

The Annual Quality Assurance Report (AQAR) of the IQAC 2016-2017

Introduction of the College

Neelam Sanjeeva Reddy College of Education is established in 1972 in Hyderabad by prestigious Vivek Vardhini Education Society. Vivek Vardhini Education Society took birth as a concept and as an institution in the year 1907. Encapsulating a combination of indigenous wisdom and philanthropic concern, noble ideals and sense of commitment, the Society emerged on the scene. Sprouting as a humble primary school, it has grown, in a matter of a few decades, into a sturdy banyan tree branching off into twenty institutions providing education from K.G. to P.G. and research levels. As it grew, it incorporated three media of instruction, (Marathi, Telugu and English) catering to the needs of more than seven thousand students at different levels. Today, it is alive and vigilant to the growing, yet changing needs of the aspiring students. What is more significant, over the years, Vivek Vardhini has come to symbolize a confluence of diverse currents of national ethos and regional distinctiveness, of cultural renaissance and artistic creativity, of social service and political discourse, of mass awakening and elite brilliance.

Neelam Sanjeeva Reddy College of Education has many firsts to its credit.

- ✓ ***First to be established*** with co-education, in the private sector.
- ✓ ***First to be affiliated to Osmania University*** among the aided institutions.

A Select List of Dignitaries who visited the Vivek Vardhini Education Society from the year 1914 onwards

1. Dr. Annie Basent (1914)
2. Professor N.A. David (1914)
3. Nawab Sadrayar Jung Bahadur (1919)
4. C.R. Reddy (1921)
5. Sri Hridaynath Kunjru (1928)
6. Bharat Ratna Sri D.K. Karve (1928)
7. Mahatma Gandhi Ji (1929)
8. Sri A.V. Thakkar (1932)
9. Sir C.V. Raman (1933)
10. Sri J.S. Karandikar (1937)
11. Pandit Sitaram J. Joshi (1940)
12. Ved Maharishi Sripad Damodar (1941)
13. Bharat Ratna D.K. Karve (1941)
14. Sri S.V. Kirloskar (1943)
15. Sri C.M. Trivedi (1956)
16. Dr. S. Radhakrishnan (1958)
17. Sri Neelam Sanjeeva Reddy (1958)
18. Sri Kasu Brahmananda Reddy (1958)
19. Sri C.D. Deshmukh & Durgabhai Deshmukh (1966)
20. Sri Y.B. Chavan (1976)
21. Sri K.V. Krishna Menon (1976)
22. Sri Sripad Pawar (1998)
23. Smt. Sushma Swaraj (2000)
24. Sangeet Samrat Pandit Jasraj (2000)
25. Dr. Y. Venugopal Reddy (2000)
26. Sri Susheel Kumar Shinde (2005)
27. G.V.K. Reddy (2006)
28. Bharat Ratna Dr. A.P.J. Abdul Kalam (2007)

Report on Activities and Achievements

during 2016-17

Neelam Sanjeeva Reddy College since its inception in 1972 always has been on the top, curriculum wise and co-curricular activities. Even today, after 43 years the college has strong foundation striving hard for student centric programmes. College Committee meet frequently to discuss about various academic and administrative matters. This academic year four meetings were held in the presence of O.U. Nominee and Government Nominee. The college has 05 permanent lectures and 3 ad hoc lecturers of which 5 faculty with Ph.D. and others qualified APSET in the subject of Education. The college has B.Ed. programme. The present students' strength of the college is 62.

1. An amount of Rs. 1, 05, 136 is spent sanctioned by UGC under GIA and Capital Assets of XII Plan during 2016-17. The college has utilized the amount and purchased the following equipments.

1.1 CCTV Cameras

1.2 College Website designing

1.5 AMC of Computers

1.6 Material for Career Counselling

Conduct of Activities by the College

The following activities were conducted during 2016-2017.

1. Workshop on Yoga is conducted in the first week of December, 2016 in collaboration with Gandhi Gyan Mandir, Koti, Hyderabad

Part – A

I. Details of the Institution

1.1 Name of the Institution

Neelam Sanjeeva Reddy College of
Education

1.2 Address Line 1

V.V. Campus, Jambagh,

Address Line 2

Koti,

City/Town

Hyderabad

State

Telangana

Pin Code

Pin Code: 500095

Institution e-mail address

nsrcoe1972@gmail.com

Contact Nos.

040- 24744091 / 92

Name of the Head of the Institution:

Dr. S. Venkanna, Principal

Tel. No. with STD Code:

040-24744091 / 92

Mobile:

+91 90594 28926

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:
 (For Example EC/32/A&A/143 dated 3-5-2004.
 This EC no. is available in the right corner- bottom
 of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR: --

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1 | 1 st Cycle | | | | |
| 2 | 2 nd Cycle | | | | |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

1.7 Date of Establishment of IQAC: DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ -- _____ (DD/MM/YYYY)
 ii. AQAR _____ -- _____ (DD/MM/YYYY)
 iii. AQAR _____ -- _____ (DD/MM/YYYY)
 iv. AQAR _____ -- _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. NCTE, AICTE, BCI, MCI, PCI, NCI,)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

. --

1.12 Name of the Affiliating University (*for the Colleges*)

OSMANIA UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

NA

University with Potential for Excellence

--

UGC-CPE

--

DST Star Scheme

--

UGC-CE

--

UGC-Special Assistance Programme

Yes

DST-FIST

--

UGC-Innovative PG programmes

--

Any other (*Specify*)

--

UGC-COP Programmes

--

2. IQAC Composition and Activities

2.1 No. of Teachers

4

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

--

2.4 No. of Management representatives

3

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
community representatives

--

2.7 No. of Employers/ Industrialists

--

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 04

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.

International National State Institution Level

(ii) Themes

(1) --
(2) --

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

Details are given below.

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

| Plan of Action | Achievements |
|---|---|
| To continue preparing lessons for Smart Board and create virtual learning centre. | <i>Development of ICT based lessons is in progress.</i> |

| | |
|--|---|
| <p>B.Ed. Programme Almanac prescribed by Osmania University is implemented.</p> | <p><i>Osmania University Almanac is implemented in its true spirit</i></p> <p><i>Academic calendar(OU Almanac) is attached in Annexure - iii</i></p> |
| <p>Teaching Language lessons in Language Lab</p> | <p>Language lessons in</p> <p><i>Language Lab are being taught.</i></p> |
| <p>Conducting Psychology Experiments for providing Guidance and Counselling services to students</p> | <p><i>Material of Psychology Laboratory is put for use for providing Guidance and Counselling</i></p> |
| <p>Field visits shall be conducted to provide first-hand information to students</p> | <p><i>Field visits to various institutions such as NIMH Secunderabad are organized</i></p> |

** Attach the Academic Calendar of the year as Annexure. – Attached as Annexure - iii*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The statutory body has approved the AQAR for its submission.

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | | | | |
| PG | | | | |
| UG | | | | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | | | | |
| Others | 1 | | | |
| Total | | | | |
| Interdisciplinary | | | | |
| Innovative | | | | |

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------------------|
| Semester | 1 B.Ed of Four Semester Duration |
| Trimester | |
| Annual | |

1.3 Feedback from stakeholders*

Alumni

Parents

Employers

Students

(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

New Syllabus for four Semesters of B.Ed. has been implemented from the year 2015-2016

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

2.2 No. of permanent faculty with Ph.D.

| Total | Asst. Professors/lectures | Associate Professors/Sr.Lecturers | Professors/SGL/Reader | Others |
|-------|---------------------------|-----------------------------------|-----------------------|--------|
| 5 | 5 | -- | -- | -- |

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|------------------|---|----------------------|---|------------|---|--------|---|-------|---|
| R | V | R | V | R | V | R | V | R | V |
| | | | | | | 3 | | | |

2.4 No. of Guest and Visiting faculty and Temporary faculty

3

--

--

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|-------------------------------|---------------------|----------------|-------------|
| Attended Seminars / Workshops | 2 | -- | -- |
| Presented papers | 1 | -- | -- |
| Resource Persons | | | 3 |

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Smart Boards are being utilized for video lessons and students' seminar presentations. Use of audio-video equipment in teaching learning process.

Language Lab is being utilized for Language lessons.

2.7 Total No. of actual teaching days during this academic year

100 per Semester

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Nil

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

2

3

--

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|-------------------------------|--------------------------------|---------------|-----|------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| B. Ed. I Year I- Semester | 36 | 05 | 16 | 08 | 06 | 97 |
| B.Ed. II Year IV- Semester | 58 | 11 | 39 | 07 | -- | 98 |

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC collects feedback from students from time to time by administering a feedback questionnaire which is analyzed to assess the ongoing teaching

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | |
| UGC – Faculty Improvement Programme | 03 |
| HRD programmes | |
| Orientation programmes | |
| Faculty exchange programme | |
| Staff training conducted by the university | 03 |
| Staff training conducted by other institutions | 04 |
| Summer / Winter schools, Workshops, etc. | |
| Others (Interdisciplinary Workshop in Jan. 2015) | |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 4 | -- | - | 2 |
| Technical Staff | -- | -- | - | 1 |

Criterion – III**3. Research, Consultancy and Extension**

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

| |
|---|
| Institution has encouraged all faculty to propose Minor and Major Projects. |
|---|

3.2 Details regarding Major Projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | -- | -- | -- | -- |
| Outlay in Rs. Lakhs | -- | -- | -- | -- |

3.3 Details regarding Minor Projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | -- | 1 | -- | -- |
| Outlay in Rs. Lakhs | -- | 2 Lakhs | -- | -- |

3.4 Details on Research Publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | -- | -- | -- |
| Non-Peer Review Journals | -- | -- | -- |
| e-Journals | -- | -- | -- |
| Conference proceedings | -- | -- | -- |

3.5 Details on Impact factor of Publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--|---------------|----------------------------|------------------------|----------|
| Major projects | | | | |
| Minor Projects | | | | |
| Interdisciplinary Projects | | | | |
| Industry sponsored | | | | |
| Projects sponsored by the University/ College | | | | |
| Students research projects <i>(other than compulsory by the University)</i> | | | | |
| Any other(Specify) | | | | |
| Total | | | | |

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
 DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
 INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|-------------|
| Number | -- | -- | -- | -- | -- |
| Sponsoring agencies | -- | -- | -- | -- | Institution |

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | -- |
| | Granted | -- |
| International | Applied | -- |
| | Granted | -- |
| Commercialised | Applied | -- |
| | Granted | -- |

3.17 No. of research awards / recognitions received by faculty and research fellows
Of the institute in the year

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| -- | - | - | -- | - | - | -- |

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

-
-

Criterion – IV**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|--|---------------|---------------|----------------|-------|
| Campus area | 3000 Sq. Mtrs | | | |
| Class rooms | 5 | | | 5 |
| Laboratories | 6 | -- | -- | |
| Seminar Halls | 1 | | | |
| No. of important equipment purchased (\geq 1-0 lakh) during the current year. | -- | -- | -- | -- |
| Value of the equipment purchased during the year (Rs. in Lakhs) | -- | -- | -- | -- |
| Others | | | | |

4.2 Computerization of administration and library

Library was computerized with SOUL Software and bar-coding of books is under process

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|-----------|----------------------------------|-------|-------|---------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 10897 | 22,81,077 | -- | -- | 10897 | 2281077 |
| Reference Books | 2000 | 500000 | -- | -- | 2000 | 500000 |
| e-Books | - | - | - | - | - | - |
| Journals | 32 | 49760 | -- | -- | 32 | 49760 |
| e-Journals | - | - | - | - | - | - |
| Digital Database | 1 | 10000 | - | - | 2 | 10000 |
| CD & Video | 25 | 5000 | 56 | 6031 | 81 | 11031 |
| Others (specify) | - | - | Bar Code Machine & Scanner | 23000 | - | 23000 |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart- ments | CCTV Camer as |
|----------|--------------------|------------------|----------|---------------------|---------------------|--------|------------------|---------------------|
| Existing | 47 | 1 | Yes | 5 | -- | 3 | -- | -- |
| Added | 1 | -- | -- | -- | -- | -- | -- | 4 |
| Total | 48 | -- | -- | -- | -- | -- | -- | -- |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology Up-gradation (Networking, e-Governance etc.)

The faculty is skilled to use computers in teaching learning process and Students are provided hands-on experience.

4.6 Amount spent on maintenance in lakhs:

| | |
|--|-------------------|
| i) ICT | Rs. 30,000 |
| ii) Campus Infrastructure and facilities | -- |
| iii) Equipments | -- |
| iv) Others | -- |
| Total : | Rs. 30,000 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC ensure the awareness of the Students Support Services. Further at the beginning of every academic year all the Faculty give the information about library, office, competitive exams and placements etc.

This year also students were oriented on the Semester system of B. Ed. Course and their doubts on subject engagement activities were clarified.

5.2 Efforts made by the institution for tracking the progression

The institution tracks the progress of every student on quarterly basis through the EPCs and Mentoring activities.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|----|----|--------|--------|
| | | | 44 |

(b) No. of students outside the

| |
|---|
| 0 |
|---|

state

(c) No. of international students

| |
|---|
| 0 |
|---|

| | | | | | |
|-----|----|----|-------|----|----|
| Men | No | % | Women | No | % |
| | 18 | 25 | | 44 | 75 |

| | |
|----|----|
| No | % |
| 44 | 75 |

| Last Year | | | | | | This Year | | | | | |
|-----------|----|----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 14 | 8 | 4 | 34 | 1 | 62 | 8 | 9 | 2 | 24 | 1 | 44 |

Demand ratio

Dropout % Nil

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The institution facilitates coaching for competitive exams, UGC-NET, SLET, Govt. Teachers' Recruitment Tests, Faculty of the Institute conduct orientation on soft skills.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

No. of students benefitted

The faculty gives counseling to students at the beginning of academic year and also before the exams. The faculty gives information regarding the competitive exams and other exams for entry into teaching and other services.

5.7 Details of campus placement

| <i>On campus</i> | | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| -- | -- | -- | -- |

5.8 Details of gender sensitization programmes

Students are sensitized on gender issues.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level

20

National level

01

International level

--

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level National level International level Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|--------------------|--------|
| Financial support from institution | -- | -- |
| Financial support from government | 21 | 79,800 |
| Financial support from other sources | -- | -- |
| Number of students who received International/ National recognitions | -- | -- |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level Exhibition: State/ University level National level International level 5.12 No. of social initiatives undertaken by the students 5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION :

- ✓ Neelam Sanjeeva Reddy College of Education is the seat of academic excellence in all the three basic endeavors of education viz., Teaching, Training, Research and Extension.
- ✓ Training generations of student-teachers to compete for rightful place in the globalized world.
- ✓ Inculcation of scientific temper, concern for fellow human beings and environment.
- ✓ Promotion of creativity, innovative thinking, team spirit and national spirit.
- ✓ Preparing future teachers for generating citizens for global citizenship.

MISSION :

- ✓ Neelam Sanjeeva Reddy College of Education is committed to provide qualitative teacher education.
- ✓ The Institution is committed to build academic excellence through State-of-Art infrastructure, dedication and commitment of its faculty and an all-round development of personality of its students.
- ✓ Empowerment of socially and economically disadvantaged students of the society through job oriented vocational education.
- ✓ Inculcation of scientific spirit, work culture, social commitment and nationalism.

6.2 Does the Institution has a Management Information System

No

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The Institution is affiliated to Osmania University. The curriculum prescribed by the University is implemented in its true spirit.

6.3.2 Teaching and Learning

3 Smart Boards are being utilized for enriching teaching, learning & curriculum using ICT. Language laboratory is being utilized for language teaching.

6.3.3 Examination and Evaluation

EPCs and practicals in teaching practice are conducted as per University norms and their results were sent online to Osmania University.

6.3.4 Research and Development

--

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library has been fully automated with bar-coding using SOUL Software.

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

Teaching staff's expertise is being utilized by various institutions without disturbing the institutions' day to day work.

Three Teaching Staff and three non-teaching staff members were recruited on full-time basis.

6.3.8 Industry Interaction / Collaboration/Field trips

All the students were taken to field trip to provide first-hand knowledge as a part of fulfillment of EPCs by respective mentors.

6.3.9 Admission of Students

Total 54 Students are admitted. 54 students are allotted by Convener Ed CET-2017. List is enclosed in Annexure-iv

6.4 Welfare schemes for: Nil

| | |
|--------------|----|
| Teaching | -- |
| Non-teaching | -- |
| Students | -- |

6.5 Total corpus fund generated

| |
|----|
| -- |
|----|

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type | External | | Internal | |
|----------------|----------|------------------------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | OU Academic Audit Cell | Yes | Principal |
| Administrative | Yes | OU | Yes | Principal |

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

| |
|--|
| The affiliating University has made provision for online submission of forms (academic) exams. University also sends question papers of terminal exams through online. |
|--|

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

| |
|--|
| The institution has obtained permanent affiliation |
|--|

6.11 Activities and support from the Alumni Association

The Institution is making efforts to start alumni Association.

6.12 Activities and support from the Parent – Teacher Association

N/A

6.13 Development programmes for support staff

Computer training for Office Staff is given by the faculty.
Procedure of online submission of internal marks and exam forms is trained.

6.14 Initiatives taken by the institution to make the campus eco-friendly

‘Swatch Bharat’ programme is being implemented with its true spirit. Haritha Haram (Plantation of Saplings), a programme implemented by Govt. of Telangana is conducted and dozens of saplings were planted in the college premises.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Yoga workshop is conducted for the benefit of students and staff in First week of December, 2016 in association with Gandhi Gyan Mandir, Hyderabad

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Action Taken Report is annexed in Annexure - i

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Use of ICT in teaching and learning.
2. Conducting field visits in the respective EPCs

Details enclosed in Annexure - ii

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Faculty members conducted Clean and Green Programme in the campus.
- Swatch Bharat is implemented in its true spirit.
- Plantation of dozens of saplings in the college premises.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

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8. Plans of institution for next year

Preparation of more lessons and teaching using Smart Boards and materializing Virtual Learning Centre.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I**Abbreviations:**

| | | |
|------|---|--|
| CAS | - | Career Advanced Scheme |
| CAT | - | Common Admission Test |
| CBCS | - | Choice Based Credit System |
| CE | - | Centre for Excellence |
| COP | - | Career Oriented Programme |
| CPE | - | College with Potential for Excellence |
| DPE | - | Department with Potential for Excellence |
| GATE | - | Graduate Aptitude Test |
| NET | - | National Eligibility Test |
| PEI | - | Physical Education Institution |
| SAP | - | Special Assistance Programme |
| SF | - | Self Financing |
| SLET | - | State Level Eligibility Test |
| TEI | - | Teacher Education Institution |
| UPE | - | University with Potential Excellence |
| UPSC | - | Union Public Service Commission |

Annexure- i Action Taken Report on Plan of Action at the beginning of the Year

1. The following infrastructure has been procured and learning resources have been enhanced by utilizing the sanctioned UGC funds under XII th plan.

1.1 CCTV Cameras

1.2 College Website designing

1.3 AMC of Computers

1.4 Material for Career Counselling

Annexure - ii Best Practices of the Institution

1. Use of ICT in teaching and learning
 - 1.1 Field work
 - 1.2 Competence building
 - 1.3 Career Counselling
 - 1.4 College notifications being announced on College Website
 - 1.5 Video and Audio teaching-learning material is used to enhance understanding of the subjects elaborately
 - 1.6 Language laboratory is being used to improve communication skills
 - 1.7 WhatsApp group is created and being used to pass on the information of the institution to the students.
2. Conducting field visits in the respective EPCs
3. Students were taken to Gandhi Gyan Mandir, Hyderabad (A Yoga Training Institute) for providing first-hand knowledge and experience in Yoga in the first week of December 2016
4. Students were taken to National Institute for the Mentally Handicapped (NIMH), Secunderabad on 23-03-2017 to provide first hand knowledge on education and rehabilitation of mentally retarded children.
5. Students are being encouraged to participate in state and national events
