

**ST.ALOYSIUS COLLEGE, EDATHUA**

**ALAPPUZHA, KERALA**

**689573**

**NAAC Re – Accredited**

Affiliated to Mahatma Gandhi University, Kottayam.

*Annual Quality Assurance Report – AQAR 2011 - 12*

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
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	39
Faculty added during the year	4
Faculty positions vacant	7
Faculty left during the year	1
Total number of visiting faculty	8

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
<input type="text" value="01"/>	<input type="text" value="06"/>	<input type="text" value="2000"/>

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

Number of IQAC members	<input type="text" value="23"/>
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="16"/>
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="0"/>
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="1"/>
Number of faculty competency and development programmes implemented	<input type="text" value="9"/>
Number of other staff development programmes implemented	<input type="text" value="4"/>
Number of student mentoring programmes implemented	<input type="text" value="11"/>
Number of co-curricular activities implemented	<input type="text" value="19"/>
Number of inter departmental cooperative programs implemented	<input type="text" value="2"/>
Number of community extension programmes implemented	<input type="text" value="17"/>
Any other programmes suggested that are implemented (Specify)	<input type="text" value="4"/>

**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="51"/>
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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)**

Internal academic audit  
Suggesting and implementing seminars, conferences and workshops

# 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

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

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

Number of active teaching days during the current academic year

Average percentage of attendance of students

Percentage of classes engaged by guest faculty and temporary teachers

Number of self financed programmes offered

Number of aided programmes offered

Number of programmes discontinued during the year

**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	4
Number of research papers accepted for publication in international peer reviewed journals	3
Number of research papers accepted for publication in national peer reviewed journals	1
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	15
Number of international conferences attended	0
Number of national conferences attended	15
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	2
Number of faculty acted as experts resource persons	4
Number of faculty acted as experts resource persons - international	0
Number of faculty acted as experts resource persons-national	4
Number of collaborations with international institutions	0
Number of collaborations with national institutions	2
Number of linkages created during the year	0
Total budget for research for current year as a percentage of total institution budget	3
Amount of external research funding received in the year	200000
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	0
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="1084"/>
Actual enrollment during the year	<input type="text" value="1041"/>
Student dropout percentage during the year	<input type="text" value="4"/>
Success percentage in the final examination across the courses	<input type="text" value="76"/>
Number of academic distinctions in the final examination and percentage	<input type="text" value="50"/>
Number of students who got admitted to institutions of national importance	<input type="text" value="2"/>
Number of students admitted to institutions abroad	<input type="text" value="0"/>
Number of students qualified in UGC NET/ SET	<input type="text" value="3"/>
Number of students qualified GATE/ CAT/ other examination (Specify)	<input type="text" value="7"/>

#### 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	58
Number of prizes won by students in external cultural events	17
Number of cultural events conducted by the institute for the students	10
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	123
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	27
Number of sports and games events conducted by the	12

institute for the  
students

### 38. Composition of students

Percentage of Scheduled Caste	9.5
Percentage of Scheduled Tribe	0.09
Percentage of other backward communities	9.3
Percentage of women students	53
Percentage of physically challenged	0.01
Percentage of rural students	86
Percentage of urban students	14

### 39. Scholarships and Financial Support

Number of students availing financial support from the institution	531
Amount disbursed as financial support from the institution	10,92,456
Number of students awarded scholarship from the institution	59
Number of students received notable national/international achievements/recognition	0

### 40. Student initiatives

Number of community upliftment programmes initiated by students	8
Number of literary programmes initiated by students	6

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

12

Number of student  
research initiatives

152

## 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**

Continuous Internal Assessment  
 Class room seminar by students  
 100% student feedback

**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)**

- |                          |
|--------------------------|
| 1. Through softwares     |
| 2. Digital documentation |
| 3. Digital documentation |

**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 type="radio"/>	<input checked="" type="radio"/>
Interactive learning facilities	<input checked="" type="radio"/>	<input type="radio"/>

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

Research	100000
Consultancy and training	50000
Student contribution	50000
Alumni contribution	50000
Wellwishers	15000

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

Amount spent for infrastructure development	6700000
Amount spent for student welfare	300000
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)**

Committed teaching and non-teaching staff  
Support of Alumni and Management  
Reasonably good infrastructure

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

**format)**

Delay in commencing CBCSS programmes due to the CAP of University.  
Lack of working days

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

Carrying out research  
Publication of research articles.

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

The flood and related calamities exploiting the working days  
Maintaining the academic programs within

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

Publication of research articles in peer reviewed journals.  
Conducting various seminars of academic importance.

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

Designing action plan for the welfare of academic community.



## 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.