

**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:	leonronha19@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.)	15 (13 come under KSOU)
Research Programmes (M.Phil/P.hD)	0
Certificate Programmes	6
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)	0
Other value added programmes	6
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)	0
Number of NAAC peer team recommendations implemented	4
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	67
Total faculty on rolls	67
Faculty added during the year	9
Faculty positions vacant	0
Faculty left during the year	9
Total number of visiting faculty	0
Total number of guest faculty	4

8. Qualification of Faculty

PhD and Above	5
MPhil	14
Masters	67
Any other (Specify)	LLB

9. Faculty qualification improvement

PhD awarded to existing faculty	2
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	1
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 accademic year

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

Number of academic programmes proposed	50
Number of value added programmes proposed	10
Number of skill oriented programmes proposed	20
Number of faculty competency and development programmes proposed	5
Number of other staff development programmes proposed	5
Number of student mentoring programmes proposed	10
Number of co-curricular activities proposed	50
Number of inter departmental cooperative schemes proposed	5
Number of community extension programmes proposed	25
Any other programmes proposed (Specify)	Fund Raising Programme, Tulu Drama, Fancy fete

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

Number of academic programmes implemented	63
Number of value added programmes implemented	6
Number of skill oriented programmes implemented	18
Number of faculty competency and development programmes implemented	2
Number of other staff development programmes implemented	2
Number of student mentoring programmes implemented	6
Number of co-curricular activities implemented	90
Number of inter departmental cooperative programs implemented	2
Number of community extension programmes implemented	68
Any other programmes suggested that are implemented (Specify)	1

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="13"/>
Number of participants from the institution	<input type="text" value="948"/>
Number of participants from outside	<input type="text" value="720"/>
Number of external experts invited	<input type="text" value="22"/>
Number of external conferences/seminars/ workshops on institutional quality attended	<input type="text" value="55"/>
Number of events conducted with IQACs of other institutions as collobrative programes	<input type="text" value="0"/>

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

<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	No

20. If the response to Qn. 9 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="2208878"/>
Amount received from any Other source including the College management	<input type="text" value="1500000"/>

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

- Improvement in the academic performance of the students.
- Beautification of College.
- Seminars at different academic levels.
- Subject workshops.
- Bridge courses.
- Computer Literacy programmes.

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="0"/>
Number of faculty members involved in curriculum restructuring/revision/syllabus development	<input type="text" value="6"/>
Number of programmes in which evaluation process reformation taken up and implemented	<input type="text" value="0"/>
Number of active teaching days during the current academic year	<input type="text" value="194"/>
Average percentage of attendance of students	<input type="text" value="83"/>
Percentage of classes engaged by guest faculty and temporary teachers	<input type="text" value="9.75 %"/>
Number of self financed programmes offered	<input type="text" value="23 (18 come under KSOU)"/>
Number of aided programmes offered	<input type="text" value="3"/>
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	<input type="text" value="100%"/>
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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	0
Number of minor research projects undertaken during the year	1
Number of major ongoing projects	0
Number of minor ongoing projects	1
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	0
Number of research publications in peer reviewed journals	3
Number of research publications in international peer reviewed journals	3
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	2.21
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	53
Number of international conferences attended	5
Number of national conferences attended	48

Number of papers presented in conferences

48

Number of papers presented in international conferences

7

Number of papers presented in national conferences

41

Number of conferences organized by the institution

2

Number of faculty acted as experts resource persons

1

Number of faculty acted as experts resource persons - international

0

Number of faculty acted as experts resource persons- national

1

Number of collaborations with international institutions

1

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

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

5%

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)	1770
Actual enrollment during the year	1426
Student dropout percentage during the year	3.78
Success percentage in the final examination across the courses	77.36
Number of academic distinctions in the final examination and percentage	28.06
Number of students who got admitted to institutions of national importance	0
Number of students admitted to institutions abroad	2%
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?

YES

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

Number of students participated	100
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30. Does student counselling and guidance service exist ?

YES

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

Number of students participated	10%
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32. Career Guidance

Number of career guidance programmes organized	5
Percentage of students participated in career guidance programmes	90%

33. Is there provision for campus placement?

YES

34. If yes to Qn. 32

Number of students participated in campus selection programmes

421

Number of students selected for placement during the year

14

35. Does gender sensitization program exist ?

YES

36. If Answer is Yes to Qn 5

Number of programmes organized

4

37. Student activities

Number of students participated in external cultural events	22
Number of prizes won by students in external cultural events	4
Number of cultural events conducted by the institute for the students	4
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	1.75%
Percentage of Scheduled Tribe	3.71%
Percentage of other backward communities	85.55%
Percentage of women students	63.18%
Percentage of physically challenged	0
Percentage of rural students	73%
Percentage of urban students	27%

39. Scholarships and Financial Support

Number of students availing financial support from the institution	129
Amount disbursed as financial support from the institution	11694691
Number of students awarded scholarship from the institution	562
Number of students received notable national/international achievements/recognition	0

40. Student initiatives

Number of community upliftment programmes initiated by students	13
Number of literary programmes initiated by students	6
Number of social action initiatives based on science / environment initiated by students	2
Number of student research initiatives	3

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

- Infrastructure and Campus.
- Student support.
- Community Reach programmes/ Social Interaction.

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	0
Consultancy and training	26912
Student contribution	3262341
Alumni contribution	28300
Wellwishers	1500000

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	10651358
Amount spent for student welfare	260588
Amount spent for staff welfare	929592

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)

- Good infrastructure, environment & vast campus
- Student enrollment & performance
- Experienced teaching staff

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

- Inadequate financial assistance from state government/UGC.
- Job oriented courses.
- Canteen food.

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

- Enhancing UG & PG courses
- Adopting latest technologies in class rooms and library

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

- Imbalance in admissions
- Mass movement of students to professional courses after PUC

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

- PG courses
- Beautification of College

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

- Quality of teaching and method of teaching will develop with new teaching aid.
- The institution would conduct more programmes to the benefit of the students (college level/inter collegiate/state/national)
- Focus on student – centered teaching
- University syllabus is taken care off. In addition Quality based value added course Sare started to enhance the quality of education and make the students fit for job-market/further studies.
- 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 about 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 stakeholders

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.