

1. **INSTRUCTIONS**

This questionnaire is designed to make a survey of the basic processes related to quality management efforts in your institution. The survey consists of five sections.

1. General Profile
2. IQAC (Internal Quality Assurance Cell) activities
3. Academic and Research Outputs
4. Student Mentoring and Support System
5. Governance and Innovation

The activities of the institution in the above five sections or in other relevant areas are being surveyed to create a quality profile for the year in relation to institutional vision and goals. The survey results would enable the institution and IQAC to create a quality index profile, which would be a self learning exercise. Apart from the responses to the online survey, in case the NAAC requests for any further evidence, the information may be sent by hard copy. This would enable NAAC to make a diagnostic survey of national higher education scenario and the feedback will be provided to each participating institution. No judgement or categorization on institutional quality is intended.

IMPORTANT

In order to enable institutions to have a preview of the questionnaire, the PDF version is available on the NAAC website.

When answering this questionnaire, please ensure that no question is omitted in order to have a holistic analysis.

This survey does not allow you to have access to the filled up form, i.e., once the 'done' button is clicked, the information will automatically reach NAAC.

In case you wish to retain printouts of the filled up questionnaire, please take a printout of each completed page before proceeding further.

2

1. Kindly provide the details of the institution

Name of Institution:

Sanskar Sarjan
Education Society's
Dhirajlal Talakchand
Sankalchand
Shah College of
Commerce

Year of Establishment of
the Institution:

1984

Address Line 1:

Kurar Village

Address Line 2:

Malad (East)

City/Town:

Mumbai

State:

Maharashtra

Postal Code:

400097

Email Address:

principal@sansk
arsarjan.org

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/

2004-05

Reaccreditation:

2010-11

Current Grade:

B

CGPA:

2.65

3. Institutional Status

Affiliated
Permanent

4. Contact Person Details

Name of Head of
Institution:

Dr. M. S.
Kurahde

Contact Phone:

9869017725

Email:

principal@sansk
arsarjan.org

Website URL:

www.sanskarsarj
an.org

Name of IQAC Co
ordinator

Dr Shubhada
Apte

Email:

shubhada_apte
@yahoo.com

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.)

8

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

5

Research Programmes (M.Phil/P.hD)

0

Certificate Programmes

1

Professional Programmes

0

(B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)

Other value added programmes

2

Any other programme offered (Specify)

0

6. Details on Programme Development (Enter a number;

0 for nil)

New programmes added during the year

4

New programmes designed

1

Programmes under revision

0

Interdepartmental collaborative programmes

0

Inter institutional collaborative programmes

0

Number of review Committee recommendations Implemented (Total)

0

Number of NAAC peer team recommendations Implemented

11

Number of UGC/any other expert committee recommendation Implemented

0

Number of review Committee recommendation under Implementation

0

Number of NAAC peer team

0

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

5

MPhil

6

Masters

35

Any other (Specify)

Chartered Accountant
1 and MBA Dr.
Sushmita Daxini

9. Faculty qualification improvement

PhD awarded to existing Faculty

1

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)

35

Administrative staff (Actual Strength)

35

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)

2

Technical Support Staff
(Actual strength)

2

Added during the year

0

Left during the year

0

Number of posts vacant

0

4

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC.

It reflects quality management structure,

strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) inline with the vision, mission and goals of the institution.

12. Establishment details

Year of establishments of IQAC

DD/MM/YYYY
9/25/2004

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

Number of IQAC members

12

Number of Alumni in IQAC

0

Number of Students in IQAC

0

Number of Faculty in IQAC

4

Number of Administrative Staff in IQAC

2

Number of Technical Staff in IQAC

1

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

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

2

Number of faculty competency and development programmes Proposed

6

Number of other staff development programmes Proposed

95

Number of student mentoring programmes Proposed

Number of cocurricular activities proposed

100

Number of inter departmental cooperative schemes proposed

3

Number of community extension programmes proposed

132

Any other programmes proposed (Specify)

56

**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 cocurricular
activities implemented

Number of inter

departmental cooperative
programs implemented

3

Number of community
extension programmes
implemented

132

Any other programmes
suggested that are
implemented (Specify)

56

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

Number of seminars/
conferences/ workshops
organized by IQAC within
the institution

1

Number of participants
from the institution

100

Number of participants from
outside

0

Number of external experts invited

Number of external conferences/seminars/workshops on institutional quality attended

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

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

j
j

Yes
No

20. If the response to Qn. 18 is Yes, please provide the amount received from UGC 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)**

1. Successfully facilitating our students to critically assimilate and comprehend whatever they have gathered.
2. Effectively transforming the students as knowledge practitioners.
3. Enabled teachers to widen their horizon and academically interact with their counterparts in related disciplines.
4. Motivating students towards holistic learning by organizing various programs.
5. Several welfare measures such as Scholarships, Book Banks, Annapurna Scheme, Insurance Scheme have been introduced.

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

1

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

0

Number of active teaching days during the current academic year

234

Average percentage of attendance of students

80%

Percentage of classes engaged by guest faculty and temporary teachers

80%

Number of self financed programmes offered

5

Number of aided programmes offered

1

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	1
--	---

Number of major ongoing projects	0
----------------------------------	---

Number of minor ongoing projects	1
----------------------------------	---

Number of major projects completed	0
------------------------------------	---

Number of minor projects completed

0

Number of major project proposals submitted for external funding

0

Number of minor project proposals submitted for external funding

0

Number of research publications in peer reviewed journals

0

Number of research publications in international peer reviewed journals

0

Number of research publications in national peer reviewed journals

1

Number of research papers accepted for publication in international peer reviewed

4

journals

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

5

Average of impact factor of
publications reported
Number of books published

0

Number of edited books
published

1

Number of books (single
authored) published

1

Number of books
(coauthored) published

0

Numbers of conferences
attended by faculty

1

Number of international
conferences attended

6

Number of national
conferences attended

12

Number of papers
presented in conferences

1

Number of papers
presented in international
conferences

8

Number of papers
presented in national
conferences

14

Number of conferences
organized by the institution

2

Number of faculty acted as
experts resource persons

0

Number of faculty acted as
experts resource persons
international

0

Number of faculty acted as
experts resource persons
national

0

Number of collaborations
with international

5

institutions

Number of collaborations
with national institutions

6

Number of linkages created
during the year

0

Total budget for research
for current year as a
percentage of total
institution budget

0

Amount of external
research funding received
in the year

0

Number of patents received
in the year

0

Number of patents applied
for in the year

0

Number of research awards/
recognitions received by
faculty and research fellows
of the institute in the year

0

Number of PhDs awarded during the year

1

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

20%

6

SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

The total intake of students for various courses (Sanctioned)

Actual enrollment during the year

Student dropout
percentage during the year

Success percentage in the
final examination across
the courses

Number of academic
distinctions in the final
examination and
percentage

Number of students who
got admitted to institutions
of national importance

Number of students
admitted to institutions
abroad

Number of students
qualified in UGC NET/
SET

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

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

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

Number of students participated

22

30. Does student counselling and guidance service exist ?

Yes

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

Number of students participated

400

32. Career Guidance

Number of career guidance programmes organized
Percentage of students participated in career guidance programmes

18

33. Is there provision for

campus placement?

Yes

34. If yes to Qn. 32

Number of students participated
in campus selection programmes

500

Number of students
selected for placement
during the year

50

35. Does gender sensitization program exist ?

Yes

36. If Answer is Yes to Qn 34

Number of programmes
organized

6

37. Student activities

Number of students
participated in external

748

cultural events

Number of prizes won by students in external cultural events

187

Number of cultural events conducted by the institute for the students

57

Number of students participated in international sports and games events

0

Number of students participated in national level sports and games events

1

Number of students participated in state level sports and games events

0

Number of students participated in university level sports and games events

0

Number of prizes won by students in international sports and games events

0

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

1

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

0

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

0

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

40

38. Composition of students

Percentage of Scheduled Caste

3%

Percentage of Scheduled Tribe

1.68%

Percentage of other backward communities

12.50%

Percentage of women students

44%

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

285

Amount disbursed as financial support from the

48,500.00

institution

Number of students
awarded scholarship from
the institution

61

Number of students
received notable
national/international
acheivements/recognition

0

40. Student initiatives

Number of community
upliftment programmes
initiated by students

26

Number of literary
programmes initiated by
students

6

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

7

Number of student research

0

initiatives

7

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management

strategies adopted and in practice for achieving the objectives are focussed.

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

Yes

No

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. To provide the students an exposure to contemporary social reality.
- 2. To ensure education and primary health care for students.
- 3. Organizing competition

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)

1. Administrative procedures including
finance

2. Student admission

3. Evaluation and examination
procedures

4. Admission System.

5. Student Information System.

6. Fees Collection System.

7. I D Card System

8. Bio-metric system

9. Accounting System.

10. Inventory Management System

47. Existence of learning resource management

		N
	Yes	o
edatabase in library	Yes	
ICT and smartclass room	Yes	

elearning sources (e
Books, eJournals) Yes

Production of teaching
modules Yes

Interactive learning
facilities Yes

**48. Internal resource
mobilization : Kindly provide
the amount contributed**

Research

Consultancy and training

Student contribution

Alumni contribution

Wellwishers

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

Amount spent for infrastructure development

2,573,663.00

Amount spent for student welfare

193,080.00

Amount spent for staff welfare

10,000.00

50. Is delegation of authority practiced

Yes
No

51. Does grievance redressal cell exist ?

Faculty

Y N
es o
Y

Students

es j
Y

Staff

es j
Y
es j

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)

- | |
|---|
| <ol style="list-style-type: none">1. Innovative community development programmes in collaboration with NGOs2. More teachers holding PhD3. Effective Pedagogy4. The only aided institution on the eastern side of western suburb from (Borivali to Goregaon) |
|---|

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

format)

1. Students from economically backward areas so self supportive which affects their qualitative achievement.
2. Students being from vernacular background are weak in English.
3. Since many students earn and learn their academic excellence is affected.
4. Lack of Inter-Disciplinary approaches.

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

1. To introduce BMS program.
2. English Speaking Classes.
3. CPT Classes

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

1. To prepare the students for face competitive exams and job markets after graduation.

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

- 1.The growth in the results.
2. Increased student intake

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.Promoting research
- 2.Enhancing computer facilities.
- 3.Increasing programme options.
- 4.Expanding infrastructure
- 5.Adding more faculty.
- 6.Enhancing library services.
- 7.Using modern methods of teaching.

8.

CONCLUDING REMARKS

This exercise is intended to make a self analysis of the quality development of the institution during the year. The perspective plan and implementation for every year is to be documented and analysed to get a cumulative index for the period of accreditation and reaccreditation. Any substantial changes / initiative in this direction is to be separately listed. The best practices in various areas can be listed as a separate annexure. The data will be used to create a quality profile based on the total score index arrived at and this would help to map the institutions' strengths and areas of improvement.

NAAC will provide feedback and a quality profile based on analysis of your inputs if you desire so.

Thank you for your participation.