

# AQAR

2012-13

The Annual Quality Assurance  
Report of the IQAC



St. Pious X Degree & PG College for Women  
Snehapuri Colony, Nacharam, Hyderabad - 500 076  
(Affiliated to Osmania University)

**St. Pious X Degree & PG College for Women**  
**The Annual Quality Assurance Report (AQAR) of the IQAC**  
**2012-13**

**Part - A**

**1.0 Details of the Institution**

1.1 Name of the Institution

St. Pious X Degree & PG College for Women

1.2 Address Line 1

Snehapuri Colony

Address Line 2

Nacharam

City/Town

Hyderabad

State

Andhra Pradesh

Pin Code

500 076

Institution e-mail address

stpiouscollege@yahoo.co.in

Contact Nos.

040- 27175786

Name of the Head of the Institution:

Dr. Sr. Nirmala U.

Tel. No. with STD Code:

040- 27178233

Mobile:

9849725030

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:

1.5 Website address

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A	3.16	2013	5 years
2	2 <sup>nd</sup> Cycle	-	-	-	-
3	3 <sup>rd</sup> Cycle	-	-	-	-
4	4 <sup>th</sup> Cycle	-	-	-	-

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

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

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

1.10 Institutional Status

University	State	<input type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input checked="" type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>				
Regulatory Agency approved Institution	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Type of Institution	Co-education	<input type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input checked="" type="checkbox"/>		
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>		
Financial Status	Grant-in-aid	<input type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>		

1.11 Type of Faculty/Programme

Arts	<input type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Others (Specify)				<input type="text" value="-"/>					

1.12 Name of the Affiliating University

Osmania University

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

Autonomy by State/Central Govt. / University	-	
University with Potential for Excellence	-	UGC-CPE -
DST Star Scheme	-	UGC-CE -
UGC-Special Assistance Programme	-	DST-FIST -
UGC-Innovative PG programmes	-	Any other ( <i>Specify</i> ) -
UGC-COP Programmes	-	

## 2.0 IQAC Composition and Activities

2.1 No. of Teachers

08

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and Community representatives

01

2.7	No. of Employers/ Industrialists	01
2.8	No. of other External Experts	02
2.9	Total No. of members	19
2.10	No. of IQAC meetings held	03
2.11	No. of meetings with various stakeholders	08

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

2.14 Significant Activities and contributions made by IQAC

- ❖ Enhancing quality in academic programmes
- ❖ Motivational and personality development seminars arranged for staff and students
- ❖ Promoting Faculty Research
- ❖ Student Project & Seminars encouraged
- ❖ Use of ICT by Faculty and students emphasized
- ❖ Automation of Library services
- ❖ Increasing the number of books for the main library and for the departmental libraries
- ❖ Arranging expert talks from various fields
- ❖ Interdisciplinary courses have been introduced.
- ❖ Student welfare activities have been strengthened.
- ❖ Feedback from students and alumni taken
- ❖ Encouraging and providing opportunities for co-curricular and extracurricular activities
- ❖ Involving students in community services

2.15 Plan of Action by IQAC/Outcome

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 \*

<i>Plan of Action</i>	<b>Achievements</b>
<ul style="list-style-type: none"> <li>• To conduct National workshop.</li> </ul>	<ul style="list-style-type: none"> <li>• National workshop on experimental Physics was conducted in collaboration with Indian Academy of Sciences.</li> </ul>
<ul style="list-style-type: none"> <li>• To apply for UGC funds for research activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Applied for Minor Research projects.</li> </ul>

<ul style="list-style-type: none"> <li>To construct central research laboratory</li> </ul>	<ul style="list-style-type: none"> <li>Planning in progress.</li> </ul>
<ul style="list-style-type: none"> <li>To stimulate the faculty to publish Research articles in National and International Journals</li> </ul>	<ul style="list-style-type: none"> <li>16 articles were published in International Journals and 3 were published in National Journals.</li> </ul>
<ul style="list-style-type: none"> <li>Organising various seminars and workshops</li> </ul>	<ul style="list-style-type: none"> <li>Seminars and workshops were successfully organised.</li> </ul>
<ul style="list-style-type: none"> <li>Arranging field trips</li> </ul>	<ul style="list-style-type: none"> <li>Field trips to various Historical places, Research Institutes and industries were arranged.</li> </ul>
<ul style="list-style-type: none"> <li>To encourage students in sports activities</li> </ul>	<ul style="list-style-type: none"> <li>More than 100 students participated in various sports events at the University level and 19 medals were won by the students.</li> </ul>
<ul style="list-style-type: none"> <li>To improve campus placements</li> </ul>	<ul style="list-style-type: none"> <li>Well organised pre -placement activities resulted in increased campus Placements.</li> </ul>
<ul style="list-style-type: none"> <li>To Strengthen Linkage with Industry</li> </ul>	<ul style="list-style-type: none"> <li>Interface with Industry progressed.</li> </ul>
<ul style="list-style-type: none"> <li>To increase the involvement of Alumni</li> </ul>	<ul style="list-style-type: none"> <li>Alumni supported Placement activities and extended financial assistance to the poor students.</li> </ul>

*\* Attach the Academic Calendar of the year as Annexure.*

***\* Academic Calendar of 2012-13 is attached in Annexure I***

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body



PROVIDE THE DETAILS OF THE ACTION TAKEN:

- Management provided incentives to the faculty for Research, Paper publications and presentations.
- Incentives are given to the PhD Awardees among the faculty.
- Fee concessions have been increased to the needy students.
- Free residential accommodation was provided for the needy out-station students.
- Laboratories are upgraded with latest equipments.
- Infrastructural facilities have been significantly improved in the departments of Botany, Zoology, Biochemistry, Microbiology, Computer Science and Commerce.
- Linkage with Industry has been strengthened.
- A spacious sports room has been established for indoor games.
- Mineral water plant was setup to provide safe drinking water.
- Free Gym facility was provided to cater to the physical fitness of the students.

## Part – B

### Criterion – I

#### 1. 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	04	01	05	-
UG	11	01	12	01
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	05	01	06	06
Others	06	01	07	07
<b>Total</b>	<b>26</b>	<b>04</b>	<b>30</b>	<b>14</b>

Interdisciplinary	09	04	-	-
Innovative	-	-	-	-

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	05
Trimester	0
Annual	11

1.3 Feedback from stakeholders \*

Alumni  - Parents  Employers  - Students

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

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

*\*Analysis of feedback is attached in Annexure II*

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

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

**Criterion – II**

**2. Teaching, Learning and Evaluation**

2.1 Total No. of permanent faculty

Total	Assistant Professors	Associate Professors	Professors	Others
64	59	03	02	-

2.2 No. of permanent faculty with Ph.D.

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
08	-	-	-	-	-	-	-	08	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

<b>Guest Faculty</b>	<b>Temporary Faculty</b>
02	08

2.5 Faculty participation in conferences and symposia:

<b>No. of Faculty</b>	<b>International level</b>	<b>National level</b>	<b>State level</b>
Attended Seminars	13	22	11
Presented papers	05	12	-
Resource Persons	01	03	-

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

1. Seminars, Group Discussions, Debates, Role-play Sessions, Case-study analysis, Quiz programmes, Online competitions and IT treasure hunt are conducted.
2. Visual aids such as Projectors, Smart Boards are used to facilitate teaching and learning.
3. Online assignments and projects are given to students.
4. Problem solving techniques are emphasised.
5. To expose the students to the real life situations and practical aspects of industry, field trips and Industrial visits are arranged.
6. Faculty and student projects are encouraged to promote an aptitude for research.

2.7 Total No. of actual teaching days during this academic year 180

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

- Open Book System
- Multiple Choice Questions

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

07	0	0
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2.10 Average percentage of attendance of students 92%

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>UG</b>	312	26 %	56 %	12 %	-	<b>94%</b>
<b>PG</b>	105	27%	63%	8%	-	<b>98%</b>

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

- IQAC Contributes through Seminars, Refresher Courses, Workshops and various Training Programmes quality consciousness is promoted among the faculty and students.
- Through the duly constituted committees activities of various departments are regularly monitored.
- Teaching & Learning Processes are evaluated through Internal and External academic audit.
- Departmental meetings chaired by the Principal monitor the Teaching & Learning activities.
- IQAC monitors result analysis and proposes various measures to the faculty to improve the quality of the students.

2.13 Initiatives undertaken towards faculty development

<b>Faculty / Staff Development Programmes</b>	<b>Number of faculty benefitted</b>
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	13
Orientation programmes	79
Faculty exchange programme	30
Staff training conducted by the university	01
Staff training conducted by other institutions	05
Summer / Winter schools, Workshops, etc.	08
Others	50

2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
<b>Administrative Staff</b>	08	-	-	-
<b>Technical Staff</b>	14	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Organising Research Orientation Seminars, faculty development programmes.
- Encouraging Faculty and students to take up Minor projects funded by the management and UGC.
- Providing travel grant for the staff to attend seminars and conferences all over the country and abroad.
- Cash Incentives are given to the faculty for research publications.
- Institutional collaboration with Global Medical Educational Research Foundation has enabled the faculty and students to participate in workshops organised by them. Projects are assigned to the students to be carried out at Global hospitals.
- Faculty are supervising student Research projects.
- Faculty is encouraged to participate and present papers at National and International Seminars and Workshops.
- Environment related projects were taken up in collaboration with A.P Forest and Centre for Environment Education.

#### 3.2 Details regarding **major** projects

	<b>Completed</b>	<b>Ongoing</b>	<b>Sanctioned</b>	<b>Submitted</b>
<b>Number</b>	-	-	-	-
<b>Outlay in Rs. Lakhs</b>	-	-	-	-

#### 3.3 Details regarding **minor** projects (student Projects College funded)

	<b>Completed</b>	<b>Ongoing</b>	<b>Sanctioned</b>	<b>Submitted</b>
<b>Number</b>	<b>20</b>	<b>09</b>	<b>29</b>	<b>31</b>
<b>Outlay in Rs. Lakhs</b>	-	-	<b>1.5</b>	-

3.4 Details on research publications

	<b>International</b>	<b>National</b>	<b>Others</b>
<b>Peer Review Journals</b>	15	02	-
<b>Non-Peer Review Journals</b>	-	-	02
<b>e-Journals</b>	01	-	-
<b>Conference proceedings</b>	-	07	-

3.5 Details on Impact factor of publications:

Range	0.08 – 1.44	Average	0.27	h-index	-	Nos. in SCOPUS	-
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3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

<b>Nature of the Project</b>	<b>Duration Year</b>	<b>Name of the funding Agency</b>	<b>Total grant sanctioned</b>	<b>Received</b>
<b>Major projects</b>	-	-	-	-
<b>Minor Projects</b>	-	-	-	-
<b>Interdisciplinary Projects</b>	-	-	-	-
<b>Industry sponsored</b>	-	-	-	-
<b>Projects sponsored by the University/ College</b>	1-2 yr	-	-	-
<b>Students research projects</b> <i>(other than compulsory by the University)</i>	1-2 yr	Management- St.Pious X Degree & PG College for Women	Rs.1,50,000	Rs.1,00,000
<b>Any other(Specify)</b>	1	Butterfly conservation society & college management	Rs. 1000	Rs.1000
<b>Total</b>			1,51,000	Rs.1,01,000



3.7 No. of books published

i) With ISBN No.  ii) Without ISBN No.  Chapters in Edited Books

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	-	-	-	01	11
Sponsoring agencies	-	-	-	Indian Academy of Sciences	Management

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

02
02

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

-
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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

- Dept of Computer Science **donated stationary material** to the under privileged students of a **NGO named “Mahitha”**.
- Depts of Commerce and Computer Science conducted two State Level Workshops on **“Tally Package and Basics of MSOffice and Web Technologies”** to the Accountants of educational institutions run by **“Congregation of Catechist Sisters of St. Ann”** .
- Dept. Of Chemistry conducted a training programme for AP Tribal School teachers.
- Dept of Biochemistry has contributed uniforms to the kids of **“RAINBOW HOME”** an orphanage run by Aman Vedika Society.
- Depts of Telugu and Sanskrit involved the students to enact street plays on **Cyber crimes**, on the occasion of Ganesh festival, at Nagarjuna Nagar Community Hall, Tarnaka, Hyderabad.
- Faculty of Telugu and Sanskrit have conducted various literary and cultural competitions for the Government school students of Nacharam, Hyderabad.
- PEARL, the college outreach wing, has adopted a **Zilla Parishad School in Habsiguda**. Ranga Reddy District and taught basic mathematics, fundamentals of Grammar and Computer Science on every Thursday and Friday to the school children.
- NSS volunteers were involved in activities like Social Awareness walks on Save Girl Child, Adult Literacy and AIDS Awareness programmes. Student volunteers were engaged in cleaning the streets, and laying drainage pipes in govt. Schools.

## 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	3 acres	-	Management	3 acres
Class rooms	34	02	Institution	36
Laboratories	29	03	Institution	32
Seminar Halls	01	02	Institution	03
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	06	-	Institution	06
Value of the equipment purchased during the year (Rs. in Lakhs)	-	10,55,652	Management	10,55,652
Others (Number)	-	02(Gym and Parking Shed)	Management	02

## 4.2 Computerization of administration and library

Library software upgraded from Newzenlib **3.03 to 3.04**

## 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
<b>Text Books</b>	11450	30,88,839	732	1,31,554	12182	32,20,393
<b>Reference Books</b>	6584	19,36,936	470	1,67,030	7054	21,03,966
<b>e-Books</b>	0	0	0	0	0	0
<b>Journals</b>	71	1,43,786	68	60,982	139	2,04,768
<b>e-Journals</b>	0	0	03	2,60,016	03	2,60,016
<b>Digital Database</b>	-	-	-	-	-	-
<b>CD &amp; Video</b>	476	10,480	25	3,125	501	13,605
<b>Others (specify)</b>	-	-	-	-	-	-

## 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Dept.	Others
Existing	220	04	1 leased line connected to 153 systems	03	1 centre with 60 terminals	10	17	13
Added	01	-	-	-	-	-	-	-
Total	221	04	1 leased line connected to 153 systems	03	1 centre with 60 terminals	10	17	13

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

1. Faculty of Computer Science was trained on Networking and maintenance.
2. Faculty were trained on usage of Smart Board for teaching.
3. Administrative staff were trained on usage of office automation software.
4. Faculty were trained in advanced features of Power Point Presentations.

4.6 Amount spent on maintenance in lakhs :

i) ICT	5.23
ii) Campus Infrastructure and facilities	11.15
iii) Equipments	1.39
iv) Others	30.15
<b>Total:</b>	<b>47.92</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC creates awareness among the students regarding the following services offered by the institution:

**Information support :** Information to the students is given regarding the academic action plan that includes details of College rules and regulations, helpline information, Departmental activities, schedule of internal examinations, club activities etc.

**Financial support:** Fee concessions and complete fee waiver for economically backward students by the Management. Details of Government merit and minority scholarships are provided.

**Residential Facility:** Hostel facility is made available to the outstation students. Free accommodation is given to the needy students.

**Subsidised Mess:** Subsidised mess is provided in the hostel.

**Other services:** Students who go on maternity leave are allowed to complete their course by following compensatory methods. Insurance scheme for students taken up. Well equipped Library and book banks are available. Hostel accommodation provided for needy students. External activities like NCC and NSS and participation in sports and games encouraged.

#### 5.2 Efforts made by the institution for tracking the progression

- Every Class-In charge is also a mentor who takes care of the progress of the students both academic and personal.
- Evaluation of the students' performance is intimated to the parents regularly.
- Counselling facility is available to cater to the personal problems of the students.
- Alumni meets are arranged to track the progression of the students.
- Faculty keeps in touch with the students through e-mails, Face book etc. This helps in tracking the progression of the passed out students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
996	310	0	0

(b) No. of students outside the state

84

(c) No. of international students

06

Men	No.	%
	-	-

Women	No.	%
	1306	100%

Demand ratio → 1:1      Dropout % → 1.50 %

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
51.01	8.5	4.0	36.5	Nil	100	53	10.2%	3.8%	32.1%	0.07%	100%



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

- The college offers coaching for ICET and Bank recruitment in collaboration with TIME Institute.
- Employability skill program is offered.

No. of students beneficiaries

400

#### 5.5 No. of students qualified in these examinations:

NET	01	SET/SLET	01	GATE		CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	200

#### 5.6 Details of student counselling and career guidance

- Pro-active placement cell takes care of career guidance and counselling
- Pre-placement training is given.
- Coaching for competitive examinations is given through TIME.
- Special career guidance programmes are organised catering to the various needs of Arts, Commerce, Management, Physical and Life Science students.
- Organised career guidance in collaboration with Global Medical Educational and Research foundation for all life science students.

No. of students benefitted

400

## 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
<b>Number of Organizations Visited</b>	<b>Number of Students Participated</b>	<b>Number of Students Placed</b>	<b>Number of Students Placed</b>
19	299	180	126

## 5.8 Details of gender sensitization programmes

The college organised gender sensitization programmes such as:-

- Girl Child Day programme
- Women's day programme
- Women's Rights programme (Legal Awareness)

## 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  National level  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

	<b>Number of students</b>	<b>Amount</b>
Financial support from institution	37	2,59,550
Financial support from government	245	2,68,400
Financial support from other sources	10	50,000
Number of students who received International/ National recognitions	03	22,500

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:

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**VISION:** To empower women through holistic education, to function effectively as competent, socially committed and compassionate individuals.

**MISSION:** The mission of the College is to achieve high academic and ethical standards with scientific aptitude and social consciousness through value-based quality education.

6.2 Does the Institution has a management Information System:

YES

**1. Administrative procedures including finance-**

- EZ School software is used for fee details, student data and Faculty details.
- Tally for maintenance of college accounts
- Online EPF

**2. Student admission-**

- Online through website of the college
- Online admission forms
- On line registration
- Computerized Transfer & Bonafide certificates

**3. Student records-**

- Student Attendance
- Admissions
- Scholarships
- Student data
- Gate view technology software for IVRS

**4. Evaluation and examination procedures-**

- Internal assessment
- Online submission of marks to university
- Online evaluation report to the parents
- Online timetable
- Online assignments

**5. Research administration-**

- Allocation of funds & Utility

**6. Others-**

- Reference material, online competitions, online assignments through blogs and website,
- Inflibnet for library, e-library facility, Online feedback, 24/7 internet facility.

(Enter the respective details corresponding to the serial numbers)

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

**6.3.1 Curriculum Development**

- Bridge courses are conducted.
- Various Certificate Courses are offered to the students.
- Academic calendar is planned for systematic completion of syllabus and other activities.
- Feedback on curricular aspects is taken.
- Value added programmes are offered.
- Intellectual Interaction with eminent speakers is arranged to enhance the knowledge base of the students beyond curriculum.
- Interdisciplinary programmes are conducted.

### 6.3.2 Teaching and Learning

- ICT is extensively used in Teaching-Learning process.
- Student Centric teaching methodology is adopted in the college.
- Cooperative learning techniques are adopted.
- Staff seminars on quality enhancement are organised to make teaching learning more effective.
- Technology based teaching is made mandatory.
- Project based learning is emphasised.
- Activity oriented teaching is encouraged.
- Orientation and Personality development programmes are arranged.
- Faculty and students are encouraged to attend workshops and conferences.
- Online assignments and projects are given.
- The teacher identifies and counsels the slow learners and guides them in various academic and personal aspects.
- Expert talks are arranged not only from the academic field but also from industry.
- Whenever required the parents of slow learners and students with shortage of attendance, are called to the departments to discuss their problems.
- Many departments have their respective Clubs wherein various activities covering Seminars, Group discussions, Paper presentations etc., are conducted to inculcate confidence and team spirit among the students.
- Skill development and entrepreneurial programmes are conducted to enhance employability skills of students.

### 6.3.3 Examination and Evaluation

- A system of continuous assessment is institutionalised.
- Project based evaluation is taken up.
- Open book system is also adopted.
- The college conducts two Unit Tests and two Model examinations based on University examination pattern.
- Timely valuation of scripts is done and mark sheets are sent to the parents of students to inform them about the learning progress of their children.

### 6.3.4 Research and Development

- The institution gives utmost priority to research and development.
- Management takes a lot of interest in inculcating research atmosphere in the institution.
- Both under graduate and post graduate students are actively involved in research activities.
- Faculty are encouraged to apply for Minor and Major projects funded by UGC, ICSSR, CSIR etc.
- Faculty are continuously motivated to do projects and publish their work in National and International Journals. Incentives to the faculty are given by the Management for the same.

### **6.3.5 Library, ICT and physical infrastructure / instrumentation**

- An excellent and well equipped library is a motivating factor for learning.
- Books catering to the varied needs and interests of the students are available in the main library and also in the departmental libraries.
- Subscription for the journals is regularly renewed.
- Internet access is also available in the library which helps them to browse advanced information.
- All the laboratories in the college are equipped with latest instruments.
- Spacious and well ventilated class rooms are provided.
- In many classrooms LCD facility is available for enabling ICT based teaching.
- College has obtained dedicated leased line for internet.

### **6.3.6 Human Resource Management**

- For the various committees formed in the college, duties are allotted to the faculty members based on their interest and capabilities.
- Training programmes for faculty on skill development and software usage are conducted.
- Training for Improving the Communication skills for class IV employees is provided.
- Every department is provided with one non teaching staff for assistance.

### **6.3.7 Faculty and Staff recruitment**

- Vacancies are filled through news paper advertisement.
- Recruitment is made through a panel of experts constituted by the University and Management.

### 6.3.8 Industry Interaction / Collaboration

- Recycling of paper is taken up in collaboration with ITC,-RAMKAY.
- Interaction and collaboration with industry is given highest priority.
- As a part of this effort industrial visits are undertaken regularly.
- Linkages and MOU's with industries and other organisations is given priority.

### 6.3.9 Admission of Students

- Admission of the UG students is purely based on their merit.
- Admission for PG courses is done through Osmania University.
- Being a minority college first preference is given to the minority students.
- Preference is given to the rural students at the time of admission.
- Special concessions are given to the students coming from rural and backward areas.

### 6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>• Incentives are given to the faculty for attending, presenting and Publishing papers.</li> <li>• Maternity leave with pay is granted.</li> <li>• Medical leave is provided with pay.</li> <li>• Leave encashment facility is available.</li> <li>• Group Insurance facility provided.</li> <li>• Gratuity Benefits provided on superannuation.</li> </ul>
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Non teaching	<ul style="list-style-type: none"> <li>• Group Insurance facility provided.</li> <li>• Loan facility is available.</li> <li>• Maternity leave with pay is granted.</li> <li>• Medical leave is provided with pay.</li> <li>• Leave encashment facility is available.</li> <li>• Gratuity Benefits provided on superannuation.</li> </ul>
Students	<ul style="list-style-type: none"> <li>• Fee concessions and complete fee waiver for needy students.</li> <li>• Free hostel facility is provided for few outstation students.</li> <li>• Books are made available through Book banks.</li> <li>• Fee can be paid in instalments.</li> <li>• Group Insurance facility provided.</li> <li>• Free access to internet.</li> </ul>

6.5 Total corpus fund generated

67, 08,463

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
<b>Academic</b>	-	-	✓	Management
<b>Administrative</b>	✓	Matesh & Ramayya	✓	Management

6.8 Does the University/ Autonomous College declare 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?

-

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

The Osmania University is encouraging the colleges to acquire autonomy

6.11 Activities and support from the Alumni Association

- Alumni Board meetings are conducted.
- Alumni Day is celebrated.
- Distinguished Alumni are recognised and awarded.
- Scholarships are sponsored by alumni to meritorious MSc and BSc students.

6.12 Activities and support from the Parent – Teacher Association

- Parent orientation seminars are conducted.
- Parent-Teacher meets are held regularly.
- Parents are regularly informed about the attendance and academic progress.
- Suggestions from Parent-Teacher association contribute for Quality enhancement.

6.13 Development programmes for support staff

- Training was given to the support staff for improving their personality and communication skills.
- Support staff is encouraged to improve their academic qualification.

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

- Campaign for Ban on use of Plastics.
- Rain water harvesting pits are built.
- Solar water heaters and solar lamps were setup.
- Increased green cover in the campus.
- “Chrysalis “, a Butterfly park is established.
- Black boards are replaced by green boards.

#### 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.

- Extensive use of ICT resources: It created a conducive environment for faculty and students to enhance subject knowledge and it has elevated the image of the college for quality education.
- GYM facility introduced during the year, increased consciousness for physical fitness among the students and faculty.

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

- Bridge courses are conducted to fill the content gaps.
- Various seminars, workshops and conferences have been organized to enhance the knowledge base of faculty and students.
- 42 Faculty members participated in various Seminars and Conference and presented papers.
- There is a significant increase in the number of Faculty Publications in Peer Reviewed International and National Journals.
- Library software upgraded from Newzenlib **3.03 to 3.04**
- Infrastructural facilities have been significantly increased.
- Placement cell has been strengthened to provide career guidance to the students.
- Social awareness and community development services have been planned and executed.
- Committees have been reframed and duties are allotted to the faculty members to support various academic and extracurricular activities of the students.
- Remedial classes are conducted.

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

- To make teaching-learning more effective, ICT has been extensively used.
- Building skills to enhance employability of the students through training programs on Personality development, Communication skills and Career planning.

***Annexure III (a) and III (b) for Best Practices are attached.***

7.4 Contribution to environmental awareness / protection

- Environmental awareness is promoted by arranging guest lectures and seminars.
- Save Energy and Save Water campaigns were conducted in neighbourhood areas.
- In order to promote environmental consciousness the institution initiated Green Greetings concept by presenting saplings to all our guests.

7.5 Whether environmental audit was conducted?

Yes

No

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

### **SWOT ANALYSIS**

#### **Strengths:**

- Dedicated and qualified staff.
- Well equipped infrastructure.
- Strong Management team.

#### **Weaknesses:**

- Limited research activity.
- Limited external funding.
- Lack of participation at National level in sports.

#### **Opportunities:**

- Expand demand driven courses.
- Tie up with industry for training and research.

#### **Challenges/Threats:**

- Sustainability of Post Graduate Courses.
- Minimum external funding for unaided and self financed colleges for research and infrastructure.

## 8. Plans of institution for next year

- To arrange faculty seminars towards quality enhancement.
- Introduction of New Courses at UG level.
- Increasing the number of Faculty Publications in recognised Journals.
- Encouraging Faculty to apply for external funds for Research and other activities.
- Strengthening of Alumni Association.
- Try to bring out the multifaceted talents of student community by conducting intercollegiate competitions.
- Incentives to be given to the students who excel in sports.
- Encourage faculty to adopt innovative methods in teaching.

*Name: Dr. R. KOMALA*



*Signature of the Coordinator, IQAC*

*Name Dr. Sr. U. NIRMALA*



*Signature of the Chairperson, IQAC*

## Annexure I:

### Academic Plan for the year 2012-13

Sl.No.	Activity	Date
1.	Re-opening for the AY 2012-13	1 <sup>st</sup> June , 2012
2.	Staff Seminar	2 <sup>nd</sup> and 3 <sup>rd</sup> June, 2012
3.	Commencement of classes for II and III Year UG courses	11 <sup>th</sup> June, 2012
4.	Orientation Program for III year Students	23 <sup>rd</sup> June, 2012
5.	Commencement of classes for I UG courses	29 <sup>th</sup> June, 2012
6.	Induction Program for I year UG students	9 <sup>th</sup> July, 2012
7.	Workshop on Identification of Bacteria by Molecular Techniques	20 <sup>th</sup> July, 2012
8.	Commencement of PG Courses	23 <sup>rd</sup> July, 2012
9.	Celebrating World Nature Conservation Day	24 <sup>th</sup> July, 2012
10.	First Internal Examination for UG	30 <sup>th</sup> July to 9 <sup>th</sup> August, 2012
11.	Investiture Ceremony	
12.	Parent Teacher Meet	18 <sup>th</sup> August, 2012
13.	Workshop on Experimental Physics	24 <sup>th</sup> & 25 <sup>th</sup> August, 2012
14.	Literary Day	8 <sup>th</sup> September, 2012
15.	Commencement of MBA classes	12 <sup>th</sup> September, 2012
16.	IT Caucus	15 <sup>th</sup> September, 2012
17.	I Internal Assessment Examinations for PG	28 <sup>th</sup> & 29 <sup>th</sup> September, 2012
18.	Quarterly Examinations for UG Students	29 <sup>th</sup> September to 8 <sup>th</sup> October, 2012
19.	Mid-Term vacation and Supplementary Examinations	8 <sup>th</sup> October to 23 <sup>rd</sup> October, 2012
20.	Commencement of classes after Mid-Term vacation	24 <sup>th</sup> October, 2012
21.	Workshop on Entrepreneurship	5 <sup>th</sup> November, 2012
22.	II Internal assessment for PG	7 <sup>th</sup> & 8 <sup>th</sup> November, 2012

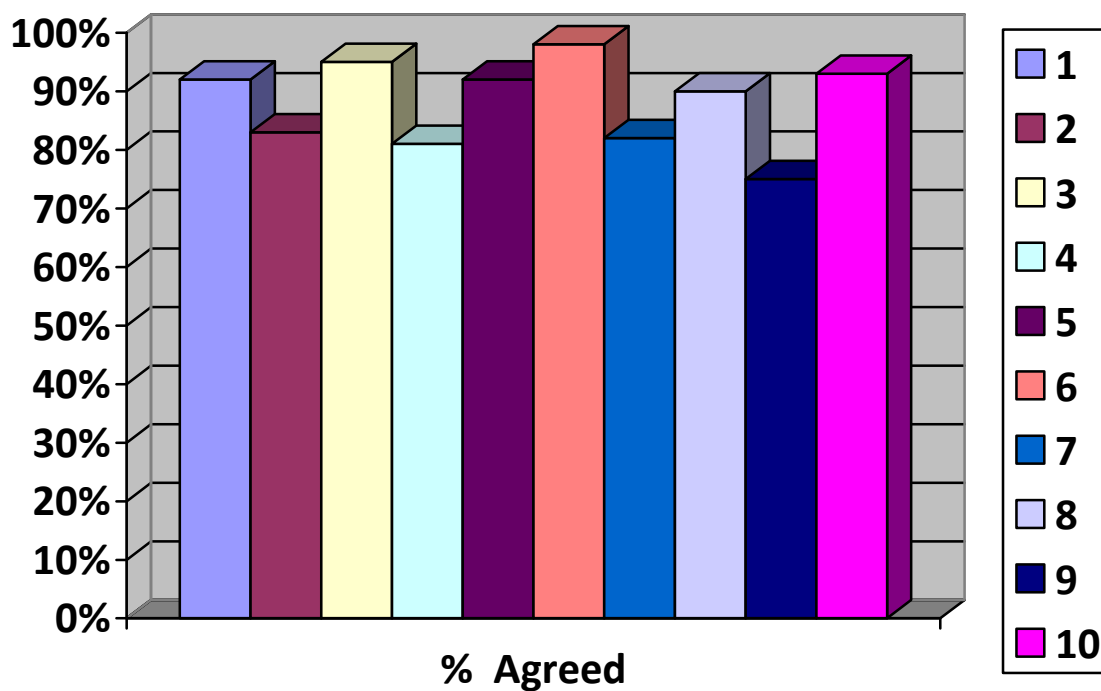
23.	Commencement of I & III Semester PG Exams	26 <sup>th</sup> November to 8 <sup>th</sup> December, 2012
24.	Commencement of II & IV semester PG Classes	10 <sup>th</sup> December, 2012
25.	Half-Yearly Examinations for UG students	14 <sup>th</sup> to 21 <sup>st</sup> December, 2012
26.	Commencement of MBA Examinations	24 <sup>th</sup> December, 2012
27.	II Term Vacation for UG students	24 <sup>th</sup> December to 1 <sup>st</sup> January, 2013
28.	Pre-Final Examinations for UG students	1 <sup>st</sup> to 8 <sup>th</sup> February, 2013
29.	Last date of instruction for II & III year UG courses	8 <sup>th</sup> February, 2013
30.	Valedictory and Awards Function	10 <sup>th</sup> February, 2013
31.	Last date of instruction for I Year UG students	16 <sup>th</sup> February, 2013
32.	I Internal Assessment test for PG and MBA	22 <sup>nd</sup> & 23 <sup>rd</sup> February, 2013
33.	Commencement of UG Final Theory Examinations	5 <sup>th</sup> March, 2013
34.	I Internal Assessment for MBA II & IV Semester	11 <sup>th</sup> & 12 <sup>th</sup> March, 2013
35.	Workshop on 'Tally'	15 <sup>th</sup> to 17 <sup>th</sup> March, 2013
36.	II Internal Assessment for PG	28 <sup>th</sup> & 29 <sup>th</sup> March, 2013
37.	Commencement of PG Practical Examination	31 <sup>st</sup> March, 2013
38.	II Internal assessment for IV Semester MBA	15 <sup>th</sup> & 16 <sup>th</sup> April, 2013
39.	Commencement of PG Theory Examination II & IV Semester	15 <sup>th</sup> April, 2013
40.	Commencement of MBA Theory Examination	29 <sup>th</sup> April, 2013
41.	Summer Vacation for UG students	15 <sup>th</sup> April to 31 <sup>st</sup> May, 2013

- Department action plans have been framed to conduct various activities like arranging Expert talks, Seminars, field trips and other student centric activities throughout the year.
- In addition to the departmental plans, Committees like Placement Committee, Alumni Committee, Certificate Course Committee, Examination Committee have planned to organize related activities.

## Annexure II:

### Student's Feedback on Curriculum: 2012-13

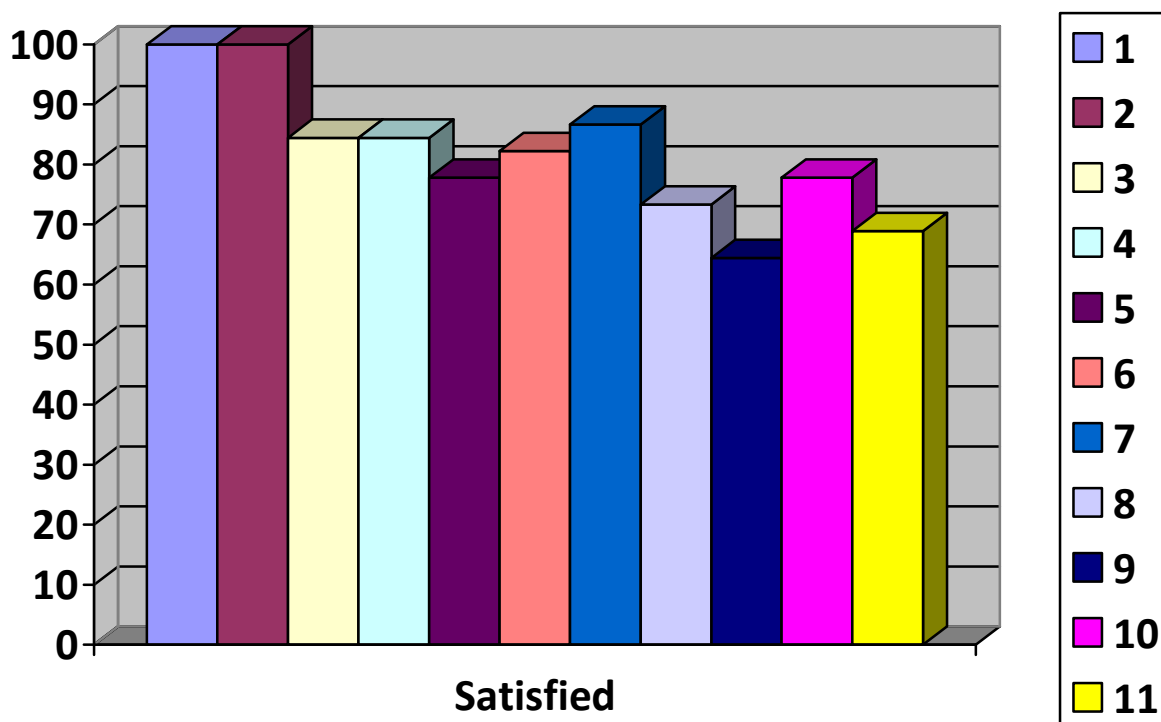
Q.No.	Questionnaire on Curriculum :	% Agreed
1	Concept and skills given in the course are Appreciable	92%
2	Course has applicability to the Real Life Situations	83%
3	Course content has certain Depth	95%
4	Course has wider scope	81%
5	Course materials are clear and Relevant	92%
6	Course require High Extent of Effort by the Students	98%
7	Course develops Analytical Ability on the part of the students	82%
8	Knowledge level obtained by the student is excellent	90%
9	Course helps in Broadening Perspective	75%
10	Courses are designed to suit Industrial Applications	93%





## Analysis on Parent Feedback for the year 2012-2013

S.No	Questions	Satisfied
		Percentage
1	Does the ambience of the institution is conducive for all round development of your daughter?	100
2	Are you happy that your child is admitted in this college?	100
3	Are the values imparted by the college appreciable in all respects?	84.44
4	Are you happy with extra coaching & remedial classes conducted by college?	84.44
5	Does the college promote attitude of social service, environmental, consciousness along with academics?	77.78
6	Are you satisfied with the teaching and guidance given the lecturers in the college?	82.22
7	Are you happy with the academic & non-academic exposure given to the students by the college	86.67
8	How do you rate the discipline maintained in the college?	73.33
9	Are you satisfied with the placement opportunities provided by the college?	64.44
10	How do you rate the infrastructure facilities?	77.78
11	Are you happy with the training given in Soft skills, Life skills, Employability skills & Personality Development Programme etc?	68.89



## **Annexure III (a):**

### **BEST PRACTICES-1**

#### **1. Title - Use of ICT in Teaching and Learning**

#### **2. Goal - Promoting Global competencies**

In the present globalization era, the role of ICT in education is becoming more and more important and this importance will continue to grow and develop in the 21st century. Use of ICT in Teaching and Learning offers ideal opportunities for creating and presenting visually enriched learning environment.

Technology-based tools can enhance student's cognitive performance and achievements if used appropriately, in accordance with knowledge learning and as part of a coherent educational approach. ICT powers our access to information, enables new forms of communication, and serves many on-line services in the spheres of commerce, culture, entertainment and education.

#### **3. The Context**

Education system based on ICT can more effectively result in positive pedagogic outcomes than on conventional techniques and methods. ICT will also facilitate high degree of interactivity. It will also transmit information to the students through a variety of means and thus enhances learning process.

The rapid development of Information and Communication Technology (ICT), particularly Internet, is one of the most fascinating phenomena characterizing the Information Age. So providing internet facilities to each and every department and labs was imperative. The use of ICT in education lends itself to more student-centered learning settings and this was challenging for some teachers and students.

Few Faculty members had reservations about using the technology. Students from rural areas and vernacular medium were apprehensive of their abilities in using ICT. The use of this technology needed upgradation of Infrastructure, Network, Software and Hardware.

#### **4. The Practice : ICT as Teaching and learning resource:**

- Computers in the institution are connected with Local Area Network along with Internet connection.
- ICT is being used extensively for designing course material, delivering content and sharing content with the students.
- Staff that was not familiar with ICT based teaching was given hands on training for preparing and delivering of lectures.
- Computer-based systems have great potential for delivering teaching and learning material. Classrooms are equipped with LCD projectors.
- Faculty has supplemented the traditional classroom teaching with power point presentations.

- Smart Board is used for teaching and the lectures are recorded for the benefit of absentees.
- To fulfil the need for skilled and competent personnel many certificate courses are designed for the students to enhance their ICT skills.
- Computer course is made compulsory for all non computer based students.
- Students are made capable of acquiring knowledge from global Educational Forums.

#### **ICT in academic research:**

- Has been used to develop projects and create new research outputs arising from projects.
- Internet facility has been used to facilitate and develop co-ordination and communication among the researchers in the same field.
- Used to develop collaborative research works and to disseminate findings to a wider audience.
- e- Journals are subscribed for the benefit of faculty and students for research and publications.

#### **ICT in Library and Information:**

- The library makes its users e-literate and helps them in learning internet technology and searching scholarly resources.
- Library is fully automated with NewGenLib Software and most of the users are familiar with Online Public Access Catalogue (OPAC).
- Students can login to view e-Journals from anywhere.
- Free internet is available in all the libraries for the usage of students.

#### **ICT in Administration:**

- Institutional website, E-mails, Face book and Blogs are used to strengthen the communication between learners, teachers and the other stakeholders.
- Administrative procedures including finance- EZ School software for fee Collection, student data, Tally for maintenance of college accounts, Online EPF
- Student admission- Online through website of the college, Online admission forms, Computerized Transfer & Bonafide certificates
- Student records-Student Attendance ,Admissions , Scholarships , Student data, Gate view technology software for IVRS
- Evaluation and examination procedures- Internal assessment, Online submission of marks to university, Online evaluation report to the parents, Online assignments

#### **Constraints:**

- Motivating students especially those hailing from rural areas and vernacular medium for ICT learning is a constraint.
- Economic factor is another constraint to self-financed colleges to maintain high budget ICT resources.

## **5. Evidence of success:**

- Exposure through internet has widened the knowledge base of the students.
- The students and faculty are upgraded with latest information and are also connected with each other through internet.
- Many students have participated in poster and paper presentations in intercollegiate competitions.
- Employability opportunities have increased tremendously due to the increased competency in computers.
- Students are getting acquainted with online tests.
- Increased number of publications by faculty
- Faculty has presented papers at various national and international conferences.

All these facts indicate faculty and students became ICT competent.

## **6. Problems encountered:**

- Inhibition of students from rural background adapting to ICT is limiting its use.
- Making optimum use of ICT facilities is a constraint
- Increasing cost of computer maintenance is financially burdensome.
- Misuse of internet by students is a problem

## **Resources provided:**

- Additional faculty was recruited for ICT training.
- Special funds are used for ICT development.

## **Annexure III (b):**

### **BEST PRACTICES-2**

#### **1. Title: Employability Skill: *Campus to Corporate Training***

**2. Goal:** Employability skills and career planning aims at preparing ‘**job-ready**’ individuals. This Training Program is an initiative by the College Management to develop skills in the students to help them overcome barriers in communication and develop their personalities so that the students become excellent learners and prove themselves as successful professionals. The students are trained on communication skills focusing on active listening, group interaction, individual presentations and writing skills. Interactive Teaching-Learning sessions and note-taking study skill help the students to participate and gain knowledge.

#### **3. Context: “Unemployability is today a greater issue than unemployment”.**

Only 10% of fresh graduates are actually employable with their academic performance, which means that they need to be supplemented with various other skills such as spoken and written English, interpersonal skills, the art of communication, situational behaviour, which play a pivotal role in helping the students fit into the workplace. Lack of these skills may hamper the students’ career prospects. Significantly Employability skills need to be sharpened among the students to equip them suitable to the industry. 30% of the students in this college come from a rural and vernacular background lacking basic communication skills and corporate exposure. The major challenges of the course are to orient the students to understand this need and thereby to develop the skills gradually.

#### **4. The Practice:**

The course was designed at three levels integrated with the class time-table starting with:

(a) **Level I for First year students:** 20 hour programme focusing on Communication, Speaking, Active listening, Presentations, Group Discussions, writing effective e-mails and how to make great impressions.

(b) **Level II for Second year students:** 20 hour programme focusing on Personality Development, Right Attitude, Habits, Goal setting Belief systems and Assertiveness.

(c) **Level III for Final year students:** 20 hour programme focusing on Success orientations, Self esteem, Motivation, Self Confidence, Fear management, Conflict management and Team Building skills.

#### **5. Evidence of Success**

- **Quality Improvement**

This training brought a significant positive change in the personality of students, enhancing their creativity and building great confidence in them. It also helped them to develop a right attitude and to accept challenges in life. Real life examples helped the students to get a clear understanding. The evidence of success of this program is supported by the feedback of the students who feel that this course has helped in developing their thinking abilities, communication and presentation skills. This course has inculcated discipline and decision making abilities among the students.

## 6. Problems encountered and resources required

- **Time constraint:** Including the course as a part of the time table was partially inconvenient to the students as their free hours were converted into class hours. The duration of 45 hrs after college hour's everyday for 1.5 hrs was convenient for most of the students.
- **Finance constraint:** A subsidy for the course is helpful as many students find the fees an added strain to their financial problems.

### Resources provided:

- Outsourcing of experienced Trainers in the field
- Study material
- Well equipped class-rooms

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