



JANSEVA SAMITI SANCHALIT

SHRI M. D. SHAH MAHILA COLLEGE OF ARTS AND COMMERCE

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IQAC

AQAR – 2011-2012

NAAC Institutional Quality Sustenance and Development Survey

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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.

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

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1. Kindly provide the details of the institution

Name 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

MS. SHUBHA ACH

Email:

shubz67@gmail.co

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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.)	5
Post Graduate (MA/M.Sc./M.Com etc.)	2
Research Programmes (M.Phil/P.hD)	0
Certificate Programmes	4
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)	3
Other value added programmes	7
Any other programme offered (Specify)	14

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

New programmes added during the year	1
New programmes designed	1
Programmes under revision	1
Interdepartmental collaborative programmes	4
Inter institutional collaborative programmes	0
Number of review committee recommendations implemented (Total)	5
Number of NAAC peer team recommendations implemented	14
Number of UGC/any other expert committee recommendations implemented	0

Number of review committee recommendation under implementation

Number of NAAC peer team recommendations under implementation

Number of UGC/ any other expert committee recommendations under implementation

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

Total faculty strength required as per norms for all programmes

Total faculty on rolls

Faculty added during the year

Faculty positions vacant

Faculty left during the year

Total number of visiting faculty

Total number of guest faculty

8. Qualification of Faculty

PhD and Above

MPhil

Masters

Any other (Specify)

9. Faculty qualification improvement

PhD awarded to existing faculty

MPhil awarded to existing faculty

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)	<input type="text" value="62"/>
Added during the year of reporting	<input type="text" value="0"/>
Left during the year	<input type="text" value="1"/>
Number of posts vacant	<input type="text" value="11"/>

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

Technical Support Staff (Total sanctioned strength)	<input type="text" value="1"/>
Technical Support Staff (Actual strength)	<input type="text" value="1"/>
Added during the year	<input type="text" value="0"/>
Left during the year	<input type="text" value="0"/>
Number of posts vacant	<input type="text" value="0"/>

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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

	DD	MM	YYYY
Year of establishment of IQAC	<input type="text" value="08"/>	<input type="text" value="10"/>	<input type="text" value="2004"/>

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

Number of IQAC members	<input type="text" value="17"/>
Number of Alumni in IQAC	<input type="text" value="0"/>
Number of Students in IQAC	<input type="text" value="2"/>
Number of Faculty in IQAC	<input type="text" value="10"/>
Number of Administrative Staff in IQAC	<input type="text" value="1"/>
Number of Technical Staff in IQAC	<input type="text" value="1"/>
Number of Management Representatives	<input type="text" value="1"/>
Number of External experts in IQAC	<input type="text" value="1"/>
Number of any other stakeholder and community representatives	<input type="text" value="1"/>

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 IQAC meetings held during the year

12

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

2

Number of value added programmes proposed

7

Number of skill oriented programmes proposed

7

Number of faculty competency and development programmes proposed

1

Number of other staff development programmes proposed

2

Number of student mentoring programmes proposed

0

Number of co-curricular activities proposed

20

Number of inter departmental cooperative schemes proposed

3

Number of community extension programmes proposed

1

Any other programmes proposed (Specify)

0

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

Number of academic programmes implemented

2

Number of value added programmes implemented

7

Number of skill oriented programmes implemented	7
Number of faculty competency and development programmes implemented	0
Number of other staff development programmes implemented	2
Number of student mentoring programmes implemented	0
Number of co-curricular activities implemented	20
Number of inter departmental cooperative programs implemented	3
Number of community extension programmes implemented	1
Any other programmes suggested that are implemented (Specify)	0

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

Number of seminars/ conferences/ workshops organized by IQAC within the institution	2
Number of participants from the institution	75
Number of participants from outside	45
Number of external experts invited	4
Number of external conferences/seminars/ workshops on institutional quality attended	2

conducted with IQACs
of other institutions as
collaborative programmes

0

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

Yes

No

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

Amount Received from
UGC

3200000

Amount Received from
any other source
including the college
management

3325201

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

Year long programme on value Education.
Strategy to improve results for BMS/ BCA
Training & Workshop to budding student entrepreneurs
Meritorious achievements(1st & 2nd Prize) at NCQM organised BEQET Award competitions.
Two seminar (for Teaching and Non-Teaching each) in 2011-2012
Innovative programmes under UGC Merged schemes 5 department.
Activities and coaching for competitive training to 250 students under UGC merged scheme, Counselling services and remedial teaching in English.

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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	1
Number of faculty members involved in curriculum restructuring/revision/syllabus development	20
Number of programmes in which evaluation process reformation taken up and implemented	5
Number of active teaching days during the current academic year	91+ 90
Average percentage of attendance of students	76%
Percentage of classes engaged by guest faculty and temporary teachers	5%
Number of self financed programmes offered	7
Number of aided programmes offered	2
Number of programmes discontinued during the year	0

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

Yes

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

Percentage of courses where student feedback is taken

29%

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

Number of minor research projects undertaken during the year

Number of major ongoing projects

Number of minor ongoing projects

Number of major projects completed

Number of minor projects completed

Number of major project proposals submitted for external funding

Number of minor project proposals submitted for external funding

Number of research publications in peer reviewed journals

Number of research publications in international peer reviewed journals

Number of research publications in national peer reviewed journals

Number of research 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	50%
Number of books published	8
Number of edited books published	2
Number of books (single authored) published	4
Number of books (coauthored) published	0
Numbers of conferences attended by faculty	118
Number of international conferences attended	20
Number of national conferences attended	34
Number of papers presented in conferences	80
Number of papers presented in international conferences	10
Number of papers presented in national conferences	34
Number of conferences organized by the institution	15
Number of faculty acted as experts resource persons	7
Number of faculty acted as experts resource persons - international	1
Number of faculty acted as experts resource persons- national	7
Number of collaborations with international institutions	0
Number of collaborations with national institutions	1
Number of linkages created during the year	0

NAAC Institutional Quality Sustenance and Development Survey

Total budget for research for current year as a percentage of total institution budget	5%
Amount of external research funding received in the year	93890
Number of patents received in the year	0
Number of patents applied for in the year	0
Number of research awards/ recognitions received by faculty and research fellows of the institute in the year	2
Number of PhDs awarded during the year	2
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities	18

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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)	4260
Actual enrollment during the year	3620
Student dropout percentage during the year	1.71
Success percentage in the final examination across the courses	84
Number of academic distinctions in the final examination and percentage	78
Number of students who got admitted to institutions of national importance	81
Number of students admitted to institutions abroad	0
Number of students qualified in UGC NET/ BET	0
Number of students qualified GATE/ CAT/ other examination	0

Specify)

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

Yes

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

Number of students participated

10. Does student counselling and guidance service exist ?

Yes

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

Number of students participated

12. Career Guidance

Number of career guidance programmes organized

Percentage of students participated in career guidance programmes

13. Is there provision for campus placement?

Yes

14. If yes to Qn. 32

Number of students participated in campus selection programmes

Number of students selected for placement during the year

15. Does gender sensitization program exist ?

Yes

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

on by students in
ate level sports
nd games events

4

umber of prizes
on by students in
niversity level
ports and games
vents

4

umber of sports
nd games events
nducted by the
atitute for the
udents

8

8. Composition of students

ercentage of
cheduled Caste

57

ercentage of
cheduled Tribe

1

ercentage of other
ackward
ommunities

31

ercentage of
omen students

100

ercentage of
hysically
hallenged

4

ercentage of rural
tudents

0

ercentage of urban
tudents

100

9. Scholarships and Financial Support

umber of students
vailing financial support
om the institution

150

mount disbursed as
nancial support from the
stitution

105000

umber of students
warded scholarship
om the institution

60

umber of students
eceived notable
ational/international

0

achievements/recognition

10. 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.

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

Yes

No

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

Yes

No

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

Yes

No

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

Feedback Mechanism from - RBNQA Research Projects for Students Self evaluation for faculty
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5. Is a Management Information System (MIS) in place ?

Yes

No

6. 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)

Accounting

- Multi columnar bank book
- Comparison of budgeted and actual expenses
- Accounts fully computerized including annual report

Salary programme developed by technical unit

Single entry data generates:

- Salary sheet, bank statement, deduction statements,
- Salary slips, yearly salary statements, monthly TDS and Form no. 16

2. Student admission / 3. Student records / 4. Evaluation and examination procedures

- Students Database Management system
- Indigenously prepared by technical unit
- Students database used for
- Admission process
- Generation of U-rolls
- Issue of I-Cards
- Fee management
- Examination process and results
- Railway Concession

Other

- HR & Employee Database
- Employee Leave Management

7. 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	✓	

18. Internal resource mobilization : Kindly provide the amount contributed

Research	25000
Consultancy and training	0
Student contribution	0
Alumni contribution	2000
Wellwishers	3325201

19. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	1089675
Amount spent for student welfare	0
Amount spent for staff welfare	0

20. Is delegation of authority practiced

Yes
 No

21. Does grievance redressal cell exist ?

	Yes	No
Faculty	<input checked="" type="checkbox"/>	
Students	<input checked="" type="checkbox"/>	
Staff	<input checked="" type="checkbox"/>	

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

Number of grievances received	5
Number of grievances resolved	3

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

Number of grievances received	120
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Number of
grievances resolved

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

Number of
grievances received

Number of
grievances resolved

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

Yes

No

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

Internal

External

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

- ⇒ Feedback Mechanism
- ⇒ Implementation of PES (Perforation Excellence System)
- ⇒ BOUL

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

- ⇒ Less number of High achievers population
- ⇒ Research
- ⇒ Infrastructure

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

- ⇒ Empowering students in all round development
- ⇒ Data Management
- ⇒ Use of technology for Teaching Learning

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

- ⇒ Tackling space constraint in a suburban location of a metropolitan city
- ⇒ Sustaining aided vanilla courses

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

- ⇒ Quality circle on marching towards performance excellence
- ⇒ Valuing Values programme
- ⇒ Entrepreneurship training

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

- ⇒ Proactive unit for Quality Development
- ⇒ Good medium for Sharing best practice.
- ⇒ NAAC Could improve on AQAR questionnaire

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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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