

NAAC
IQAC - AQAR 2011-12

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 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 judgment or categorization on institutional quality is intended.

Important

In order to enable institution 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 proceeding further.

1. Kindly provide the details of the institution

Name of the Institution: Shah K.S.Arts & V.M.Parekh Commerce College,Kapadwanj

Year of Establishment of the Institution: 1961

Address Line 1: Dakor Road

Address Line 2: Kapadwanj

City/Town: Kapadwanj

State: Gujarat

Postal Code: 387620

Email Address: ackpdj@yahoo.in

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation / Reaccreditation: 2009

Current Grade: 'B'

CGPA: 2.12

3. Institutional Status

Gujarat University,Ahmedabad

4. Contact Person Details

Name of Head of Institution: Dr. G.M.Sharma

Contact Phone: 9427854690

Email: drgopalash@yahoo.com

Website URL: www.ackpdj.org

Name of IQAC Co-ordinator: K.L.Mali

Email: Kundan.mali57@gmail.com

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 (B.A./B.Sc./B.Com. etc.)
(Affiliated colleges - 34, Collaborative- 10 & D.D.E.-14)

Post Graduate (M.A./M.Sc./M.Com. etc)
(Regular- 24, Affiliated colleges- 17 & Collaborative- 4
D.D.E.- 34)

Research Programmes (M.Phil./ Ph.D.)
(Regular M.Phil. – 17 & Ph.D. - 30)

Certificate Programmes
(Regular- 8, Collaborative-16, D.D.E. - 2)

Professional Programmes (B.tech./M.Tech./B.Ed./
M.Ed./Medicine/Pharmacy/ Paramedical/Nursing etc.)
(Constituent college - 2)

Other value added programmes
(M.Sc. Post Advanced Diploma in Molecular Diagnostics)

Any other programme offered (Specify)
(PG. Diploma – 20 & Diploma- 18)

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

New programmes added during the year
(

New programmes designed

Programmes under revision
(OCAS – 1,

Interdepartmental collaborative programmes

Inter institutional collaborative programmes

Number of review committee recommendations
Implemented (Total)

Number of NAAC peer team recommendations
implemented

Number of UGC/any other expert committee Recommendations implemented	0
Number of review committee recommendations under implementation	0
Number of NAAC peer team recommendations under implementation	02
Number of UGC/any other expert committee recommendations under implementation	0

7. Faculty Details (Enter a number; 0 for nil)
(Based on the data collected from Registrar Section)

Total faculty strength required as per norms for all programmes	20
Total faculty on rolls	16
Faculty added during the year	01
Faculty positions vacant	04
Faculty left during the year	01
Total number of visiting faculty	10
Total number of guest faculty	01

8. Qualification of Faculty
(Based on the data collected from Registrar Section)

Ph.D. and Above	06
M.Phil.	03
Masters	07
Any other (Specify)	0

9. Faculty qualification improvement

Ph.D. awarded to existing faculty	0
M.Phil. awarded to existing	0
Any other degree awarded to existing faculty	0

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

(Based on the data collected from Registrar Section)

Administrative staff (total sanctioned)	<input type="text" value="16"/>
Administrative staff (Actual Strength)	<input type="text" value="08"/>
Added during the year of reporting	<input type="text" value="0"/>
Left during the year	<input type="text" value="0"/>
Number of posts vacant	<input type="text" value="08"/>

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

(Based on the data collected from Registrar Section)

Technical Support Staff (Total sanctioned Strength)	<input type="text" value="02"/>
Technical Support Staff (Actual Strength)	<input type="text" value="01"/>
Added during the year of reporting	<input type="text" value="0"/>
Left during the year	<input type="text" value="0"/>
Number of posts vacant	<input type="text" value="01"/>

12. Establishment details

Year of establishment of IQAC / /

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

Number of IQAC members	<input type="text" value="12"/>
Number of Alumni in IQAC	<input type="text" value="01"/>
Number of Students in IQAC	<input type="text" value="0"/>
Number of Faculty in IQAC	<input type="text" value="07"/>
Number of Administrative Staff in IQAC	<input type="text" value="01"/>
Number of Technical Staff in IQAC	<input type="text" value="0"/>
Number of Management Representatives	<input type="text" value="01"/>
Number of External experts in IQAC	<input type="text" value="01"/>

Number of any other stakeholders and
Community representatives

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 fir nil)

Number of academic programmes proposed

Number of value added programmes proposed

Number of skill oriented programmes proposed

Number of faculty competence 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

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

Number of academic programmes implemented

Number of value added programmes implemented

Number of skill oriented programmes implemented

Number of faculty competence and development
programmes implemented

Number of other staff development programmes
implemented

Number of student mentoring programmes implemented	01
Number of co-curricular activities implemented	23
Number of inter departmental cooperative schemes Implemented	0
Number of community extension programmes implemented	10
Any other programmes suggested that are implemented (Specify)	01

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

Number of seminars/ conferences/ workshops organized by IQAC within the institution	01
Number of participants from the institution	100
Number of participants from the outside	37
Number of external experts invited	09
Number of external conferences/ seminars/ Workshops on institutional quality attended	0
Number of events conducted with IQACs of other Institution as collaborative programs	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

Amount Received from UGC	0
Amount Received from any other source including the college management (University fund)	0

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

- The awareness for the use of ICT has been increased.
- Number of faculty members have increased.

NAAC Institution Quality Sustenance and Development Survey

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Section III

In this section the vents, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

Number of new academic programs developed or designed by faculty
(OCAS – 3, Physics - 1)

Number of faculty members involved in curriculum restructuring/ revision/syllabus development
(OCAS – 6, Physics - 7)

Number of programs in which evaluation process reformation taken up and implemented
(OCAS – 1,

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
 (Based on the data collected from S.O. Planning Section)

Number of major research projects undertaken during the year	0
Number of minor research projects undertaken during the year	0
Number of major ongoing projects	0
Number of minor ongoing projects	0
Number of major projects completed	0
Number of minor projects completed	0
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	0
Number of research publications in international peer reviewed journals	0
Number of research publications in national peer reviewed journals	0
Number of research papers accepted for publications in international peer reviewed journals	0
Number of research papers accepted for publications in national peer reviewed journals	0
Average of impact factor of publications reported	0
Number of books published	02
Number of edited books published	0
Number of books (single authored) published	04
Number of books (Coauthored) published	0
Number of conferences attended by faculty	32
Number of international conferences attended by faculty	06
Number of national conferences attended by faculty	09
Number of papers presented in conference	22

Number of papers presented in international conferences	06
Number of papers presented in national conferences	09
Number of conferences organized by the institution	01
Number of faculty acted as experts resources persons	01
Number of faculty acted as expert's resource persons – International	0
Number of faculty acted as expert's resource persons – national	01
Number of collaborations with international institutions	0
Number of collaborations with national institutions	0
Number of linkages created during the year	0
Total budget for research for current year as a Percentage of total institution budget	0
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 by faculty And research fellows of the institute in the year	02
Number of Ph.D.s awarded during the year	0
Percentage of faculty members invited as external experts/ resource persons/reviewers/ references or any other significant research activities	12.5

NAAC Institution Quality Sustenance and Development Survey

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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)	1430
Actual enrollment during the year	1398
Student dropout percentage during the year	10
Success percentage in the final examination across the courses	61%
Number of academic distinctions in the final examination and percentage (OCAS-2, Biot.-25, Phy.Edn.-13, Edn.-11, Eng.-6, LIS-10, I.B.-, I.C.-14, AIM-4, Bioin-1, BM-5, Nano-2, Mat-18, AH-23, CS-66, BE-1)	0
Number of students who got admitted to institutions of national importance (OCAS-3, Biot.-7, IC-1, AIM-4, Nano-1, CS-50)	0
Number of students admitted to institutions abroad (Biot.-3, Physics-2, Nano-1, IC-2, BE-2, Phy.Edn.-6)	0
Number of students qualified in UGC NET/ SET (AIM-2, WS-1, Eco-1, Eng.-1, Edn.-4, Phy.Edn.-3)	0
Number of students qualified GATE/CAT/other Examination (Specify) (OCAS-5, Biot.-14, Phy.Edn.-8, Edn.-2, Eng.-16, I.B.-12, I.C.-6, AIM-1, Bioin-11, BM-2, Nano-4, Mat-2, AH-3, WS-3, Eco-2, CS-1)	0
28. Does student support mechanism exist for coaching for competitive examinations?	No
29. Student participation, if response is yes to Qn.27 Number of students participated	0
30. Does student counseling and guidance service exist?	Yes
31. Student participation, if answer to Qn.29 is yes Number of students participated	28
32. Career Guidance (Based on the data collected from Career Guidance Cell)	
Number of career guidance programmes organized	1

Percentage of students participated in career guidance programmes

4

33. Is there provision for campus placement?

Yes

34. If yes to Qn.32

(Based on the data collected from Placement Cell)

Number of students participated in campus Selection programmes

10

Number of students selected for placement during the year

02

35. Does gender sensitization program exist?

Yes

36. If Answer is Yes to Qn.34

Number of programmes organized

3

37. Students activities

(Based on the data collected from A.U. C.Physical Education)

Number of students participated in external Cultural events

13

Number of prizes won by students in external Cultural events

01

Number of cultural events conducted by the Institute for the students

08

Number of students participated in international sports and games events

0

Number of students participated in national level Sports and games events

01

Number of students participated in state level Sports and games events

01

Number of students participated in university level Sports and games events

02

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

0

Number of prizes won by students in national Sports and games events

Number of prizes won by students in state Sports and games events

Number of prizes won by students in university Sports and games events

Number of sports ad games events conducted By the institute for the students

38. Composition of students

Percentage,of Scheduled Caste

Percentage of Scheduled Tribe

Percentage of other backward communities

Percentage of women students

Percentage of physically challenged

Percentage of rural students

Percentage of urban students

39. Scholarships and Financial Support

(Based on the data collected from Finance Section)

Number of students availing financial support From the institution (BC/MBC/DNC/SC/ST Scholarships)

Amount disbursed as financial support From the institution (BC/MBC/DNC/SC/ST Scholarships)

Number of students awarded scholarship from The institution (NET/SET/ Followerships)

Number of students received notable national/ international achievements/recognition

40. Student initiatives

Number of community upliftment programmes
Initiated by students

(Biot.- 25, Phy.Edn.- 4, Edn.-1, Eng.-9,LIS-4, I.B.-2, Corp.-2, I.C.-1 ,AIM-4,Bioin-6, BM-3)

09

Number of literary programmes initiated by students

(OCAS – 3, Edn.-1, LIS-2, I.B.-4, Corp.-2, Eco.-3, WS.-5,AIM-1,Bioin-6, BM-3)

02

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

(OCAS – 17, I.B.-3, Corp.-2, I.C.-1, WS.-5,AIM-1,Bioin-6, BM-46)

03

Number of student research initiatives

(OCAS – 14, Biot.- 34, Edn.-2, LIS-1, Eco.-2,I.C.-1, WS.-2, AH-12,AIM-2,Bioin-10, Nano-14)

0

NAAC Institution Quality Sustenance and Development Survey

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SECTION VII

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

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

1. Continuous internal assessment.
2. Class room seminar by the students.
3. Feedback by the students.

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 | Computerized |
| 2. Student admission | Computerized |
| 3. Student records | Partly Computerized |
| 4. Evaluation and examination procedures | Online |
| 5. Research administration | Partly |

47. Existing of learning resource management

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

48. Internal resource mobilization: Kindly provide the amount contributed

Research	<input type="text" value="0"/>
Consultancy and training (Physics Dept. - 6 Lakhs, Chemistry - 2.77 lakhs & CRD - 3.15 lakhs)	<input type="text" value="0"/>
Student contribution (Total Fee Collection from the Students)	<input type="text" value="0"/>
Alumni contribution	<input type="text" value="0"/>
Well-wishers (Endowments)	<input type="text" value="0"/>

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development (General Fund - 10,79,360 & D.D.E. fund - 9,24,83,932)	<input type="text" value="Rs.185029"/>
Amount spent for student welfare (Various Scholarship & Fellowship dispersed through Finance Section)	<input type="text" value="Rs.15200"/>
Amount spent for staff welfare (GIS -5, 08,286, NHIS - 74,443 & Special Medical Assistance - 50,000)	<input type="text" value="0"/>

50. Is delegation of authority practiced

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

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)
(Based on the data collected from Registrar Section)

Number of grievances received

Number of grievances resolved

53. Number of grievances received from students and resolved (Enter a number ; 0 for nil)
(Based on the data collected from Registrar Section)

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) (Based on the data collected from Registrar Section)

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 faculty and support staff in the college.
- Active participation/presentation of papers at state/national/International workshop/seminar

- Organizing State /National level seminars in the college with the financial grants from State language academies.

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

- Limited research work.
- Shortage of faculty and support staff.
- Overburden of administrative and government *programmes.*

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

- The institution intends to start PG courses in Psychology, Sanskrit, Gujarati and Commerce-Accountancy

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

- Being situated in semi-urban and backward area the college has a record of good result as compared to University results and result of the other colleges.
- The institution is compelled to admit as many as students from its catchment area even in the situation of staff-shortage besides ignoring the merit of the qualifying Examinations.

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

- In all 4 books authored by the faculty members were published during the year
- 6 research papers were published in journals.

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

- NAAC assessment has helped our institution to identify its strengths and weaknesses.
- The assessment, accreditation and monitoring of the institution have helped to a remarkable extent with regards to quality assurance and institutional-progress.