The Annual Quality Assurance Report (AQAR) of the IQAC
2012-13

NAAC Institutional Quality Sustenance and Development Survey

1.

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.

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1. Kindly provide the details of the institution

Name of Institution:	Gujarat Research Society's Hansraj
Year of Establishment of the Institution:	1969 (16.6.1969)
Address Line 1:	Dr. Madhuri Shah Campus, Jn. of 16
Address Line 2:	R.K. Mission Marg, Khar (W),
City/Town:	Mumbai
State:	Maharashtra
Postal Code:	400052
Email Address:	hjcollege@rediffmail.com; principal.

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation:	December, 2010 (Reaccreditation)
Current Grade:	A
CGPA:	3.09

3. Institutional Status

Affiliated Permanent

4. Contact Person Details

Name of Head of Institution:	Dr. Anita Swami
Contact Phone:	9820653125
Email:	principal.hjce@gmail.com
Website URL:	www.hjce.in

Name of IQAC Co-ordinator

Dr. Usha Borkar

Email:

uaborkar@gmail.com

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Name of IQAC Co-ordinator

Dr. Usha Borkar

Email:

uaborkar@gmail.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.)	0
Post Graduate (MA/M.Sc./M.Com etc.)	0
Research Programmes (M.Phil/P.hD)	1
Certificate Programmes	1
Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)	1
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	0
New programes designed	0
Programes 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	10
Number of UGC/any other expert committee recommendations implemented	0
Number of review	0

committee recommendation under implementation

Number of NAAC peer team recommendations under implementation	4
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	12
Total faculty on rolls	11
Faculty added during the year	1
Faculty positions vacant	1
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	4
MPhil	2
Masters	11+1
Any other (Specify)	PGDHE - IGNOU (5 faculty members); PGDTE (Smt. Ma

9. Faculty qualification improvement

PhD awarded to existing faculty	2
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)	3
Administrative staff (Actual strength)	2

Added during the year of reporting	1
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)	6
Technical Support Staff (Actual strength)	2
Added during the year	1
Left during the year	1
Number of posts vacant	3

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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	15	06	2005

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

Number of IQAC members	24
Number of Alumni in IQAC	2
Number of Students in IQAC	5
Number of Faculty in IQAC	9 +1
Number of Administrative Staff in IQAC	2
Number of Technical Staff in IQAC	1
Number of Management Representatives	1
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

`4`

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

`9`

Number of value added programmes proposed

`4`

Number of skill oriented programmes proposed

`4`

Number of faculty competency and development programmes proposed

`2`

Number of other staff development programmes proposed

`2`

Number of student mentoring programmes proposed

`6`

Number of co-curricular activities proposed

`9`

Number of inter departmental cooperative schemes proposed

`7`

Number of community extension programmes proposed	4

Any other programmes proposed (Specify)	6

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

Number of academic programmes implemented	9

Number of value added programmes implemented	4

Number of skill oriented programmes implemented	2

Number of faculty competency and development programmes implemented	2

Number of other staff development programmes implemented	2

Number of student mentoring programmes implemented	6

Number of co-curricular activities implemented	9

Number of inter departmental cooperative programs implemented	7

Number of community extension programmes implemented	4

Any other programmes suggested that are implemented (Specify)

`6`

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

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

`2`

Number of participants from the institution

`13`

Number of particpants from outside

`47`

Number of external experts invited

`21`

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

`19`

Number of events conducted with IQACs of other institutions as collobrative programes

`2`

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 NA/NIL-) Any other source including internal financial support from the management (Specify amount)

Amount Received from UGC

`NA`

Amount Received from any other source including the college management

`NIL`

21. Any significant contribution made by IQAC on quality enhancement during

current year (Please provide details in bullet format)

Implementation of suggestions given by NAAC Peer
Team

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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 programes developed or designed by faculty	9
Number of faculty members involved in curriculam restructuring/revision/syllabus development	8
Number of programes in which evaluation process reformation taken up and implemented	1
Number of active teaching days during the current academic year	207
Average percentage of attendance of students	95%
Percentage of classes engaged by guest faculty and temporary teachers	0
Number of self financed programmes offered	0
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

1

Number of minor research projects undertaken during the year

7

Number of major ongoing projects

1

Number of minor ongoing projects

3

Number of major projects completed

0

Number of minor projects completed

4

Number of major project proposals submitted for external funding

1

Number of minor project proposals submitted for external funding

2

Number of research publications in peer reviewed journals

15

Number of research publications in international peer reviewed journals

4

Number of research publications in national peer reviewed journals

11

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

4

Number of research papers accepted for

11

publication in national
peer reviewed journals

Average of impact factor of
publications reported

`1`

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

`29`

Number of international
conferences attended

`8`

Number of national
conferences attended

`17`

Number of papers
presented in conferences

`26`

Number of papers
presented in international
conferences

`11`

Number of papers
presented in national
conferences

`15`

Number of conferences
organized by the
institution

`1`

Number of faculty acted
as experts resource
persons

`5`

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

`1`

Number of linkages
created during the year

`19`

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

> 0

Amount of external research funding received in the year

> 3,35,000

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

> 2

Number of PhDs awarded during the year

> 0

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

> 90%

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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)	100
Actual enrollment during the year	100
Student dropout percentage during the year	0
Success percentage in the final examination across the courses	100
Number of academic distinctions in the final examination and percentage	1
Number of students who got admitted to institutions of national importance	0
Number of students admitted to institutions abroad	2
Number of students qualified in UGC NET/ SET	0
Number of students qualified GATE/ CAT/ other examination	0

(Specify)

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

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 ▼

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

Number of students participated

69

32. Career Guidance

Number of career guidance programmes organized

2

Percentage of students participated in career guidance programmes

100

33. Is there provision for campus placement?

Yes ▼

34. If yes to Qn. 32

Number of students participated in campus selection programmes

100

Number of students selected for placement during the year

72

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 cultural
events

8

Number of prizes
won by students in
external cultural
events

12

Number of cultural
events conducted by
the institute for the
students

10

Number of students
participated in
international sports
and games events

0

Number of students
participated in
national level sports
and games events

0

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

0

and games events

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

`2`

38. Composition of students

Percentage of
Scheduled Caste

`4`

Percentage of
Scheduled Tribe

`1`

Percentage of other
backward
communities

`3`

Percentage of
women students

`89`

Percentage of
physically
challenged

`0`

Percentage of rural
students

`5`

Percentage of urban
students

`95`

39. Scholarships and Financial Support

Number of students
availing financial support
from the institution

`0`

Amount disbursed as
financial support from the
institution

`0`

Number of students
awarded scholarship
from the institution

`0`

Number of students

received notable
national/international
acheivements/recognition

| 0 |

40. Student initiatives

Number of community upliftment programmes initiated by students

| 8 |

Number of literary programmes initiated by students

| 1 |

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

| 10 |

Number of student research initiatives

| 100 |

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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 acheiving 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

```
3. Research Cultural Developed in the college
4. Remedial Programme for students.
5. Receptive Leadership
```

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)

> The College being a 100% Government Aided College has provided details to the MIS of office of the Joint Director, Higher Education Mumbai

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	0
Student contribution	0
Alumni contribution	0
Wellwishers	0

49. Infrastructure and welfare spending: Please specify the amount

Amount spent for infrastructure development	150000
Amount spent for student welfare	0
Amount spent for staff welfare	0

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

```
0
```

Number of grievances resolved

```
0
```

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

Number of grievances received

```
1
```

Number of grievances resolved

```
1
```

54. Number of grievances received from other staff members and resolved (Enter 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)

1. Efficient & Committed Faculty.
2. Effective Leadership by the Principal
3. Team Spirit

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

2. Lower Participation of students in state level competitions.
3. Lack of efforts for mobilization of resources.

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

1. Support of Alumni and stake holders.
2. Establishing collaboration with relevant organizations.

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

1. Preparation of Computer based Instructional Packages.
2. Students from multi socio-cultural background

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

3. Strengthening of Research Cell by undertaking of Major & Minor Research Projects.

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

and objective of the institution.
3. AQAR helps in bringing about focused course of action.

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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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