

# NAAC Institutional Quality Sustenance and Development Survey

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## 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:	<input type="text" value="Moolji Jaitha College"/>
Year of Establishment of the Institution:	<input type="text" value="1945"/>
Address Line 1:	<input type="text" value="Moolji Jaitha College"/>
Address Line 2:	<input type="text" value="Jilha Peth, Jalgaon"/>
City/Town:	<input type="text" value="Jalgaon"/>
State:	<input type="text" value="Maharashtra"/>
Postal Code:	<input type="text" value="425002"/>
Email Address:	<input type="text" value="mjcollege@kces.in"/>

## 2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation:	<input type="text" value="2012 Reaccreditation"/>
Current Grade:	<input type="text" value="A"/>
CGPA:	<input type="text" value="3.63"/>

## 3. Institutional Status

Affiliated Permanent 

## 4. Contact Person Details

Name of Head of Institution:	<input type="text" value="Anil Govind Rao"/>
Contact Phone:	<input type="text" value="0257 2234281"/>
Email:	<input type="text" value="raoag_jal@rediffmail.com"/>
Website URL:	<input type="text" value="www.mjcollege.kces.in"/>

**Name of IQAC Co-ordinator**

Dr. K. G. Khadse

**Email:**

kgk.jalasri@gmail.co

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### 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" value="36"/>
Post Graduate (MA/M.Sc./M.Com etc.)	<input type="text" value="33"/>
Research Programmes (M.Phil/P.hD)	<input type="text" value="13"/>
Certificate Programmes	<input type="text" value="48"/>
Professional Programmes (B. Tech/M. Tech/B. Ed/M. Ed/Medicine/Pharmacy/Paramedical/Nursing etc)	<input type="text" value="4"/>
Other value added programmes	<input type="text" value="0"/>
Any other programme offered (Specify)	<input type="text" value="0"/>

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

New programmes added during the year	<input type="text" value="15"/>
New programmes designed	<input type="text" value="15"/>
Programmes under revision	<input type="text" value="55"/>
Interdepartmental collaborative programmes	<input type="text" value="1"/>
Inter institutional collaborative programmes	<input type="text" value="0"/>
Number of review committee recommendations implemented (Total)	<input type="text" value="13"/>
Number of NAAC peer team recommendations implemented	<input type="text" value="8"/>
Number of UGC/any other expert	<input type="text" value="5"/>

committee  
recommendations  
implemented

Number of review committee recommendation under implementation

Number of NAAC peer team recommendations under implementation

Number of UGC/ any other expert committee recommendations under implementation

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

Total faculty strength required as per norms for all programmes

Total faculty on rolls

Faculty added during the year

Faculty positions vacant

Faculty left during the year

Total number of visiting faculty

Total number of guest faculty

### 8. Qualification of Faculty

PhD and Above

MPhil

Masters

Any other (Specify)

### 9. Faculty qualification improvement

PhD awarded to existing faculty

MPhil awarded to existing faculty

Any other degree  
awarded to existing  
faculty

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

Administrative staff  
(total sanctioned)

Administrative staff  
(Actual strength)

Added during the  
year of reporting

Left during the year

Number of posts  
vacant

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

Technical Support  
Staff (Total  
sanctioned strength)

Technical Support  
Staff (Actual  
strength)

Added during the  
year

Left during the year

Number of posts  
vacant

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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

 /  / 

### 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

Number of value added programmes proposed

Number of skill oriented programmes proposed

Number of faculty competency and development programmes proposed

Number of other staff development programmes proposed

Number of student mentoring programmes proposed

Number of co-curricular activities proposed

Number of inter departmental cooperative schemes proposed

Number of

community  
extension  
programmes  
proposed

Any other  
programmes  
proposed (Specify)

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

Number of academic  
programmes  
implemented

Number of value  
added programmes  
implemented

Number of skill  
oriented  
programmes  
implemented

Number of faculty  
competency and  
development  
programmes  
implemented

Number of other staff  
development  
programmes  
implemented

Number of student  
mentoring  
programmes  
implemented

Number of co-  
curricular activities  
implemented

Number of inter  
departmental  
cooperative  
programs  
implemented

Number of  
community  
extension  
programmes  
implemented

Any other  
programmes

suggested that are  
implemented  
(Specify)

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

Number of seminars/ conferences/ workshops organized by IQAC within the institution	<input type="text" value="0"/>
Number of participants from the institution	<input type="text" value="0"/>
Number of participants from outside	<input type="text" value="0"/>
Number of external experts invited	<input type="text" value="0"/>
Number of external conferences/seminars/ workshops on institutional quality attended	<input type="text" value="2"/>
Number of events conducted with IQACs of other institutions as colloborative programes	<input type="text" value="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 NANIL-) Any other source including internal financial support from the management (Specify amount)

Amount Received from UGC	<input type="text" value="0"/>
Amount Received from any other source including the college management	<input type="text" value="10000"/>

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

3. New fifteen certificate programmes developed and implemented.

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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 programmes developed or designed by faculty	<input type="text" value="15"/>
Number of faculty members involved in curriculum restructuring/revision/syllabus development	<input type="text" value="35"/>
Number of programmes in which evaluation process reformation taken up and implemented	<input type="text" value="0"/>
Number of active teaching days during the current academic year	<input type="text" value="205"/>
Average percentage of attendance of students	<input type="text" value="85"/>
Percentage of classes engaged by guest faculty and temporary teachers	<input type="text" value="40"/>
Number of self financed programmes offered	<input type="text" value="87"/>
Number of aided programmes offered	<input type="text" value="30"/>
Number of programmes discontinued during the year	<input type="text" value="4"/>

### 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

Number of minor research  
projects undertaken during  
the year

Number of major ongoing  
projects

Number of minor ongoing  
projects

Number of major projects  
completed

Number of minor projects  
completed

Number of major project  
proposals submitted for  
external funding

Number of minor project  
proposals submitted for  
external funding

Number of research  
publications in peer  
reviewed journals

Number of research  
publications in  
international peer reviewed  
journals

Number of research  
publications in national  
peer reviewed journals

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

Number of research  
papers accepted for

publication in national  
peer reviewed journals

Average of impact factor of  
publications reported

Number of books  
published

Number of edited books  
published

Number of books (single  
authored) published

Number of books  
(coauthored) published

Numbers of conferences  
attended by faculty

Number of international  
conferences attended

Number of national  
conferences attended

Number of papers  
presented in conferences

Number of papers  
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



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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)	<input type="text" value="6618"/>
Actual enrollment during the year	<input type="text" value="5044"/>
Student dropout percentage during the year	<input type="text" value="5"/>
Success percentage in the final examination across the courses	<input type="text" value="73"/>
Number of academic distinctions in the final examination and percentage	<input type="text" value="563"/>
Number of students who got admitted to institutions of national importance	<input type="text" value="5"/>
Number of students admitted to institutions abroad	<input type="text" value="2"/>
Number of students qualified in UGC NET/ SET	<input type="text" value="18"/>
Number of students qualified GATE/ CAT/ other examination	<input type="text" value="3"/>

**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 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?**

Yes

**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  
eventsNumber of prizes  
won by students in  
external cultural  
eventsNumber of cultural  
events conducted by  
the institute for the  
studentsNumber of students  
participated in  
international sports  
and games eventsNumber of students  
participated in  
national level sports  
and games eventsNumber of students  
participated in state  
level sports and  
games eventsNumber of students  
participated in  
university level  
sports and games  
eventsNumber of prizes  
won by students in  
international sports  
and games eventsNumber of prizes  
won by students in  
national level sports  
and games events

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

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

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

### 38. Composition of students

Percentage of Scheduled Caste

Percentage of Scheduled Tribe

Percentage of other backward communities

Percentage of women students

Percentage of physically challenged

Percentage of rural students

Percentage of urban students

### 39. Scholarships and Financial Support

Number of students availing financial support from the institution

Amount disbursed as financial support from the institution

Number of students awarded scholarship from the institution

Number of students received notable

national/international  
acheivements/recognition

#### 40. Student initiatives

Number of  
community  
upliftment  
programmes initiated  
by students

Number of literary  
programmes initiated  
by students

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

Number of student  
research initiatives

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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 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**

1. College has developed its own Quality System Manual for benchmarking and standardization of its academic and administrative procedures.
2. College has an established Quality Circle to help the college function with objectivity.

#### **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)**

- |  |
|--|
| <p>1. Procedures have been set for administrative and finance as per ISO standards.</p> <p>2. Software for student admission is developed.</p> <p>3. Software for student record is developed.</p> <p>4. Operated through university software.</p> <p>5. Functioned through research coordination committee.</p> |
|--|

**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

5000

Student contribution

0

Alumni contribution

83600

Wellwishers

0

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

Amount spent for  
infrastructure  
development

845059

Amount spent for  
student welfare

Amount spent for  
staff welfare

### 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

Number of  
grievances resolved

### 53. 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

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)**

1. College with potential for excellence.
2. Transparent admission policy.
3. Good performance of the students in curricular and extracurricular activities.

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

1. Limited consultancy services and linkages.
2. Composite Junior and Senior colleges tell upon the administrative efficiency of the senior college.
3. Research limited to some departments.

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

1. Teachers can apply for more research projects.
2. Activities of alumni association can be enhanced.

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

1. Placement opportunities can be enhanced.
2. Fierce competition emanating from new institutions in the neighbouring areas.

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

- In view of autonomy:
1. Conducted student survey on "Autonomous College".
  2. Organized faculty wise meetings.
  3. Chennai tour organized for senior faculty members to visit various Autonomous Colleges.

**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. NAAC has provided clear road map for the quality improvement in all academic and administrative processes.
2. NAAC has motivated to upgrade research and ICT infrastructure.

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### 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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