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NAAC
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL

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.

Handwritten signature
3/5/13

AQAR 12-13 submitted online on 25 May 2013

1. Kindly provide the details of the institution

Name of Institution: St. Joseph's College
Year of Establishment of the Institution: 1844
Address Line 1: Teppakkulam
Address Line 2: TIRUCHIRAPPALLI
City/Town: TIRUCHIRAPPALLI
State: Tamil Nadu
Postal Code: 620 002
Email Address: college@mail.sjctni.edu, iqaccoor@mail.sjctni.edu

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation: 2012 (3rd Cycle)
Current Grade: A
CGPA: 3.4/4.0

3. Institutional Status

☐ Autonomous College

4. Contact Person Details

Name of Head of Institution: Rev. Dr. A. ALBERT MUTHUMALAI, S.J.
Contact Phone: 0431-2700320, 9444074877
Email: albertmuthumalai54@gmail.com
Website URL: www.sjctni.edu
Name of IQAC Co-ordinator: Dr. S. ALFRED CECIL RAJ
Email: sac63raj@gmail.com, iqaccoor@mail.sjctni.edu

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.)	15
Post Graduate (MA/M.Sc./M.Com etc.)	19
Research Programmes (M.Phil/P.hD)	13
Certificate Programmes	06
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)	0
Other value added programmes	0
Any other programme offered (Specify)	0

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

New programmes added during the year	Ph.D. in Management Studies
New programmes designed	0
Programmes under revision	1, M.Phil Programme of all 13 disciplines
Interdepartmental collaborative programmes	1, Soft Skills Training for all I PG students as IDC
Inter institutional collaborative programmes	0
Number of review committee recommendations implemented (Total)	0
Number of NAAC peer team recommendations implemented	3
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	2, Concept of School Systems, Exploiting all the informations to be available in the website
Number of UGC/ any other expert committee recommendations under implementation	0

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

Total faculty strength required as per norms for all programmes	$151 + 143 = 294$
Total faculty on rolls	$134 + 143 = 277$
Faculty added during the year	$24 + 48 = 72$
Faculty positions vacant	17
Faculty left during the year	0
Total number of visiting faculty	0
Total number of guest faculty	0

8. Qualification of Faculty

PhD and Above	$68 + 35 = 103$ 112
MPhil	$30 + 108 = 138$ 164
Masters	0 01
Any other (Specify)	9 SET/NET (42), MBA (23), MTech (4), MS (1)

9. Faculty qualification improvement

PhD awarded to existing faculty	18
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 (total sanctioned)	36
Administrative staff (Actual strength)	116
Added during the year of reporting	0
Left during the year	0
Number of posts vacant	0

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

Technical Support Staff (Total sanctioned strength)	20
Technical Support Staff (Actual strength)	20
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

Year of establishment of IQAC

DD MM YYYY

01 / 06 / 2004

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

Number of IQAC members 22

Number of Alumni in IQAC 2

Number of Students in IQAC 4

Number of Faculty in IQAC 14

Number of Administrative Staff in IQAC 4

Number of Technical Staff in IQAC 2

Number of Management Representatives 3

Number of External experts in IQAC 2

Number of any other stakeholder and community representatives 2

14. IQAC Meetings

Number of IQAC meetings held during the year 09

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	02
Number of value added programmes proposed	03
Number of skill oriented programmes proposed	01
Number of faculty competency and development programmes proposed	50, 2
Number of other staff development programmes proposed	01
Number of student mentoring programmes proposed	06
Number of co-curricular activities proposed	05
Number of inter departmental cooperative schemes proposed	01
Number of community extension programmes proposed	100
Any other programmes proposed (Specify)	02 , Exhibitions by the departments of Maths & Electronics

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

Number of academic programmes implemented	01
Number of value added programmes implemented	03
Number of skill oriented programmes implemented	01
Number of faculty competency and development programmes implemented	66, 2
Number of other staff development programmes implemented	01
Number of student mentoring programmes implemented	06
Number of co-curricular activities implemented	05
Number of inter departmental cooperative programs implemented	01
Number of community extension programmes implemented	146
Any other programmes suggested that are implemented (Specify)	04 (in addition to the plans HEPSN activity and Maths Olympiad)

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

Number of seminars/ conferences/ workshops organized by IQAC within the institution	17
Number of participants from the institution	332
Number of participants from outside	769
Number of external experts invited	64
Number of external conferences/seminars/ workshops on institutional quality attended	02
Number of events conducted with IQACs of other institutions as collaborative programmes	03

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

- ☐ Yes
- ☒ No

20. If the response to Qn. ¹⁹18 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	0
Amount Received from any other source including the college management	Rs.47,989 by the management

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

. Action Plan for the academic year by each dept	▲
.Offering Soft Skill Programme for PG Students	
. Mandatory online submission of Self Appraisal	▼

- Submission of the action plan for the academic year by each department.
- Offering one semester Soft Skill Programme for IPG students.
- Mandatory online submission of Self Appraisal Report of the faculty
- Quality of the departments are indexed through Annual Academic Audit with internal academicians and external IQAC Coordinators.
- A year long discussions on the concept of School System (to be implemented in 2020).

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="0"/>
Number of faculty members involved in curriculum restructuring/revision/syllabus development	<input type="text" value="114 (13 M.Phil. Programmes)"/>
Number of programmes in which evaluation process reformation taken up and implemented	<input type="text" value="3 (in Accountancy paper for Commerce and MBA disciplines)"/>
Number of active teaching days during the current academic year	<input type="text" value="160 days"/>
Average percentage of attendance of students	<input type="text" value="80 %"/>
Percentage of classes engaged by guest faculty and temporary teachers	<input type="text" value="2 to 3 %"/>
Number of self financed programmes offered	<input type="text" value="UG - 11, PG - 17"/>
Number of aided programmes offered	<input type="text" value="UG - 11, PG - 8, Research (M.Phil, Ph.D) - 13"/>
Number of programmes discontinued during the year	<input type="text" value="1 (B. Sc. Physics in Self Financing Section)"/>

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

☐ Yes. *• online staff evaluation for various courses taught by students in each semester
• offline academic programme evaluation is carried out on the last day for the outgoing stu
• Peer evaluation of Junior faculty carried out by Fr. Secretary.*

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. *Fr. Principal instructs and provides necessary feedback to those teachers who have performed below the benchmark level (70%) from students' online staff evaluation in every semester.*

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

Number of major research projects undertaken during the year	03
Number of minor research projects undertaken during the year	16
Number of major ongoing projects	10
Number of minor ongoing projects	14
Number of major projects completed	2
Number of minor projects completed	17
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	26
Number of research publications in international peer reviewed journals	105
Number of research publications in national peer reviewed journals	59
Number of research papers accepted for publication in international peer reviewed journals	02
Number of research papers accepted for publication in national peer reviewed journals	08
Average of impact factor of publications reported	0.75
Number of books published	15
Number of edited books published	3
Number of books (single authored) published	6
Number of books (coauthored) published	9
Numbers of conferences attended by faculty	124
Number of international conferences attended	32
Number of national conferences attended	92
Number of papers presented in conferences	114
Number of papers	72

presented in international conferences

Number of papers

34

presented in national conferences

Number of conferences

15

organized by the institution

Number of faculty acted as

48

experts resource persons

Number of faculty acted as

29

experts resource persons - international

Number of faculty acted as

13

experts resource persons- national

Number of collaborations

02

with international

institutions

Number of collaborations

03

with national institutions

Number of linkages created

01

during the year

Total budget for research

Rs. 4,93,100/= (7-8%)

for current year as a

percentage of total

institution budget

Amount of external

Rs. 61,35,900/=

research funding received

in the year

Number of patents received

0

in the year

Number of patents applied

13

for in the year

Number of research awards/

05 (external) + 06 (internal)

recognitions received by

faculty and research fellows

of the institute in the year

Number of PhDs awarded

33

during the year

Percentage of faculty

33.7

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" value="2799"/>
Actual enrollment during the year	<input type="text" value="2198"/>
Student dropout percentage during the year	<input type="text" value="06.5%"/>
Success percentage in the final examination across the courses	<input type="text" value="79.02%"/>
Number of academic distinctions in the final examination and percentage	<input type="text" value="126, 9%"/>
Number of students who got admitted to institutions of national importance	<input type="text" value="05"/>
Number of students admitted to institutions abroad	<input type="text" value="16"/>
Number of students qualified in UGC NET/ SET	<input type="text" value="64"/>
Number of students qualified GATE/ CAT/ other examination (Specify)	<input type="text" value="01"/>

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

29. Student participation, if response is yes to Qn. 27²⁸

Number of students participated	<input type="text" value="≈ 217"/>
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30. Does student counselling and guidance service exist ?

31. Student participation, if answer to Qn. 29³⁰ is yes

Number of students participated	<input type="text"/>
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32. Career Guidance

Number of career guidance programmes organized	<input type="text"/>
Percentage of students participated in career guidance programmes	<input type="text"/>

33. Is there provision for campus placement?

☐ Yes

34. If yes to Qn. 32³³

Number of students
participated in campus
selection programmes

250

Number of students
selected for placement
during the year

31

35. Does gender sensitization program exist ?

☐ Yes

36. If Answer is Yes to Qn 34³⁵

Number of programmes
organized

02

37. Student activities

Number of students participated in external cultural events	468
Number of prizes won by students in external cultural events	37
Number of cultural events conducted by the institute for the students	1
Number of students participated in international sports and games events	0
Number of students participated in national level sports and games events	4
Number of students participated in state level sports and games events	25
Number of students participated in university level sports and games events	30
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	3
Number of prizes won by students in state level sports and games events	2
Number of prizes won by students in university level sports and games events	9
Number of sports and games events conducted by the institute for the students	1

38. Composition of students

Percentage of Scheduled Caste	12 %
Percentage of Scheduled Tribe	01%
Percentage of other backward communities	70%
Percentage of women students	12%
Percentage of physically challenged	01%
Percentage of rural students	66%
Percentage of urban students	34%

39. Scholarships and Financial Support

Number of students
availing financial support
from the institution

1912 (govt) + 719 (mgt) = 2631

Amount disbursed as
financial support from the
institution

85,26,990 + 2,38,000 + 21,00,000 = 10864990
govt. Mgt Mgt.

Number of students
awarded scholarship from
the institution

119 (Mgt) + 719 (Mgt) = 838

Number of students
received notable
national/international
acheivements/recognition

0

40. Student initiatives

Number of community
upliftment programmes
initiated by students

11

Number of literary
programmes initiated by
students

94

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

33

Number of student research
initiatives

11

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. ⁴¹40 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 ⁴³42 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 ⁴⁵44 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)

The pyramidal structure of admin. procedure is followed. The hierarchy is followed in decision making.

Admission Committee will take care of the process and the roster system is followed.

From admission to TC, the students' day to day activities are accounted in College office (Att, OS, leave, scholarship etc.)

The complete details of Course Pattern, Evaluation & Examination procedures are outlined in the College Calendar (p 42 - 44)

This is under the supervision of Deans & Head of the dept.

Students' activities are carried out by teams of Professors

All these facts are available in the College website.

47. Existence of learning resource management

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

48. Internal resource mobilization : Kindly provide the amount contributed

Research	Rs. 34,53,177
Consultancy and training	Rs. 3,44,497 (through ACIC)
Student contribution	0
Alumni contribution	Rs. 27,00,000 (through 22 donors) } 17,00,000
Wellwishers	0 } 10,00,000

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	
Amount spent for student welfare	
Amount spent for staff welfare	

Electricity 26,95,128
Maintenance 31,421
33,43,421
Student Council 2,23,605
19,477
24,308
T Staff Welfare 10,570 + 5,150 +
NT " 55,080
" " 1,47,010
1,37,010
Training to Teachers 99,415
Printing 3,24,670
Workshop, Seminar 1,32,399
9,11,304

50. Is delegation of authority practiced

- ☒ Yes
☐ No

51. Does grievance redressal cell exist ?

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

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	2
Number of grievances resolved	2

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

☐ 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)

- Periodic meetings & reviews from the administrators & officials
- All round support to faculty & students
- Creating holistic development for students & faculty

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

- Collective responsibility among dept. faculty is poor
- non-automated documentation of data at various level.
- non-submission of UC to the funding agencies on time

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

- With the available facilities, the use of ICT for providing better teaching & learning as well as for evaluation
- Disclosure of maximum information of the College thro' website

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

- Space for expansion in offering new programme
- Noise & air pollution around the campus
- Financial crisis towards payment of salary to the huge number of unaided teaching & non-teaching

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

- A year long discussion at various levels towards establishing School System
- Expansion of decentralised activities delegated power for lay partners

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

- Promotes STC to move forward, with modern approach towards global expectations
- Provides our standard thro' Evaluative Summary - Yearly (in numbers)

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 reaccrreditation. 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.