

1.



NAAC
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL

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.

2.

1. Kindly provide the details of the Institution

Name of Institution: AVILA COLLEGE OF EDUCATION
Year of Establishment of the Institution: 1995
Address Line 1:
Address Line 2: EDAKOCHI
City/Town: KOCHI
State: KERALA
Postal Code: 682010
Email Address:

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation: 2011
Current Grade: B
CGPA: 2.57

3. Institutional Status

☒ Affiliated ☐ Temporary

4. Contact Person Details

Name of Head of Institution: DR.BENNY VARGHESE
Contact Phone: 9495736389
Email: benny_varghese@live.com
Website URL: www.avilacollege.org
Name of IQAC Co-ordinator: DR.USHA PARVATHY
Email: ushakannanthodath@gmail.com

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.)	0
Post Graduate (MA/M.Sc./M.Com etc.)	0
Research Programmes (M.Phil/P.hD)	0
Certificate Programmes	0
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)	2
Other value added programmes	0
Any other programme offered (Specify)	0

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

New programmes added during the year	0
New programmes designed	0
Programmes under revision	0
Interdepartmental collaborative programmes	23
Inter institutional collaborative programmes	2
Number of review committee recommendations implemented (Total)	3
Number of NAAC peer team recommendations implemented	3
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	4
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 18

Total faculty on rolls 17

Faculty added during the year 3

Faculty positions vacant 1

Faculty left during the year 3

Total number of visiting faculty 5

Total number of guest faculty 1

8. Qualification of Faculty

PhD and Above 5

MPhil 3

Masters 9

Any other (Specify) 1

9. Faculty qualification improvement

PhD awarded to existing faculty 1

MPhil awarded to existing faculty 0

Any other degree awarded to existing faculty 3

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

Administrative staff (total sanctioned) 7

Administrative staff (Actual strength) 9

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) 2

Technical Support Staff (Actual strength) 2

Added during the year 0

Left during the year - 0

No. of posts vacant - 0

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
30	11	2011

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

Number of IQAC members	17
Number of Alumni in IQAC	1
Number of Students in IQAC	1
Number of Faculty in IQAC	7
Number of Administrative Staff in IQAC	2
Number of Technical Staff in IQAC	1
Number of Management Representatives	1
Number of External experts in IQAC	2
Number of any other stakeholder and community representatives	2

14. IQAC Meetings

Number of IQAC meetings held during the year	8
--	---

15. Whether Calendar of activities of IQAC formulated for the academic year

YES	<input checked="" type="checkbox"/>
-----	-------------------------------------

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

Number of academic programmes proposed	10
Number of value added programmes proposed	0
Number of skill oriented programmes proposed	2
Number of faculty competency and development programmes proposed	2
Number of other staff development programmes proposed	3
Number of student mentoring programmes proposed	1
Number of co-curricular activities proposed	30
Number of inter departmental cooperative schemes proposed	32
Number of community extension programmes proposed	2
Any other programmes proposed (Specify)	0

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

Number of academic programmes implemented	10
Number of value added programmes implemented	0
Number of skill oriented programmes implemented	1
Number of faculty competency and development programmes implemented	2
Number of other staff development programmes implemented	0
Number of student mentoring programmes implemented	1
Number of co-curricular activities implemented	23
Number of inter departmental cooperative programmes implemented	29

Number of community extension programmes implemented - 1

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 8

Number of participants
from the institution 205

Number of participants from
outside 14

Number of external experts
invited 10

Number of external
conferences/seminars/
workshops on institutional
quality attended 2

Number of events
conducted with IQACs of
other institutions as
collaborative programmes 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 0

Amount Received from any
other source including the
college management 50000

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

- Formation of different committies for the smooth functioning of IQAC.
- SWOT analysis of the institution.
- Seminar oo Counselling skills.
- Provoding Microteaching experience for all students.
- Management fund for research funds.

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	0
Number of faculty members involved in curriculum restructuring/revision/syllabus development	2
Number of programmes in which evaluation process reformation taken up and implemented	2
Number of active teaching days during the current academic year	210
Average percentage of attendance of students	85
Percentage of classes engaged by guest faculty and temporary teachers	10
Number of self financed programmes offered	2
Number of aided programmes offered	0
Number of programmes discontinued during the year	0

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

YES ☒

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	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	3
Number of research publications in international peer reviewed journals	1
Number of research publications in national peer reviewed journals	2
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	3
Average of impact factor of publications reported	0
Number of books published	0
Number of edited books published	0
Number of books (single authored) published	0
Number of books (coauthored) published	0
Numbers of conferences attended by faculty	2

Number of international conferences attended - 0
 Number of National conferences attended - 2
 Number of papers presented in conferences - 1

presented in international
conferences

Number of papers

1

presented in national
conferences

Number of conferences

0

organized by the institution

Number of faculty acted as

3

experts resource persons

Number of faculty acted as

0

experts resource persons -

international

Number of faculty acted as

0

experts resource persons-

national

Number of collaborations

0

with international

institutions

Number of collaborations

0

with national institutions

Number of linkages created

0

during the year

Total budget for research

0.08

for current year as a

percentage of total

institution budget

Amount of external

0

research funding received

in the year

Number of patents received

0

in the year

Number of patents applied

0

for in the year

Number of research awards/

0

recognitions received by

faculty and research fellows

of the institute in the year

Number of PhDs awarded

0

during the year

Percentage of faculty

17.6

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)	240
Actual enrollment during the year	200
Student dropout percentage during the year	2
Success percentage in the final examination across the courses	100
Number of academic distinctions in the final examination and percentage	34
Number of students who got admitted to institutions of national importance	0
Number of students admitted to institutions abroad	0
Number of students qualified in UGC NET/ SET	10
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	200
---------------------------------	-----

30. Does student counselling and guidance service exist ?

YES

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

Number of students participated	200
---------------------------------	-----

32. Career Guidance

Number of career guidance programmes organized - 1
Number of students participated in career guidance programmes - 100

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	26
Number of prizes won by students in external cultural events	3
Number of cultural events conducted by the Institute for the students	3
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	0
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	0
Number of sports and games events conducted by the Institute for the students	1

38. Composition of students

Percentage of Scheduled Caste	3
Percentage of Scheduled Tribe	0
Percentage of other backward communities	85
Percentage of women students	90

Percentage of physically challenged - 0
Percentage of rural students - 50
Percentage of urban students - 50

39. Scholarships and Financial Support

Number of students availing financial support from the institution 0

Amount disbursed as financial support from the institution 0

Number of students awarded scholarship from the institution 3

Number of students received notable national/international achievements/recognition 0

40. Student initiatives

Number of community upliftment programmes initiated by students 3

Number of literary programmes initiated by students 4

Number of social action initiatives based on science / environment initiated by students 1

Number of student research initiatives 0

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

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)

Q.44

- To achieve A grade for atleast 50% of the studente.
- To conduct atleast 2 skill development programmes per year.
- Improve library facilities to include maximum primary sources.
- Teachers to do atleast one research project every year.
- Provoding computers to all teaching staff.

Q.46

- Administrative procedures including finance computerised
- Student admission as per Government norms, computerised
- Student records fully computerised
- Evaluation computerised
- 0

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

48. Internal resource mobilization : Kindly provide the amount contributed

Research	10000
Consultancy and training	35000
Student contribution	0
Alumni contribution	0
Wellwishers	0

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	248786
Amount spent for student welfare	50195
Amount spent for staff welfare	312464

50. Is delegation of authority practiced

- ☒ Yes
☐ No

51. Does grievance redressal cell exist ?

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

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)

Number of grievances received	4
Number of grievances resolved	3

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received - 9
Number of grievances resolved - 8

Q.57

- Consistently high academic achievement of students in University examinations.
- Retaining maximum qualified faculty with Ph.D.
- Maximum opportunity for marginalized sections of society especially women.

Q.58

- Inadequate research output due to restrictions in research grants to unaided sector.
- Limited number of extension activities.
- Functioning of placement cell inadequate.

Q.59

- Well functioning college in the unaided sector with good infra structural facilities and continuous updating of modern educational technologies.
- As there are different colleges, schools and educational institutions under the same management, conducive atmosphere for the smooth functioning of the college

Q.60

- Decreased in the number of student admission in the teacher education programmes in Kerala.
- As the institution is in the unaided sector, there is less provision for staff welfare which may result in the frequent change of staff members.

Q.61

- Sustaining the extending of educational facility for marginalized sections of society including women.
- Availability of management funds for research projects.
- Development of library facilities.
- Regular updating of education technology.
- Empowering faculty and students in the enhanced use of ICT.

Q.62

- Created awareness about the requirement to improve and sustain the quality of the institution as a whole
- Helped the management and staff to make introspection
- Gave a chance to understand the weakness of the institution which were overlooked
- Helped to understand the need for proper documentation and records
- Gave an opportunity to compare the infrastructural facilities of this college with other institutions
- Encouraged the teachers to improve their quality and professional competency
- Inculcated a need to give more emphasis to research, consultancy and extension activities
- Enabled the teachers to adopt more modern, ICT based instructional strategies
- Created a need to incorporate more co-curricular activities along with curricular activities
- Increased the commitment of management, staff, students and other stake holders

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

Number of grievances
received

3

Number of grievances
resolved

2

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)

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

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

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

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

62. How do you perceive the role of NAAC in the quality development of your institution

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.