

**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, all the evidence 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 the feedback will be provided to each participating institution.

No judgement 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:	St. Philomena College
Year of Establishment of the Institution:	1958
Address Line 1:	Philonagar
Address Line 2:	Darbe
City/Town:	Puttur
State:	Karnataka
Postal Code:	574202
Email Address:	info@spcputtur.org

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation:	28-03-2010
Current Grade:	A
CGPA:	3.19

3. Institutional Status

Affiliated College

4. Contact Person Details

Name of Head of Institution:	Prof. Leo Noronha
Contact Phone:	08251-236460
Email:	leonoronha19@yahoo.com
Website URL:	www.spcputtur.org
Name of IQAC Co-ordinator	Udaya K
Email:	udayakana@yahoo.co.in

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.)	11 (5 come under KSOU)
Post Graduate (MA/M.Sc./M.Com etc.)	16 (13 come under KSOU)
Research Programmes (M.Phil/P.hD)	0
Certificate Programmes	9
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)	0
Other value added programmes	25
Any other programme offered (Specify)	0

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

New programmes added during the year	1
New programmes designed	0
Programmes under revision	0
Interdepartmental collaborative programmes	0
Inter institutional collaborative programmes	0
Number of review committee recommendations implemented (Total)	
Number of NAAC peer team recommendations implemented	5
Number of UGC/any other expert committee recommendations implemented	0
Number of review committee recommendation under implementation	0
Number of NAAC peer team recommendations under implementation	5
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	68
Total faculty on rolls	68
Faculty added during the year	15
Faculty positions vacant	0
Faculty left during the year	11
Total number of visiting faculty	0
Total number of guest faculty	4

8. Qualification of Faculty

PhD and Above	8
MPhil	14
Masters	68
Any other (Specify)	LLB

9. Faculty qualification improvement

PhD awarded to existing faculty	1
MPhil 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)	31
Administrative staff (Actual strength)	31
Added during the year of reporting	0
Left during the year	0
Number of posts vacant	0

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

Technical Support Staff (Total sanctioned strength)	8
Technical Support Staff (Actual strength)	8
Added during the year	0
Left during the year	0
Number of posts vacant	0

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 DDMMYYYY

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

Number of IQAC members	<input type="text" value="20"/>
Number of Alumni in IQAC	<input type="text" value="2"/>
Number of Students in IQAC	<input type="text" value="3"/>
Number of Faculty in IQAC	<input type="text" value="8"/>
Number of Administrative Staff in IQAC	<input type="text" value="2"/>
Number of Technical Staff in IQAC	<input type="text" value="1"/>
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	70
Number of value added programmes proposed	30
Number of skill oriented programmes proposed	10
Number of faculty competency and development programmes proposed	10
Number of other staff development programmes proposed	5
Number of student mentoring programmes proposed	10
Number of co-curricular activities proposed	75
Number of inter departmental cooperative schemes proposed	5
Number of community extension programmes proposed	50
Any other programmes proposed (Specify)	Blood Donation, Passport Mela, Community service, Village adontion

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

Number of academic programmes implemented	68
Number of value added programmes implemented	25
Number of skill oriented programmes implemented	10
Number of faculty competency and development programmes implemented	1
Number of other staff development programmes implemented	1
Number of student mentoring programmes implemented	6
Number of co-curricular activities implemented	74
Number of inter departmental cooperative programs implemented	2
Number of community extension programmes implemented	92
Any other programmes suggested that are implemented (Specify)	Blood Donation. Passport Mela

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

Number of seminars/ conferences/ workshops organized by IQAC within the institution	<input type="text" value="20"/>
Number of participants from the institution	<input type="text" value="1024"/>
Number of participants from outside	<input type="text" value="780"/>
Number of external experts invited	<input type="text" value="28"/>
Number of external conferences/seminars/ workshops on institutional quality attended	<input type="text" value="51"/>
Number of events conducted with IQACs of other institutions as collaborative programmes	<input type="text" value="0"/>

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	<input type="text" value="4014970"/>
Amount received from any Other source including the College management	<input type="text" value="1700000"/>

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

- Faculty Evaluation – SWOT Analysis.
- Guest Lectures.
- Certificate courses.
- Exhibitions.
- Improvement in student result.

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	7
Number of programmes in which evaluation process reformation taken up and implemented	0
Number of active teaching days during the current academic year	185
Average percentage of attendance of students	85%
Percentage of classes engaged by guest faculty and temporary teachers	9.75%
Number of self financed programmes offered	24 (18 come under KSOU)
Number of aided programmes offered	3
Number of programmes discontinued during the year	0

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

YFS

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

Percentage of courses where student feedback is taken	100%
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25. Is feedback for improvement provided to the faculty?

YFS

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	2
Number of major ongoing projects	0
Number of minor ongoing projects	2
Number of major projects completed	0
Number of minor projects completed	1
Number of major project proposals submitted for external funding	0
Number of minor project proposals submitted for external funding	1
Number of research publications in peer reviewed journals	2
Number of research publications in international peer reviewed journals	2
Number of research publications in national peer reviewed journals	0
Number of research papers accepted for publication in international peer reviewed journals	0
Number of research papers accepted for publication in national peer reviewed journals	0
Average of impact factor of publications reported	1.785
Number of books published	1
Number of edited books published	0
Number of books (single authored) published	0
Number of books (coauthored) published	1
Numbers of conferences attended by faculty	43
Number of international conferences attended	6
Number of national conferences attended	37

Number of papers presented in conferences	37
Number of papers presented in international conferences	0
Number of papers presented in national conferences	37
Number of conferences organized by the institution	1
Number of faculty acted as experts resource persons	2
Number of faculty acted as experts resource persons - international	1
Number of faculty acted as experts resource persons- national	0
Number of collaborations with international institutions	0
Number of collaborations with national institutions	1
Number of linkages created during the year	0
Total budget for research for current year as a percentage of total institution budget	5%
Amount of external research funding received in the year	0
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	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)	1860
Actual enrollment during the year	1559
Student dropout percentage during the year	3.51
Success percentage in the final examination across the courses	84.16
Number of academic distinctions in the final examination and percentage	146
Number of students who got admitted to institutions of national importance	102
Number of students admitted to institutions abroad	3%
Number of students qualified in UGC NET/ SET	0
Number of students qualified GATE/ CAT/ other examination (Specify)	0

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 0

30. Does student counseling and guidance service exist ?

YES

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

Number of students participated 10%

32. Career Guidance

Number of career guidance programmes organized	4
Percentage of students participated in career guidance programmes	90%

33. Is there provision for campus placement?

YFS

34. If yes to Qn. 33

Number of students participated in campus selection programmes

430

Number of students selected for placement during the year

13

35. Does gender sensitization program exist ?

YFS

36. If Answer is Yes to Qn 35

Number of programmes organized

5

37. Student activities

Number of students participated in external cultural events	15
Number of prizes won by students in external cultural events	5
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	17
Number of students participated in state level sports and games events	9
Number of students participated in university level sports and games events	237
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	2
Number of prizes won by students in state level sports and games events	6
Number of prizes won by students in university level sports and games events	67
Number of sports and games events conducted by the institute for the students	18

38. Composition of students

Percentage of Scheduled Caste	1.66%
Percentage of Scheduled Tribe	4.16%
Percentage of other backward communities	84.47%
Percentage of women students	63.37%
Percentage of physically challenged	0.064%
Percentage of rural students	73%
Percentage of urban students	27%

39. Scholarships and Financial Support

Number of students availing financial support from the institution	77
Amount disbursed as financial support from the institution	9885011
Number of students awarded scholarship from the institution	605
Number of students received notable national/international achievements/recognition	0

40. Student initiatives

Number of community upliftment programmes initiated by students	17
Number of literary programmes initiated by students	5
Number of social action initiatives based on science / environment initiated by students	30
Number of student research initiatives	45

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 43 is Yes, please list the benchmarking in various areas of development in bullet format

- Infrastructure and campus.
- Student support.
- Community Reach programmes/ Social Interaction.
- Staff Quality

44. 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. Student admission through MIS – collection of fees – remittance of fees to the bank – accounts.
- 2. Student admission details – category/caste wise/ course wise/ combination wise/ subject wise.
- 3. Students records – transfer, migration, eligibility certificates and marks cards are stored.
- 4. Examination system computerized – Attendance, internal marks are recorded.

47. Existence of learning resource management

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

48. Internal resource mobilization : Kindly provide the amount contributed

Research	21262
Consultancy and training	26000
Student contribution	4079309
Alumni contribution	100798
Wellwishers	1700000

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	8947588
Amount spent for student welfare	364803
Amount spent for staff welfare	1093403

50. Is delegation of authority practiced

Yes

No

51. Does grievance redressal cell exist ?

	Yes	No
Faculty	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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)

- Well located. Very near to the heart of town
- Equal strategy for all the students
- Dedicated staff

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

- Lack of research facilities
- Limited development programmes
- Apathetic attitude of the government in appointment of staff

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

- Expansion of infrastructure
- Beautification of campus

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

- Establishment of First Grade College around
- Inadequate public transport facilities

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

- PG course in Physics.
- Beautification of Campus.
- Website Refurbishing, Social Networking.

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

- Improvement in the academic performance of the students.
- More inter-action among the staff and within the departments and co-operation.
- Quality enhancement through bench marking.
- Systematic record of activities
- Future planning
- IQAC provides an opportunity to know the new paradigms of Higher Education
- Gives bench marks of quality in Higher Education
- Helps in relooking at the curriculum thereby supply that extra input
- Educates the new methods of pedagogy
- Prompts to bolster the learning resources
- An opportunity for continual evaluation
- SWOT analysis enables to upgrade and update as per the demands of the stake-holders

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 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.