

NAAC Institutional Quality Sustenance and Development Survey

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2.

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

Email:

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3.

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="06"/>
Post Graduate (MA/M.Sc./M.Com etc.)	<input type="text" value="02"/>
Research Programmes (M.Phil/P.hD)	<input type="text" value="0"/>
Certificate Programmes	<input type="text" value="04"/>
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="07"/>
Any other programme offered (Specify)	<input type="text" value="03"/>

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

New programmes added during the year	<input type="text" value="01"/>
New programmes designed	<input type="text" value="01"/>
Programmes under revision	<input type="text" value="00"/>
Interdepartmental collaborative programmes	<input type="text" value="02"/>
Inter institutional collaborative programmes	<input type="text" value="03"/>
Number of review committee recommendations implemented (Total)	<input type="text" value="01"/>
Number of NAAC peer team recommendations implemented	<input type="text" value="04"/>

Number of UGC/any other expert committee recommendations implemented	<input type="text" value="00"/>
Number of review committee recommendation under implementation	<input type="text" value="00"/>
Number of NAAC peer team recommendations under implementation	<input type="text" value="01"/>
Number of UGC/ any other expert committee recommendations under implementation	<input type="text" value="00"/>

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

Total faculty strength required as per norms for all programmes	<input type="text" value="78"/>
Total faculty on rolls	<input type="text" value="78"/>
Faculty added during the year	<input type="text" value="05"/>
Faculty positions vacant	<input type="text" value="00"/>
Faculty left during the year	<input type="text" value="01"/>
Total number of visiting faculty	<input type="text" value="04"/>
Total number of guest faculty	<input type="text" value="12"/>

8. Qualification of Faculty

PhD and Above	<input type="text" value="17"/>
MPhil	<input type="text" value="13"/>
Masters	<input type="text" value="78"/>
Any other (Specify)	<input type="text" value="78"/>

9. Faculty qualification improvement

PhD awarded to existing faculty	<input type="text" value="00"/>
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)

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
<input type="text" value="15"/>	<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="01"/>
Number of Students in IQAC	<input type="text" value="02"/>
Number of Faculty in IQAC	<input type="text" value="09"/>
Number of Administrative Staff in IQAC	<input type="text" value="01"/>
Number of Technical Staff in IQAC	<input type="text" value="01"/>
Number of Management Representatives	<input type="text" value="01"/>

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	<input type="text" value="02"/>
Number of community extension programmes proposed	<input type="text" value="02"/>
Any other programmes proposed (Specify)	<input type="text" value="01"/>

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

Number of academic programmes implemented	<input type="text" value="01"/>
Number of value added programmes implemented	<input type="text" value="04"/>
Number of skill oriented programmes implemented	<input type="text" value="03"/>
Number of faculty competency and development programmes implemented	<input type="text" value="00"/>
Number of other staff development programmes implemented	<input type="text" value="02"/>
Number of student mentoring programmes implemented	<input type="text" value="08"/>
Number of co-curricular activities implemented	<input type="text" value="25"/>
Number of inter departmental cooperative programs implemented	<input type="text" value="07"/>
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 collaborative programmes

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)

- Applied for Quality Award at National Level (RBNQA)
- Celebrated year of Alumni
- Value-Enhancement through 'Social Responsibility' under Research Cell
- Worked on Quality project 'Social Responsibility'

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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	<input type="text" value="01"/>
Number of faculty members involved in curriculum restructuring/revision/syllabus development	<input type="text" value="20"/>
Number of programmes in which evaluation process reformation taken up and implemented	<input type="text" value="00"/>
Number of active teaching days during the current academic year	<input type="text" value="181"/>
Average percentage of attendance of students	<input type="text" value="77"/>
Percentage of classes engaged by guest faculty and temporary teachers	<input type="text" value="05"/>
Number of self financed programmes offered	<input type="text" value="07"/>
Number of aided programmes offered	<input type="text" value="02"/>
Number of programmes discontinued during the year	<input type="text" value="00"/>

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

00

Number of minor research
projects undertaken during
the year

02

Number of major ongoing
projects

02

Number of minor ongoing
projects

02

Number of major projects
completed

00

Number of minor projects
completed

03

Number of major project
proposals submitted for
external funding

00

Number of minor project
proposals submitted for
external funding

01

Number of research
publications in peer
reviewed journals

11

Number of research
publications in
international peer reviewed
journals

00

Number of research
publications in national
peer reviewed journals

11

Number of research

00

papers accepted for
publication in international
peer reviewed journals

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

02

Average of impact factor of
publications reported

00

Number of books
published

05

Number of edited books
published

01

Number of books (single
authored) published

03

Number of books
(coauthored) published

01

Numbers of conferences
attended by faculty

54

Number of international
conferences attended

08

Number of national
conferences attended

46

Number of papers
presented in conferences

45

Number of papers
presented in international
conferences

11

Number of papers
presented in national
conferences

34

Number of conferences
organized by the
institution

05

Number of faculty acted
as experts resource
persons

05

Number of faculty acted
as experts resource
persons - international

00

Number of faculty acted
as experts resource
persons- national

05

Number of collaborations with international institutions	<input type="text" value="00"/>
Number of collaborations with national institutions	<input type="text" value="02"/>
Number of linkages created during the year	<input type="text" value="11"/>
Total budget for research for current year as a percentage of total institution budget	<input type="text" value="0.5"/>
Amount of external research funding received in the year	<input type="text" value="387500"/>
Number of patents received in the year	<input type="text" value="00"/>
Number of patents applied for in the year	<input type="text" value="00"/>
Number of research awards/ recognitions received by faculty and research fellows of the institute in the year	<input type="text" value="00"/>
Number of PhDs awarded during the year	<input type="text" value="00"/>
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities	<input type="text" value="06"/>

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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)	<input type="text" value="4680"/>
Actual enrollment during the year	<input type="text" value="3210"/>
Student dropout percentage during the year	<input type="text" value="1"/>
Success percentage in the final examination across the courses	<input type="text" value="84"/>
Number of academic distinctions in the final examination and percentage	<input type="text" value="79"/>
Number of students who got admitted to institutions of national importance	<input type="text" value="84"/>
Number of students admitted to institutions abroad	<input type="text" value="00"/>
Number of students qualified in UGC NET/ SET	<input type="text" value="01"/>
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	180
Amount disbursed as financial support from the institution	94500
Number of students awarded scholarship from the institution	84
Number of students received notable national/international achievements/recognition	00

40. Student initiatives

Number of community upliftment programmes initiated by students	00
Number of literary programmes initiated by students	02
Number of social action initiatives based on science / environment initiated by students	02
Number of student research initiatives	49

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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 acheiving 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

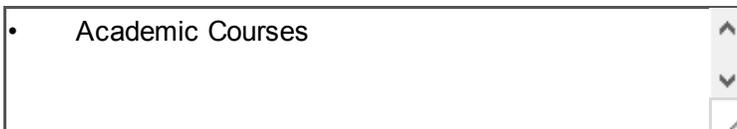
43. Whether benchmarking is created for institutional quality management efforts ?

Yes

No

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

- Academic Courses



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)

1. > Correspondence with University and Government officials
 > Staff Approval > Affiliations > NOC for filling Vacant post > Pension > PF
 > UGC Grant Proposals
 > Payroll Management > Accounts > Annual Report > TDS Management

2 Students Admission / 3 Students records / 4 Evaluation and examination procedures
 Students Database Management System
 > Ingeniously Prepared by Technical Unit
 > Students Database used for # Admission process # Generation of U-Roll # Issue of I-Card
 # Fee management # Examination process and Result preparation # Railway Concession

6 Others
 > HR & Employee Database
 > Employee Leave Management

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	25000
Consultancy and training	00

Student contribution	<input type="text" value="00"/>
Alumni contribution	<input type="text" value="1500000"/>
Wellwishers	<input type="text" value="4521057"/>

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	<input type="text" value="1743558"/>
Amount spent for student welfare	<input type="text" value="00"/>
Amount spent for staff welfare	<input type="text" value="00"/>

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	<input type="text" value="00"/>
Number of grievances resolved	<input type="text" value="00"/>

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

Number of grievances received	<input type="text" value="00"/>
Number of grievances resolved	<input type="text" value="00"/>

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)

- Feedback Mechanism
- Implementation of Established Quality models
- Student-centric environment

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

- Low level of motivation amongst students
- Lack of fluency in English
- Space constraints

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

- Providing opportunities of Professional courses to First Generation learners
- Migration to the suburbs

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

format)

- Education to migrated & economically disadvantaged students
- Inclination for Co-ed Education

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

- The college won the RBNQA Performance Excellence Trophy
- Indo-Danish Cultural exchange programme
- International Leadership Programme
- Innovative community outreach projects
- Entrepreneurship Training

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

- Proactive facilitator for Quality Management
- Good platform for sharing best practices
- Online AQAR is welcome step by NAAC but needs to be improved

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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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