



## 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:** Arts, Science and Commerce College, Ramanandnagar (Burli)  
**Year of Establishment of the Institution:** 1968  
**Address Line 1:** At: Ramanandnagar (Burli)  
**Address Line 2:** Post: Kirloskarwadi  
**City/Town:** Ramanandnagar  
**State:** Maharashtra  
**Postal Code:** 416 308  
**Email Address:** ascc\_rnagar@ymail.com

### 2. NAAC Accreditation/ Reaccreditation Details

**NAAC Accreditation/ Reaccreditation Details** Reaccredited in April 2012  
**Year of Accreditation/ Reaccreditation:**  
**Current Grade:** A  
**CGPA:** 3.09

**3. Institutional Status** Affiliated Permanent

### 4. Contact Person Details

**Name of Head of Institution:** Dr. S. D. Kamble  
**Contact Phone:** (Office) 02346222035, (Mb.) 09421579079

**Email:** [drsdkamble@yahoo.co.in](mailto:drsdkamble@yahoo.co.in)  
**Website URL:** --  
**Name of IQAC Co-ordinator** Prof. N. J, Dahale  
**Email:** neelkanthdahale@gmail.com

## 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.)	12
Post Graduate (MA/M.Sc./M.Com etc.)	1
Research Programmes (M.Phil/P.hD)	0
Certificate Programmes	9
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)	0
Other value added programmes	1 (A Short term Course in <i>Panchayat Raj</i> )
Any other programme offered (Specify)	2 (1. Proficiency in the Use of English, 2. Business Management)

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

New programmes added during the year 6 (Short term courses)

New programmes designed	0
Programes under revision	4
Interdepartmental collaborative programmes	0
Inter institutional collaborative programmes	0
Number of review committee recommendations implemented (Total)	0
Number of NAAC peer team recommendations implemented	6
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	9
Number of UGC/ any other expert committee recommendations under implementation	1

## **7. Faculty Details ( Enter a number; 0 for nil)**

Total faculty strength required as per norms for all programmes	40 FT, 03CHB
Total faculty on rolls	40 FT (7 temporary), 1 CHB
Faculty added during the year	4
Faculty positions vacant	2 CHB
Faculty left during the year	1 (superannuated)
Total number of visiting faculty	6
Total number of guest faculty	0

## **8. Qualification of Faculty**

Ph.D. and Above	06
M. Phil.	08
Masters	40
Any other (Specify)	12 NET/ SET

## **9. Faculty qualification improvement**

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

awarded to existing        02 NET  
faculty

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

Administrative staff (total  
sanctioned)                24

Administrative staff        17  
(Actual strength)

Added during the year of   0  
reporting

Left during the year        3 (2 superannuated, 1 died)

Number of posts vacant    7

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

Technical Support Staff   0  
(Total sanctioned  
strength)

Technical Support Staff   0  
(Actual strength)

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

	DD	MM	YYYY
	<input type="text"/>	/ <input type="text"/>	/ <input type="text"/>
Year of establishment of IQAC	Establishment details of establishment of IQAC Day	Month	Year
			22/ 04/ 2005

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

Number of IQAC members	11
Number of Alumni in IQAC	2
Number of Students in IQAC	0
Number of Faculty in IQAC	7
Number of Administrative Staff in IQAC	1
Number of Technical	0

#### Staff in IQAC

Number of Management  
Representatives 1

Number of External  
experts in IQAC 1

Number of any other  
stakeholder and  
community  
representatives 0

#### **14. IQAC Meetings**

Number of IQAC  
meetings held during the  
year 1

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

Yes

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

Number of academic  
programmes proposed 5

Number of value added  
programmes proposed 1

Number of skill oriented  
programmes proposed 2

Number of faculty  
competency and  
development programmes  
proposed 0

Number of other staff 0



development programmes  
proposed

Number of student mentoring programmes proposed 1 (Student Profile: Total strength inclusive portal)

Number of co-curricular activities proposed 0

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 8

Number of value added programmes implemented 1

Number of skill oriented programmes implemented 2

Number of faculty competency and development programmes implemented 0

Number of other staff development programmes 0

implemented	
Number of student mentoring programmes implemented	2
Number of co-curricular activities implemented	15
Number of inter departmental cooperative programs implemented	1
Number of community extension programmes implemented	2
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	0
Number of participants from the institution	0
Number of participants from outside	0
Number of external experts invited	0
Number of external conferences/seminars/ workshops on institutional quality	2

attended

Number of events 0  
conducted with IQACs of  
other institutions as  
collobrative programes

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

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 0  
UGC

Amount Received from 0  
any other source  
including the college  
management

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

- \* Quality Benchmark Activity conducted in the vicinity by departments (at department level).
- \* SWOT Analysis, Perspective Plan and Priorities before the college and departments conducted.
- \* *14 Article Action Plan (PRP: Post-Reaccreditation Phase)* of the college for departments mainly.

## 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	1
Number of programmes in which evaluation process reformation taken up and implemented	3
Number of active teaching days during the current academic year	190
Average percentage of attendance of students	82
Percentage of classes engaged by guest faculty and temporary teachers	17
Number of self financed programmes offered	7
Number of aided programmes offered	3
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 100  
where student feedback is  
taken

**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 0  
during the year

Number of minor research 2  
projects undertaken  
during the year

Number of major ongoing 0  
projects

Number of minor ongoing 16  
projects

Number of major projects 0  
completed

Number of minor projects 2  
completed

Number of major project 0  
proposals submitted for  
external funding

Number of minor project proposals submitted for external funding	4
Number of research publications in peer reviewed journals	3
Number of research publications in international peer reviewed journals	5
Number of research publications in national peer reviewed journals	10
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	0
Number of books published	0
Number of edited books published	0
Number of books (single authored) published	0
Number of books (coauthored) published	2

Numbers of conferences attended by faculty	39
Number of international conferences attended	0
Number of national conferences attended	20
Number of papers presented in conferences	23
Number of papers presented in international conferences	1
Number of papers presented in national conferences	13
Number of conferences organized by the institution	6
Number of faculty acted as experts resource persons	4
Number of faculty acted as experts resource persons - international	0
Number of faculty acted as experts resource persons- national	0
Number of collaborations with international institutions	0
Number of collaborations with national institutions	0
Number of linkages	1

created during the year

Total budget for research 0.026  
for current year as a  
percentage of total  
institution budget

Amount of external 0  
research funding received  
in the year

Number of patents 0  
received in the year

Number of patents applied 0  
for in the year

Number of research 0  
awards/ recognitions  
received by faculty and  
research fellows of the  
institute in the year

Number of PhDs awarded 0  
during the year

Percentage of faculty 10  
members invited as  
external experts/resource  
persons/reviewers/referees  
or any other significant  
research activities



## 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) 1440

Actual enrollment during 841  
the year

Student dropout  
percentage during the 2.9  
year

Success percentage in the 87.67  
final examination across  
the courses

Number of academic 10  
distinctions in the final  
examination and  
percentage

Number of students who 0  
got admitted to  
institutions of national  
importance

Number of students 0  
admitted to institutions  
abroad

Number of students 0  
qualified in UGC NET/  
SET

Number of students 0

qualified GATE/ CAT/  
other examination  
(Specify)

**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            62  
participated

**30. Does student counselling and guidance service exist?**

Yes

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

Number of students  
participated                    841 (Total strength of the college)

**32. Career Guidance**

Number of career  
guidance programmes       25  
organized

Percentage of students      7.37  
participated in career  
guidance programmes

**33. Is there provision for campus placement?**

No

**34. If yes to Qn. 32**

Number of students  
participated in campus  
selection programmes 0

Number of students  
selected for placement  
during the year 25

**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 5

Number of prizes won by  
students in external  
cultural events 2

Number of cultural events  
conducted by the institute  
for the students 15

Number of students  
participated in 0

international sports and  
games events

Number of students  
participated in national 0  
level sports and games  
events

Number of students  
participated in state level 2  
sports and games events

Number of students  
participated in university 24  
level sports and games  
events

Number of prizes won by  
students in international 0  
sports and games events

Number of prizes won by  
students in national level 0  
sports and games events

Number of prizes won by  
students in state level 0  
sports and games events

Number of prizes won by  
students in university 1  
level sports and games  
events

Number of sports and  
games events conducted 4  
by the institute for the  
students

### **38. Composition of students**

Percentage of Scheduled Caste	8.20
Percentage of Scheduled Tribe	0
Percentage of other backward communities	25.56
Percentage of women students	51.61
Percentage of physically challenged	0
Percentage of rural students	100
Percentage of urban students	0

### **39. Scholarships and Financial Support**

Number of students availing financial support from the institution	6
Amount disbursed as financial support from the institution	7290
Number of students awarded scholarship from the institution	0
Number of students received notable national/international achievements/recognition	0

#### **40. Student initiatives**

Number of community upliftment programmes initiated by students	5
Number of literary programmes initiated by students	1
Number of social action initiatives based on science / environment initiated by students	3
Number of student research initiatives	276

### **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

#### **42. If the answer for Qn. 40 is Yes, is the plan implemented and monitored?**

Yes

**43. Whether benchmarking is created for institutional quality management efforts?**

Yes

**44. If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format**

- \* Curriculum Design and revision
- \* New programmes introduction
- \* Enhancing TLP
- \* Improving support services and introducing new techniques, etc. in practical/ projects.

**45. Is a Management Information System (MIS) in place ?**

Yes

**46. If answer to question 44 is Yes, please provide details of MIS applied to**

- |  |      |
|--|------|
| 1. Administrative procedures including finance | Yes. |
| 2. Student admission                           | Yes. |
| 3. Student records                             | No   |
| 4. Evaluation and examination procedures       | Yes. |
| 5. Research administration                     | No   |
| 6. Others                                      | No   |

**(enter the respective details corresponding to the serial numbers)**

1. Correspondence with higher agencies/ authorities is through e-mail beside traditional like letters, etc.
2. Admission process is at both the levels: student has to complete in the college itself and, then, he/ she has to submit the form to the university online.
4. Internal marks of all the classes are sent to the university online and internal as well as external marks of Part I classes are sent online only.

(Internal: Marks based on evaluation of students by the teacher concerned throughout the year.

External: Marks based on students' performance on examinations conducted by the university.)

#### 47. Existence of learning resource management

	Yes	No
<b>e-database in library</b>	<input type="radio"/> *Existence of learning resource management e-database in library	√ e-database in library <b>No</b>
<b>ICT and smartclass room</b>	√ ICT and smartclass room <b>Yes</b> (ICT classroom exists.)	ICT and smartclass room
<b>e-learning sources (e-Books, e-Journals)</b>	<input type="radio"/> e-learning sources (e-Books, e-Journals)	√ e-learning sources (e-Books, e-Journals) <b>No</b>
<b>Production of teaching modules</b>	<input type="radio"/> Production of teaching modules	√ Production of teaching modules <b>No</b>
<b>Interactive learning facilities</b>	√ Interactive learning facilities <b>Yes</b>	<input type="radio"/> Interactive learning facilities

#### 48. Internal resource mobilization : Kindly provide the amount contributed

Internal resource mobilization : Kindly provide the amount contributed	Research	0
	Consultancy and training	0
	Student contribution	0
	Alumni contribution	0
	Wellwishers	3,26,194/ -

#### 49. Infrastructure and welfare spending: Please specify the amount

Please specify the amount 2,38,520/ -  
Amount spent for infrastructure



development

Amount spent for student welfare 7,290/ -

Amount spent for staff welfare 33,432/ -

**50. Is delegation of authority practiced?**

- ☐ Is delegation of authority practiced Yes
- ☐ No

**51. Does grievance redressal cell exist?**

	Yes	No
<b>Faculty</b>	<input type="radio"/> *Does grievance redressal cell exist ? Faculty Yes	<input type="radio"/> Faculty No
<b>Students</b>	<input type="radio"/> Students Yes	<input type="radio"/> Students No
<b>Staff</b>	<input type="radio"/> Staff Yes	<input type="radio"/> Staff No

**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 5

Number of grievances resolved 5

**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

**56. The SWOT analysis was done by internal or by external agency**

Internal

**57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)**

1. Sound reputed management
2. Good potential of modifying educational programmes relevant to local, national and global needs.
3. Qualified and experienced staff

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

1. Not receiving non-salary grants
2. Recruitment ban on non teaching staff
3. Students from poor economic strata cannot afford fees for higher education

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

1. Scope for more professional courses
2. Scope for introducing P.G. Programmes in Science, Commerce and Humanities
3. To earn to be the 'Top College' in the town/ vicinity

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

1. Competition of other institutions
2. Distance education mode
3. Changing trend and attitude towards professional colleges

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

- \* The post-accreditation phase excelled the quality profile of the college.
- \* Quality Benchmark and other quality improvement activities made us reach our objectives faster.
- \* The rural college could achieve 'A' Grade (The NAAC bestowed "A' Grade with 3.09 CGPA upon the college in April 2012.).
- \* The grade improved faith of people in the vicinity on the 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)**

NAAC provides:

- An opportunity to have mentoring by eminent academicians at local level.
- Awakening about one's own self-asset and accountability towards duties.
- Sense of developing credibility and relevance of HEIs among common populace in the region and other stakeholders.
- Habit of SWOT analysis and quest for excellence among HEIs.
- It sows value of self-assessment among HEIs.

### **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.

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