



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.

1. Kindly provide the details of the institution

Name of Institution: SHRIMATI INDIRA GANDHI COLLEGE

Year of Establishment of the Institution: 15 OCTOBER 1984

Address Line 1: POST BOX NO.369

Address Line 2: CHATRAM BUS STAND

City/Town: TIRUCHIRAPPALLI - 2.

State: TAMILNADU

Postal Code: 620 002

Email Address: sigctr@gmail.com

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation: 2004,2009

Current Grade: A

CGPA: 3.11

3. Institutional Status

Self Financing

4. Contact Person Details

Name of Head of Institution: Dr.S.Vidhyalakshmi

Contact Phone: 0431-2702797, 0431-2701453

Email: sigctr@gmail.com

Website URL: www.sigc.edu

Name of IQAC Co-ordinator: Dr.M.Manimekalai

Email: pmmanimekalai07@yahoo.com

3.

SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

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

Undergraduate (BA/B.Sc./B.Com etc.)	17
Post Graduate (MA/M.Sc./M.Com etc.)	12
Research Programmes (M.Phil/P.hD)	6
Certificate Programmes	2
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)	6

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

New programmes added during the year	0
New programmes designed	0
Programmes under revision	0
Interdepartmental collaborative programmes	6
Inter institutional collaborative programmes	6
Number of review committee recommendations implemented (Total)	0
Number of NAAC peer team recommendations implemented	9
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	0
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	262
Total faculty on rolls	262
Faculty added during the year	40
Faculty positions vacant	0
Faculty left during the year	26
Total number of visiting faculty	0
Total number of guest faculty	35

8. Qualification of Faculty

PhD and Above	17
MPhil	220
Masters	20
Any other (Specify)	5

9. Faculty qualification improvement

PhD awarded to existing faculty	3
MPhil awarded to existing faculty	9
Any other degree awarded to existing faculty	0

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

Administrative staff (total sanctioned)	42
Administrative staff (Actual strength)	42
Added during the year of reporting	4
Left during the year	5
Number of posts vacant	0

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

Technical Support Staff (Total sanctioned strength)	28
Technical Support Staff (Actual strength)	28
Added during the year	11
Left during the year	5
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

25 / 06 / 2004

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

Number of IQAC members	47
Number of Alumni in IQAC	0
Number of Students in IQAC	9
Number of Faculty in IQAC	27
Number of Administrative Staff in IQAC	1
Number of Technical Staff in IQAC	0
Number of Management Representatives	2
Number of External experts in IQAC	3
Number of any other stakeholder and community representatives	3

14. IQAC Meetings

Number of IQAC meetings held during the year

2

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	2
Number of value added programmes proposed	8
Number of skill oriented programmes proposed	5
Number of faculty competency and development programmes proposed	4
Number of other staff development programmes proposed	2
Number of student mentoring programmes proposed	7
Number of co-curricular activities proposed	6
Number of inter departmental cooperative schemes proposed	4
Number of community extension programmes proposed	5
Any other programmes proposed (Specify)	0

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

Number of academic programmes implemented	0
Number of value added programmes implemented	0
Number of skill oriented programmes implemented	11
Number of faculty competency and development programmes implemented	2
Number of other staff development programmes implemented	6
Number of student mentoring programmes implemented	121
Number of co-curricular activities implemented	6
Number of inter departmental cooperative programs implemented	12
Number of community extension programmes implemented	3
Any other programmes suggested that are implemented (Specify)	1

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="0"/>
Number of events conducted with IQACs of other institutions as collaborative programmes	<input type="text" value="0"/>

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

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 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)**

<p>* List of healthy practices to be followed in teaching, learning and evaluation was given due analysis during IQAC meetings and suggestions given for improvement</p> <p>A formal way of presenting institution details to enable easy comparative analysis during IQAC meetings was implemented upon suggestion by external experts.</p> <ol style="list-style-type: none">1. Conduct of IQAC meetings at regular intervals.2. Conduct of remedial coaching for slow learners.3. Conduct of IQAC meetings at regular intervals.4. Conduct of remedial coaching for slow learners.5. Conduct of Bridge courses for 1st U.G. & 1st P.G.Students6. Conduct of Placement Training programmes through Career Guidance and Placement Cell7. Conduct of Add-on Programmes8. Conduct of Social Outreach Programmes through Part IV Activities9. Conduct of Faculty Development Programmes.10. Conduct of Short-Term Summer Courses. <p>Preparation of Study Materials for Advanced Learners</p>	<div>5</div> <div>6</div>
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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

Number of new academic programmes developed or designed by faculty

0

Number of faculty members involved in curriculum restructuring/revision/syllabus development

13

Number of programmes in which evaluation process reformation taken up and implemented

0

Number of active teaching days during the current academic year

207

Average percentage of attendance of students

85%

Percentage of classes engaged by guest faculty and temporary teachers

19%

Number of self financed programmes offered

48

Number of aided programmes offered

0

Number of programmes discontinued during the year

0

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

Yes

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

Percentage of courses where student feedback is taken

100%

25. Is feedback for improvement provided to the faculty?

Yes

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

Number of major research projects undertaken during the year	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	185
Number of research publications in international peer reviewed journals	183
Number of research publications in national peer reviewed journals	2
Number of research papers accepted for publication in international peer reviewed journals	33
Number of research papers accepted for publication in national peer reviewed journals	0
Average of impact factor of publications reported	1.57
Number of books published	0
Number of edited books published	0
Number of books (single authored) published	0
Number of books (coauthored) published	0
Numbers of conferences attended by faculty	10
Number of international conferences attended	5
Number of national conferences attended	5
Number of papers presented in conferences	17
Number of papers	5

presented in international
conferences

Number of papers
presented in national
conferences

12

Number of conferences
organized by the institution

0

Number of faculty acted as
experts resource persons

1

Number of faculty acted as
experts resource persons -
international

0

Number of faculty acted as
experts resource persons-
national

1

Number of collaborations
with international
institutions

0

Number of collaborations
with national institutions

4

Number of linkages created
during the year

4

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

3

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

1.2%

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)

4147

Actual enrollment during the year

2827

Student dropout percentage during the year

9.51%

Success percentage in the final examination across the courses

97.2%

Number of academic distinctions in the final examination and percentage

414,20.6%

Number of students who got admitted to institutions of national importance

0

Number of students admitted to institutions abroad

0

Number of students qualified in UGC NET/ SET

3

Number of students qualified GATE/ CAT/ other examination
(Specify)

0

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

2947

30. Does student counselling and guidance service exist ?

☒ Yes

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

Number of students participated

755

32. Career Guidance

Number of career guidance programmes organized

4

Percentage of students participated in career guidance programmes

70%

33. Is there provision for campus placement?

Yes

34. If yes to Qn. 32

Number of students
participated in campus
selection programmes

3592

Number of students
selected for placement
during the year

203

35. Does gender sensitization program exist ?

Yes

36. If Answer is Yes to Qn 34

Number of programmes
organized

1

37. Student activities

Number of students participated in external cultural events	3517
Number of prizes won by students in external cultural events	9
Number of cultural events conducted by the institute for the students	2
Number of students participated in international sports and games events	1
Number of students participated in national level sports and games events	9
Number of students participated in state level sports and games events	48
Number of students participated in university level sports and games events	31
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	5
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	1
Number of sports and games events conducted by the institute for the students	1

38. Composition of students

Percentage of Scheduled Caste	21.13%
Percentage of Scheduled Tribe	0.53%
Percentage of other backward communities	75.52%
Percentage of women students	100%
Percentage of physically challenged	0.041%
Percentage of rural students	43.8%
Percentage of urban students	56.2%

39. Scholarships and Financial Support

Number of students availing financial support from the institution	2113
Amount disbursed as financial support from the institution	5,48,385
Number of students awarded scholarship from the institution	214
Number of students received notable national/international achievements/recognition	1,25,000

40. Student initiatives

Number of community upliftment programmes initiated by students	18
Number of literary programmes initiated by students	4
Number of social action initiatives based on science / environment initiated by students	4
Number of student research initiatives	3

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

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

1. Number of Ph.D holders and pursuers - 50%
2. Number of publications in international and national peer reviewed journals-250
3. Number of major and minor projects – 5
4. Number of students pursuing Ph.D per year – 300
5. Number of research departments – 10
6. Funds tapped for research - Rs.10,00,000/-
7. Number of students placed through placement cell – 500
8. Number of campus recruitment initiatives - 10
9. Numbers of interdepartmental linkage programmes - 10
10. Number of prizes won in sports and cultural events - 25 at national level.

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. Payroll, Income Tax, Accounts administration, etc have been computerized.

2. Particulars of students who apply to various Programmes every year are entered into a database using a custom built software. The software also provides features like consolidation of admission particulars programme-wise, datewise, community-wise, and produces required reports.

3. These student records are integrated into another program module that takes care of attendance, internal assessment, and fees payment.

4. Exam reappearance, internal assessment timetable and room allotment cum attendance, external assessment preparation of consolidated internal mark statement, attendance statement and lack of attendance statement, and result analysis are also computerized.

5. Separate information systems are maintained for storing research details like details of faculty who have completed/pursuing Ph.D., Research publications, M.Phil Guidance particulars, minor project details and funds provided for research and cash awards given to inculcate research culture.

6. Library management software is used for access of library resources, library attendance, and bar-coding books and other resources. Access to e-resources is enabled through internet access in the library. Application for government scholarships is done on-line through government web portals and distribution of the scholarships is consolidated on computer systems.

47. Existence of learning resource management

	Yes	No
e-database in library	Yes	-
ICT and smartclass room	Yes	-
e-learning sources (e-Books, e-Journals)	Yes	-
Production of teaching modules	Yes	-
Interactive learning facilities	Yes	-

48. Internal resource mobilization : Kindly provide the amount contributed

Research	0
Consultancy and training	0
Student contribution	0
Alumni contribution	7,300
Wellwishers	1,25,000

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	15,22,732
Amount spent for student welfare	79,69,924
Amount spent for staff welfare	7,32,341

50. Is delegation of authority practiced ?

Yes

51. Does grievance redressal cell exist ?

	Yes	No
Faculty	Yes	-
Students	Yes	
Staff	Yes	-

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

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)

1. Adequate Academic & Administrative Infrastructure
2. Committed Faculty & Non-Teaching Staff
3. Large number of innovative & Job oriented courses.

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

1. Lack of general tutorial system.
2. Inadequate Research Activities.
3. Lack of Inter-Department Linkages.

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

1. Interdepartmental Linkages in Teaching & Learning
2. Better Computer cultures & Research Activities

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

1. Production of good Human Resources.
2. Inculcation Research Culture & Professional Development

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

1. Increase in the number of placements.
2. Increase in number of Ph.D Scholars.
3. Increase in the number of Linkages with external agencies.
4. Increase in Inter-Department Linkage activities
5. Increase Conduct of Lecture Programmes, seminars & workshops by all the Departments made a significant mark.
6. Involvement of students in Research initiatives like publications, and paper presentations.
7. Participation of students in Sports Activities has been increased.
8. Immense Interest has been shown by faculty members in attending seminars, conferences, workshops conducted by other educational Institutions & organizations.
9. Societal contribution activities have been increased.
10. As far as the academic curriculum is concerned the role of faculty members in designing the curriculum has been increased.

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. Helps to assess the quality profile of the institution, as compared with the previous years.

2. Urges the Institution towards further enhancement of quality in Teaching/Research & Societal contribution.

3. Encourage self-evaluation, accountability autonomy and innovation in higher education.

4. Helps to collaborate with other state holders of higher education for quality evaluation promotion and sustenance.

5. Stimulates the academic environment for promotion of quality of teaching-learning and research in higher education institution.

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.