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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 each completed page before proceeding further.

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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**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="0"/>
Post Graduate (MA/M.Sc./M.Com etc.)	<input type="text" value="0"/>
Research Programmes (M.Phil/P.hD)	<input type="text" value="1"/>
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="2"/>
Other value added programmes	<input type="text" value="2"/>
Any other programme offered (Specify)	<input type="text" value="Village Placement Programme (VPP)"/>

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="1"/>
Programmes under revision	<input type="text" value="1"/>

Interdepartmental collaborative programmes	1
Inter institutional collaborative programmes	1
Number of review committee recommendations implemented (Total)	7
Number of NAAC peer team recommendations implemented	7
Number of UGC/any other expert committee recommendations implemented	0
Number of review committee recommendation under implementation	2
Number of NAAC peer team recommendations under implementation	2
Number of UGC/ any other expert committee recommendations under implementation	0

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

Total faculty strength required as per norms for all programmes	10
Total faculty on rolls	10
Faculty added during the year	0
Faculty positions vacant	0
Faculty left during the year	0

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)

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
01 / 07 / 2005

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

Number of IQAC members	25
Number of Alumni in IQAC	6
Number of Students in IQAC	4
Number of Faculty in IQAC	9
Number of Administrative Staff in IQAC	1
Number of Technical Staff in IQAC	1
Number of Management Representatives	2
Number of External experts in IQAC	3

Number of any other stakeholder and community representatives

2

14. IQAC Meetings

Number of IQAC meetings held during the year

3

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

1

Number of value added programmes proposed

0

Number of skill oriented programmes proposed

1

Number of faculty competency and development programmes proposed

1

Number of other staff development programmes proposed

2

Number of student mentoring programmes proposed

2

Number of co-curricular activities proposed

1

Number of inter departmental cooperative schemes proposed

2

Number of community extension programmes proposed 2

Any other programmes proposed (Specify) 0

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

Number of academic programmes implemented 1

Number of value added programmes implemented 0

Number of skill oriented programmes implemented 1

Number of faculty competency and development programmes implemented 1

Number of other staff development programmes implemented 2

Number of student mentoring programmes implemented 2

Number of co-curricular activities implemented 1

Number of inter departmental cooperative programs implemented 2

Number of community extension programmes implemented 2

Any other programmes 0

suggested that are
implemented
(Specify)

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

Number of seminars/ 3

conferences/

workshops organized

by IQAC within the

institution

Number of participants 124

from the institution

Number of participants 0

from outside

Number of external 1

experts invited

Number of external 2

conferences/seminars/

workshops on

institutional quality

attended

Number of events 0

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 0

from UGC

Amount Received 5000

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)

- * Establishment of Computer Laboratory
- * Renovation of Fitness Center
- * International Standard Accommodation Facilities for

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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 curriculum 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 ?

☐ Yes

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

0

Number of major
ongoing projects

0

Number of minor
ongoing projects

0

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

0

Number of research publications in peer reviewed journals	<input type="text" value="4"/>
Number of research publications in international peer reviewed journals	<input type="text" value="0"/>
Number of research publications in national peer reviewed journals	<input type="text" value="4"/>
Number of research papers accepted for publication in international peer reviewed journals	<input type="text" value="0"/>
Number of research papers accepted for publication in national peer reviewed journals	<input type="text" value="0"/>
Average of impact factor of publications reported	<input type="text" value="0"/>
Number of books published	<input type="text" value="0"/>
Number of edited books published	<input type="text" value="9"/>
Number of books (single authored) published	<input type="text" value="0"/>
Number of books (coauthored) published	<input type="text" value="0"/>
Numbers of conferences attended by faculty	<input type="text" value="6"/>
Number of international conferences attended	<input type="text" value="0"/>
Number of national conferences attended	<input type="text" value="6"/>
Number of papers presented in	<input type="text" value="4"/>

conferences

Number of papers
presented in
international
conferences

0

Number of papers
presented in national
conferences

4

Number of
conferences
organized by the
institution

0

Number of faculty
acted as experts
resource persons

1

Number of faculty
acted as experts
resource persons -
international

0

Number of faculty
acted as experts
resource persons-
national

1

Number of
collaborations with
international
institutions

0

Number of
collaborations with
national institutions

1

Number of linkages
created during the
year

3

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

2

Amount of external
research funding
received in the year

0

Number of patents
received in the year

0

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?

☐ No

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

Number of students
participated

0

30. Does student counselling and guidance service exist ?

☐ Yes

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

Number of students
participated

0

32. Career Guidance

Number of career
guidance
programmes
organized

1

Percentage of
students participated
in career guidance
programmes

70

33. Is there provision for campus placement?

☐ Yes

34. If yes to Qn. 32

Number of students
participated in
campus selection
programmes

18

Number of students
selected for
placement during the
year

6

35. 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 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

achievements/recognition

40. Student initiatives

Number of community upliftment programmes initiated by students	<input type="text" value="1"/>
Number of literary programmes initiated by students	<input type="text" value="0"/>
Number of social action initiatives based on science / environment initiated by students	<input type="text" value="1"/>
Number of student research initiatives	<input type="text" value="44"/>

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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

* Result based benchmark 95% to 100% during the academic year 2011 - 2012

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. All the administrative procedure and budget preparation and financial expenditure are informed.

2. Students Administrative procedures are informed.

47. Existence of learning resource management

Yes

No

e-database in library

ICT and smartclass
roome-learning sources
(e-Books, e-Journals)Production of
teaching modulesInteractive 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="108000"/>
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	<input type="text" value="350000"/>
Amount spent for student welfare	<input type="text" value="12000"/>
Amount spent for staff welfare	<input type="text" value="2800000"/>

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)

- * Indian National Volleyball teams coaching camp held at our campus
- * Leadership Training Camp conducted.

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

- * Frequent moving out of faculty members
- * Office Automation Facility be improved.
- * Hostel facilities may be improved.

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

- * Requirement of SMART Classes
- * Requirement of Synthetic Track

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

- * Difficulty in getting skilled students
- * Inability by the students to pay their regular fees

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

- * conduct of seminar / workshops
- * try to achieve Inter-collegiate Sports Competition

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

- * Developing and Maintaining the Infra-structure facilities of the Institution
- * Documentation of activities of Institution is maintained

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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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