

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.

2.

1. Kindly provide the details of the institution

Kindly provide the details of the institution

Name of Institution:

GVMs Dr. Dada Vaidya College

Year of Establishment of the Institution:

1993

Address Line 1:

Farmagudi

Address Line 2:

-

City/Town:

Ponda

State:

Goa

Postal Code:

403401

Email Address:

gvm.educol@gmail.com

2. NAAC Accreditation/ Reaccreditation Details

NAAC Accreditation/ Reaccreditation Details Year of Accreditation/ Reaccreditation:

2011 - 2012

Current Grade:

B

CGPA:

2.77

3. Institutional Status

Institutional Status

4. Contact Person Details

Contact Person Details Name of Head of Institution:

Contact Phone:

Email:

Website URL:

Name of IQAC Co-ordinator

Email:

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)

Number of academic programmes existing (Enter a number; 0 for nil)

Undergraduate (BA/B.Sc./B.Com etc.)

Post Graduate (MA/M.Sc./M.Com etc.)

Research Programmes (M.Phil/P.hD)

Certificate Programmes

| | |
|--|---|
| Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc) | 1 |
| Other value added programmes | 1 |
| Any other programme offered (Specify) | 1 |

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

| | |
|--|---|
| Details on Programme Development (Enter a number; 0 for nil) New programmes added during the year | 0 |
| New programmes designed | 1 |
| Programmes under revision | 0 |
| Interdepartmental collaborative programmes | 0 |
| Inter institutional collaborative programmes | 0 |
| Number of review committee recommendations implemented (Total) | 2 |
| Number of NAAC peer team recommendations implemented | 4 |
| Number of UGC/any other expert committee recommendations implemented | 3 |
| Number of review committee recommendation under implementation | 2 |
| Number of NAAC peer team recommendations under implementation | 4 |
| Number of UGC/ any other expert committee recommendations under implementation | 2 |

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

| | |
|--|----|
| Faculty Details (Enter a number; 0 for nil) Total faculty strength required as per norms for all programmes | 11 |
| Total faculty on rolls | 10 |
| Faculty added during the year | 0 |

| | |
|----------------------------------|---|
| Faculty positions vacant | 1 |
| Faculty left during the year | 1 |
| Total number of visiting faculty | 0 |
| Total number of guest faculty | 3 |

8. Qualification of Faculty

| | |
|--|---|
| Qualification of Faculty PhD and Above | 3 |
| MPhil | 3 |
| Masters | 4 |
| Any other (Specify) | 0 |

9. Faculty qualification improvement

| | |
|---|---|
| Faculty qualification improvement PhD awarded to existing faculty | 0 |
| 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 Details (Enter a number; 0 for nil) Administrative staff (total sanctioned) | 14 |
| Administrative staff (Actual strength) | 14 |
| Added during the year of reporting | 0 |
| Left during the year | 1 |
| Number of posts vacant | 1 |

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

| | |
|--|---|
| 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.

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 |
| | 07 | / 06 | / 2012 |
| | Establishment details of establishment of IQAC | Year | Month Year |
| 140 | | | Day |

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

| | |
|---|----|
| Composition of IQAC (Enter a number; 0 for nil) Number of IQAC members | 20 |
| Number of Alumni in IQAC | 1 |

| | |
|---|----|
| Number of Students in IQAC | 2 |
| Number of Faculty in IQAC | 10 |
| Number of Administrative Staff in IQAC | 2 |
| Number of Technical Staff in IQAC | 0 |
| Number of Management Representatives | 5 |
| Number of External experts in IQAC | 0 |
| Number of any other stakeholder and community representatives | 0 |

14. IQAC Meetings

| | |
|--|---|
| IQAC Meetings Number of IQAC meetings held during the year | 4 |
|--|---|

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

No

Whether Calendar of activities of IQAC formulated for the academic year

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

| | |
|--|----|
| IQAC Plans for Development (Enter a number; 0 for nil) Number of academic programmes proposed | 17 |
| Number of value added programmes proposed | 2 |
| Number of skill oriented programmes proposed | 1 |
| Number of faculty competency and development programmes proposed | 1 |
| Number of other staff development programmes proposed | 0 |
| Number of student mentoring programmes proposed | 8 |
| 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) | 2 |

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

| | |
|--|----|
| IQAC Plans for development & Implementation (Enter a number; 0 for nil) | 17 |
| Number of academic programmes implemented | |
| Number of value added programmes implemented | 2 |
| Number of skill oriented programmes implemented | 0 |
| Number of faculty competency and development programmes implemented | 1 |
| Number of other staff development programmes implemented | 0 |
| Number of student mentoring programmes implemented | 8 |
| 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) | 2 |

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

| | |
|--|-----|
| IQAC Seminars and Conferences (Enter a number; 0 for nil) Number of seminars/ conferences/ workshops organized by IQAC within the institution | 2 |
| Number of participants from the institution | 110 |
| Number of participants from outside | 72 |
| Number of external experts invited | 9 |
| Number of external conferences/seminars/ workshops on institutional quality attended | 2 |

Number of events conducted with IQACs of other institutions as collaborative programmes

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

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)

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)

- Organised a State Level Seminar on ICT and Educa
- Organised a National Level Seminar on Teacher Ed

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

5.

SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

| | |
|--|-----|
| Academic Programmes Number of new academic programmes developed or designed by faculty | 0 |
| Number of faculty members involved in curriculum restructuring/revision/syllabus development | 10 |
| Number of programmes in which evaluation process reformation taken up and implemented | 8 |
| Number of active teaching days during the current academic year | 180 |
| Average percentage of attendance of students | 90 |
| Percentage of classes engaged by guest faculty and temporary teachers | 2 |
| Number of self financed programmes offered | 1 |
| Number of aided programmes offered | 2 |
| Number of programmes discontinued during the year | 0 |

23. Whether any systematic student feedback mechanism is in place ?

Whether any systematic student feedback mechanism is in place ?

24. Feedback Details (If answer to Question 20 is Yes)

| | |
|--|-----|
| 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?

Is feedback for improvement provided to the faculty?

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

| | | |
|--|--|---|
| 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 | 0 |
| | Number of research publications in international peer reviewed journals | 0 |
| | Number of research publications in national peer reviewed journals | 0 |
| | 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 | 1 |
| | Number of books (coauthored) published | 0 |
| | Numbers of conferences attended by faculty | 2 |

| | |
|--|---|
| Number of international conferences attended | 1 |
| Number of national conferences attended | 2 |
| Number of papers presented in conferences | 9 |
| Number of papers presented in international conferences | 0 |
| Number of papers presented in national conferences | 9 |
| Number of conferences organized by the institution | 2 |
| Number of faculty acted as experts resource persons | 9 |
| Number of faculty acted as experts resource persons - international | 0 |
| Number of faculty acted as experts resource persons- national | 9 |
| Number of collaborations with international institutions | 0 |
| Number of collaborations with national institutions | 2 |
| Number of linkages created during the year | 0 |
| Total budget for research for current year as a percentage of total institution budget | 0 |
| 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 fellows 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 | 0 |

6.

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

| | |
|--|-----|
| Student Details and Support Mechanisms The total intake of students for various courses (Sanctioned) | 100 |
| Actual enrollment during the year | 100 |
| Student dropout percentage during the year | 0 |
| Success percentage in the final examination across the courses | 98 |
| Number of academic distinctions in the final examination and percentage | 25 |
| Number of students who got admitted to institutions of national importance | 1 |
| Number of students admitted to institutions abroad | 0 |
| Number of students qualified in UGC NET/ SET | 0 |
| Number of students qualified GATE/ CAT/ other examination (Specify) | 0 |

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

Does student support mechanism exist for coaching for competitive examinations?

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

| | |
|---|---|
| Student participation, if response is yes to Qn. 27 Number of students participated | 4 |
|---|---|

30. Does student counselling and guidance service exist ?

Does student counselling and guidance service exist ?

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

Student participation, if answer to Qn. 29 is yes Number of students participated

25

32. Career Guidance

Career Guidance Number of career guidance programmes organized

0

Percentage of students participated in career guidance programmes

0

33. Is there provision for campus placement?

Yes

Is there provision for campus placement?

34. If yes to Qn. 32

If yes to Qn. 32 Number of students participated in campus selection programmes

15

Number of students selected for placement during the year

5

35. Does gender sensitization program exist ?

No

Does gender sensitization program exist ?

36. If Answer is Yes to Qn 34

If Answer is Yes to Qn 34 Number of programmes organized

0

37. Student activities

Student activities Number of students participated in external cultural events

50

Number of prizes won by students in external cultural events

1

Number of cultural events conducted by the institute for the students

2

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 | 2 |

38. Composition of students

| | |
|---|----|
| Composition of students Percentage of Scheduled Caste | 2 |
| Percentage of Scheduled Tribe | 14 |
| Percentage of other backward communities | 24 |
| Percentage of women students | 85 |
| Percentage of physically challenged | 0 |
| Percentage of rural students | 70 |
| Percentage of urban students | 30 |

39. Scholarships and Financial Support

| | |
|---|------|
| Scholarships and Financial Support Number of students availing financial support from the institution | 3 |
| Amount disbursed as financial support from the institution | 5000 |
| Number of students awarded scholarship from the institution | 23 |
| Number of students received notable national/international achievements/recognition | 0 |

40. Student initiatives

| | |
|---|---|
| Student initiatives Number of community upliftment programmes initiated by students | 4 |
|---|---|

Number of literary programmes initiated by students

3

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

2

Number of student research initiatives

25

7.

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 ?

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 ?

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 ?

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

- Rating Scales for Lesson Plan Implementation
- Rating Scales for Assignments
- Rubrics for Project Work

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 ?

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)

- 1. All expenditure is firstly approved by the manager
- 2. Merit List prepared as per NCTE Norms
- 3. Computerisation of all Internal Assessment Marks/

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

*Existence of learning resource management e-database in library Yes

e-database in library No

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

48. Internal resource mobilization : Kindly provide the amount contributed

| | | |
|--|----------|------------------------------------|
| Internal resource mobilization : Kindly provide the amount contributed | Research | <input type="text" value="0"/> |
| Consultancy and training | | <input type="text" value="0"/> |
| Student contribution | | <input type="text" value="0"/> |
| Alumni contribution | | <input type="text" value="0"/> |
| Wellwishers | | <input type="text" value="53000"/> |

49. Infrastructure and welfare spending: Please specify the amount

| | | |
|--|---|-------------------------------------|
| Infrastructure and welfare spending: Please specify the amount | Amount spent for infrastructure development | <input type="text" value="425523"/> |
| Amount spent for student welfare | | <input type="text" value="23000"/> |
| Amount spent for staff welfare | | <input type="text" value="0"/> |

50. Is delegation of authority practiced?

Is delegation of authority practiced Yes

No

51. Does grievance redressal cell exist ?

Yes

No

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

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

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

Number of grievances received

Number of grievances resolved

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

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

Number of grievances received

Number of grievances resolved

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

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?

Has the institution conducted any SWOT analysis during the year?

Yes

No

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

The SWOT analysis was done by internal or by external agency

Internal

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

- Well qualified Staff
- A very good infrastructure
- ICT based teaching/classrooms

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

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

- Majority of our students (>50%) are weak in English
- Maintenance of Computer Hardware
- Lack of optimum use of resources

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)

- Reachout programmes for the remote rural community
- UGC Sponsored programmes

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)

- Shortage of Teaching Practice schools
- Shortage of well qualified faculty for future vacancies

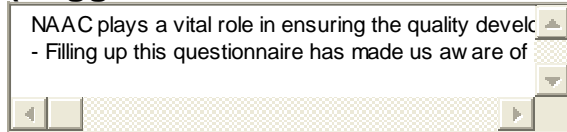
Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

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

- Conducted State and National Level Seminars
- Attended State and National Level Conferences.

Identify any significant progress made by the institution towards achieving 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)**



NAAC plays a vital role in ensuring the quality devel
- Filling up this questionnaire has made us aw are of

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.