

## NAAC Institutional Quality Sustenance and Development Survey 2011-12

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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 of 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.

The 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:

Dr. Ramesh P. Gan

Contact  
Phone :

0712-2653711

Email :

principial@pwscollege.edu.in

Website URL :

<http://www.pwscollege.edu.in/>

Name of IQAC  
Co-ordinator

Dr. Shubha Mishra

Email :

shubhamishra2007@gmail.com

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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 style="width: 100%; height: 20px;" type="text" value="3"/>
Post Graduate (MA/M.Sc./M.Com. etc.)	<input style="width: 100%; height: 20px;" type="text" value="10"/>
Research Programmes (M.Phil/P.hD)	<input style="width: 100%; height: 20px;" type="text" value="2"/>
Certificate Programmes	<input style="width: 100%; height: 20px;" type="text" value="0"/>
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/ Medicine/Pharmacy/Paramedical/Nursing etc)	<input style="width: 100%; height: 20px;" type="text" value="0"/>
Other value added programmes	<input style="width: 100%; height: 20px;" type="text" value="0"/>
Any other programme offered (Specify)	<input style="width: 100%; height: 20px;" type="text" value="0"/>

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

New programmes added during the year	<input style="width: 100%; height: 20px;" type="text" value="0"/>
New programmes designed	<input style="width: 100%; height: 20px;" type="text" value="0"/>
Programmes under revision	<input style="width: 100%; height: 20px;" type="text" value="0"/>
Interdepartmental collaborative programmes	<input style="width: 100%; height: 20px;" type="text" value="7"/>
Inter institutional collaborative programmes	<input style="width: 100%; height: 20px;" type="text" value="01"/>

Number of review committee

0

recommendations implemented (Total)

Number of NAAC peer team recommendations implemented

5

Number of UGC/any other expert committee recommendations implemented

6

Number of review committee recommendation under implementation

0

Number of NAAC peer team recommendations under implementation

2

Number of UGC/ any other expert committee recommendations under implementation

5

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

Total faculty strength required as per norms for all programmes

34

Total faculty on rolls

30

Faculty added during the year 0

Faculty positions vacant 4

Faculty left during the year 0

Total number of visiting faculty 30

Total number of guest faculty 0

### 8. Qualification of Faculty

PhD and Above 11

M Phil 16

Masters 30

Any other (Specify) 15 M.A. and Other post Graduate Degrees

### 9. Faculty qualification improvement

PhD awarded to existing faculty 0

M Phil 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) 34

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**

DD    MM    YYYY

Year of  
establishment  
of IQAC

10	/	12	/	2002
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**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 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

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

4

Number of faculty competency and development programmes implemented

2

Number of other staff development programmes implemented

2

Number of student mentoring programmes implemented

2

Number of co-curricular activities implemented

10

Number of inter departmental cooperative programs implemented

5

Number of community extension programmes implemented

6

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

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 ?**

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

0

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

1. Special concession in fees for below poverty line students.
2. Study facilities in the library
3. free admission to Students of Sports

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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

0

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

6

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

80%

Percentage of classes engaged by guest faculty and temporary teachers

40%

Number of self financed programmes offered

10

Number of aided programmes offered

2

Number of programmes discontinued during the year

0

**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

80%

**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

3

Number of major ongoing projects

0

Number of minor ongoing projects

15

Number of major projects completed

0

Number of minor projects completed

8



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

1%

Amount of external research funding received in the year

252000/-

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

2

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

15

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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?**

Yes

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

Number of students participated

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

Yes

**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?**

Yes

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

Number of students participated in campus selection programmes

450

Number of students selected for placement during the year

180

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

Yes

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

Number of programmes organized

2

**37. Student activities**

Number of students participated in external cultural events

20

Number of prizes won by students in external cultural events

3

Number of cultural events conducted by the institute for the students

5

Number of students participated in international sports and games events

0

Number of students participated in national level sports and games events

0

Number of students participated in state level sports and games events

0

Number of students participated in university level sports and games events

8

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

0

Number of prizes won by students in state level sports and games events

0

Number of prizes won by students in university level sports and games events

5

Number of sports and games events conducted by the institute for the students

2

### 38. Composition of students

Percentage of Scheduled Caste

56%

Percentage of Scheduled Tribe

3.54%

Percentage of other backward communities

14.15%

Percentage of women students

50.32%

Percentage of physically challenged

0.15%

Percentage of rural students

20%

Percentage of urban students

80%



### 39. Scholarships and Financial Support

Number of students availing financial support from the institution

1400

Amount disbursed as financial support from the institution

5547650/-

Number of students awarded scholarship from the institution

40

Number of students received notable national/international achievements/ recognition

0

### 40. Student initiatives

Number of community upliftment programmes initiated by students

10

Number of literary programmes initiated by students

6

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

6

Number of  
student  
research  
initiatives

5
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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

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

Yes

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

Yes

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

- Separate Reading room facilities for Research Scholar, Teachers, Girls and Boys in Library
- Quick admission Process. completed in a day
- Free Admission to Students in Sports Quota

**45. Is a Management Information System (MIS) in place ?**

Yes

**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)**

First Two
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**47. Existence of learning resource management**

	Yes	No
e-database in library	yes	
ICT and smartclass room		no
e-learning sources (e-Books, e-Journals)	Yes	
Production of teaching modules	Yes	
Interactive learning facilities	Yes	

**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="0"/>
Alumni	<input type="text" value="10,000/-"/>

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

**51. Does grievance redressal cell exist ?**

Yes

No

Faculty

No

Students

yes

Staff

No

**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

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

Internal

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

- Ample Infrastructure
- Well Equipped Library
- Large number of students from weaker sections

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

- First Generation Learners
- Total dependence on UGC Grants

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

- Career oriented courses
- Research centre for Pali and Buddhist Studies

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

- Employment avenues are limited to local area
- since large number of students are working soft skills courses are not successful

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

- Increased number of MRPs
- Increased number of publications
- Sports achievements have increased

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

- Due to NAAC requirements of ICT at the admission level and classroom level have significantly increased
- Employment and placement cell has become functional
- The suggestions of IQAC are seriously implemented.

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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 charges / 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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