



#### 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.

**NOTE.** The AQAR for the year 2012-13 was sent online to NAAC Bangalore on 26th September, 2013 on the NAAC website at 8.20 pm.

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THE ANNUAL QUALITY ASSURANCE REPORT (2012-13)  
DR. TK TOPE ARTS & COMMERCE NIGHT SENIOR COLLEGE,  
PAREL, MUMBAI - 400 012

### 1. Kindly provide the details of the institution

Name of Institution:	<input type="text"/>
Year of Establishment of the Institution:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City/Town:	<input type="text"/>
State:	<input type="text"/>
Postal Code:	<input type="text"/>
Email Address:	<input type="text"/>

### 2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation:	<input type="text"/>
Current Grade:	<input type="text"/>
CGPA:	<input type="text"/>

### 3. Institutional Status

Permanently affiliated to the University of Mumbai.

### 4. Contact Person Details

Name of Head of Institution:	<input type="text"/>
Contact Phone:	<input type="text"/>
Email:	<input type="text"/>
Website URL:	<input type="text"/>
Name of IQAC Co-ordinator	<input type="text"/>
Email:	<input type="text"/>

### 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.)	<input type="text"/>
Post Graduate (MA/M.Sc./M.Com etc.)	<input type="text"/>
Research Programmes (M.Phil/P.hD)	<input type="text"/>
Certificate Programmes	<input type="text"/>
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)	<input type="text"/>
Other value added programmes	<input type="text"/>
Any other programme offered (Specify)	<input type="text"/>

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

New programmes added during the year	<input type="text"/>
New programmes designed	<input type="text"/>
Programmes under revision	<input type="text"/>
Interdepartmental collaborative programmes	<input type="text"/>
Inter institutional collaborative programmes	<input type="text"/>
Number of review committee recommendations implemented (Total)	<input type="text"/>
Number of NAAC peer team recommendations implemented	<input type="text"/>
Number of UGC/any other expert committee recommendations implemented	<input type="text"/>
Number of review committee recommendation under implementation	<input type="text"/>
Number of NAAC peer team recommendations under implementation	<input type="text"/>
Number of UGC/ any other expert committee recommendations under implementation	<input type="text"/>

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

Total faculty strength required as per norms for all programmes	<input type="text"/>
Total faculty on rolls	<input type="text"/>
Faculty added during the year	<input type="text"/>
Faculty positions vacant	<input type="text"/>
Faculty left during the year	<input type="text"/>
Total number of visiting faculty	<input type="text"/>
Total number of guest faculty	<input type="text"/>

## 8. Qualification of Faculty

PhD and Above	<input type="text"/>
MPhil	<input type="text"/>
Masters	<input type="text"/>
Any other (Specify)	<input type="text"/>

## 9. Faculty qualification improvement

PhD awarded to existing faculty	<input type="text"/>
MPhil awarded to existing faculty	<input type="text"/>
Any other degree awarded to existing faculty	<input type="text"/>

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

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

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

Technical Support Staff (Total sanctioned strength)	<input type="text"/>
Technical Support Staff (Actual strength)	<input type="text"/>
Added during the year	<input type="text"/>
Left during the year	<input type="text"/>
Number of posts vacant	<input type="text"/>

## 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

/  /

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

Number of IQAC members

Number of Alumni in IQAC

Number of Students in IQAC

Number of Faculty in IQAC

Number of Administrative Staff in IQAC

Number of Technical Staff in IQAC

Number of Management Representatives

Number of External experts in IQAC

Number of any other stakeholder 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**

YES.

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

Number of academic programmes proposed	<input type="text"/>
Number of value added programmes proposed	<input type="text"/>
Number of skill oriented programmes proposed	<input type="text"/>
Number of faculty competency and development programmes proposed	<input type="text"/>
Number of other staff development programmes proposed	<input type="text"/>
Number of student mentoring programmes proposed	<input type="text"/>
Number of co-curricular activities proposed	<input type="text"/>
Number of inter departmental cooperative schemes proposed	<input type="text"/>
Number of community extension programmes proposed	<input type="text"/>
Any other programmes proposed (Specify)	<input type="text"/>

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

Number of academic programmes implemented	<input type="text"/>
Number of value added programmes implemented	<input type="text"/>
Number of skill oriented programmes implemented	<input type="text"/>
Number of faculty competency and development programmes implemented	<input type="text"/>
Number of other staff development programmes implemented	<input type="text"/>
Number of student mentoring programmes implemented	<input type="text"/>
Number of co-curricular activities implemented	<input type="text"/>
Number of inter departmental cooperative programs implemented	<input type="text"/>
Number of community extension programmes implemented	<input type="text"/>
Any other programmes suggested that are implemented (Specify)	<input type="text"/>

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

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

Number of participants  
from the institution

Number of participants from  
outside

Number of external experts  
invited

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

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

**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

Amount Received from 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)**

## 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

Number of faculty members involved in curriculum restructuring/revision/syllabus development

Number of programmes in which evaluation process reformation taken up and implemented

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 ?

YES.

## 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?

YES.



## 26. Faculty Research, Projects, and Publication details for the year

Number of major research projects undertaken during the year	<input type="text"/>
Number of minor research projects undertaken during the year	<input type="text"/>
Number of major ongoing projects	<input type="text"/>
Number of minor ongoing projects	<input type="text"/>
Number of major projects completed	<input type="text"/>
Number of minor projects completed	<input type="text"/>
Number of major project proposals submitted for external funding	<input type="text"/>
Number of minor project proposals submitted for external funding	<input type="text"/>
Number of research publications in peer reviewed journals	<input type="text"/>
Number of research publications in international peer reviewed journals	<input type="text"/>
Number of research publications in national peer reviewed journals	<input type="text"/>
Number of research papers accepted for publication in international peer reviewed journals	<input type="text"/>
Number of research papers accepted for publication in national peer reviewed journals	<input type="text"/>
Average of impact factor of publications reported	<input type="text"/>
Number of books published	<input type="text"/>
Number of edited books published	<input type="text"/>
Number of books (single authored) published	<input type="text"/>
Number of books (coauthored) published	<input type="text"/>
Numbers of conferences attended by faculty	<input type="text"/>
Number of international conferences attended	<input type="text"/>
Number of national conferences attended	<input type="text"/>
Number of papers presented in conferences	<input type="text"/>
Number of papers	<input type="text"/>

presented in international conferences

Number of papers presented in national conferences

Number of conferences organized by the institution

Number of faculty acted as experts resource persons

Number of faculty acted as experts resource persons - international

Number of faculty acted as experts resource persons- national

Number of collaborations with international institutions

Number of collaborations with national institutions

Number of linkages created during the year

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

Amount of external research funding received in the year

Number of patents received in the year

Number of patents applied for in the year

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

Number of PhDs awarded during the year

Percentage of faculty 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)	<input type="text"/>
Actual enrollment during the year	<input type="text"/>
Student dropout percentage during the year	<input type="text"/>
Success percentage in the final examination across the courses	<input type="text"/>
Number of academic distinctions in the final examination and percentage	<input type="text"/>
Number of students who got admitted to institutions of national importance	<input type="text"/>
Number of students admitted to institutions abroad	<input type="text"/>
Number of students qualified in UGC NET/ SET	<input type="text"/>
Number of students qualified GATE/ CAT/ other examination (Specify)	<input type="text"/>

### 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

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

Yes.

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

Number of students participated

### 32. Career Guidance

Number of career guidance programmes organized

Percentage of students 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

Number of students  
selected for placement  
during the year

**35. Does gender sensitization program exist ?**

YES.

**36. If Answer is Yes to Qn 34**

Number of programmes  
organized

### 37. Student activities

Number of students participated in external cultural events	<input type="text"/>
Number of prizes won by students in external cultural events	<input type="text"/>
Number of cultural events conducted by the institute for the students	<input type="text"/>
Number of students participated in international sports and games events	<input type="text"/>
Number of students participated in national level sports and games events	<input type="text"/>
Number of students participated in state level sports and games events	<input type="text"/>
Number of students participated in university level sports and games events	<input type="text"/>
Number of prizes won by students in international sports and games events	<input type="text"/>
Number of prizes won by students in national level sports and games events	<input type="text"/>
Number of prizes won by students in state level sports and games events	<input type="text"/>
Number of prizes won by students in university level sports and games events	<input type="text"/>
Number of sports and games events conducted by the institute for the students	<input type="text"/>

### 38. Composition of students

Percentage of Scheduled Caste	<input type="text"/>
Percentage of Scheduled Tribe	<input type="text"/>
Percentage of other backward communities	<input type="text"/>
Percentage of women students	<input type="text"/>
Percentage of physically challenged	<input type="text"/>
Percentage of rural students	<input type="text"/>
Percentage of urban students	<input type="text"/>

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

Number of students availing financial support from the institution	<input type="text"/>
Amount disbursed as financial support from the institution	<input type="text"/>
Number of students awarded scholarship from the institution	<input type="text"/>
Number of students received notable national/international achievements/recognition	<input type="text"/>

### **40. Student initiatives**

Number of community upliftment programmes initiated by students	<input type="text"/>
Number of literary programmes initiated by students	<input type="text"/>
Number of social action initiatives based on science / environment initiated by students	<input type="text"/>
Number of student research initiatives	<input type="text"/>

## 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)**

#### 47. Existence of learning resource management

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

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

Research	<input type="text"/>
Consultancy and training	<input type="text"/>
Student contribution	<input type="text"/>
Alumni contribution	<input type="text"/>
Wellwishers	<input type="text"/>

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

Amount spent for infrastructure development	<input type="text"/>
Amount spent for student welfare	<input type="text"/>
Amount spent for staff welfare	<input type="text"/>

#### 50. Is delegation of authority practiced

- Yes  
 No

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

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

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

Number of grievances received	<input type="text"/>
Number of grievances resolved	<input type="text"/>

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

Number of grievances received	<input type="text"/>
Number of grievances resolved	<input type="text"/>



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

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)**

**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)**

## 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.