

NAAC Institutional Quality Sustenance and Development Survey 2011 - 12

1. Kindly provide the details of the institution

Name of Institution:

Year of Establishment of the Institution:

Address Line 1:

Address Line 2:

City/Town:

State:

Postal Code:

Email Address:

2. NAAC Accreditation/ Reaccreditation Details

Year of Accreditation/ Reaccreditation:

Current Grade:

CGPA:

3. Institutional Status:

4. Contact Person Details

Name of Head of Institution:

Contact Phone:

Email:

Website URL:

Name of IQAC Co-ordinator:

Email:

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)

Number of academic programmes existing (Enter a number; 0 for nil) Undergraduate (BA/B.Sc./B.Com etc.)

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/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)

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

New programmes added during the year: 0

New programmes designed: 2

Programmes under revision: 0

Interdepartmental collaborative programmes: 0

Inter institutional collaborative programmes: 2

Number of review committee recommendations implemented (Total): 3

Number of NAAC peer team recommendations implemented: 2

Number of UGC/any other expert committee recommendations implemented: 2

Number of review committee recommendation under implementation: 9

Number of NAAC peer team recommendations under implementation: 9

Number of UGC/ any other expert committee recommendations under implementation: 2

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

Faculty Details (Enter a number; 0 for nil) Total faculty strength required as per norms for all programmes	32
Total faculty on rolls	30
Faculty added during the year	1
Faculty positions vacant	1
Faculty left during the year	2
Total number of visiting faculty	0
Total number of guest faculty	0

8. Qualification of Faculty

Qualification of Faculty PhD and Above	0
MPhil	3
Masters	23
Any other (Specify)	0

9. Faculty qualification improvement

Faculty qualification improvement PhD awarded to existing faculty	0
MPhil awarded to existing faculty	3
Any other degree awarded to existing faculty	1

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

Administrative Staff Details (Enter a number; 0 for nil) Administrative staff (total sanctioned)	45
Administrative staff (Actual strength)	45
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 Details (Enter a number; 0 for nil) Technical Support Staff (Total sanctioned strength)	14
Technical Support Staff (Actual strength)	14
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

	DD	MM	YYYY
	30	/ 07	/ 2010
Year of establishment of IQAC	Establishment details	Year	Month Year
	of establishment of IQAC		
	Day		

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

Composition of IQAC (Enter a number; 0 for nil) Number of IQAC members	13
Number of Alumni in IQAC	0
Number of Students in IQAC	4
Number of Faculty in IQAC	5
Number of Administrative Staff in IQAC	1
Number of Technical Staff in IQAC	0
Number of Management Representatives	1

Number of External experts in IQAC

Number of any other stakeholder and community representatives

14. IQAC Meetings

IQAC Meetings Number of IQAC meetings held during the year

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

Whether Calendar of activities of IQAC formulated for the academic year

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

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

Number of faculty competency and development programmes proposed

Number of other staff development programmes proposed

Number of student mentoring programmes proposed

Number of co-curricular activities proposed

Number of inter departmental cooperative schemes proposed

Number of community extension programmes proposed

Any other programmes proposed (Specify)

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

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	0
Number of student mentoring programmes implemented	1
Number of co-curricular activities implemented	2
Number of inter departmental cooperative programs implemented	1
Number of community extension programmes implemented	0
Any other programmes suggested that are implemented (Specify)	0

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

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	30
Number of participants from outside	180
Number of external experts invited	18
Number of external conferences/seminars/ workshops on institutional quality attended	2
Number of events conducted with IQACs of other institutions as collaborative programmes	0

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

- 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)

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)

- Patent Teachers Interaction/ Meeting initiated
- ISO 9001 - 2008 compliance achieved
- Restructuring of attendance system
- Assimilation and display of attendance for students
- College Alumni association formed
- ICT in classrooms - LCD in all classes
- Proposal for Interactive white boards
- Proposal for Power backup in computer labs
- Proposal for new photocopier
- Proposal for new flooring in room no. 120
- Proposal for renovation of 'Model Room'
- Proposal to change banquet hall chairs.

• **SECTION III**

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

• **22. Academic Programmes**

Academic Programmes Number of new academic programes developed or designed by faculty	0
Number of faculty members involved in curriculam restructuring/revision/syllabus development	0
Number of programes in which evaluation process reformation taken up and implemented	1
Number of active teaching days during the current academic year	130
Average percentage of attendance of students	80
Percentage of classes engaged by guest faculty and temporary teachers	1
Number of self financed programmes offered	1
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 ?

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

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?**

-

- Is feedback for improvement provided to the faculty?

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

Faculty Research, Projects, and Publication details for the year

Number of major research projects undertaken during the year

Number of minor research projects undertaken during the year

Number of major ongoing projects

Number of minor ongoing projects

Number of major projects completed

Number of minor projects completed

Number of major project proposals submitted for external funding

Number of minor project proposals submitted for external funding

Number of research publications in peer reviewed journals

Number of research publications in international peer reviewed journals

Number of research publications in national peer reviewed journals

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

Number of research papers accepted for publication in national peer

reviewed journals

Average of impact factor of publications reported

Number of books published

Number of edited books published

Number of books (single authored) published

Number of books (coauthored) published

Numbers of conferences attended by faculty

Number of international conferences attended

Number of national conferences attended

Number of papers presented in conferences

Number of papers presented in international conferences

Number of papers presented in national conferences

Number of conferences organized by the institution

Number of faculty acted as experts resource persons

Number of faculty acted as experts resource persons - international

Number of faculty acted as experts resource persons- national

Number of collaborations with international institutions

Number of collaborations with national institutions

Number of linkages created during the year

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

Amount of external research funding

received in the year

Number of patents received in the year

Number of patents applied for in the year

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

Number of PhDs awarded during the
year

Percentage of faculty 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

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?

Does student support mechanism exist for coaching for competitive examinations?

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

Student participation, if response is yes to Qn. 27 Number of students participated

30. Does student counselling and guidance service exist ?

Does student counselling and guidance service exist ?

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

Student participation, if answer to Qn. 29 is yes Number of students participated

32. Career Guidance

Career Guidance Number of career guidance programmes organized

Percentage of students participated in career guidance programmes

33. Is there provision for campus placement?

Is there provision for campus placement?

34. If yes to Qn. 32

If yes to Qn. 32 Number of students participated in campus selection programmes

Number of students selected for placement during the year

35. Does gender sensitization program exist ?

Does gender sensitization program exist ?

36. If Answer is Yes to Qn 34

If Answer is Yes to Qn 34 Number of programmes organized

37. Student activities

Student activities Number of students participated in external cultural events

Number of prizes won by students in external cultural events

Number of cultural events conducted by the institute for the students

Number of students participated in international sports and games events

Number of students participated in national level sports and games events

Number of students participated in state level sports and games events

Number of students participated in university level sports and games events

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

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

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

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

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

38. Composition of students

Composition of students Percentage of Scheduled Caste

Percentage of Scheduled Tribe

Percentage of other backward communities

Percentage of women students

Percentage of physically challenged

Percentage of rural students

Percentage of urban students

39. Scholarships and Financial Support

Scholarships and Financial Support
Number of students availing financial support from the institution

Amount disbursed as financial support from the institution

Number of students awarded scholarship from the institution

Number of students received notable national/international achievements/recognition

40. Student initiatives

Student initiatives Number of community upliftment programmes initiated by students

Number of literary programmes initiated by students

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

Number of student research initiatives

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 ?

- 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 ?

- 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 ?

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

- Integration of knowledge and skills
- To attain minimum of 80% success rate in final results.
- Minimum 3 industrial exposures in a year
- Discipline - Absenteeism less than 10%
- 100% placement for all students

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

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

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. Guru Gobind Singh Indraprastha University (GGSIPU) rules and regulations regarding admission and finance followed via electronic medium.

2. As per GGSIPU guidelines through Common Entrance Test (CET) with information on University website.

3. Comprehensive student data maintained in e-format at college office.

4. Continuous internal exam and external university exam results shared on intra-net and official college website

5. Management has a research focus and an International conference and journal publication (ISSN) is done every year.

6. Electronic surveillance in place at the college premise through CCTV.

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 checked="" type="radio"/>	<input type="radio"/>
Interactive learning facilities	<input checked="" type="radio"/>	<input type="radio"/>

48. Internal resource mobilization : Kindly provide the amount contributed

Internal resource mobilization : Kindly provide the amount contributed Research	<input type="text" value="0"/>
Consultancy and training	<input type="text" value="45309"/>
Student contribution	<input type="text" value="29667326"/>
Alumni contribution	<input type="text" value="345987"/>
Wellwishers	<input type="text" value="0"/>

49. Infrastructure and welfare spending: Please specify the amount

Infrastructure and welfare spending: Please specify the amount Amount spent for infrastructure development	<input type="text" value="307323"/>
Amount spent for student welfare	<input type="text" value="553500"/>
Amount spent for staff welfare	<input type="text" value="262480"/>

50. Is delegation of authority practiced

- 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)

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 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 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

- Has the institution conducted any SWOT analysis during the year Yes
 No

56. The SWOT analysis was done by internal or by external agency

- 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)

- Professional and coordinated approach in managing academic and social events
- Central location, sprawling campus and good connectivity within the city
- One and only AICTE approved Hotel management college under GGSIPU in Delhi.

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

- 97% students are day-scholars and from Delhi, hence college lacks diversity and pan India reach.
- Campus does not have a commercial hotel/ restaurant to give added practical training.

- Personal interview not part of screening process to select right candidate for the course.

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

- High industry interaction due to central location and many top hotel brands in close proximity to the college.
- Most students come from middle income group families with high career focus

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

- Many new hotel management colleges coming up in neighbouring states
- Government indifference towards private hotel management colleges.

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

- Steady improvement in academic research by both faculty and students
- Noticeable improvement in discipline and attendance.
- New avenues of industry interaction via MOU signed with IHG (Crowne Plaza Hotel) for IHG Academy
- Remarkable improvement in placements with 75 Management Trainees and Executive Trainees selected by the industry last year.

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

- The institution has imbibed a culture of quality consciousness in partnership with IQAC and NAAC
- New benchmarks in quality have evolved, benefiting all stake holders
- NAAC could play an even wider role if benchmarks are specific to our industry (Hospitality)

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 analyzed 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.