 - Overall Analysis + SWOC
 - Recommendations for Q Enhancement (not more than 10 major ones)
 - ▶ Part II: Graphical representation based on Quantitative Metrics
 - ▶ Part III: Institutional Grade Sheet

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GRADES & ACCREDITATION STATUS

Grading scale remains the same Five Points: 0-1-2-3-4

C.G.PA	3.01-4.00	A++	Accredited
	3.26-3.50	A+	-do-
	3.01-3.25	A	-do-
	2.76-3.00	B++	-do-
	2.51-2.75	B+	-do-
	2.01-2.50	B	-do-
	1.51-2.00	C	-do-
	1.50 & Less	D Assessed, but not Accredited	

Duration: C to A: 5 yrs; A+ & A++ = 7 years


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Mandatory Disclosure

- ▶ Upload IIQA & SSR (after DVV process only, in .pdf format) on institutional Website
- ▶ Data Templates (in password protected mode, wherever needed)
- ▶ AQAR year-wise
- ▶ Accreditation Outcome Report (Certificate, Grade Sheet etc)


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SUMMARY

- ▶ NAAC Process is mandatory
- ▶ 'Internal Factors' are determining factors in Quality Assurance(Mgt-Faculty-Staff-Students)
- ▶ Above all: LEADERSHIP EFFECTIVENESS
- ▶ The HEI should be able to deliver 'DISTINCTIVE IMPACT' starting with their region.

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Thank You!!!

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MENTORSHIP PROGRAM:REVISED ASSESSMENT AND

ACCREDITATION GUIDELINES

(An I.Q.A.C. Initiative)

1st December'2018

FEED BACK FORM

1. Are you aware about the accreditation process?

Yes No

2. Are you now willing to apply for NAAC accreditation?

Yes No

2. Do you find the process to be difficult?

Yes No

3. Does your college have IQAC cell?

Yes No

4. Do you know number of criteria's for accreditation?

Yes No

5. Do you have information about marking and grading scheme for accreditation?

Yes No

6. Do you have idea about documentary evidence to be produced?

Yes No

7. Do you have idea about types of audits to be conducted?

Yes No

8. Do you know about infrastructural requirements?

Yes No

9. Do you have idea about accreditation benefits?

Yes No

10. Do you have information about committees to be constituted?

Yes No

11. Any observations from your side

_

Thank you!

PHOTOGRAPHS

Program Inaugural & welcome of participants



Session by Dr.M.M.Ali, Director & Dr. T.V.G.Sarma, coordinator I.Q.A.C



Dr.R.V.Kulkarni., Former Director, conducting Q & A session. Dr. P.P Chavan in Valedictory



Dr. R.V.Kulkarni, handing over participation certificates & participants