NAAC Institutional Quality Sustenance and Development Survey

1.

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.

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1. Kindly provide the details of the institution

Name of Institution: Sinhgad College of Commerce

Year of Establishment of the Institution: 2003

Address Line 1: S.No.40/4A+4B/1, Near PMC Octroi

Address Line 2: Kondhwa Saswad Road,Kondhwa(Bl

City/Town: Pune

State: Maharashtra

Postal Code: 411048

Email Address: principal.scoc@sinhgad.edu

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation: 2011

Current Grade: B

CGPA: 2.36

3. Institutional Status

Affiliated Temporary

4. Contact Person Details

Name of Head of Institution: Dr. M. S. Wazal

Contact Phone: 020-26933634

Email: principal.scoc@sinhgad.edu

Website URL: www.sinhgad.edu

Name of IQAC Co-ordinator Mrs. J. V. Patole

Email: patole.jayashree@gr

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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.)	03
Post Graduate (MA/M.Sc./M.Com etc.)	01
Research Programmes (M.Phil/P.hD)	00
Certificate Programmes	00
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)	00
Other value added programmes	00
Any other programme offered (Specify)	00

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

New programmes added during the year	00
New programes designed	00
Programes under revision	00
Interdepartmental collaborative programmes	00
Inter institutional collaborative programmes	00
Number of review committee recommendations implemented (Total)	03
Number of NAAC peer team recommendations implemented	02

Number of UGC/any other expert committee recommendations implemented	00

Number of review committee recommendation under implementation	00

Number of NAAC peer team recommendations under implementation	05

Number of UGC/ any other expert committee recommendations under implementation	00

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	01

Faculty positions vacant	00

Faculty left during the year	02

Total number of visiting faculty	00

Total number of guest faculty	00

8. Qualification of Faculty

PhD and Above	03

MPhil	03

Masters	18

Any other (Specify)	00

9. Faculty qualification improvement

PhD awarded to existing faculty	00

MPhil awarded to existing faculty	01

| Any other degree awarded to existing faculty | 01 |

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

Administrative staff (total sanctioned)	06
Administrative staff (Actual strength)	06
Added during the year of reporting	00
Left during the year	01
Number of posts vacant	01

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

Technical Support Staff (Total sanctioned strength)	01
Technical Support Staff (Actual strength)	01
Added during the year	00
Left during the year	00
Number of posts vacant	00

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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
Year of establishment of IQAC	03	01	2007

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

Number of IQAC members	06
Number of Alumni in IQAC	00
Number of Students in IQAC	02
Number of Faculty in IQAC	03
Number of Administrative Staff in IQAC	01
Number of Technical Staff in IQAC	00
Number of Management Representatives	00

| Number of External experts in IQAC | 00 |

| Number of any other stakeholder and community representatives | 00 |

14. IQAC Meetings

| Number of IQAC meetings held during the year | 02 |

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 | 00 |

| Number of value added programmes proposed | 01 |

| Number of skill oriented programmes proposed | 00 |

| Number of faculty competency and development programmes proposed | 00 |

| Number of other staff development programmes proposed | 00 |

| Number of student mentoring programmes proposed | 00 |

| Number of co-curricular activities proposed | 00 |

Number of inter departmental cooperative schemes proposed	00
Number of community extension programmes proposed	00
Any other programmes proposed (Specify)	05

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

Number of academic programmes implemented	00
Number of value added programmes implemented	01
Number of skill oriented programmes implemented	00
Number of faculty competency and development programmes implemented	00
Number of other staff development programmes implemented	00
Number of student mentoring programmes implemented	00
Number of co-curricular activities implemented	00
Number of inter departmental cooperative programs implemented	00
Number of	00

community extension programmes implemented	
Any other programmes suggested that are implemented (Specify)	05

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

Number of seminars/ conferences/ workshops organized by IQAC within the institution	01
Number of participants from the institution	64
Number of particpants from outside	58
Number of external experts invited	12
Number of external conferences/seminars/ workshops on institutional quality attended	01
Number of events conducted with IQACs of other institutions as collobrative programes	00

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	00

Amount Received

from any other
source including the
college management

116000

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

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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	00
Number of faculty members involved in curriculam restructuring/revision/syllabus development	01
Number of programes in which evaluation process reformation taken up and implemented	00
Number of active teaching days during the current academic year	202
Average percentage of attendance of students	80
Percentage of classes engaged by guest faculty and temporary teachers	00
Number of self financed programmes offered	04
Number of aided programmes offered	00
Number of programmes discontinued during the year	00

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

00

Number of minor research projects undertaken during the year

00

Number of major ongoing projects

00

Number of minor ongoing projects

00

Number of major projects completed

00

Number of minor projects completed

00

Number of major project proposals submitted for external funding

00

Number of minor project proposals submitted for external funding

00

Number of research publications in peer reviewed journals

00

Number of research publications in international peer reviewed journals

00

Number of research publications in national

00

peer reviewed journals

Number of research papers accepted for publication in international peer reviewed journals

00

Number of research papers accepted for publication in national peer reviewed journals

00

Average of impact factor of publications reported

00

Number of books published

00

Number of edited books published

00

Number of books (single authored) published

00

Number of books (coauthored) published

00

Numbers of conferences attended by faculty

28

Number of international conferences attended

05

Number of national conferences attended

21

Number of papers presented in conferences

28

Number of papers presented in international conferences

04

Number of papers presented in national conferences

24

Number of conferences organized by the institution

01

Number of faculty acted as experts resource persons

02

Number of faculty acted as experts resource persons - international

00

Number of faculty acted as experts resource persons- national

```
00
```

Number of collaborations with international institutions

```
00
```

Number of collaborations with national institutions

```
00
```

Number of linkages created during the year

```
00
```

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

```
00
```

Amount of external research funding received in the year

```
00
```

Number of patents received in the year

```
00
```

Number of patents applied for in the year

```
00
```

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

```
00
```

Number of PhDs awarded during the year

```
00
```

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

```
06
```

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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)
`500`

Actual enrollment during the year
`354`

Student dropout percentage during the year
`00`

Success percentage in the final examination across the courses
`93`

Number of academic distinctions in the final examination and percentage
`14`

Number of students who got admitted to institutions of national importance
`00`

Number of students admitted to institutions abroad
`00`

Number of students qualified in UGC NET/ SET
`00`

Number of students
`00`

qualified GATE/ CAT/
other examination
(Specify)

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	00

30. Does student counselling and guidance service exist ?

Yes ▾

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

Number of students participated	03

32. Career Guidance

Number of career guidance programmes organized	02
Percentage of students participated in career guidance programmes	95

33. Is there provision for campus placement?

Yes ▾

34. If yes to Qn. 32

Number of students participated in campus selection programmes	125
Number of students	07

selected for
placement during the
year

35. Does gender sensitization program exist ?

No ▾

36. If Answer is Yes to Qn 34

Number of
programmes
organized

00

37. Student activities

Number of students
participated in
external cultural
events

00

Number of prizes won
by students in
external cultural
events

00

Number of cultural
events conducted by
the institute for the
students

01

Number of students
participated in
international sports
and games events

00

Number of students
participated in
national level sports
and games events

01

Number of students
participated in state
level sports and
games events

02

Number of students
participated in
university level sports
and games events

16

Number of prizes won

by students in international sports and games events	00

Number of prizes won by students in national level sports and games events	00

Number of prizes won by students in state level sports and games events	00

Number of prizes won by students in university level sports and games events	00

Number of sports and games events conducted by the institute for the students	09

38. Composition of students

Percentage of Scheduled Caste	3.37
Percentage of Scheduled Tribe	0.76
Percentage of other backward communities	6.51
Percentage of women students	27.36
Percentage of physically challenged	0.11
Percentage of rural students	47
Percentage of urban students	53

39. Scholarships and Financial Support

Number of students availing financial support	00

from the institution

| Amount disbursed as financial support from the institution | 00 |

| Number of students awarded scholarship from the institution | 00 |

| Number of students received notable national/international acheivements/recognition | 00 |

40. Student initiatives

| Number of community upliftment programmes initiated by students | 02 |

| Number of literary programmes initiated by students | 00 |

| Number of social action initiatives based on science / environment initiated by students | 00 |

| Number of student research initiatives | 00 |

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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

Academics ,Sports, Cultural and Placement

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		
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	00
Consultancy and training	00
Student contribution	00
Alumni contribution	00
Wellwishers	00

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	826000
Amount spent for	

student welfare

```
00
```

Amount spent for
staff welfare

```
00
```

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

```
00
```

Number of grievances
resolved

```
00
```

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

Number of grievances
received

```
00
```

Number of grievances
resolved

```
00
```

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

Number of grievances
received

```
00
```

Number of grievances
resolved

```
00
```

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)

```
1. Admissions to academically weaker students.
2. Ample infrastructure and resources.
3. Highly qualified staff
```

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

```
1. Scope of curriculum modification is limited.
2. Lack of transportation facility.
3. Limited specializations.
```

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

```
1. Ample Scope for optimum utilization of resources
2. Scope for new academic
courses/Specializations.
```

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

```
1. To prepare the students for university rank.
2. Impact of Recession on admissions.
```

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

```
Organized National Conference
```

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

1. Tailor made assessment system need to be developed.
2. Information related international students need to

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