Frequently Asked Questions (FAQ) on AQAR

1. What is IQAC?

Internal Quality Assurance Cell is a cell proposed by NAAC for every accredited institution for quality sustenance initiatives. Institutions have to establish IQAC before Accreditation.

2. How to establish IQAC?

To establish IQAC, NAAC has formulated the Internal Quality Assurance Cell guidelines. Kindly visit www.naac.gov.in and click on *http://www.naac.gov.in/info-for-institutions#aqar* and download the guidelines.

3. What is the role of IQAC?

Roles and responsibilities are given in the guidelines document. Please see the IQAC guidelines.

4. What is the AQAR?

Annual Quality Assurance Report – (AQAR) is a yearly report, which should be submitted to NAAC every year by all Accredited Institutions as per the format prescribed by online. Please visit NAAC website: www.naac.gov.in

5. Where can we see the AQAR format?

The latest AQAR format is available at NAAC website, kindly follow the link..... *http://www.naac.gov.in/info-for-institutions/2-uncategorised/68-guidelines*

6. What is TRACK ID mentioned in AQAR report?

TRACK ID is the process ID created by the institution on submission of IIQA to NAAC. This Track ID concept has been implemented in NAAC from the year 2012. For more details visit NAAC website: www.naac.gov.in

7. Why Institution should submit AQAR?

All the HEI's accredited by NAAC should submit AQAR report to NAAC every year. The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013. AQAR would be helpful to know the improvements of the institution after the accreditation.

8. What is the use of AQAR?

AQAR is a useful document which gives overall picture of the institutional growth in all the seven criteria's identified by NAAC. It also provides systematic data with respect to various improvements to be taken up by the institution.

9. What will happen if institution does not submit AQAR?

AQAR submission is mandatory for all Accredited Institutions. It is one of the Eligible criteria for Reaccreditation. If the institution has not submitted earlier AQAR, it needs to submit before filling up the IIQA or at least before submission of RAR report to NAAC. **From January 1, 2019 onwards only online AQAR will be accepted**. Institutions are requested to look into NAAC portal. AQAR submission is must for Accredited HEIs. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken.

10. How to do the Submission of AQAR online at NAAC?

The online AQAR has been designed by NAAC and same is available in the NAAC website in word file. *http://www.naac.gov.in/info-for-institutions/2-uncategorised/68-guidelines*

The submission of the AQAR by email has been will be closed on 31st December 2018 (in old format). The HEI's are requested to submit the AQAR online through application available at NAAC web portal. The following steps to be followed.

- If the Institutions has been accredited by NAAC before 2017, Institutions need to register in the NAAC portal by clicking New Registration.
- Create on HEI Portal by registering in the NAAC web portal, https://assessmentonline.naac.gov.in/public/index.php/hei
- Download the AQAR (word file) and prepare the AQAR data to be submitted online through NAAC portal.
- Submit AQAR by online by using Institutional Password.
- The Institutions willing to submit the AQAR in the New format by online are welcome. The AQAR for the year 2017-18 may be submitted through online by NAAC Portal.
- Please note that the changes can be done in each Criteria after saving the file. Once final version is submitted to the NAAC you can't change the data.
- Refer "how to submit AQAR by onlin'' (word file attached).
- Institution have not submitted any AQAR to NAAC, what needs to be done?
- If the institution does not submitted earlier AQAR to NAAC. Institution need to submit all previous AQAR in online only in new format only.

11. Our institution was accredited in 2004..!! 2005..!! etc., we have not submitted single AQAR to NAAC, what should institution do now? We are applying to NAAC.

AQAR needs to be submitted to NAAC Annually. The AQAR period would be the Academic Year. For example, July 1, 2015 to June 30, 2016.

NAAC has revised the Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions. The revised guidelines has come into effect from 1st June 2018.

The Higher Education institutions which are submitting the Annual Quality Assurance Report (AQAR) from 01-01-2019 onwards need to submit in the revised format with effect from 1st January 2019. The Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions is placed below in word file. The AQAR submission in online please visit NAAC website www.naac.gov.in. Only online AQAR is accepted by NAAC.

12. We have submitted our AQAR previously through E-mail, now also we can submit through E-mail?

No. The institutions are advised to submit the AQAR by online only from 01-01-2019.

13. We are accredited in the year 2004/ 2004/2005 etc., whether AQAR need to be submitted in old format or New format?

New format only. The revised guidelines has come into effect from 1st June 2018. NAAC has revised the Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions. Those institutions who have not submitted the AQAR need to submit in the new format only. Please visit our website link *http://www.naac.gov.in/info-for-institutions#aqar.*

14. We have sent the HARD copy of AQAR's but we have not sent the SOFT copy (by email)?

No Hard copy is required to submit. The AQAR submission is online. Kindly visit the link *http://www.naac.gov.in/info-for-institutions#aqar.*

15. Can we fill all five year data in one AQAR' report and send it to NAAC?

NO, there should be separate AQAR submission to NAAC for each year. The institutions are advised to submit online AQAR every year.

16. How should we send AQAR's?

All AQAR should be submitted online. Kindly visit NAAC website *http://www.naac.gov.in/info-for-institutions#aqar.*

17. How will we receive the acknowledgement?

The Online submission of AQAR will have automatic Acknowledgement. If the institutions couldn't get the Acknowledgement, please call on 080-23005255.

18. Whether the institution should keep the AQAR copy for reference?

Yes, it is always suggested to save the final copy for institutional future reference. One copy may be kept at Vice Chancellor / Director / Principal / Head of Institution office / room and other copy at IQAC centre and one more copy with NAAC coordinator of the institution.

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