

NAAC Institutional Quality Sustenance and Development Survey

2012-13
Send on - 18/09/2013

1.



NAAC
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL

INSTRUCTIONS

This questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

1. General Profile
2. IQAC (Internal Quality Assurance Cell) activities
3. Academic and Research Outputs
4. Student Mentoring and Support System
5. Governance and Innovation

The activities of the institution in the above five sections or in other relevant areas are being surveyed to create a quality profile for the year in relation to institutional vision and goals. The survey results would enable the institution and IQAC to create a quality index profile, which would be a self learning exercise. Apart from the responses to the online survey, in case the NAAC requests for any further evidence, the information may be sent by hard copy. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgement or categorization on institutional quality is intended.

IMPORTANT

In order to enable institutions to have a preview of the questionnaire, the PDF version is available on the NAAC website.

When answering this questionnaire, please ensure that no question is omitted in order to have a holistic analysis.

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1. Kindly provide the details of the institutionName of Institution: Year of
Establishment of
the Institution: Address Line 1: Address Line 2: City/Town: State: Postal Code: Email Address: **2. NAAC Accreditation/ Reaccreditation Details**Year of
Accreditation/
Reaccreditation: Current Grade: CGPA: **3. Institutional Status**Affiliated Permanent **4. Contact Person Details**Name of Head of
Institution: Contact Phone:

Email:**Website URL:****Name of IQAC Co-ordinator****Email:**

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SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

5. Number of academic programmes existing (Enter a number; 0 for nil)

Undergraduate (BA/B.Sc./B.Com etc.)	<input type="text" value="3"/>
Post Graduate (MA/M.Sc./M.Com etc.)	<input type="text" value="2"/>
Research Programmes (M.Phil/P.hD)	<input type="text" value="0"/>
Certificate Programmes	<input type="text" value="0"/>
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)	<input type="text" value="0"/>
Other value added programmes	<input type="text" value="0"/>
Any other programme offered (Specify)	<input type="text" value="0"/>

6. Details on Programme Development (Enter a number; 0 for nil)

New programmes added during the year	<input type="text" value="1"/>
New programmes designed	<input type="text" value="0"/>
Programmes under revision	<input type="text" value="3"/>
Interdepartmental collaborative programmes	<input type="text" value="0"/>
Inter institutional collaborative programmes	<input type="text" value="1"/>
Number of review committee recommendations implemented (Total)	<input type="text" value="0"/>
Number of NAAC peer team recommendations implemented	<input type="text" value="2"/>

Number of UGC/any other expert committee recommendations implemented	<input type="text" value="0"/>
Number of review committee recommendation under implementation	<input type="text" value="0"/>
Number of NAAC peer team recommendations under implementation	<input type="text" value="3"/>
Number of UGC/ any other expert committee recommendations under implementation	<input type="text" value="0"/>

7. Faculty Details (Enter a number; 0 for nil)

Total faculty strength required as per norms for all programmes	<input type="text" value="37"/>
Total faculty on rolls	<input type="text" value="31"/>
Faculty added during the year	<input type="text" value="4"/>
Faculty positions vacant	<input type="text" value="6"/>
Faculty left during the year	<input type="text" value="0"/>
Total number of visiting faculty	<input type="text" value="0"/>
Total number of guest faculty	<input type="text" value="5"/>

8. Qualification of Faculty

PhD and Above	<input type="text" value="8"/>
MPhil	<input type="text" value="15"/>
Masters	<input type="text" value="31"/>
Any other (Specify)	<input type="text" value="0"/>

9. Faculty qualification improvement

PhD awarded to existing faculty	<input type="text" value="0"/>
MPhil awarded to existing faculty	<input type="text" value="0"/>

Any other degree
awarded to existing
faculty

10. Administrative Staff Details (Enter a number; 0 for nil)

Administrative staff
(total sanctioned)

Administrative staff
(Actual strength)

Added during the year of
reporting

Left during the year

Number of posts vacant

11. Technical Support Staff Details (Enter a number; 0 for nil)

Technical Support Staff
(Total sanctioned
strength)

Technical Support Staff
(Actual strength)

Added during the year

Left during the year

Number of posts vacant

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SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC.

It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) inline with the vision, mission and goals of the institution.

12. Establishment details

Year of establishment of IQAC

DD MM YYYY

/ /

13. Composition of IQAC (Enter a number; 0 for nil)

Number of IQAC members	<input type="text" value="20"/>
Number of Alumni in IQAC	<input type="text" value="3"/>
Number of Students in IQAC	<input type="text" value="2"/>
Number of Faculty in IQAC	<input type="text" value="6"/>
Number of Administrative Staff in IQAC	<input type="text" value="2"/>
Number of Technical Staff in IQAC	<input type="text" value="1"/>
Number of Management Representatives	<input type="text" value="3"/>

Number of External experts in IQAC

Number of any other stakeholder and community representatives

14. IQAC Meetings

Number of IQAC meetings held during the year

15. Whether Calendar of activities of IQAC formulated for the academic year

Yes

16. IQAC Plans for Development (Enter a number; 0 for nil)

Number of academic programmes proposed

Number of value added programmes proposed

Number of skill oriented programmes proposed

Number of faculty competency and development programmes proposed

Number of other staff development programmes proposed

Number of student mentoring programmes proposed

Number of co-curricular activities proposed

Number of inter
departmental
cooperative schemes
proposed

Number of
community extension
programmes
proposed

Any other
programmes
proposed (Specify)

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)

Number of academic
programmes
implemented

Number of value
added programmes
implemented

Number of skill
oriented programmes
implemented

Number of faculty
competency and
development
programmes
implemented

Number of other staff
development
programmes
implemented

Number of student
mentoring
programmes
implemented

Number of co-
curricular activities
implemented

Number of inter
departmental
cooperative programs
implemented

Number of

community extension
programmes
implemented

Any other
programmes
suggested that are
implemented
(Specify)

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

Number of seminars/
conferences/
workshops organized
by IQAC within the
institution

Number of participants
from the institution

Number of participants
from outside

Number of external
experts invited

Number of external
conferences/seminars/
workshops on
institutional quality
attended

Number of events
conducted with IQACs
of other institutions as
collobrative programes

19. Did IQAC receive any funding from UGC during the year ?

Yes

No

20. If the response to Qn. 18 is Yes, please provide the amount received from UGC - (Input 0 - if NA/NIL-) Any other source including internal financial support from the management (Specify amount)

Amount Received
from UGC

Amount Received

from any other
source including the
college management

21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

1 XEROX FACILITY FOR STUDENTS
2 SEFTY GAS ROOM IN CHEMISTRY DEPARTMENT
3 C C T V CAMERA

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SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programmes developed or designed by faculty

Number of faculty members involved in curriculam restructuring/revision/syllabus development

Number of programmes in which evaluation process reformation taken up and implemented

Number of active teaching days during the current academic year

Average percentage of attendance of students

Percentage of classes engaged by guest faculty and temporary teachers

Number of self financed programmes offered

Number of aided programmes offered

Number of programmes discontinued during the year

23. Whether any systematic student feedback mechanism is in place ?

24. Feedback Details (If answer to Question 20 is Yes)

Percentage of
courses where
student feedback is
taken

100

25. Is feedback for improvement provided to the faculty?

Yes ▼

26. Faculty Research, Projects, and Publication details for the year

Number of major research
projects undertaken during
the year

0

Number of minor research
projects undertaken during
the year

1

Number of major ongoing
projects

1

Number of minor ongoing
projects

4

Number of major projects
completed

0

Number of minor projects
completed

0

Number of major project
proposals submitted for
external funding

0

Number of minor project
proposals submitted for
external funding

2

Number of research
publications in peer
reviewed journals

9

Number of research
publications in
international peer reviewed
journals

3

Number of research
publications in national
peer reviewed journals

8

Number of research

0

papers accepted for
publication in international
peer reviewed journals

Number of research
papers accepted for
publication in national
peer reviewed journals

Average of impact factor of
publications reported

Number of books
published

Number of edited books
published

Number of books (single
authored) published

Number of books
(coauthored) published

Numbers of conferences
attended by faculty

Number of international
conferences attended

Number of national
conferences attended

Number of papers
presented in conferences

Number of papers
presented in international
conferences

Number of papers
presented in national
conferences

Number of conferences
organized by the
institution

Number of faculty acted
as experts resource
persons

Number of faculty acted
as experts resource
persons - international

Number of faculty acted
as experts resource
persons- national

Number of collaborations
with international
institutions

Number of collaborations
with national institutions

Number of linkages
created during the year

Total budget for research
for current year as a
percentage of total
institution budget

Amount of external
research funding received
in the year

Number of patents
received in the year

Number of patents applied
for in the year

Number of research
awards/ recognitions
received by faculty and
research fellows of the
institute in the year

Number of PhDs awarded
during the year

Percentage of faculty
members invited as
external experts/resource
persons/reviewers/referees
or any other significant
research activities

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SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)

Actual enrollment during the year

Student dropout percentage during the year

Success percentage in the final examination across the courses

Number of academic distinctions in the final examination and percentage

Number of students who got admitted to institutions of national importance

Number of students admitted to institutions abroad

Number of students qualified in UGC NET/ SET

Number of students

qualified GATE/ CAT/
other examination
(Specify)

28. Does student support mechanism exist for coaching for competitive examinations?

29. Student participation, if response is yes to Qn. 27

Number of students
participated

30. Does student counselling and guidance service exist ?

31. Student participation, if answer to Qn. 29 is yes

Number of students
participated

32. Career Guidance

Number of career
guidance
programmes
organized

Percentage of
students participated
in career guidance
programmes

33. Is there provision for campus placement?

34. If yes to Qn. 32

Number of students
participated in
campus selection
programmes

Number of students
selected for
placement during the
year

35. Does gender sensitization program exist ?

36. If Answer is Yes to Qn 34

Number of
programmes
organized

37. Student activities

Number of students
participated in
external cultural
events

Number of prizes won
by students in
external cultural
events

Number of cultural
events conducted by
the institute for the
students

Number of students
participated in
international sports
and games events

Number of students
participated in
national level sports
and games events

Number of students
participated in state
level sports and
games events

Number of students
participated in
university level sports

and games events

Number of prizes won
by students in
international sports
and games events

Number of prizes won
by students in
national level sports
and games events

Number of prizes won
by students in state
level sports and
games events

Number of prizes won
by students in
university level sports
and games events

Number of sports and
games events
conducted by the
institute for the
students

38. Composition of students

Percentage of
Scheduled Caste

Percentage of
Scheduled Tribe

Percentage of other
backward
communities

Percentage of women
students

Percentage of
physically challenged

Percentage of rural
students

Percentage of urban
students

39. Scholarships and Financial Support

Number of students

availing financial support
from the institution

Amount disbursed as
financial support from the
institution

Number of students
awarded scholarship
from the institution

Number of students
received notable
national/international
acheivements/recognition

40. Student initiatives

Number of
community upliftment
programmes initiated
by students

Number of literary
programmes initiated
by students

Number of social
action initiatives
based on science /
environment initiated
by students

Number of student
research initiatives

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SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focussed.

41. Whether perspective plan for overall developmental activities is created ?

Yes

No

42. If the answer for Qn. 40 is Yes, is the plan implemented and monitored ?

Yes

No

43. Whether benchmarking is created for institutional quality management efforts ?

Yes

No

44. If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format

1 N S S	▲
2 STUDENT COUNSELLING	▼
3 RESEARCH DEVELOPMENT PROGRAM FOR	✎

45. Is a Management Information System (MIS) in place ?

Yes

No

46. If answer to question 44 is Yes, please provide details of MIS applied to

- 1. Administrative procedures including finance**
- 2. Student admission**
- 3. Student records**
- 4. Evaluation and examination procedures**
- 5. Research administration**
- 6. Others**

(enter the respective details corresponding to the serial numbers)

3 CONCERN DEPARTMENT PLACE THEIR REQUIREMENTS AND THEN THE AMOUNT IS ALLOTTED TO THE SAID DEPARTMENT	<input type="button" value="↑"/> <input type="button" value="↓"/> <input type="button" value="X"/>
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47. Existence of learning resource management

Yes

No

e-database in library

ICT and smartclass room

e-learning sources (e-Books, e-Journals)

Production of teaching modules

Interactive learning facilities

48. Internal resource mobilization : Kindly provide the amount contributed

Research	<input type="text" value="0"/>
Consultancy and training	<input type="text" value="0"/>
Student contribution	<input type="text" value="0"/>
Alumni contribution	<input type="text" value="0"/>
Wellwishers	<input type="text" value="0"/>

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development

Amount spent for

student welfare

Amount spent for staff welfare

10000

50. Is delegation of authority practiced

- Yes
- No

51. Does grievance redressal cell exist ?

Yes No

- Faculty
- Students
- Staff

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received

Number of grievances resolved

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received

Number of grievances resolved

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)

Number of grievances received

Number of grievances resolved

55. Has the institution conducted any SWOT analysis during the year

- Yes

No

56. The SWOT analysis was done by internal or by external agency

Internal

External

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)

2 SPACIOUS PLAY GROUND
 3 ADEQUATE LIBRARY FACILITIES
 4 WELL MAINTAINED BOTANICAL GARDEN

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet format)

YET STARTED
 3 PLACEMENT CELL SERVICES ARE NOT AVAILABLE

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

2 SOME MORE COURSES CAN BE STARTED
 3 THERE IS MUCH SCOPE FOR LANG SKILL DEVELOPMENT

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

2 THE TEACHERS ARE TO BE EXHORTED FOR MODERN TECHNIQUES OF TEACHING
 3 EXTENSION SERVICES ARE NOT ADEQUATE

61. Identify any significant progress made by the institution towards acheiving the goals and objectives during the year (list below in bullet format)

STUDENTS IN QUITE SIGNIFICANT
 2 THE RESEARCH ACTIVITY OF THE FACULTY IS ALSO NOTEWORTHY

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below)

4 TWO CLASS ROOMS ONE LAB AND ONE LADIES ROOM IS CONSTRUCTED UNDER XI PLAN



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CONCLUDING REMARKS

This exercise is intended to make a self analysis of the quality development of the institution during the year. The perspective plan and implementation for every year is to be documented and analysed to get a cumulative index for the period of accreditation and reaccreditation. Any substantial changes / initiative in this direction is to be separately listed. The best practices in various areas can be listed as a separate annexure. The data will be used to create a quality profile based on the total score index arrived at and this would help to map the institutions' strengths and areas of improvement.

NAAC will provide feedback and a quality profile based on analysis of your inputs if you desire so.

Thank you for your participation.

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This survey does not allow you to have access to the filled-up form, i.e., once the 'done' button is clicked, the information will automatically reach NAAC.

In case you wish to retain printouts of the filled-up questionnaire, please take a printout of each completed page before proceeding further.

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