

## ***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.

### ***2. How to establish IQAC?***

To establish IQAC, NAAC has formulated the Internal Quality Assurance Cell guidelines. Kindly visit [www.naac.gov.in](http://www.naac.gov.in) and click on <http://www.naac.gov.in/AQAR.asp> and download the guidelines.

### ***3. What is the role of IQAC?***

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

### ***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/AQAR.asp>

### ***6. What is TRACK ID mentioned in AQAR report?***

TRACK ID is the process ID created by the institution on submission of LOI to NAAC. This Track ID concept has been implemented in NAAC from the year 2012. Institutions which submitted LOI from 2012 onwards will get track ID. For more details visit NAAC website : [www.naac.gov.in](http://www.naac.gov.in)

### ***7. How to submit AQAR report if institution does not have TRACK ID***

If the institution does not have TRACK ID, It needs to provide EC number which is available on the Quality Profile Certificate given by NAAC. The EC number and date can be seen at LOWER BOTTOM portion of the certificate.

Those institutions which have been accredited before 2003 may not have EC number in the certificate. These institutions may give Name of the institution and the file name.

### ***8. 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.

### ***9. 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.

### ***10. What will happen if institution does not submit AQAR?***

AQAR submission is necessary for all intuitions. 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 LOI or at least before submission of RAR report to NAAC. If the institutions submitted Re-accreditation report without AQAR it needs to submit the AQAR in due course before peer team visit. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken.

### ***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, 2012 to June 30, 2013.

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 will come into effect from 1st January 2014.

The Higher Education institutions which are submitting the Annual Quality Assurance Report (AQAR) from 01-01-2014 on wards need to submit in the revised format with effect from 1st January 2014. 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 NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail ([capuaqar@gmail.com](mailto:capuaqar@gmail.com)). The file name needs to be submitted with Track ID of the institution and College Name. 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.

Institution which has not submitted any AQAR's from the date of Accreditation, should submit previous five years AQAR immediately.

***12. We have submitted our AQAR previously through Survey monkey, now what will happen to our old format AQAR?***

The AQAR submitted in the old format is very much valid, and institution need not send the already submitted AQAR's to NAAC.

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

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 will come into effect from 1st January 2014. Those institutions who have not submitted the AQAR need to submit in the new format only. Please our website link <http://www.naac.gov.in/AQAR.asp>

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

From 1<sup>st</sup> January 2014 onwards, all institutions should send the AQAR in e-mail format only. Even if you have sent HARD copy, it is necessary to send the AQAR in Soft copy as word file attachment to [capuaqar@gmail.com](mailto:capuaqar@gmail.com).

***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 separate e-mail for each year for example (2013-2014) data to [capuaqar@gmail.com](mailto:capuaqar@gmail.com)

***16. How should we send AQAR's?***

All AQAR should be sent through e-mail only to [capuaqar@gmail.com](mailto:capuaqar@gmail.com)

***17. How will we receive the acknowledgement?***

The e-mail Acknowledgement copy will be sent by AQAR section within 15 working days from the date of submission of online AQAR by the institution.

***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 Principal / Head of Institution room and other copy at IQAC centre and one more copy with NAAC coordinator at institution.