

ST.ALOYSIUS COLLEGE, EDATHUA

ALAPPUZHA, KERALA

689573

NAAC Re – Accredited

Affiliated to Mahatma Gandhi University, Kottayam.

Annual Quality Assurance Report – AQAR 2012 - 13

Submitted to
National Assessment and Accreditation Council
Bangalore



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.

NAAC Institutional Quality Sustenance and Development Survey

2.

1. Kindly provide the details of the institution

Name of Institution:

Year of Establishment of the Institution:

Address Line 1:

Address Line 2:

City/Town:

State:

Postal Code:

Email Address:

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation:

Current Grade:

CGPA:

3. Institutional Status

4. Contact Person Details

Name of Head of Institution:

Contact Phone:

Email:

Website URL:

Name of IQAC Co-ordinator:

Email:

NAAC Institutional Quality Sustenance and Development Survey

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.)

Post Graduate

(MA/M.Sc./M.Com
etc.)

Research

Programmes
(M.Phil/P.hD)

Certificate

Programmes

Professional

Programmes
(B.Tech/M.Tech
/B.Ed/M.Ed/Medicine
/Pharmacy
/Paramedical/Nursing
etc)

Other value added

programmes

Any other

programme offered
(Specify)

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

New programmes

added during the
year

New programmes

designed

Programmes under

revision

| | |
|--|-----------------|
| Interdepartmental collaborative programmes | 0 |
| Inter institutional collaborative programmes | 0 |
| Number of review committee recommendations implemented (Total) | 21 |
| Number of NAAC peer team recommendations implemented | 18 |
| Number of UGC/any other expert committee recommendations implemented | 1 - Excellencia |
| Number of review committee recommendation under implementation | 2 |
| Number of NAAC peer team recommendations under implementation | 2 |
| 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 | 46 |
| Total faculty on rolls | 46 |
| Faculty added during the year | 9 |
| Faculty positions vacant | 1 |
| Faculty left during the year | 4 |
| Total number of visiting faculty | 4 |

Total number of guest faculty

8. Qualification of Faculty

PhD and Above

MPhil

Masters

Any other (Specify)

9. Faculty qualification improvement

PhD awarded to existing faculty

MPhil awarded to existing faculty

Any other degree awarded to existing faculty

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

Administrative staff (total sanctioned)

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

NAAC Institutional Quality Sustenance and Development Survey

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

Year of establishment of IQAC

DD MM YYYY

/ /

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

| | |
|---|---------------------------------|
| Number of IQAC members | <input type="text" value="22"/> |
| Number of Alumni in IQAC | <input type="text" value="2"/> |
| Number of Students in IQAC | <input type="text" value="0"/> |
| Number of Faculty in IQAC | <input type="text" value="14"/> |
| Number of Administrative Staff in IQAC | <input type="text" value="2"/> |
| Number of Technical Staff in IQAC | <input type="text" value="0"/> |
| Number of Management Representatives | <input type="text" value="2"/> |
| Number of External experts in IQAC | <input type="text" value="1"/> |
| Number of any other stakeholder and community representatives | <input type="text" value="1"/> |

14. IQAC Meetings

Number of IQAC meetings held during the year

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

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

Number of academic programmes proposed

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 | <input type="text" value="54"/> |
| Number of value added programmes implemented | <input type="text" value="1"/> |
| Number of skill oriented programmes implemented | <input type="text" value="4"/> |
| Number of faculty competency and development programmes implemented | <input type="text" value="10"/> |
| Number of other staff development programmes implemented | <input type="text" value="4"/> |
| Number of student mentoring programmes implemented | <input type="text" value="21"/> |
| Number of co-curricular activities implemented | <input type="text" value="22"/> |
| Number of inter departmental cooperative programs implemented | <input type="text" value="6"/> |
| Number of community extension programmes implemented | <input type="text" value="18"/> |
| Any other programmes suggested that are implemented (Specify) | <input type="text" value="5"/> |

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

| | |
|---|---------------------------------|
| Number of seminars/ conferences/ workshops organized by IQAC within the | <input type="text" value="58"/> |
|---|---------------------------------|

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 ?

- 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 UGC

Amount Received from any other source including the college management

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

Preparation of RAR ,AQAR,Academic Calendar
 Design and implementation of seminars and workshops
 Internal audit of departments

NAAC Institutional Quality Sustenance and Development Survey

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

| | |
|---|----------------------------------|
| Number of new academic programmes developed or designed by faculty | <input type="text" value="2"/> |
| Number of faculty members involved in curriculum restructuring/revision /syllabus development | <input type="text" value="22"/> |
| Number of programmes in which evaluation process reformation taken up and implemented | <input type="text" value="12"/> |
| Number of active teaching days during the current academic year | <input type="text" value="180"/> |
| Average percentage of attendance of students | <input type="text" value="93"/> |
| Percentage of classes engaged by guest faculty and temporary teachers | <input type="text" value="31"/> |
| Number of self financed programmes offered | <input type="text" value="3"/> |
| Number of aided programmes offered | <input type="text" value="10"/> |
| Number of programmes discontinued during the year | <input type="text" value="0"/> |

23. Whether any systematic student feedback mechanism is in place ?**24. Feedback Details (If answer to Question 20 is Yes)**

Percentage of
courses where
student feedback is
taken

25. Is feedback for improvement provided to the faculty?**26. Faculty Research, Projects, and Publication details for the year**

Number of major
research projects
undertaken during
the year

Number of minor
research projects
undertaken during
the year

Number of major
ongoing projects

Number of minor
ongoing projects

Number of major
projects completed

Number of minor
projects completed

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 | 8 |
| Number of research papers accepted for publication in international peer reviewed journals | 4 |
| Number of research papers accepted for publication in national peer reviewed journals | 2 |
| Average of impact factor of publications reported | 2 |
| Number of books published | 1 |
| Number of edited books published | 1 |
| Number of books (single authored) published | 1 |
| Number of books (coauthored) published | 0 |
| Numbers of conferences attended by faculty | 21 |
| Number of international conferences attended | 0 |
| Number of national conferences attended | 21 |
| Number of papers presented in conferences | 8 |
| Number of papers presented in international conferences | 0 |
| Number of papers presented in national conferences | 8 |

| | |
|---|--------|
| Number of conferences organized by the institution | 58 |
| Number of faculty acted as experts resource persons | 6 |
| Number of faculty acted as experts resource persons - international | 0 |
| Number of faculty acted as experts resource persons- national | 6 |
| Number of collaborations with international institutions | 1 |
| Number of collaborations with national institutions | 3 |
| Number of linkages created during the year | 0 |
| Total budget for research for current year as a percentage of total institution budget | 200000 |
| Amount of external research funding received in the year | 240000 |
| 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 | 1 |

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

NAAC Institutional Quality Sustenance and Development Survey

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

| | |
|--|---|
| The total intake of students for various courses (Sanctioned) | <input type="text" value="1091"/> |
| Actual enrollment during the year | <input type="text" value="1046"/> |
| Student dropout percentage during the year | <input type="text" value="4.12"/> |
| Success percentage in the final examination across the courses | <input type="text" value="86"/> |
| Number of academic distinctions in the final examination and percentage | <input type="text" value="60"/> |
| Number of students who got admitted to institutions of national importance | <input type="text" value="4"/> |
| Number of students admitted to institutions abroad | <input type="text" value="0"/> |
| Number of students qualified in UGC NET/ SET | <input type="text" value="6"/> |
| Number of students qualified GATE/ CAT/ other examination (Specify) | <input type="text" value="24 (Bank, PSC,Railway,Army)"/> |

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

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

Number of students
participated

30. Does student counselling and guidance service exist ?**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?**34. If yes to Qn. 32**

Number of students
participated in
campus selection
programmes

Number of students
selected for
placement during the
year

35. Does gender sensitization program exist ?**36. If Answer is Yes to Qn 34**

Number of
programmes
organized

37. Student activities

| | |
|--|-----|
| Number of students participated in external cultural events | 124 |
| Number of prizes won by students in external cultural events | 39 |
| Number of cultural events conducted by the institute for the students | 19 |
| 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 | 2 |
| Number of students participated in university level sports and games events | 241 |
| 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 | 34 |
| Number of sports and games events conducted by the | 27 |

institute for the
students

38. Composition of students

| | |
|--|------|
| Percentage of Scheduled Caste | 9.9 |
| Percentage of Scheduled Tribe | 0.09 |
| Percentage of other backward communities | 9.36 |
| Percentage of women students | 56 |
| Percentage of physically challenged | 0.02 |
| Percentage of rural students | 85 |
| Percentage of urban students | 15 |

39. Scholarships and Financial Support

| | |
|---|-----------|
| Number of students availing financial support from the institution | 468 |
| Amount disbursed as financial support from the institution | 12,01,778 |
| Number of students awarded scholarship from the institution | 45 |
| Number of students received notable national/international achievements/recognition | 0 |

40. Student initiatives

| | |
|---|----|
| Number of community upliftment programmes initiated by students | 12 |
| Number of literary programmes initiated by students | 10 |

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

14

Number of student
research initiatives

160

NAAC Institutional Quality Sustenance and Development Survey

7.

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focussed.

41. Whether perspective plan for overall developmental activities is created ?

- Yes
 No

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

- Yes
 No

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

- Yes
 No

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

faculty recharging programme
 Animation programmes
 Exchange of faculty under the platform of resource

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

- Yes
 No

46. If answer to question 44 is Yes, please provide details of MIS applied to

- 1. Administrative procedures including finance**
- 2. Student admission**
- 3. Student records**
- 4. Evaluation and examination procedures**
- 5. Research administration**

6. Others**(enter the respective details corresponding to the serial numbers)**

| |
|--|
| Sophisticated softwares CAP(central Allotment Programme) of the University Digital recording of documents |
|--|

47. Existence of learning resource management

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

48. Internal resource mobilization : Kindly provide the amount contributed

| | |
|--------------------------|--------|
| Research | 125000 |
| Consultancy and training | 50000 |
| Student contribution | 50000 |
| Alumni contribution | 50000 |
| Wellwishers | 20000 |

49. Infrastructure and welfare spending: Please specify the amount

| | |
|---|---------|
| Amount spent for infrastructure development | 6000000 |
| Amount spent for student welfare | 500000 |
| Amount spent for staff welfare | 100000 |

50. Is delegation of authority practiced

- Yes
 No

51. Does grievance redressal cell exist ?

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

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

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)

IT enabled smart room and Seminar Hall
Well equipped library
Reasonably good infrastructure

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

format)

Lack of industrial linkages
Lack of autonomy in curriculam designing
Lack of research funding

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

Empowerment of women community
Moral upliftment of academic community

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

Shortage of fruitful working days
Delay in admission via CAP of University.
Non-object oriented curriculam design

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

Improvement of infrastructure
Research funding via DST,NBHM,BIST,UGC.
Eco friendly campus.

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

Intervention into the academic community for achieving quality in all level.
Monitoring, suggesting, designing and implementing

NAAC Institutional Quality Sustenance and Development Survey

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 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.