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, 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 judgment 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.
NAAC Institutional Quality Sustenance and Development Survey
2012-13

1. Kindly provide the details of the institution

Name of Institution:
P.W.S. Arts and Commerce College, Nagpur-26

Year of Establishment of the Institution:
11/05/1968

Address Line 1:
Kamptee Road

Address Line 2:
Teka Naka

City/Town:
Nagpur

State:
Maharashtra

Postal Code:
440026

Email Address:
principal@pwscollege.edu.in

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation:
December 2003 & October 2011

Reaccreditation:
Current Grade : B
CGPA : 2.64

3. Institutional Status
Affiliated Permanent

4. Contact Person Details

Name of Head of Institution: Dr. Ramesh P. Gan

Contact Phone: 0712-2653711

Email: principal@pwscollege.edu.in

Website URL: http://www.pwscollege.edu.in/

Name of IQAC Co-ordinator: Dr. Shubha Mishra

Email: shubhamishra2007@gmail.com
3.

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.) 3
- Post Graduate (MA/M.Sc./M.Com. etc.) 10
- Research Programmes (M.Phil/P.hD) 2
- Certificate Programmes 0
- Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/ Medicine/Pharmacy/Paramedical/Nursing etc) 0
- Other value added programmes 0
- Any other programme offered (Specify) 3

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

- New programmes added during the year 0
- New programmes Designed 0
Programs 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: 11

M Phil: 16

Masters: 30

Any other M.A. and Other post Graduate Degrees: 18

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
<table>
<thead>
<tr>
<th>Administrative staff</th>
<th>30</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Actual strength)</td>
<td></td>
</tr>
<tr>
<td>Added during the year of reporting</td>
<td>0</td>
</tr>
<tr>
<td>Left during the year</td>
<td>0</td>
</tr>
<tr>
<td>Number of posts vacant</td>
<td>4</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Technical Support Staff (Total sanctioned strength)</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Support Staff (Actual strength)</td>
<td>1</td>
</tr>
<tr>
<td>Added during the year</td>
<td>0</td>
</tr>
<tr>
<td>Left during the year</td>
<td>0</td>
</tr>
<tr>
<td>Number of posts vacant</td>
<td>0</td>
</tr>
</tbody>
</table>
4.

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

<table>
<thead>
<tr>
<th>DD</th>
<th>MM</th>
<th>YYYY</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>12</td>
<td>2002</td>
</tr>
</tbody>
</table>

Year of Establishment of IQAC

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

Number of IQAC members

<table>
<thead>
<tr>
<th>Number of Alumni in IQAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
</tr>
</tbody>
</table>

Number of Students in IQAC

<table>
<thead>
<tr>
<th>Number of Faculty in IQAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
</tr>
<tr>
<td>Number of</td>
</tr>
<tr>
<td>-----------</td>
</tr>
<tr>
<td>Number of</td>
</tr>
<tr>
<td>Number of</td>
</tr>
<tr>
<td>Number of</td>
</tr>
<tr>
<td>Number of</td>
</tr>
</tbody>
</table>

**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

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

<p>| Number of | Academic programmes proposed | 1 |</p>
<table>
<thead>
<tr>
<th>Category</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of value added programmes</td>
<td>3</td>
</tr>
<tr>
<td>Number of skill oriented programmes</td>
<td>3</td>
</tr>
<tr>
<td>Number of faculty competency and development programmes</td>
<td>2</td>
</tr>
<tr>
<td>Number of skill oriented programmes</td>
<td>4</td>
</tr>
<tr>
<td>Number of faculty competency and development programmes</td>
<td>2</td>
</tr>
<tr>
<td>Number of other Staff development Programmes proposed</td>
<td>0</td>
</tr>
<tr>
<td>Number of student Mentoring programmes proposed</td>
<td>0</td>
</tr>
<tr>
<td>Number of Co-curricular activities proposed</td>
<td>5</td>
</tr>
</tbody>
</table>
Number of inter
Departmental cooperative
programs proposed

Number of
community
extension programmes proposed

Any other
programmes
suggested that are 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 participants from outside
Number of external Experts invited: 0

Number of external conferences/seminars/ workshops on institutional quality attended: 0

Number of events conducted with IQACs of other institutions as collaborative programs: 0

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: 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. Special concession in fees for below poverty line students.
2. Study facilities in the library
3. Free admission to Students of Sports
### 5.
#### SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

#### 22. Academic Programmes

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of new academic programmes developed or designed by faculty</td>
<td>1</td>
</tr>
<tr>
<td>Number of faculty members involved in curriculum restructuring/revision/syllabus development</td>
<td>6</td>
</tr>
<tr>
<td>Number of programmes in which evaluation process reformation taken up and implemented</td>
<td>0</td>
</tr>
<tr>
<td>Number of active teaching days during the current academic year</td>
<td>180</td>
</tr>
<tr>
<td>Average percentage of attendance of students</td>
<td>80%</td>
</tr>
<tr>
<td>Percentage of classes engaged by guest faculty and temporary teachers</td>
<td>40%</td>
</tr>
</tbody>
</table>
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: 18
Number of major projects completed: 0
Number of minor projects completed: 8
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: 6
Number of research publications in international peer reviewed journals: 0
Number of research publications in national peer reviewed journals: 6
Number of research papers accepted for publication in international peer reviewed journals: 0
<table>
<thead>
<tr>
<th>Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of research papers accepted for publication in national peer reviewed journals</td>
<td>0</td>
</tr>
<tr>
<td>Average of impact factor of publications reported</td>
<td>0</td>
</tr>
<tr>
<td>Number of books published</td>
<td>0</td>
</tr>
<tr>
<td>Number of edited books published</td>
<td>1</td>
</tr>
<tr>
<td>Number of books (single authored) published</td>
<td>0</td>
</tr>
<tr>
<td>Number of books (coauthored) published</td>
<td>1</td>
</tr>
<tr>
<td>Numbers of conferences attended by faculty</td>
<td>91</td>
</tr>
<tr>
<td>Number of international conferences attended</td>
<td>23</td>
</tr>
<tr>
<td>Number of national conferences attended</td>
<td>68</td>
</tr>
<tr>
<td>Number of papers presented in conferences</td>
<td>55</td>
</tr>
<tr>
<td>Category</td>
<td>Value</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Number of papers presented in international conferences</td>
<td>15</td>
</tr>
<tr>
<td>Number of papers presented in national conferences</td>
<td>40</td>
</tr>
<tr>
<td>Number of conferences organized by the institution</td>
<td>3</td>
</tr>
<tr>
<td>Number of faculty acted as experts resource persons</td>
<td>25</td>
</tr>
<tr>
<td>Number of faculty acted as experts resource persons - international</td>
<td>0</td>
</tr>
<tr>
<td>Number of faculty acted as experts resource persons - national</td>
<td>0</td>
</tr>
<tr>
<td>Number of collaborations with international institutions</td>
<td>0</td>
</tr>
<tr>
<td>Number of collaborations with national institutions</td>
<td>0</td>
</tr>
<tr>
<td>Number of linkages created during the year</td>
<td>0</td>
</tr>
<tr>
<td>Total budget for research</td>
<td>1%</td>
</tr>
</tbody>
</table>
for current year as a percentage of total institution budget

Amount of external research funding received in the year

289500/-

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

2

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

20
6. 

**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**

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>The total intake of students</td>
<td>3440</td>
</tr>
<tr>
<td>for various courses (Sanctioned)</td>
<td></td>
</tr>
<tr>
<td>Actual enrollment during the year</td>
<td>2193</td>
</tr>
<tr>
<td>Student dropout percentage during the year</td>
<td>21</td>
</tr>
<tr>
<td>Success percentage in the final examination across the courses</td>
<td>48</td>
</tr>
<tr>
<td>Number of academic distinctions in the final examination and percentage</td>
<td>2</td>
</tr>
<tr>
<td>Number of students</td>
<td>10</td>
</tr>
<tr>
<td>-------------------</td>
<td>----</td>
</tr>
<tr>
<td>who got admitted to institutions of national importance</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of students</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>admitted to institutions abroad</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of students</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>qualified in UGC NET/SET</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of students</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>qualified GATE/ CAT/ other examination (Specify)</td>
<td></td>
</tr>
</tbody>
</table>

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 350 participated

30. Does student counselling and guidance service exist?

Yes

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

Number of students 600 participated
32. Career Guidance
Number of career guidance programmes organized: 5
Percentage of Students participated in career guidance programmes: 27

33. Is there provision for campus placement?
Yes

34. If yes to Qn. 32
Number of Students participated in campus selection programmes: 600

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

Number of 5

Number of cultural events conducted by the institute for the students

Number of 5

Number of Students participated in international sports and games events

Number of 0

Number of Students participated in national level sports and games events

Number of 0

Number of Students participated in state level sports and games events

Number of 0

Number of students participated in university level sports and games events

Number of students 8

Number of prizes won by students in international sports and games events

Number of prizes 0
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

63.51%

Percentage of Scheduled Tribe

4.76%

Percentage of other backward communities

23.89%

Percentage of women students

50.89%
Percentage of physically challenged: 0.14%

Percentage of rural students: 20%

Percentage of urban students: 80%

39. Scholarships and Financial Support

Number of students availing financial support from the institution: 1373

Amount disbursed as financial support from the institution: 1999731/-

Number of students awarded scholarship from the institution: 43

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: 4

Number of social action initiatives based on science / environment initiated by students: 5

Number of Student research initiatives: 4
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 focused.

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

47. Existence of learning resource management

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>e-database in library</td>
<td>yes</td>
<td></td>
</tr>
<tr>
<td>ICT and smartclass room</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>e-learning sources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(e-Books, e-Journals)</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Production of teaching modules

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interactive learning facilities</td>
<td>Yes</td>
</tr>
</tbody>
</table>

48. Internal resource mobilization: Kindly provide the amount contributed

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Research</td>
<td>0</td>
</tr>
<tr>
<td>Consultancy and training</td>
<td>0</td>
</tr>
<tr>
<td>Student contribution</td>
<td>0</td>
</tr>
</tbody>
</table>
Alumni
contribution
 Wellwishers

49. Infrastructure and welfare spending: Please specify the amount

Amount spent 14,50,40/- for infrastructure development

Amount spent 29000 for student welfare

Amount spent 0 for staff welfare

50. Is delegation of authority practiced

Yes

51. Does grievance redressal cell exist?

Yes
No
Faculty

Yes
No
Students

yes

Staff

No
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 0
Number of Grievances resolved 0

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

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 publication
   - 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.
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 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.