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.

1. Kindly provide the details of the institution

Name of Institution: SMT R.M.PRAJAPATI ARTS COLLEGE

Year of Establishment of the Institution: 1996

Address Line 1: SMT. R.M.PRAJAPATI ARTS COLLEGE

Address Line 2: AMBAJI HIGHWAY, SATLASANA

City/Town: SATLASANA DIST.MEHSANA

State: GUJARAT

Postal Code: 384330

Email Address: artscollegesatlasana@gmail.com

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation: 2008-2009

Current Grade: B

CGPA: 2.51

3. Institutional Status

4. Contact Person Details

Name of Head of Institution: DR.JAYESH N. BAROT

Contact Phone: 9426362329

Email: drjayeshbarot@yahoo.co.in

Website URL: www.rmpartscollegesatlasana.org

Name of IQAC Co-ordinator DR.BHARAT S. PATEL

Email: acs.bharatpatel@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.)	1
Post Graduate (MA/M.Sc./M.Com etc.)	1
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	1
Any other programme offered (Specify)	0

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

New programmes added during the year	7
New programes designed	0
Programes 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	7
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	16
Total faculty on rolls	14
Faculty added during the year	0
Faculty positions vacant	2
Faculty left during the year	0
Total number of visiting faculty	5
Total number of guest faculty	11

8. Qualification of Faculty

PhD and Above	10
MPhil	1
Masters	3
Any other (Specify)	0

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)	14
Administrative staff (Actual strength)	10
Added during the year of reporting	2
Left during the year	0
Number of posts vacant	4

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

Technical Support Staff (Total sanctioned strength)	0
Technical Support Staff (Actual strength)	0
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	25	/ 06	/ 2009

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

Number of IQAC members	11
Number of Alumni in IQAC	1
Number of Students in IQAC	1
Number of Faculty in IQAC	6
Number of Administrative Staff in IQAC	1
Number of Technical Staff in IQAC	0
Number of Management Representatives	2
Number of External experts in IQAC	0
Number of any other stakeholder and community representatives	0

14. IQAC Meetings

Number of IQAC meetings held during the year	2

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

[ ]

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

Number of academic programmes proposed	0
Number of value added programmes proposed	1
Number of skill oriented programmes proposed	6
Number of faculty competency and development programmes proposed	1
Number of other staff development programmes proposed	1
Number of student mentoring programmes proposed	3
Number of co-curricular activities proposed	7
Number of inter departmental cooperative schemes proposed	0
Number of community extension programmes proposed	1
Any other programmes proposed (Specify)	0

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

Number of academic programmes implemented	0
Number of value added programmes implemented	1
Number of skill oriented programmes implemented	6
Number of faculty competency and development programmes implemented	1
Number of other staff development programmes implemented	1
Number of student mentoring programmes implemented	3
Number of co-curricular activities implemented	7
Number of inter departmental cooperative programs implemented	0
Number of community extension programmes implemented	1
Any other programmes suggested that are implemented (Specify)	0

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

Number of seminars/ conferences/ workshops organized by IQAC within the institution

> 5

Number of participants from the institution

> 40

Number of particpants from outside

> 200

Number of external experts invited

> 20

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

> 36

Number of events conducted with IQACs of other institutions as collobrative programes

> 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

> 0

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

> 8SEMINARS IN ALL 5 SUBEJCTS
> SKILL ENHANCING CERTIFICATE COURSES
> STARTED

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 programes developed or designed by faculty	2
Number of faculty members involved in curriculam restructuring/revision/syllabus development	4
Number of programes in which evaluation process reformation taken up and implemented	2
Number of active teaching days during the current academic year	180
Average percentage of attendance of students	78 %
Percentage of classes engaged by guest faculty and temporary teachers	15 %
Number of self financed programmes offered	5
Number of aided programmes offered	5
Number of programmes discontinued during the year	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	50 %

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	10
Number of major ongoing projects	0
Number of minor ongoing projects	2
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	1
Number of research publications in peer reviewed journals	10
Number of research publications in international peer reviewed journals	03
Number of research publications in national peer reviewed journals	07
Number of research papers accepted for publication in international peer reviewed journals	09
Number of research papers accepted for publication in national peer reviewed journals	13
Average of impact factor of publications reported	0
Number of books published	18
Number of edited books published	05
Number of books (single authored) published	10
Number of books (coauthored) published	03
Numbers of conferences attended by faculty	28
Number of international conferences attended	06
Number of national conferences attended	22
Number of papers presented in conferences	22
Number of papers	06

presented in international conferences

Number of papers presented in national conferences	19
Number of conferences organized by the institution	01
Number of faculty acted as experts resource persons	04
Number of faculty acted as experts resource persons - international	01
Number of faculty acted as experts resource persons- national	04
Number of collaborations with international institutions	00
Number of collaborations with national institutions	00
Number of linkages created during the year	03
Total budget for research for current year as a percentage of total institution budget	18 %
Amount of external research funding received in the year	2376568
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	02
Number of PhDs awarded during the year	01
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities	30 %

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)	1914
Actual enrollment during the year	1914
Student dropout percentage during the year	0.67 %
Success percentage in the final examination across the courses	93.41 %
Number of academic distinctions in the final examination and percentage	12, 3.02 %
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	01
Number of students qualified GATE/ CAT/ other examination (Specify)	0

28. Does student support mechanism exist for coaching for competitive examinations?

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

Number of students participated	778

30. Does student counselling and guidance service exist ?

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

Number of students participated	778

32. Career Guidance

Number of career guidance programmes organized	3
Percentage of students participated in career guidance programmes	40.64 %

33. Is there provision for campus placement?

[   ]

34. If yes to Qn. 32

Number of students
participated in campus
selection programmes

0

Number of students
selected for placement
during the year

0

35. Does gender sensitization program exist ?

[   ]

36. If Answer is Yes to Qn 34

Number of programmes
organized

1

37. Student activities

Number of students participated in external cultural events	60
Number of prizes won by students in external cultural events	08
Number of cultural events conducted by the institute for the students	10
Number of students participated in international sports and games events	0
Number of students participated in national level sports and games events	02
Number of students participated in state level sports and games events	38
Number of students participated in university level sports and games events	38
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	02
Number of sports and games events conducted by the institute for the students	05

38. Composition of students

Percentage of Scheduled Caste	9.97 %
Percentage of Scheduled Tribe	4.70 %
Percentage of other backward communities	58.62 %
Percentage of women students	41.32 %
Percentage of physically challenged	0.26 %
Percentage of rural students	100 %
Percentage of urban students	0 %

39. Scholarships and Financial Support

Number of students availing financial support from the institution

850

Amount disbursed as financial support from the institution

2114889

Number of students awarded scholarship from the institution

850

Number of students received notable national/international acheivements/recognition

0

40. Student initiatives

Number of community upliftment programmes initiated by students

3

Number of literary programmes initiated by students

1

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

2

Number of student research initiatives

1

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 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

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ADD ON COURSES
CPE
EXTENSION/ SPORT ACTIVITIES
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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)

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THE INSTITUTITONAL WEBSITE GIVES ALL
THE DETAILS REGARDING MIS. THE DATA OF
ABOVE MENTIONED SERIAL NUMBERS (1 TO
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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	0
Consultancy and training	0
Student contribution	0
Alumni contribution	0
Wellwishers	25000

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	200000
Amount spent for student welfare	25000
Amount spent for staff welfare	0

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	0
Number of grievances resolved	0

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

Number of grievances received

    0

Number of grievances resolved

    0

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 PHYSICAL INFRASTRACTURE
WELL QUALIFIED STAFF
KEEN INTEREST IN RESEARCH RELATED

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

LESS ADMISSION AT POST GRADUATE LEVEL
LANGUAGE BARRIER OF THE STUDENTS
LESS PERSENTAGE OF THE STUDENTS IN

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

SERVING RURAL LEARNERS
CREATING EMPLOYMENT OPPORTUNITIES
TO THOSE LONGING FOR JOB PROSPECTS.

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

LESS JOB OPPORTUNITES
INCREASE CONFIDENCE LIVEL THROUGH
SPOKEN ENGLISH AMONG STUDENTS

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

MOTIVATION TO STUDENTS FOR CAREER
ORIENTED PROGRAMMES
2ND UNIT OF NSS, NCC UNIT FOR OVERALL

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

DUE WEITAGE ON RESEARCH ACTIVITIES
INCREASING AWARNESS REGARDING
VARIOUS QUALITY PERAMETERS

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.