1.

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,all the evidence are to be sent to NAAC to audit and to create an output profile of the institution in relation to NAAC core values on higher education.

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. However, incremental growth profile of the institution for every year will be consolidated and the accreditation / reaccreditation process SSR/RAR will be prepared based on the survey response pattern by the concerned institution.

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:

3.

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.)

Post Graduate (MA/M.Sc./M.Com etc.)

Research Programmes (M.Phil/P.hD)

Certificate Programmes

Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)

Other value added programmes

Any other programme offered (Specify)

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

New programmes added during the year

New programes designed

Programes under revision

Interdepartmental collaborative programmes

Inter institutional collaborative programmes

Number of review committee recommendations implemented (Total)

Number of NAAC peer team recommendations implemented

Number of UGC/any other expert committee recommendations implemented

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)

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

4.

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	[ ] /	[ ] /	[ ]

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

Number of IQAC members	[ ]
Number of Alumni in IQAC	[ ]
Number of Students in IQAC	[ ]
Number of Faculty in IQAC	[ ]
Number of Administrative Staff in IQAC	[ ]
Number of Technical Staff in IQAC	[ ]
Number of Management Representatives	[ ]
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 accademic year

[FG ▼]

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 particpants 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)

5.

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 programes developed or designed by faculty

[ ]

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

[ ]

Number of programes 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

[ ]

25. Is feedback for improvement provided to the faculty?

[▼]

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

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	

6.

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

7.

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

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)

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

Consultancy and training

Student contribution

Alumni contribution

Wellwishers

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development

Amount spent for student welfare

Amount spent for staff welfare

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)

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

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

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

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

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

8.

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 the total score index arrived at that would map the strength and areas of improvement required.

You should send supporting evidence and other relevant information to the responses for this survey to NAAC.

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

Thank You for the participation.