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, 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.

13/09/13

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:	KRRALA
Postal Code:	682010
Email Address:	avilacollegeedakochi@gmail.com

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 1211@gmail.com
Website URL:	www.avilacollege.co.in
Name of IQAC Co-ordinator	DR USHA PARVATHY
Email:	ushakannanthodath@gmail.com

3.

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/V.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 programes designed	0
Programes under revision	0
Interdepartmental collaborative programmes	45
Inter institutional collaborative programmes	4
Number of review committee recommendations implemented (Total)	4
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	6
Number of NAAC peer team recommendations under implementation	6
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	17
Total faculty on rolls	17
Faculty added during the year	1
Faculty positions vacant	0
Faculty left during the year	1
Total number of visiting faculty	12
Total number of guest faculty	1

8. Qualification of Faculty

PhD and Above	5
MPhil	2
Masters	9
Any other (Specify)	1

9. Faculty qualification improvement

PhD awarded to existing faculty	0
MPhil awarded to existing faculty	0
Any other degree awarded to existing faculty	1

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
Number of posts vacant	0

4.

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	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	7

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

Yes -

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

Number of academic programmes proposed	20
Number of value added programmes proposed	0
Number of skill oriented programmes proposed	5
Number of faculty competency and development programmes proposed	2
Number of other staff development programmes proposed	3
Number of student mentoring programmes proposed	3
Number of co-curricular activities proposed	45
Number of inter departmental cooperative schemes proposed	45
Number of community extension programmes proposed	8
Any other programmes proposed (Specify)	1

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

Number of academic programmes implemented	20
Number of value added programmes implemented	0
Number of skill oriented programmes implemented	3
Number of faculty competency and development programmes implemented	3
Number of other staff development programmes implemented	0
Number of student mentoring programmes implemented	3
Number of co-curricular activities implemented	45
Number of inter departmental cooperative programs implemented	45
Number of community extension programmes implemented	5
Any other programmes suggested that are implemented (Specify)	2

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

Number of seminars/ conferences/ workshops organized by IQAC within the institution	10
Number of participants from the institution	~~175~~ 205
Number of participants from outside	60
Number of external experts invited	18
Number of external conferences/seminars/ workshops on institutional quality attended	3
Number of events conducted with IQACs of other institutions as collobrative programes	1

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 | 175000 .

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

21

- Recommendations for the smooth functioning of different committees
- Conducted seminars on family life, LD, Yoga, AIDS, Microfinance etc
- Conducted a medical camp and a stage show *on drug abuse*
- Conducted a National Seminar sponsored by NAAC
- Publication of a Research journal
- Publication of Research abstracts and Seminar proceedings
- Addition of Research books to library

5.

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 programes developed or designed by faculty	0
Number of faculty members involved in curriculam restructuring/revision/syllabus development	14
Number of programes 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	84.5 85
Percentage of classes engaged by guest faculty and temporary teachers	15
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	10
Number of research publications in international peer reviewed journals	8
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	9
Average of impact factor of publications reported	0
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	9
Number of international conferences attended	1
Number of national conferences attended	8

Number of papers presented in conferences	16
Number of papers presented in international conferences	0
Number of papers presented in national conferences	16
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	0
Number of faculty acted as experts resource persons- ...ational	2
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	0.08
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 follows of the institute in the year	0
Number of PhDs awarded during the year	0
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities	30

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

173

Student dropout percentage during the year

0.017   1.73 =

uccess percentage in the final examination across the courses

100

Number of academic distinctions in the final examination and percentage

44

Number of students who got admitted to institutions of national importance

5

Number of students admitted to institutions abroad

0

Number of students qualified in UGC NET/ SET

15

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

173

30. Does student counselling and guidance service exist ?

Yes

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

Number of students participated

173

32. Career Guidance

Number of career guidance programmes organized: 1

Percentage of students participated in career guidance programmes: 88.23

33. Is there provision for campus placement?

Yes

34. If yes to Qn. 32

Number of students participated in campus selection programmes: 120

Number of students selected for placement during the year: 65

35. Does gender sensitization program exist ?

Yes

36. If Answer is Yes to Qn 34

Number of programmes organized: 3

37. Student activities

Number of students participated in external cultural events	40
Number of prizes won by students in external cultural events	4
Number of cultural events conducted by the institute for the students	8
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	3

38. Composition of students

Percentage of Scheduled Caste	4.12
Percentage of Scheduled Tribe	1.17
Percentage of other backward communities	77.05
Percentage of women students	95.29
Percentage of physically challenged	0
Percentage of rural students	43.52
Percentage of urban students	56.47

39. Scholarships and Financial Support

Number of students availing financial support from the institution: `5`

Amount disbursed as financial support from the institution: `50000`

Number of students awarded scholarship from the institution: `3`

Number of students received notable national/international acheivements/recognition: `0`

40. Student initiatives

Number of community upliftment programmes initiated by students: `5`

Number of literary programmes initiated by students: `4`

Number of social action initiatives based on science / environment initiated by students: `3`

Number of student research initiatives: `0`

7.

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for acheiving 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)

44.

- To conduct at least one skill development program every year
- To conduct one State/National seminar every year
- 100% use of ICT among students and staff
- 100% participation of the staff in research publication
- To publish research journal every year
- To publish all research abstracts and seminar proceedings
- To achieve A grade for 50% students and B grade for rest of the students
- To equip students and staff with ICT skills
- To higher the ICT competency of students and staff who have basic ICT skills
- To conduct programmes to improve the communication skills of staff and students
- To computerize the placement data
- To conduct at least one awareness class to improve the placement
- To conduct seminars with the financial support of various educational agencies

46.

- Optimum maintenance of computerized administrative proceedings including finance
- Optimum maintenance of student admission as per Government rules
- Optimum maintenance of fully computerized student records
- Optimum maintenance of the University initiative of complete computerization of evaluation and examination proceedings
- Continuing effort to obtain a research centre approved by the University to the institution which is in self financing sector

47. Existence of learning resource management

	Yes	No
e-database in library	●	○
ICT and smartclass room	●	○
e-learning sources (e-Books, e-Journals)	●	○
Production of teaching modules	●	○
Interactive learning facilities	●	○

48. Internal resource mobilization : Kindly provide the amount contributed

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

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	200000
Amount spent for student welfare	75000
Amount spent for staff welfare	600000

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	5
Number of grievances resolved	5

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

Number of grievances received	10
Number of grievances resolved	9

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 (Suggestions in bullet format to be given below)

57.

- An institution with good infrastructure, equipped with microteaching clinic, smart class room, language lab, technology lab etc.
- Qualified teaching staff, five among the teaching staff is PhD holders.
- Well furnished on line library with sufficient research books.

58.

- No new courses added
- Decrease in student enrolment due to more number of teacher education colleges
- ~~Adequate importance not given to placement and career guidance~~
- Lack of funds from various agencies for projects as the institution is in unaided sector

59.

- Opportunity for research publications
- Extension programmes for backward students ~~in rural area~~ *as well as marginalised sections can be arranged.*

60.

- Financial constraints due to the decrease in the student enrolment
- Frequent change in the teaching staff as the college is in unaided sector

61.

- Increase in the number of students belonging to marginalized sections especially from SC/ST sections
- Use of ICT for empowering marginalized sections, conducted a NAAC sponsored National Seminar on this theme
- Sustain academic performance of students and teachers as evidenced in University examination results
- Steps taken to improve ICT skills of teachers and students by increasing smart class room usage
- Improved the facilities *of libraries* by adding more books as well as subscription to N-List facility in the library

62.

- NAAC has succeeded in building confidence in the college that it can look up to it for guidance, support and encouragement in quality improvement
- Sustained the quality improvement measures of the college through NAAC sponsorship of National Seminar
- The two-day attendance of the NAAC resource person and participation in the discussions on improvement of quality
- Created awareness that NAAC is fully concerned and committed to improving quality in accredited institutions
- Encouraging response from NAAC advisors on matters related to improving quality
- Availability of financial support and advice from NAAC to conduct seminars on relevant issues

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.