

NAAC Institutional Quality Sustenance and Development Survey

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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 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.

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1. Kindly provide the details of the institution

Name of Institution:	<input type="text" value="Sacred Heart College"/>
Year of Establishment of the Institution:	<input type="text" value="1944"/>
Address Line 1:	<input type="text" value="Thevara"/>
Address Line 2:	<input type="text" value="Kochi - 682013"/>
City/Town:	<input type="text" value="Emakulam"/>
State:	<input type="text" value="Kerala"/>
Postal Code:	<input type="text" value="682013"/>
Email Address:	<input type="text" value="principal@shcollege.ac.in"/>

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation:	<input type="text" value="2000, 2007 and 2013"/>
Current Grade:	<input type="text" value="A"/>
CGPA:	<input type="text" value="3.30"/>

3. Institutional Status **4. Contact Person Details**

Name of Head of Institution:	<input type="text" value="Dr. Johnson X. Palackappillil"/>
Contact Phone:	<input type="text" value="0484-4044418"/>
Email:	<input type="text" value="principal@shcollege.ac.in"/>
Website URL:	<input type="text" value="www.shcollege.ac.in"/>

Name of IQAC Co-
ordinator

Dr. Joseph T Moolay

Email:

iqac@shcollege.ac.in

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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.)	13
Post Graduate (MA/M.Sc./M.Com etc.)	12
Research Programmes (M.Phil/P.hD)	6
Certificate Programmes	4
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)	0
Other value added programmes	3
Any other programme offered (Specify)	1

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

New programmes added during the year	3
New programmes designed	0
Programmes under revision	0
Interdepartmental collaborative programmes	0
Inter institutional collaborative programmes	0
Number of review committee recommendations implemented (Total)	15
Number of NAAC peer team recommendations implemented	0
Number of UGC/any other expert committee recommendations implemented	0
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

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

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)

3

Technical Support Staff
(Actual strength)

3

Added during the year

0

Left during the year

0

Number of posts vacant

0

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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

DD MM YYYY

Year of establishment
of IQAC

31 / 03 / 2005

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

Number of IQAC members	64
Number of Alumni in IQAC	5
Number of Students in IQAC	7
Number of Faculty in IQAC	34
Number of Administrative Staff in IQAC	2
Number of Technical Staff in IQAC	1
Number of Management Representatives	5
Number of External experts in IQAC	4
Number of any other stakeholder and community representatives	5

14. IQAC Meetings

Number of IQAC meetings held during the year	10
--	----

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	14

programmes proposed

Number of skill oriented
programmes proposed

10

Number of faculty
competency and
development programmes
proposed

2

Number of other staff
development programmes
proposed

1

Number of student
mentoring programmes
proposed

39

Number of co-curricular
activities proposed

25

Number of inter
departmental cooperative
schemes proposed

1

Number of community
extension programmes
proposed

6

Any other programmes
proposed (Specify)

2

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)Number of academic
programmes implemented

23

Number of value added
programmes implemented

21

Number of skill oriented
programmes implemented

15

Number of faculty
competency and
development programmes
implemented

4

Number of other staff
development programmes
implemented

1

Number of student
mentoring programmes
implemented

15

Number of co-curricular
activities implemented

24

Number of inter
departmental cooperative
programs implemented

3

Number of community
extension programmes
implemented

3

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	<input type="text" value="3"/>
Number of participants from the institution	<input type="text" value="90"/>
Number of participants from outside	<input type="text" value="25"/>
Number of external experts invited	<input type="text" value="2"/>
Number of external conferences/seminars/ workshops on institutional quality attended	<input type="text" value="3"/>
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="0"/>
Amount Received from any other source including the college management	<input type="text" value="625000"/>

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

- * Academic audit was performed based on the inputs given by the IQAC subcommittees on 7 evaluation parameters formulated by NAAC and remedial measures were initiated.
- * A two day long annual academic planning was held at Munnar to chalk out the academic calendar and to formulate strategies for quality enhancement.
- * A workshop led by Dr. Debashish Chatterjee was held on 06.09.2012 for the head of departments and policy makers of the college. IQAC organised interdepartmental visit and model peer team before the NAAC visit.

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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

100

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

1

Number of minor research
projects undertaken during
the year

7

Number of major ongoing
projects

4

Number of minor ongoing
projects

16

Number of major projects
completed

0

Number of minor projects
completed

1

Number of major project
proposals submitted for
external funding

1

Number of minor project
proposals submitted for
external funding

8

Number of research
publications in peer
reviewed journals

17

Number of research
publications in
international peer reviewed
journals

2

Number of research
publications in national
peer reviewed journals

15

Number of research
papers accepted for
publication in international
peer reviewed journals

0

Number of research
papers accepted for

1

publication in national
peer reviewed journals

Average of impact factor of
publications reported

Number of books
published

Number of edited books
published

Number of books (single
authored) published

Number of books
(coauthored) published

Numbers of conferences
attended by faculty

Number of international
conferences attended

Number of national
conferences attended

Number of papers
presented in conferences

Number of papers
presented in international
conferences

Number of papers
presented in national
conferences

Number of conferences
organized by the
institution

Number of faculty acted
as experts resource
persons

Number of faculty acted
as experts resource
persons - international

Number of faculty acted
as experts resource
persons- national

Number of collaborations
with international
institutions

Number of collaborations
with national institutions

Number of linkages
created during the year

Total budget for research
for current year as a
percentage of total
institution budget

Amount of external
research funding received
in the year

Number of patents
received in the year

Number of patents applied
for in the year

Number of research
awards/ recognitions
received by faculty and
research fellows of the
institute in the year

Number of PhDs awarded
during the year

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

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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)

Actual enrollment during the year

Student dropout percentage during the year

Success percentage in the final examination across the courses

Number of academic distinctions in the final examination and percentage

Number of students who got admitted to institutions of national importance

Number of students admitted to institutions abroad

Number of students qualified in UGC NET/ SET

Number of students qualified GATE/ CAT/ other examination

(Specify)

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
participated

50

30. Does student counselling and guidance service exist ?

Yes ☐

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

Number of students
participated

500

32. Career Guidance

Number of career
guidance
programmes
organized

12

Percentage of
students participated
in career guidance
programmes

1000

33. Is there provision for campus placement?

Yes ☐

34. If yes to Qn. 32

Number of students
participated in
campus selection
programmes

400

Number of students
selected for
placement during the
year

104

35. Does gender sensitization program exist ?Yes ☐**36. If Answer is Yes to Qn 34**Number of
programmes
organized

7

37. Student activitiesNumber of students
participated in
external cultural
events

140

Number of prizes
won by students in
external cultural
events

38

Number of cultural
events conducted by
the institute for the
students

13

Number of students
participated in
international sports
and games events

2

Number of students
participated in
national level sports
and games events

4

Number of students
participated in state
level sports and
games events

10

Number of students
participated in
university level
sports and games
events

18

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

2

Number of prizes
won by students in
national level sports

4

and games events

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

20

Number of sports
and games events
conducted by the
institute for the
students

6

38. Composition of students

Percentage of
Scheduled Caste

11

Percentage of
Scheduled Tribe

2

Percentage of other
backward
communities

45

Percentage of
women students

65

Percentage of
physically
challenged

1.1

Percentage of rural
students

30

Percentage of urban
students

70

39. Scholarships and Financial Support

Number of students
availing financial support
from the institution

29

Amount disbursed as
financial support from the
institution

3895287

Number of students
awarded scholarship
from the institution

650

Number of students
received notable
national/international
achievements/recognition

40. Student initiatives

Number of
community
upliftment
programmes initiated
by students

Number of literary
programmes initiated
by students

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

Number of student
research initiatives

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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

* Strict adherence to the course plan	
* Conducting interdepartmental programmes as scheduled	

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. The college has a management information system which manages financial accounting. | |
| 2. Student admission process and data entry is | |

47. Existence of learning resource management

Yes

No

e-database in library

ICT and smartclass
roome-learning sources
(e-Books, e-
Journals)Production of
teaching modulesInteractive learning
facilities**48. Internal resource mobilization : Kindly provide the amount contributed**

Research	140000
Consultancy and training	23900
Student contribution	17801143
Alumni contribution	25450
Wellwishers	9848950

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	27839443
Amount spent for student welfare	3729254
Amount spent for staff welfare	227004

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

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

12

Number of
grievances resolved

12

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

1

Number of
grievances resolved

1

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)

- * Qualified and resourceful teachers
- * Good infrastructure
- * Good Governance and vision

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

- * Insufficient residential facilities for staff and boys
- * Lack of full office automation
- * Limited innovative thinking and actions

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

- * Research orientation of the faculty could be explored
- * Provisions of UGC funds for infrastructural improvement should be tapped
- * High placement possibilities

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

- * Strong competitors in the area
- * Attainment and implementation of academic autonomy
- * Timely publication of internal marks

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

- * Feedback from the stakeholders were collected and fruitful suggestions were implemented as per the availability of funds and priority
- * Women's Hostel was constructed by spending about 2.5 crores
- * UGC/JRF/NET coaching started in Chemistry, Mathematics and English
- * School of Communication which offers two PG courses was established
- * Two UG programmes in commerce started
- * 6 new smart classrooms established

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

- * Ensured timely and efficient performance of academic, administrative and financial objectives
- * Facilitated quality enhancement of academic and research programmes
- * Made available equitable access and affordability of academic programmes for various sections of society.
- * Facilitated modern methods of teaching and learning
- * The credibility of evaluation procedures
- * Tie ups were established for research and training with institutions across India and abroad

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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.

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