



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.

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:

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)	2
Certificate Programmes	5
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)	0
Other value added programmes	5
Any other programme offered (Specify)	0

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

New programmes added during the year	1
New programmes designed	0
Programmes under revision	1
Interdepartmental collaborative programmes	4
Inter institutional collaborative programmes	2
Number of review committee recommendations implemented (Total)	NA
Number of NAAC peer team recommendations implemented	14
Number of UGC/any other expert committee recommendations implemented	NA
Number of review committee recommendation under implementation	NA
Number of NAAC peer team recommendations under implementation	1
Number of UGC/ any other expert committee recommendations under implementation	NA

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

Total faculty strength required as per norms for all programmes	67
Total faculty on rolls	67
Faculty added during the year	1
Faculty positions vacant	0
Faculty left during the year	0
Total number of visiting faculty	17
Total number of guest faculty	17

8. Qualification of Faculty

PhD and Above	10
MPhil	10
Masters	67
Any other (Specify)	PGDCA: 1, C.A.:2;

9. Faculty qualification improvement

PhD awarded to existing faculty	0
MPhil awarded to existing faculty	0
Any other degree awarded to existing faculty	0

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

Administrative staff (total sanctioned)	46
Administrative staff (Actual strength)	46
Added during the year of reporting	0
Left during the year	0
Number of posts vacant	0

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

Technical Support Staff (Total sanctioned strength)	6
Technical Support Staff (Actual strength)	6
Added during the year	0
Left during the year	0
Number of posts vacant	0

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

22 / 01 / 2005

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

Number of IQAC members	14
Number of Alumni in IQAC	1
Number of Students in IQAC	0
Number of Faculty in IQAC	9
Number of Administrative Staff in IQAC	2
Number of Technical Staff in IQAC	0
Number of Management Representatives	1
Number of External experts in IQAC	2
Number of any other stakeholder and community representatives	0

14. IQAC Meetings

Number of IQAC meetings held during the year

2

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

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

Number of academic programmes proposed	1
Number of value added programmes proposed	2
Number of skill oriented programmes proposed	2
Number of faculty competency and development programmes proposed	2
Number of other staff development programmes proposed	2
Number of student mentoring programmes proposed	1
Number of co-curricular activities proposed	2
Number of inter departmental cooperative schemes proposed	1
Number of community extension programmes proposed	4
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	2
Number of skill oriented programmes implemented	2
Number of faculty competency and development programmes implemented	2
Number of other staff development programmes implemented	2
Number of student mentoring programmes implemented	1
Number of co-curricular activities implemented	2
Number of inter departmental cooperative programs implemented	1
Number of community extension programmes implemented	4
Any other programmes suggested that are implemented (Specify)	0

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

Number of seminars/ conferences/ workshops organized by IQAC within the institution	1
Number of participants from the institution	6
Number of participants from outside	52
Number of external experts invited	2
Number of external conferences/seminars/ workshops on institutional quality attended	2
Number of events conducted with IQACs of other institutions as colloborative programes	0

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



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	0
Amount Received from any other source including the college management	0

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

- 1) Preparation of Objectives and learning outcomes for all individual papers for all courses
- 2) Encouraging faculty to register for Ph. D. through the Post Graduate Research center in Commerce recognized by the Goa University
- 3) Establishment of and recognition of Post Graduate Research Center in Chemistry by the Goa University
- 4) Renovation of the College Sports Ground

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	0
Number of faculty members involved in curriculum restructuring/revision/syllabus development	10
Number of programmes in which evaluation process reformation taken up and implemented	0
Number of active teaching days during the current academic year	180
Average percentage of attendance of students	85%
Percentage of classes engaged by guest faculty and temporary teachers	2%
Number of self financed programmes offered	7
Number of aided programmes offered	3
Number of programmes discontinued during the year	0

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	60%
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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	0
Number of minor research projects undertaken during the year	0
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	0
Number of research publications in peer reviewed journals	4
Number of research publications in international peer reviewed journals	4
Number of research publications in national peer reviewed journals	0
Number of research papers accepted for publication in international peer reviewed journals	1
Number of research papers accepted for publication in national peer reviewed journals	0
Average of impact factor of publications reported	2.089
Number of books published	0
Number of edited books published	0
Number of books (single authored) published	0
Number of books (coauthored) published	0
Numbers of conferences attended by faculty	8
Number of international conferences attended	2
Number of national conferences attended	8
Number of papers presented in conferences	3
Number of papers	

presented in international
conferences

Number of papers
presented in national
conferences 1

Number of conferences
organized by the institution 1

Number of faculty acted as
experts resource persons 2

Number of faculty acted as
experts resource persons -
international 0

Number of faculty acted as
experts resource persons-
national 2

Number of collaborations
with international
institutions 1

Number of collaborations
with national institutions 2

Number of linkages created
during the year 3

Total budget for research
for current year as a
percentage of total
institution budget 0

Amount of external
research funding received
in the year 0

Number of patents received 0
in the year

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 0

Number of PhDs awarded
during the year 0

Percentage of faculty
members invited as
external experts/resource
persons/reviewers/referees
or any other significant
research activities 1%

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)	1221
Actual enrollment during the year	1221
Student dropout percentage during the year	0.01%
Success percentage in the final examination across the courses	80%
Number of academic distinctions in the final examination and percentage	37
Number of students who got admitted to institutions of national importance	5
Number of students admitted to institutions abroad	0
Number of students qualified in UGC NET/ SET	0
Number of students qualified GATE/ CAT/ other examination (Specify)	CMAT:1; MCA: 06; SBI:02.

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	86
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30. Does student counselling and guidance service exist ?

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

Number of students participated	500
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32. Career Guidance

Number of career guidance programmes organized	2
Percentage of students participated in career guidance programmes	25%

33. Is there provision for campus placement?



34. If yes to Qn. 32

Number of students
participated in campus
selection programmes 70

Number of students
selected for placement
during the year 13

35. Does gender sensitization program exist ?



36. If Answer is Yes to Qn 34

Number of programmes
organized 2

37. Student activities

Number of students participated in external cultural events	200
Number of prizes won by students in external cultural events	25
Number of cultural events conducted by the institute for the students	40
Number of students participated in international sports and games events	0
Number of students participated in national level sports and games events	33
Number of students participated in state level sports and games events	41
Number of students participated in university level sports and games events	193
Number of prizes won by students in international sports and games events	0
Number of prizes won by students in national level sports and games events	2
Number of prizes won by students in state level sports and games events	10
Number of prizes won by students in university level sports and games events	26
Number of sports and games events conducted by the institute for the students	9

38. Composition of students

Percentage of Scheduled Caste	3.27%
Percentage of Scheduled Tribe	0.9%
Percentage of other backward communities	28%
Percentage of women students	51.2%
Percentage of physically challenged	0
Percentage of rural students	90%
Percentage of urban students	10%

39. Scholarships and Financial Support

Number of students availing financial support from the institution	441
Amount disbursed as financial support from the institution	28,24,605/-
Number of students awarded scholarship from the institution	173
Number of students received notable national/international achievements/recognition	1

40. Student initiatives

Number of community upliftment programmes initiated by students	10
Number of literary programmes initiated by students	5
Number of social action initiatives based on science / environment initiated by students	2
Number of student research initiatives	63

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

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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. Accounts

2. Admission

3. Attendance

4. Evaluation and examination

6. Library

▲

▼

47. Existence of learning resource management

	Yes	No
e-database in library	<input type="radio"/>	<input type="radio"/>
ICT and smartclass room	<input type="radio"/>	<input type="radio"/>
e-learning sources (e-Books, e-Journals)	<input type="radio"/>	<input type="radio"/>
Production of teaching modules	<input type="radio"/>	<input type="radio"/>
Interactive learning facilities	<input type="radio"/>	<input type="radio"/>

48. Internal resource mobilization : Kindly provide the amount contributed

Research	1,41,000/-
Consultancy and training	0
Student contribution	0
Alumni contribution	0
Wellwishers	0

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	33,91,783
Amount spent for student welfare	1,66,092/-
Amount spent for staff welfare	13,125/-

50. Is delegation of authority practiced

Yes

No

51. Does grievance redressal cell exist ?

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

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

Number of grievances received	0
Number of grievances resolved	0

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

Number of grievances received	10
Number of grievances resolved	10

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

Number of grievances received 0

Number of grievances resolved 0

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)

- a) Infrastructure
- b) Library
- c) Counseling (Academic and psychological) facility for students

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

- a) First generation learners with poor language skills
- b) Poor academic and industry interface
- c) Inadequate documentation and measurement of outcomes

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

- a) Academic and research collaborations
- b) Water Harvesting

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

- a) Competition arising out of close proximity of 3 colleges in a radius of 1 km in a sparsely populated district
- b) Mobilization of resources

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

- a) Recognition of Post graduate research center in Chemistry by the Goa University, our college being the first to get such a distinction
- b) Creation of a separate, fully equipped Research Center in Commerce
- c) Publication of a peer reviewed journal by the

62. Perceive the role of NAAC in the quality development of your institution

(Suggestions in bullet format to be given below)

- d) Our student received the institutionalize process award conferred by the Goa University for the third consecutive year
- e) development of the institution
- c) Creates better coordination and collaboration between stakeholders

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.