



#### 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:** Dnyanprassark Mandar's College of Arts, Sou. Sheela Premanand Vaidya College of Science and V.N.S. Bandekar College of Commerce

**Year of Establishment of the Institution:** 1974

**Address Line 1:** Assagao, Bardez, Goa, India

**Address Line 2:**

**City/Town:** Mapusa

**State:** Goa

**Postal Code:** 403507

**Email Address:** info@dmscollege.ac.in

## 2. NAAC Accreditation/ Reaccreditation Details

**Year of Accreditation/ Reaccreditation:** May 2004/March 2010

**Current Grade:** B

**CGPA:** 2.91

## 3. Institutional Status

6 |

## 4. Contact Person Details

**Name of Head of Institution:** Dr. D.B. Arolkar

**Contact Phone:** 0832-2268488/2268683

**Email:** dbarolkar@rediffmail.com

**Website URL:** www.dmscollege.ac.in

**Name of IQAC Co-ordinator:** Anita Haladi

**Email:** a\_haladi@rediffmail.com

## 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<br>(B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing<br>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   | 0  |
| New programmes designed  | 0  |
| Programmes under revision  | 1  |
| Interdepartmental collaborative programmes                                     | 4  |
| Inter institutional collaborative programmes                                   | 2  |
| Number of review committee recommendations implemented (Total)                 | 0  |
| 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                 | 0  |
| Number of NAAC peer team recommendations under implementation                  | 1  |
| 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 | 68 |
| Total faculty on rolls  | 68 |
| 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       | 13                                  |
| MPhil               | 10                                  |
| Masters             | 68                                  |
| Any other (Specify) | PDCA :1; MBA : 9; C.A. : 2; PGDST:2 |

## 9. Faculty qualification improvement

|  |         |
|--|---------|
| PhD awarded to existing faculty              | 3       |
| MPhil awarded to existing faculty            | 0       |
| Any other degree awarded to existing faculty | 1 (MBA) |

## 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**

Yes     No

## 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                      | 6 |
| Number of inter departmental cooperative schemes proposed        | 2 |
| 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                      | 6 |
| Number of inter departmental cooperative programs implemented       | 2 |
| 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/<br>conferences/ workshops<br>organized by IQAC within<br>the institution    | <input type="text" value="0"/> |
| Number of participants<br>from the institution  | <input type="text" value="0"/> |
| Number of participants from<br>outside  | <input type="text" value="0"/> |
| Number of external experts<br>invited   | <input type="text" value="0"/> |
| Number of external<br>conferences/seminars/<br>workshops on institutional<br>quality attended   | <input type="text" value="2"/> |
| Number of events<br>conducted with IQACs of<br>other institutions as<br>colloborative programes | <input type="text" value="0"/> |

**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<br>UGC  | <input type="text" value="Five Lakhs"/> |
| Amount Received from any<br>other source including the<br>college management | <input type="text" value="0"/>          |

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

51

6

- \* The IQAC undertook steps towards creating an effective system of student mentoring;
- \* The IQAC also facilitated the understanding and implementation of student-centric teaching classroom teaching methods and evaluation techniques

## 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 ?

Yes  No

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

Percentage of courses where student feedback is taken

60%

## 25. Is feedback for improvement provided to the faculty?

Yes  No



## 26. Faculty Research, Projects, and Publication details for the year

|  |    |
|--|----|
| Number of major research projects undertaken during the year                               | 1  |
| 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   | 1  |
| Number of minor projects completed   | 3  |
| Number of major project proposals submitted for external funding                           | 2  |
| Number of minor project proposals submitted for external funding                           | 1  |
| Number of research publications in peer reviewed journals                                  | 9  |
| Number of research publications in international peer reviewed journals                    | 9  |
| Number of research publications in national peer reviewed journals                         | 3  |
| Number of research papers accepted for publication in international peer reviewed journals | 0  |
| Number of research papers accepted for publication in national peer reviewed journals      | 0  |
| Average of impact factor of publications reported  | 0  |
| 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   | 16 |
| Number of international conferences attended   | 2  |
| Number of national conferences attended  | 18 |
| Number of papers presented in conferences  | 17 |
| Number of papers   | 5  |

presented in international conferences

Number of papers presented in national conferences

9

Number of conferences organized by the institution

3

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

0

Number of collaborations with international institutions

0

Number of collaborations with national institutions

0

Number of linkages created during the year

4

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

9.21%

Amount of external research funding received in the year

Rs.2.37 lakhs

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

1

Number of PhDs awarded during the year

3

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

10.2%

## 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)              | 1395     |
| Actual enrollment during the year  | 1223     |
| Student dropout percentage during the year                                 | 0        |
| Success percentage in the final examination across the courses             | 89.52    |
| Number of academic distinctions in the final examination and percentage    | 21; 8.9% |
| Number of students who got admitted to institutions of national importance | 0        |
| 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)        | 0        |

### 28. Does student support mechanism exist for coaching for competitive examinations?

 No  Yes

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

|                                 |    |
|---------------------------------|----|
| Number of students participated | 69 |
|---------------------------------|----|

### 30. Does student counselling and guidance service exist ?

 No  Yes

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

|                                 |     |
|---------------------------------|-----|
| Number of students participated | 300 |
|---------------------------------|-----|

### 32. Career Guidance

|   |       |
|---|-------|
| Number of career guidance programmes organized                    | 4     |
| Percentage of students participated in career guidance programmes | 15.94 |

**33. Is there provision for campus placement?**

Yes  No 6 |

**34. If yes to Qn. 32**

Number of students  
participated in campus  
selection programmes

150

Number of students  
selected for placement  
during the year

59

**35. Does gender sensitization program exist ?**

Yes  No 6 |

**36. If Answer is Yes to Qn 34**

Number of programmes  
organized

3

### 37. Student activities

|   |     |
|---|-----|
| Number of students participated in external cultural events                   | 111 |
| Number of prizes won by students in external cultural events                  | 26  |
| Number of cultural events conducted by the institute for the students         | 16  |
| Number of students participated in international sports and games events      | 2   |
| Number of students participated in national level sports and games events     | 14  |
| Number of students participated in state level sports and games events        | 202 |
| Number of students participated in university level sports and games events   | 192 |
| 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    | 1   |
| 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  | 10  |
| Number of sports and games events conducted by the institute for the students | 6   |

### 38. Composition of students

|  |       |
|--|-------|
| Percentage of Scheduled Caste            | 3.56  |
| Percentage of Scheduled Tribe            | 0.89  |
| Percentage of other backward communities | 29.59 |
| Percentage of women students             | 51    |
| Percentage of physically challenged      | 0.16  |
| Percentage of rural students             | 70    |
| Percentage of urban students             | 30    |

### 39. Scholarships and Financial Support

Number of students availing financial support from the institution

97

Amount disbursed as financial support from the institution

Rs.1,30,500/-

Number of students awarded scholarship from the institution

22

Number of students received notable national/international achievements/recognition

0

### 40. Student initiatives

Number of community upliftment programmes initiated by students

7

Number of literary programmes initiated by students

1

Number of social action initiatives based on science / environment initiated by students

0

Number of student research initiatives

0

## 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 ?

j Im Yes

j Im No

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

j Im Yes

j Im No

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

j Im Yes

j Im No

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

- To computerise all aspects of administration
- To decentralise governance and administration under the overall supervision of the Principal

• Creation of committees that monitor and evaluate all aspects of educational management such as Information System (MIS) in place ?

the time table committee, examination committee, student welfare committee, campus placement cell, and the discipline committee

• Maintaining a work diary for the administrative

and support staff to ensure accountability

• To encourage research and training in teaching

46 provide details of MIS applied to and evaluation methods through institutional mechanisms 1. Administrative (The Research procedures and Consultancy including Cell finance and the QAC)

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. Administrative procedures including finance are computerised.
- 2. Student admissions are computerised.

3. Student records are computerised.

4. Evaluation and examination procedures are computerised.

5. Research administration is computerised.

6. Others - Library Resources are computerised.

## 47. Existence of learning resource management

|  | Yes  | No    |
|--|------|-------|
| e-database in library                    | j In | j Imn |
| ICT and smartclass room                  | j In | j Im  |
| e-learning sources (e-Books, e-Journals) | j In | j Imn |
| Production of teaching modules           | ml j | ml j  |
| Interactive learning facilities          | j In | j Imn |

## 48. Internal resource mobilization : Kindly provide the amount contributed

|                          |               |
|--------------------------|---------------|
| Research                 | Rs.2,27,500/- |
| Consultancy and training | Rs.63,496/-   |
| Student contribution     | Rs.1,93,868/- |
| Alumni contribution      | 0             |
| Wellwishers              | Rs.31,398/-   |

## 49. Infrastructure and welfare spending: Please specify the amount

|   |               |
|---|---------------|
| Amount spent for infrastructure development | Rs.20 lakhs   |
| Amount spent for student welfare            | Rs.4,63,704/- |
| Amount spent for staff welfare              | Rs.1,01,747/- |

## 50. Is delegation of authority practiced

j Im Yes

j Im No

## 51. Does grievance redressal cell exist ?

|          | Yes  | No    |
|----------|------|-------|
| Faculty  | ml j | nml j |
| Students | ml j | ml j  |
| Staff    | ml j | nml j |

## 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 | 7 |
| Number of grievances resolved | 7 |



**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

ml j

No

ml j

**56. The SWOT analysis was done by internal or by external agency**

ml j Internal

ml j External

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

• Scenically located campus having an area of 80,000 m2

• Very good Infrastructure , Separate faculty blocks, Gymnasium, playground, Auditorium and weaknesses

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

Smart conference room.

• High retention of faculty members and very low

attrition rate.   
• Students are mostly from rural areas with poor financial background often with weak soft skills .

• Underutilization of resources .

• Poor academic and industry interface.

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

• Expansion of physical Infrastructure.   
• Resource mobilization for research and consultancy (More research projects Major and Minor)

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

• Ever changing Needs and Expectations of Industry and society   
• Four educational institutes within 1 Km radius

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

• We would like to convert our weaknesses into strengths in the years to come.

• Up-gradation of the Learning Resources and Infrastructure will help ustolink our education

**62. Howdo you perceive the roleofNAAC in the quality development of your institution**

**(Suggestions in bullet format to be given below)**

• Scaling up of the research activities and facilities

will enable to have more faculty with Ph.D.   
The process of periodic accreditation gives us an opportunity to self introspect and conduct a systematic self evaluation.

• Introduction of skill based courses / training sessions to students will improve the employability of the students .

• Making the administrative processes more friendly and transparent by investing in required infrastructure.

- Train Faculty through Development Programme.
- Enhance Institution Management Capabilities.
- New skill based add on courses to enhance



**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.