



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 judgment 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.

1. Kindly provide the details of the institution

Name of Institution:	Dronacharya college of education, Rait
Year of Establishment of the Institution:	2006
Address Line 1:	V.P.O. Rait Tehsil Shahpur
Address Line 2:	Distt. Kangra
City/Town:	Rait
State:	Himachal Pradesh
Postal Code:	176208
Email Address:	dronacharyahp@gmail.com

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation:	4 th September, 2010
Current Grade:	B Grade
CGPA:	2.32

3. Institutional Status

1. Central University
2. State University
3. State Private University
4. Deemed University
5. Autonomous College
6. Affiliated Permanent
7. Affiliated Temporary
8. Any Other Category

4. Contact Person Details

Name of Head of Institution:	Dr. B.S Bagh
Contact Phone:	01892- 20285
Email:	dronacharyahp@gmail.com
Website URL:	www.dcedu.co.in
Name of IQAC Co-ordinator	Sh.Parveen Sharma
Email:	Parveen7_sharma71@yahoo.in

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.)	02
Post Graduate (MA/M.Sc./M.Com etc.)	0
Research Programmes (M.Phil/P.hD)	0
Certificate Programmes	0
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Para medical/Nursing etc)	02
Other value added programmes	01
Any other programme offered (Specify)	0

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

New programmes added during the year	01
New programs designed	01
Programs under revision	0
Interdepartmental collaborative programmes	04
Inter institutional collaborative programmes	03
Number of review committee recommendations implemented (Total)	0
Number of NAAC peer team recommendations implemented	05
Number of UGC/any other expert committee recommendations implemented	0
Number of review committee recommendation under implementation	02
Number of NAAC peer team recommendations under implementation	02
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	20
Total faculty on rolls	19
Faculty added during the year	03
Faculty positions vacant	01

Faculty left during the year	01
Total number of visiting faculty	01
Total number of guest faculty	04

8. Qualification of Faculty

PhD and Above	03
M. Phil.	06
Masters	19
Any other (Specify)	0

9. Faculty qualification improvement

PhD awarded to existing faculty	01
MPhil awarded to existing faculty	01
Any other degree awarded to existing faculty	04

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

Administrative staff (total sanctioned)	08
Administrative staff (Actual strength)	14
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)	08
Technical Support Staff (Actual strength)	17
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
	28	10	2009

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

Number of IQAC members	19
Number of Alumni in IQAC	02
Number of Students in IQAC	02
Number of Faculty in IQAC	07
Number of Administrative Staff in IQAC	01
Number of Technical Staff in IQAC	01
Number of Management Representatives	02
Number of External experts in IQAC	02
Number of any other stakeholder and community representatives	02

14. IQAC Meetings

Number of IQAC meetings held during the year	03
--	----

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

YES NO

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

Number of academic programmes proposed	01
Number of value added programmes proposed	02
Number of skill oriented programmes proposed	01
Number of faculty competency and development programmes proposed	03
Number of other staff development programmes proposed	04
Number of student mentoring programmes proposed	04
Number of co-curricular activities proposed	15

Number of inter departmental cooperative schemes proposed	02
Number of community extension programmes proposed	10
Any other programmes proposed (Specify)	01

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

Number of academic programmes implemented	0
Number of value added programmes implemented	01
Number of skill oriented programmes implemented	01
Number of faculty competency and development programmes implemented	02
Number of other staff development programmes implemented	02
Number of student mentoring programmes implemented	03
Number of co-curricular activities implemented	15
Number of inter departmental cooperative programs implemented	04
Number of community extension programmes implemented	02
Any other programmes suggested that are implemented (Specify)	03

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

Number of seminars/ conferences/ workshops organized by IQAC within the institution	02
Number of participants from the institution	12
Number of participants from outside	30
Number of external experts invited	05
Number of external conferences/seminars/ workshops on institutional quality attended	04
Number of events conducted with IQACs of other institutions as collaborative programmes	01

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

Yes	
No	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	0
Amount Received from any other source including the college management	0

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

- The college has strengthened the library by adding 2500 books to the stock .
- College has initiated research activities.
- Reognition is awaited from NCTE to start M.Ed. Course from the session 2012-13.
- College has formed an External Advisory Committee.
- Three Faculty Development Programmes has been planned for the session.
- College has received financial assistance by NAAC to organise National Seminar.
- It has organised a state level workshop with the help of National Testing Service-India.
- Psychology Laboratory strengthened and equipped by adding standardised tests.
- Organised a State Level Function 'Annual College Fest – NAVRANG' in which students across the state participated in various activities.
- Best student award has been initiated and is given to the outstanding students.
- Complete computerization of the college office is under completion.
- Research,Development and Extension Committee has been constituted to develop research culture and promote extension activities for the community.

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	0
Number of faculty members involved in curricular restructuring/revision/syllabus development	0
Number of programmes in which evaluation process reformation taken up and implemented	1
Number of active teaching days during the current academic year	246
Average percentage of attendance of students	92%
Percentage of classes engaged by guest faculty and temporary teachers	05
Number of self financed programmes offered	04
Number of aided programmes offered	0
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 ? YES NO

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?

Is feedback for improvement provided to the faculty? YES NO

26. 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	03
Number of major ongoing projects	01
Number of minor ongoing projects	01
Number of major projects completed	0

Number of minor projects completed	02
Number of major project proposals submitted for external funding	02
Number of minor project proposals submitted for external funding	01
Number of research publications in peer reviewed journals	01
Number of research publications in international peer reviewed journals	0
Number of research publications in national peer reviewed journals	01
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	0
Average of impact factor of publications reported	0
Number of books published	02
Number of edited books published	0
Number of books (single authored) published	0
Number of books (coauthored) published	02
Numbers of conferences attended by faculty	11
Number of international conferences attended	0
Number of national conferences attended	11
Number of papers presented in conferences	11
Number of papers presented in international conferences	0
Number of papers presented in national conferences	11
Number of conferences organized by the institution	04
Number of faculty acted as experts resource persons	02
Number of faculty acted as experts resource persons - international	0
Number of faculty acted as experts resource persons- national	01
Number of collaborations with international institutions	01
Number of collaborations with national institutions	05
Number of linkages created during the year	10
Total budget for research for current year as a percentage of total institution budget	3%
Amount of external research funding received in the year	Rs 75000/- from NAAC
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	01
Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities	02

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)	200
Actual enrollment during the year	200
Student dropout percentage during the year	0
Success percentage in the final examination across the courses	99%
Number of academic distinctions in the final examination and percentage	05
Number of students who got admitted to institutions of national importance	06
Number of students admitted to institutions abroad	0
Number of students qualified in UGC NET/ SET	04
Number of students qualified GATE/ CAT/ other examination (Specify)	0

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

YES NO

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

Number of students participated	0
---------------------------------	---

30. Does student counselling and guidance service exist ?

YES NO

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

Number of students participated	100%
---------------------------------	------

32. Career Guidance

Number of career guidance programmes organized	02
Percentage of students participated in career guidance programmes	0%

33. Is there provision for campus placement?YES NO **34. If yes to Qn. 32**

Number of students participated in campus selection programmes	22
Number of students selected for placement during the year	07

35. Does gender sensitization program exist ?YES NO **36. If Answer is Yes to Qn 34**

Number of programmes organized	02
--------------------------------	----

37. Student activities

Number of students participated in external cultural events	45
Number of prizes won by students in external cultural events	16
Number of cultural events conducted by the institute for the students	08
Number of students participated in international sports and games events	0
Number of students participated in national level sports and games events	02
Number of students participated in state level sports and games events	26
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	01
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	07

38. Composition of students

Percentage of Scheduled Caste	13%
Percentage of Scheduled Tribe	15%
Percentage of other backward communities	19.5%

Percentage of women students	87%
Percentage of physically challenged	0.5%
Percentage of rural students	97%
Percentage of urban students	3%

39. Scholarships and Financial Support

Number of students availing financial support from the institution	10
Amount disbursed as financial support from the institution	Rs.35000/-
Number of students awarded scholarship from the institution	02
Number of students received notable national/international achievements/recognition	0

40. Student initiatives

Number of community upliftment programmes initiated by students	06
Number of literary programmes initiated by students	12
Number of social action initiatives based on science / environment initiated by students	02
Number of student research initiatives	02

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 focused.

41. Whether perspective plan for overall developmental activities is created ?

Yes

42. If the answer for Qn. 40 is Yes, is the plan implemented and monitored ?

Yes

43. Whether benchmarking is created for institutional quality management efforts ?

Yes

44. If the answer to Question 42 is Yes, please list the benchmarking in various areas of development in bullet format

- Teaching Learning process
- Co-curricular activities
- Infrastructure
- Students support
- Sports
- Community Services

45. Is a Management Information System (MIS) in place ?

Yes

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. Administrative procedures including finance

To run the institution smoothly , proper administrative procedures are being followed through Circulars , Notices and General meeting with Conveners and Staff members..

2. Student admission

Admissions were made as per the Guidelines provided by HPU.Shimla through Advertisement and Admission Committee duly constituted by the Head of Institution

3. Student records

The record of students is computerized where one can know about all the particulars of the students.

4. Evaluation and Examination procedures

An Examination Committee has been constituted for the smooth conduct of Examination. The details of unit tests, house tests class tests, are maintained by teachers in their teacher diary and report of the evaluation is presented to the Head of the Institution which is

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	✓	

	Yes	No
Interactive learning facilities	✓	

48. Internal resource mobilization : Kindly provide the amount contributed

Research	Nil
Consultancy and training	Rs 3 Lakh
Student contribution	Rs 20,000/-
Alumni contribution	Rs 30000/
Wellwishers	Rs 1 Lakh

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	Rs 1,13,43,273
Amount spent for student welfare	Rs 35070/-
Amount spent for staff welfare	Rs 40,000/-

50. Is delegation of authority practiced

Yes

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	01
Number of grievances resolved	01

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

Number of grievances received	05
Number of grievances resolved	05

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

56. 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 and Experienced faculty
- Excellent Infrastructure
- Visionary Management Committee

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

- Research and Publications.
- Permanent Affiliation.
- Resource Mobilization.

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

- Scope for developing e-learning courses.
- Scope for establishment of elementary teacher training course.

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

- Financial Assistance from Central Agencies .
- Campus Placement.
- Major Research Projects.

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

- IQAC encouraged the practice of collecting and analyzing student's feedback three times in a year i.e (at the beginning, mid-session and at the time of passing out of the students).
- Mentoring system cater to diverse needs of students in the college.
- Faculty members of the college have initiated action research.
- The Career Guidance Cell of the college has been displaying information on the notice board regarding prospective career and job opportunities.
- Extension Cell and Women Cell have been re-constituted.
- News-letter of the College has been published at regular interval.
- The Alumni as well parents of the students have been extending their support as and when sought for.
- The College magazine "*Lakshay*" is published every year to give expression to the creativity of the students.
- Different committees have been re-constituted for smooth functioning of the activities.
- To improve the personality and communication skills of the students, College has initiated a Personality Development Programme.
- Community welfare activities such as Tree Plantation Drive, Blood Donation Camp, AIDS Awareness Drive and Cleanliness Campaign with the help of Rotaract Club, Parent-Teachers Association, Alumni Association, NSS, Rover & Ranger club and Red Ribbon Club are being organized from time to time.

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

- Self Evaluation as a tool has paved the way for innovations in teaching-learning in the institution.
- College has initiated quality-related research and training programmes.
- Faculty development Programmes leading to Professional Growth of the Faculty.
- Extension Programmes are creating appropriate linkages with the Society.

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.

* Yes, We desire to have feedback on the basis of input provided by us.

Annexure –A

Best Practices of the Institution

- Pre- planned Academic Calender is followed by the institution.
- Continuous Evaluation of students is practised in the Institution.
- Healthy Relations with the stakeholders are ensured.
- Providing Platform for State level Cultural and Sports Activities.
- Exploring the potential of the students through various competitions during the session.
- Personality Development Classes for the students.
- Faculty Exchange Programme among Umbrella Institutions.
- Each one Teach one Community Extension Programme.
- Institution has planned to start its own Research Journal.
- Regular Meetings of IQAC, Staff, Managing Committee and other Committees.
- Effective Mentoring System.
- Smart Classrooms for Teacher-Taught Interaction.
- Planning to start coaching for TET and NET from the next session.
- Guest/Extension Lectures to provide variety of experiences by eminent Educationists.
- Organisation of Workshops and Seminars for Faculty development.
- The Policy of De-centralization of task is practised in the Institution.

- Students are provided exposure through Tours, Excursions and interaction with Guest speakers of national and international repute.
- Faculty and students orientation through Guest talk, surveys and action research.
- Observation of Founder's Day, National Days, International Days, Festivals by organizing variety of programmes in the College.
- Excellent percentage of attendance of teachers and students.
- Performance Appraisal and Appreciation of the Faculty.
- Proper planning and implementation of curricula through teacher Diaries.