

Proforma for NAAC/IQAC/AQAR Questionnaire Format

This Questioner 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 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 evidences 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 feedback will be provided to each participating institution.

No judgment 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 : Nehru Memorial College, Sullia
Year of Establishment of the Institution: 1976
Address Line 1: Nehru Memorial College,
Address Line 2: Kurunjibhag,
City/Town: Sullia, Dakshina Kannada
State: Karnataka
Postal Code: 574 327
Email Address: aole_nmc@yahoo.co.in

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/
Reaccreditation: 15th September, 2012
Current Grade: A
CGPA: 3.06

3. Institutional Status : Affiliated

4. Contact Person Details

Name of Head of Institution: Dr. B.Prabhakara Shishila
Contact Phone: 9448725818
Email: dr.prabhakarashishila@gmail.com
Website URL: www.nmcsullia.com
Name of IQAC Coordinator: Major K.Giridhara Gowda
Email: majorgiridhar@gmail.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.) | : | 05 |
| Post Graduate (MA/M.Sc./M.Com etc.) | : | 01 |
| Research Programmes (M.Phil/Ph.D) | : | 00 |
| Certificate Programmes | : | 04 |
| Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/ Pharmacy/Paramedical/Nursing etc) | : | 00 |
| Other value added programmes | : | 00 |
| Any other programme offered (Specify) | : | 00 |

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

| | | |
|---|---|----|
| New programmes added during the year | : | 00 |
| New programmes designed | : | 00 |
| Programmes under revision | : | 00 |
| Inter departmental collaborative programmes: | | 05 |
| Inter institutional collaborative programmes : | | 17 |
| Number of review committee Recommendations implemented (Total) | : | 07 |
| Number of NAAC peer team Recommendations implemented | : | 03 |
| Number of UGC/any other expert committee recommendations implemented | : | 00 |
| Number of review committee Recommendation under implementation | : | 00 |

Number of NAAC peer team recommendations under implementation : 01

Number of UGC/any other expert committee
recommendations under implementation :00

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

| | |
|---|-----|
| Total faculty strength required as per norms for all programmes | :54 |
| Total faculty on rolls | :58 |
| Faculty added during the year | :11 |
| Faculty positions vacant | :05 |
| Faculty left during the year | :09 |
| Total number of visiting faculty | :00 |
| Total number of guest Faculty | :00 |

8. Qualification of Faculty

| | |
|---------------------|-----|
| PhD and Above | :04 |
| M.Phil | :06 |
| Masters | :58 |
| Any other (Specify) | :14 |

9. Faculty qualification improvement

| | |
|--|------|
| PhD awarded to existing faculty | : 00 |
| M.Phil awarded to existing faculty | : 00 |
| Any other degree awarded to existing faculty | : 00 |

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

| | |
|---|-----|
| Administrative staff (total sanctioned) | :18 |
| Administrative staff (Actual strength) | :19 |
| Added during the year of reporting | :00 |

| | |
|------------------------|-----|
| Left during the year | :00 |
| Number of posts vacant | :06 |

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

| | |
|--|-----|
| Technical Support Staff (Total sanctioned strength) | :00 |
| Technical Support Staff (Actual strength) | :00 |
| Added during the year | :00 |
| Left during the year | :00 |
| Number of posts vacant | :00 |

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 | : 25 / 03 / 2003 |

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

| | |
|----------------------------|-----|
| Number of IQAC members | :24 |
| Number of Alumni in IQAC | :01 |
| Number of Students in IQAC | :02 |
| Number of Faculty in IQAC | :10 |

| | |
|--|------|
| Number of Administrative Staff in IQAC | :03 |
| Number of Technical Staff in IQAC | :01 |
| Number of Management Representatives | :02 |
| Number of External experts in IQAC | :02 |
| Number of any other stakeholder and Community representatives | : 03 |

14. IQAC Meetings

Number of IQAC meetings held during the year :03

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 | :20 |
| Number of value added programmes proposed | :12 |
| Number of skill oriented programmes proposed | :15 |
| Number of faculty competency and development programmes proposed | :08 |
| Number of other staff development programmes proposed | :02 |
| Number of student mentoring programmes proposed | :06 |
| Number of co-curricular activities proposed | :15 |
| Number of inter departmental cooperative schemes proposed | :08 |
| Number of community extension programmes proposed | :10 |
| Any other programmes proposed (Specify) | :00 |

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)

| | |
|--|-----|
| Number of academic programmes implemented | :16 |
| Number of value added programmes implemented | :09 |
| Number of skill oriented programmes implemented | :15 |
| Number of faculty competency and development Programmes implemented | :07 |
| Number of other staff development programmes Implemented | :00 |
| Number of student mentoring programmes Implemented | :05 |
| Number of co-curricular activities implemented | :13 |
| Number of inter departmental cooperative programs implemented | :05 |
| Number of community extension programmes Implemented | :08 |
| Any other programmes suggested that are implemented (Specify) | :00 |

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

| | |
|--|-----|
| Number of seminars/conferences/ workshops organized by IQAC within the institution | :01 |
| Number of participants from the institution | :50 |
| Number of participants from outside | :06 |
| Number of external experts invited | :02 |
| Number of external conferences/seminars/ workshops on institutional quality attended | :01 |
| Number of events conducted with IQACs of other institutions as collaborative programs | :00 |

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

Yes

No

20. If the response to Qn. 19 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 :00

Amount Received from any other source
including the college management :00

21. Any significant contribution made by IQAC on quality enhancement during current year

(Please provide details in bullet format)

- Academic Audit has been done by the management time- to- time.
- Faculties are encouraged to conduct research work.

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 :00

Number of faculty members involved in curriculum
restructuring/revision/syllabus development :00

Number of programmes in which evaluation process
reformation taken up and implemented :00

Number of active teaching days during the current
academic year :183

| | |
|--|------|
| Average percentage of attendance of students | :90% |
| Percentage of classes engaged by guest faculty and temporary teachers | :00 |
| Number of self financed programmes offered | :04 |
| Number of aided programmes offered | :02 |
| Number of programmes discontinued during the year | :00 |

23. Whether any systematic student feedback mechanism is in place ?

Yes

24. Feedback Details (If answer to Question 23 is Yes)

| | |
|---|------|
| Percentage of courses where student feedback is taken | :98% |
|---|------|

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 | :00 |
| Number of minor research projects undertaken during the year | :00 |
| Number of major ongoing projects | :00 |
| Number of minor ongoing projects | :00 |
| Number of major projects completed | :00 |
| Number of minor projects completed | :00 |
| Number of major project proposals submitted for external funding | :00 |
| Number of minor project proposals submitted for external funding | :01 |
| Number of research publications in peer reviewed journals | :02 |

| | |
|--|-----|
| Number of research publications in international peer reviewed journals | :00 |
| Number of research publications in national peer reviewed journals | :00 |
| Number of research papers accepted for publication in international peer reviewed journals | :00 |
| Number of research papers accepted for publication in national peer reviewed journals | :00 |
| Average of impact factor of publications reported | :00 |
| Number of books published | :14 |
| Number of edited books published | :00 |
| Number of books (single authored) published | :14 |
| Number of books (co-authored) published | :00 |
| Numbers of conferences attended by faculty | :42 |
| Number of international conferences attended | :05 |
| Number of national conferences attended | :37 |
| Number of papers presented in conferences | :06 |
| Number of papers presented in international conferences | :00 |
| Number of papers presented in national conferences | :05 |
| Number of conferences organized by the institution | :00 |
| Number of faculty acted as experts resource persons | :03 |
| Number of faculty acted as experts resource persons -International | :00 |
| Number of faculty acted as experts resource persons -National | :00 |
| Number of collaborations with international institutions | :01 |
| Number of collaborations with national institutions | :01 |
| Number of linkages created during the year | :03 |
| Total budget for research for current year as a percentage | |

| | |
|--|-----|
| of total institution budget | :00 |
| Amount of external research funding received in the year | :00 |
| Number of patents received in the year | :00 |
| Number of patents applied for in the year | :00 |
| Number of research awards/recognitions received by faculty and research fellows of the institute in the year | :00 |
| Number of PhDs awarded during the year | :00 |
| Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities | :00 |

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) | :1960 |
| Actual enrollment during the year | :699 |
| Student dropout percentage during the year | :0.002 |
| Success percentage in the final examination across the courses | : 91.33% |
| Number of academic distinctions in the final examination and percentage | :62 & 8.58% |
| Number of students who got admitted to institutions of national importance | :00 |
| Number of students admitted to institutions abroad | :00 |
| Number of students qualified in UGC NET/ SET | :00 |

Number of students qualified GATE/ CAT/ other examination (Specify) :01

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

No

29. Student participation, if response is yes to Qn. 28

Number of students participated : 00

30. Does student counseling and guidance service exist ?

NO

31. Student participation, if answer to Qn. 30 is yes

Number of students participated :00

32. Career Guidance

Number of career guidance programmes organized :03

Percentage of students participated in career guidance programmes :70.43%

33. Is there provision for campus placement?

Yes

34. If yes to Qn. 33

Number of students participated in campus selection programmes : 152

Number of students selected for placement during the year : 03

35. Does gender sensitization program exist ?

Yes

36. If Answer is Yes to Qn. 35

Number of programmes organized : 03

37. Student activities

| | |
|---|------|
| Number of students participated in external cultural events | : 55 |
| Number of prizes won by students in external cultural events | :04 |
| Number of cultural events conducted by the institute for the students | :28 |
| Number of students participated in international sports and games events | :00 |
| Number of students participated in national level sports and games events | :00 |
| Number of students participated in state level sports and games events | :00 |
| Number of students participated in university level sports and games events | :23 |
| Number of prizes won by students in international sports and games events | :00 |
| Number of prizes won by students in national level sports and games events | :00 |
| Number of prizes won by students in state level sports and games events | :00 |
| Number of prizes won by students in university level sports and games events | :00 |
| Number of sports and games events conducted by the institute for the students | :16 |

38. Composition of students

| | |
|-------------------------------|---------|
| Percentage of Scheduled Caste | :02.09% |
|-------------------------------|---------|

| | |
|--|---------|
| Percentage of Scheduled Tribe | :02.84% |
| Percentage of other backward communities | :95.05% |
| Percentage of women students | :57.57% |
| Percentage of physically challenged | :00% |
| Percentage of rural students | :92% |
| Percentage of urban students | :08% |

39. Scholarships and Financial Support

| | |
|--|-------|
| Number of students availing financial support from the institution | :00 |
| Amount disbursed as financial support from the Institution | :00 |
| Number of students awarded scholarship from the Institution | : 195 |
| Number of students received notable national/ International achievements/recognition | : 01 |

40. Student initiatives

| | |
|--|-----|
| Number of community upliftment programmes initiated by students | :27 |
| Number of literary programmes initiated by students | :02 |
| Number of social action initiatives based on science / environment initiated by students | :14 |
| Number of student research initiatives | :04 |

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

No

42. If the answer for Qn. 41 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 43 is Yes, please list the benchmarking in various areas of development in bullet format

- Continuous Internal Assessment
- Class room seminars by students
- Student feedback
- Field/industrial visit
- Regular monitoring of student attendance
- PTA Interaction
- Support by alumni association
- Participation in EC and CC

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

√ Yes

No

46. If answer to question 45 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)

2. Student admission process is computerized.
3. Student Records are manually maintained and computerized.
6. Library is automated. All the departments are provided computers with internet and intercom facilities.

47. Existence of learning resource management

| | Yes | No |
|--|-----|----|
| e-database in library | √ | |
| ICT and smart class 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 | :00 |
| Consultancy and training | :00 |
| Student contribution | :2,00,100/- |
| Alumni contribution | :52,164/- |
| Well-wishers | :73,889/- |

49. Infrastructure and welfare spending: Please specify the amount

| | |
|---|-------------|
| Amount spent for infrastructure development | :2,92,745/- |
| Amount spent for student welfare | :26,000/- |
| Amount spent for staff welfare | :7,000/- |

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 : 02

Number of grievances resolved :02

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

Number of grievances received :05

Number of grievances resolved :05

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

Number of grievances received :00

Number of grievances resolved :00

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)

- Supportive Alumni Association , Parent Teachers' Association and well maintained adequate infrastructure
- Students are motivated to enhance their overall development and due importance is given to community oriented activities.
- Committed Teaching staff and support staff.

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

- Lack of sufficient Add-on courses and shortage of permanent staff.
- The institution does not have adequate budgetary allocation for research and development.
- The range of programmes available for post-graduation is only one.

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

- New professional/job-oriented and self-finance courses can be started to enhance academic flexibility.
- Tie up with industry, Govt. offices, banks for on-the job training

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

- Competition from other Govt./Private colleges.
- Social backwardness of the region.

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

- Fourteen books were published by the faculty.
- Four faculty members have registered for Ph.D
- Two Research publications in peer reviewed journals

- Efforts for taking up new certificate courses
- Started B.Com Second batch.
- Two of the faculty have passed NET.
- Six faculty presented research papers in conferences.
- Quarterly College Newsletter “Vidya Chethana” is published.

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

- Recommendations of NAAC helps us to improve our quality of teaching, learning and research
- NAAC assessment helps us to discover our strengths and weaknesses.
- NAAC puts us in right path to move forward to achieve our goals and objectives.
- NAAC helps to motivate the students to involve in academic and co-curricular activities.
- Action plans have been initiated by the departments.

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 analyzed 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.