

*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC)**  
**and Submission of Annual Quality Assurance**  
**Report (AQAR) in Accredited Institutions**  
*(Revised in October 2013)*



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद् विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

# NAAC

## VISION

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

## MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

## Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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# **Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions**

## **Introduction**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

## **Objective**

*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## **Strategies**

*IQAC shall evolve mechanisms and procedures for*

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;

- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## **Functions**

*Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## **Benefits**

*IQAC will facilitate / contribute*

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

## **Composition of the IQAC**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

## **The role of coordinator**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

## **Operational Features of the IQAC**

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail ([capuaqar@gmail.com](mailto:capuaqar@gmail.com)). The file name needs to be submitted with Track ID of the institution and College Name or EC number. For example MHC0GN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC\_32\_A&A\_143 dated 3-5-2004-Samudra Arts and Science College,

Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.



## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

AQAR for the year (for example 2013-14)

#### I. Details of the Institution

1.1 Name of the Institution

A.V. COLLEGE OF ARTS, SCIENCE AND COMMERCE

1.2 Address Line 1

GAGANMAHAL

Address Line 2

--

City/Town

HYDERABAD

State

TELANGANA STATE

Pin Code

500029

Institution e-mail address

avcollege@gmail.com

Contact Nos.

040-27637751

Name of the Head of the Institution:

Dr. P. YADAGIRI

Tel. No. with STD Code:

040-27637751

Mobile:

91-9391044490

Name of the IQAC Co-ordinator:

DR. S. KRISHNAIAH GOUD

Mobile:

91-9490935310

IQAC e-mail address:

[avcnaac@gmail.com](mailto:avcnaac@gmail.com)

1.3 NAAC Track ID (For ex. MHCOGN 18879)

APCOGN 12279

OR

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)

EC/(SC)/01/RAR/03:MAY 05, 2014

1.5 Website address:

[www.avcollege.in](http://www.avcollege.in)

Web-link of the AQAR:

<http://www.avcollege.in/aqar2013-14.pdf>

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 <sup>st</sup> Cycle	A	--	2005	2010
2	2 <sup>nd</sup> Cycle	A	3.30	2014	2019
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

2005

1.8 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 \_\_\_\_\_ First \_\_\_\_\_ (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 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. 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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

MCA

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

OSMANIA UNIVERSITY,  
HYDERABAD, TELANGANA STATE

1.12 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 (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

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

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

2.14 Significant Activities and contributions made by IQAC

Following are the IQAC ACTIVITIES listed criterion wise -

**Criterion I. - Curricular Aspects:**

IQAC has recommended enrichment of Curriculum through, mandatory conduct of

- a) **Industrial Training & Field trips** (as per NAAC Peer Team Suggestion)  
Department of Commerce, Zoology & Bio-Technology have already taken them up, while others are scheduled in the coming months.
- b) **Guest Lectures:**  
IQAC is insisting that each Department should organize at least 5 Guest Lectures every year  
9 Guest Lectures have been organized by different Departments.  
English Department has conducted Language Skills & Communication classes for 100 students.

**Criterion II - Teaching Learning & Evaluation**

- a) **Student Enrolment - 2014-2015**  
Students Admission - Information and Analysis, was submitted to Management for perusal.
- b) **Student performance & learning outcomes**
  - i. To strengthen academic monitoring of students IQAC has suggested submission of Result Analysis Reports after every-test / exam and of consolidated Reports at the end of each term to improve results.
  - ii. Feedback forms were obtained from parents during the Parent Teaching meeting conducted in the month of September, analysis is in progress.
  - iii. As expressed by IQAC each Department has been instructed to use social media and each faculty has been asked to provide additional e- resources to students.
- c) **Teacher Quality:**

- i. As per UGC norms each faculty has to attend Orientation & Refresher courses organized by University or College, & it is linked to faculty promotion under CAS. the same is sought by IQAC.
- ii. IQAC has suggested each faculty attend 2 seminars / conferences / workshops in a year, funding for it to be provided by the College. Faculties from Departments of Commerce, Computer Sciences, Botany and MBA have already attended.

### **Criterion – III - Research, Consultancy & Extension**

- a) 8 minor research projects have been sanctioned to various faculties & funding is awaited.
- b) IQAC suggests that each Department should conduct seminars / workshop / conference every year, to update themselves.
  - **Workshops:** Departments of Commerce organized two workshops
  - **Seminars:** Departments of MBA, Telugu & MCA organized Seminars. Departments of Psychology, Political Science, Arabic and Commerce are going to organize in Dec / Jan.
- c) Faculty of Commerce published 3 books during the academic year.
- d) 29 faculty members attended National & International Seminars. Faculty from Department of Computer Science, MBA & Physics presented papers at International Conference

### **Criterion IV – Infrastructure & Learning Resources**

As large amounts were spent during 2013-2014 for NAAC visit on infrastructure, currently only UGC XII plan funds are to be spent on books, Chemicals & equipments.

### **Criterion V – Student support & progression**

- a) As suggested by IQAC, to improve results & strengthen student support, Mentorship programs are in place, Teachers in-charge have been identified, communication to the parents about unit test results, attendance & discipline have been dispatched.
- b) IQAC is happy to see that Student dropout rate has reduced to a minimum of 1% for 2013-2014
- c) IQAC had suggested that not only student participation but also student involvement be sought in organizing extra-curricular, inter collegiate events. A cultural committee with students is in place.
- d) As suggested by NAAC Peer Team IQAC feels that at least one Alumni activity should be held in every academic year.

### **Criterion VI – Governance & Leadership**

- a) Self appraisal of teachers was obtained by IQAC.
- b) **IQAC Events:**
  - i. Staff meeting held in the month of June 2014, & discussed annual academic plans teaching schedules, academic activities to be taken up for 2014-15.
  - ii. Celebrated award of 'A' Grade by NAAC on 3<sup>rd</sup> June, 2014.
  - iii. A proposal for financial assistance of Rs. 3 lakhs from UGC, for strengthening IQAC, has been applied, sanctioning awaited.
  - iv. Feedback forms have been obtained from students, teacher appraisal forms circulated parents feedbacks, alumni feedback & experts feedback through seminars, workshops were all obtained for 2013-14.
- c) **Management Contribution**
  - i) Instituted Best Teachers Awards with cash prizes for UG  
Best Teachers Awards with cash prizes for PG to motivate teachers, the 2014 awards were given on Independence Day
  - ii) A generous donation of Rs. 30,000/- was made towards Alumni Fund.

## **Criterion VII– Innovations & Best Practices**

- a) As suggested by NAAC Peer Team, IQAC is considering Green Audit of college. The feasibility for the same is being undertaken.
- b) IQAC is in the process of finalizing the schedule for “Internal Quality Seminars” to create awareness among students & staff. The first one is scheduled in Dec’2014.

### 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 \*

### **Action plan for the year 2013 – 2014** **INTERNAL QUALITY ASSURANCE CELL**

As per the resolution passed by the IQAC meeting held on 25<sup>th</sup> June 2012 on screening of the ‘Action Plan’ for the year 2012-2013 submitted by the different cells; the following are the plans approved by the committee and all cells are requested to undertake their proposed plans/programme within the time frame given by the IQAC.

#### **1. Information and Technology Cell :**

- a. Maintaining and updating the college website.
- b. Office Computerization.
- c. Organizing IT event during the Year.
- d. To organize computer training for non-computer students
- e. To organize Computer Refresher Course for Teaching and non-teaching Faculty.

#### **2. Academic Cell:**

- a. Undertake Results Analysis for Unit – Tests, Quarterly, Half- Yearly and Pre-finals.
- b. Organize PTA and take feedback from parents on curriculum content, placement activities and further education avenues.
- c. To organize academic seminars for presentation of Project Reports for practical Examinations.
- d. To take measures to improve Results
- e. To introduce Faculty wise Certificate course

#### **3. Sports Cell:**

- a. Organize inter-departmental and inter-college sports related activities.
- b. Organize activities for non-sport students

#### **4. Career and Counselling Cell:**

- a. Organize pre-placement programme for Final Year students and passed out Students- One program was organized over a period of three months on a weekly basis.
- b. Organize an awareness programme on the availability of free placement counselling for the students.
- c. To get more companies enlisted in the recruiters list, organize more CRT programs

#### **5. Grievance Redressal ad Complaint Cell:**

- a. Maintaining complaint boxes faculty-wise.. To check boxes regularly for necessary actions.
- b. Organize an awareness drive for the students about the working of the cell.

#### **6. Research Promotion Cell:**

- a. Organize activities to create awareness on ‘Relevance of Research’ for faculty and students.
- b. To Organize seminars/ conferences/ work-shops etc. faculty-wise annually – Many faculty have organized.
- c. To create awareness about various funding opportunities available for research projects.

**7. Library Cell:**

- a. Upgrading computerised library in various aspects of development such as circulation system and library book installation.
- b. Improving the library and its services.
- c. Binding of old question papers for easier reference – has been done faculty-wise
- d. The Library Advisory Committee to streamline the purchasing procedure and strengthen security and safety measures for books- the same was taken up and is under consideration

**8. Cultural Club:**

- a. Organize a 'Cultural Day' in the college.
- b. To participate in inter-collegiate cultural competitions.
- c. To organize in-house activities for the college- Commerce Fest was organized

**9. Equal Opportunity Cell & Sexual Harassment Cell:**

- a. Organize an awareness programme on equality and discrimination (gender, disability, minorities, SC/ST/OBC).

**10. NSS and NCC:**

- a. Organize Special Camps
- b. To undertake socially relevant activities
- c. To organize Health and Environment Programmes
- d. To encourage cadets to participate in State and National Activities
- e. To improve percentage of 'B' and 'C' certificates

**IQAC Achievements / Outcome of Action Plan-**

**1. Information and Technology Cell :**

- a. Maintaining and updating the college website- All college activities and information are hosted regularly, a web-site committee has been formed to take care of it.
- b. Office Computerization- Office Computerization of Accounts, Fees and for UG and PG has been undertaken.
- c. Organizing IT event during the Year – was not organized but the concerned Department but assured to organize an event in the coming semester on priority basis.
- d. To organize computer training for non-computer students – 2 programs for 3 months each were organized faculty-wise ( Science, Arts & Commerce).
- e. To organize Computer Refresher Course for Teaching and non-teaching Faculty. – 1 seven day program was organized for faculty and 1 for non-teaching faculty.

**2. Academic Cell:**

- a. Undertake Result Analysis for Unit – Tests, Quarterly, Half- Yearly and Pre-finals.
- b. Organize PTA and take feedback from parents on curriculum content, placement activities and further education avenues.
- c. To organize academic seminars for presentation of Project Reports for practical Examinations.
- d. To take measures to improve results – Identified weak students at class level, mentoring programs are in place, remedial class timings made more student friendly.
- e. To introduce faculty-wise certificate courses- - Sanskrit Department in collaboration with Sanskrit Bhasha Samiti organized a Certificate Course. , Department of English organized a short term Course on Soft-Skills and Communication Skills.

**3 Sports Cell:**

- a. Organize inter-departmental and inter-college sports related activities- Two sports activities were held.
- b. Organize activities for non-sport students – A trekking Activity for organized locally.

**4. Career and Counselling Cell:**

- a. Organize pre-placement programme for Final Year students and passed out Students- One program was organized over a period of three months on a weekly basis.
- b. Organize an awareness programme on the availability of free placement counseling for the students – The Placement Officer is providing information for the same on regular basis to students



- c. To get more companies enlisted in the recruiters list & organize more CRT programs
- 5. Grievance Redressal and Complaint Cell:**
- Maintaining complaint boxes faculty-wise.. To check boxes regularly for necessary actions.
  - Organize an awareness drive for the students about the working of the cell- students are informed of the procedure and working of the Cell during Induction Program
- 6. Research Promotion Cell:**
- Organize activities to create awareness on 'Relevance of Research' for faculty and students- The research cell is monitoring Faculty-wise Research Activities and organizing awareness activities for newly recruited young faculty.
  - To Organize seminars/ conferences/ work-shops etc. faculty-wise annually
  - To create awareness about various funding opportunities available for research projects- The Cell has made provision to provide information in the Cell and in the Library.
- 7. Library Cell:**
- Upgrading computerised library in various aspects of development such as circulation system and library book installation- under way.
  - Improving the library and its services- constant efforts are on.
  - Binding of old question papers for easier reference – has started
  - The Library Advisory Committee to streamline the purchasing procedure and strengthen security and safety measures for books- is under discussion .
- 8. Cultural Club:**
- Organize a 'Cultural Day' in the college.- Bathukamma Festival celebrated
  - To participate in inter –collegiate cultural competitions.- many students participated
  - To organize in-house activities for the college. – Inter Departmental Activities and competitions held
- 9. Equal Opportunity Cell & Sexual Harassment Cell:**
- Organize an awareness programme on equality and discrimination (gender, disability, minorities, SC/ST/OBC)
  - Participation in Disability Walk held in city.
  - Improve female participation in all college activities – 20 women cadets in NCC
- 10. NSS and NCC**
- To improve enrolments in NCC and NSS - 200 students in NSS & 172 cadets under NCC
  - Organize Special Camps - NSS conducted three camps at
    - Mokila Thanda of Ranga Reddy District
    - Narketpally Village – 24<sup>th</sup> to 30<sup>th</sup> Aug 2013
    - Kotpally village, Peddeul MAndal – 2<sup>nd</sup> to 8<sup>th</sup> Dec 2014
  - To undertake socially relevant activities –
    - NSS units have adopted villages and educated villagers about health and environment.
    - NCC Cadets participated in Make India Proud Programme, Run for Unity, Minigurulu Rally and Oil Conservation Rally.
  - To organize Health and Environment Programmes –
    - NSS has organized Blood Donation Camps, a Medical Camp and Clean and Green Program
    - NCC cadets have organized Pulse Polio, Senior Citizen Day Camp.
  - To encourage cadets to participate in State and National Activities-
    - 9 of NCC Cadets selected in important camps like Vaya Trekking Programme in Bihar, Local Republic Day Program, Local Independence Programme and National Integration Camps.
    - One NCC cadet participated in Republic Day Parade and one cadet attended Thal – Sainik Camps at New Delhi. NCC Cadets rendered voluntary service in organizing Voter Registration programme sponsored by Election Commission.
  - To improve percentage of 'B' & 'C' certificates – 106 have obtained 'B' Certificates and 70 cadets obtained 'C' certificates –
- Annexure – ii (Academic Calendar 2013-14)**

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 IQAC Committee and Management approved the AQAR.

## Part – B

### 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	09	--	09	--
UG	10	--	05	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
<b>Total</b>	19	--	14	--
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	09
Trimester	-
Annual	10

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.

NO (Affiliated to University)

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

Total	Asst. Professors	Associate Professors	Professors	Others
113	78	28	07	--

2.2 No. of permanent faculty with Ph.D.

24

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
10	0	0	0	0	0	0	0	10	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

40	12	--
----	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	16	10
Presented papers	03	06	02
Resource Persons	-	-	-

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

1. Continuous student evaluation programme to evaluate the progress of the students.
2. All departments have access to laptops, LCD projectors and internet facility to enable ICT enabled teaching in class rooms.
3. All departments conduct national / regional seminars / workshops in order to familiarise the students and the staff on the developments taking place in various disciplines.
4. The departments arrange field trips and industrial visits.
5. Besides the lecture method, departments conduct group discussions in the class rooms, paper presentations etc.

2.7 Total No. of actual teaching days

during this academic year

UG-180 PG-160

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

AFFILIATED COLLEGE

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

5	1	0
---	---	---

2.10 Average percentage of attendance of students

75

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.A	55	7.3	14.5	45.5	5.5	72.7
B.Sc	182	4.4	7.7	4.9	0.0	17.0
B.Com	312	12.8	2.4	7.3	0.0	43.6
M.A. Telugu	37	54.1	46.0	0.0	0.0	100.0
M.Com	39	7.7	46.2	41.0	0.0	95.0
M.Sc. Physics	25	0.0	64.0	12.0	16.0	92.0
M.Sc. Maths	36	22.2	52.8	19.4	0.0	94.0
M.Sc. Chemistry	26	11.5	46.2	19.2	0.0	77.0
M.Sc. Comp. Sc	19	15.8	63.2	5.3	0.0	84.0
M.Sc. Biotech	28	25.0	42.9	25.0	0.0	93.0
MBA	56	1.8	57.1	26.8	0.0	86.0
MCA	38	13.9	84.2	0.0	0.0	98.0

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

The college conducts periodical meetings of the Heads of the Departments and Staff. The college has feedback questionnaire that is used to collect the data from students, faculty and experts faculty wise at the end of each semester/ academic year. The feedback is analyzed by the IQAC and appropriate action is taken.

Apart from this

- The teaching- learning process is continuously reviewed by the Principal, Vice Principal, Director/Dean by taking into account the feedback given by the students.
- Each department submits an annual report on the activities comprising academic activities, research and extension activities,
- Innovations in teaching/learning, publications, staff and student achievements, extra and co- curricular activities are encouraged by IQAC.
- The result analysis of each department is submitted to the Principal after each semester.
- Every term Principal/Director/Heads of the departments go through attendance registers, academic records, teaching diary which consists of the teaching content and methodology used and suggest certain improvements in staff meetings.
- Unit planners are checked and monitored by the Heads/Director/Principal.
- The IQAC, as part of its quality assurance and sustenance policy is trying to systematize the conduct of faculty development programmes/ seminars/ workshops and orientation sessions.

### 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	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	4
Others	-

### 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	40	-	-	-
Technical Staff	08	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

IQAC is encouraging the teachers to attend more seminars.

Notifications of research projects from various institutions are brought to the notice of teachers in order to enable them to apply for the programmes.

#### 3.2. Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	-	-	-
Outlay in Rs. Lakhs	3 lakhs	-	-	-

#### 3.3. Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	2	8	-
Outlay in Rs. Lakhs	-	3 lakhs	20 lakhs	-

#### 3.4. Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings	4	3	0

#### 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	1.5 yr	UGC	20 lakhs	awaited
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			20 lakhs	

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	-	1	1	3	1
Sponsoring agencies	-	Private	Private	Private & Institution	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

2

8

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 50 State level 200

National level - International level -

3.22 No. of students participated in NCC events:

University level 0 State level 172

National level 40 International level 0

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 1 International level

3.25 No. of Extension activities organized

University forum - College forum -

NCC 1 NSS 8 Any other -



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

- **English Dept.-** Workshop on prevention of suicides, conducting soft-skill classes, participation in Gender Sensitization Seminar
- **Value Education Centre** – Outreach programme for A V School students at Kattelamandi
- **MBA Dept** – participation in 150<sup>th</sup> birth Anniversary Celebrations of swami Vivekananda at Ram Krishna Mutt, Hyderabad, Participation in Disability Walk, Volunteer work for NGO's.
- **Commerce Dept.-** Blood Donation Camp on 15<sup>th</sup> Aug, 2013
- **A V Education Society**
  - Students State Level Music Competition in memory of Smt. Aruna Reddy
  - Organized memorial lecture in memory of great social activist Sri K.V. Ranga Reddy

## 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	29663.50 sq.mt.	-	-	29663.50 sq.mt.
Class rooms	52	-	-	52
Laboratories	42	-	-	42
Seminar Halls	01	02	Management / UGC	03
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	10	20	-	30
Value of the equipment purchased during the year (Rs. in Lakhs)	5	13	Management	18
Others	-	-	-	-

#### 4.2 Computerization of administration and library

Library : Completed
Office Administration : Under way

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	62325	6315982	981	114773	63306	6430755
Reference Books	13213	2571095	141	18450	13354	2589545
e-Books	357	0	16	0	373	0
Journals	146	238875	137	227085	0	0
e-Journals	10	0	10	0	20	0
Digital Database	0	0	0	0	0	0
CD & Video	1582	0	71	0	1653	0
Others (specify)	INFLIBNET & IPE Membership & SAGE e-journals					

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	370	10	WiFi	In all labs	4	14	25	10
Added	25	Nil	-	-	-	4	10	5
Total	395	10	WiFi	In all labs	4	18	35	15

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

Yes – Campus is WiFi is enables  
Three months computer awareness course for non computer students

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

1

ii) Campus Infrastructure and facilities

6

iii) Equipments

0

iv) Others

1

**Total :**

8

### Criterion – V

## 5. Student Support and Progression

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

- Orientation programmes at the beginning of the year
- Scholarships, Sports & Games and notices on the college notice board
- Guest lectures
- Details in handbooks and prospectus
- Website

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

- The Department maintains correspondence and networks with its alumni
- Students are asked to leave their permanent contact details for future correspondence while leaving the institution

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2185	-	0	0

(b) No. of students outside the state

52

(c) No. of international students

24

Men	No	%	Women	No	%
	24	-		-	-

	Last Year (2012-13)						This Year (2013 -14)					
	General	SC	ST	OBC	Physically Challenged	Total	Gen.	SC	ST	OBC	Physically Challenged	Total
UG	576	373	127	1095	1	2172	513	364	157	1151	0	2185
PG	152	106	32	380	1	671	154	100	28	368	0	650
Total	728	479	159	1475	2	2843	667	464	185	1519	0	2835

Demand ratio : 1.2:1

Dropout % : 0

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

- Cell for competitive exams
- Library support - UG & PG
- Communication and Soft skills coaching by English Department

No. of students beneficiaries

125

5.5 No. of students qualified in these examinations

NET	4	SET/SLET	5	GATE	2	CAT	-
IAS/IPS etc	1	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

- Placement Cell – Counselling and training students on a weekly basis Department wise
- CRT classes are conducted

No. of students benefitted

180

### 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
20	250	53	17

### 5.8 Details of gender sensitization programmes

Participation in Woman Empowerment Seminar – Organized by MG National Research Centre, Hyderabad

### 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

	Number of students	Amount
Financial support from institution	0	0
Financial support from government	773	26,08,024
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

### 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

10

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**

“Empowerment through Pursuit of Excellence”

**Mission**

To inculcate the spirit of Patriotism and Promotion of Social Justice as envisioned by the founding fathers of the institution.

To provide affordable education to different strata of society.

To promote Regional language.

To enhance the students competency to face global challenges.

For optimum utilization of Information and Communication Technology (ICT).

Relentless quest for excellence.

6.2 Does the Institution has a management Information System

The College has a Management information system for the academic and administrative functioning of the college.

The administrative system in the college is fully automated with appropriate software and all information on student admission, fee payments, etc is available for timely decision making and actions.

The College library is also automated and the information regarding availability of books, issue details, etc is available to the students and staff.

An online public access catalogue (OPAC) is implemented to enable the students for speedy and convenient access to the library catalogue.

A software exists for the salary payment system of the staff.

All relevant information about the college is published on the college website for reference.

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

**6.3.1 Curriculum Development**

Our's is an affiliated institution. There is a limited flexibility for innovative curricular designing. However the colleges involves in the process indirectly as and when the faculty members are elected to various Academic Bodies.

**6.3.2 Teaching and Learning**

The teaching and learning process in the college is done with the help of ICT enabled lectures, assignments and seminars, projects, discussions and debates, etc. Special coaching and remedial classes for weaker students are resorted to, to bring up the backward students to the forefront

### 6.3.3 Examination and Evaluation

Internal examinations are conducted. Along with written examinations, seminars and assignments are given to the students for the evaluation of their academic status. Regular department wise PTA meetings are conducted and the progress of the students is discussed with the parents.

### 6.3.4 Research and Development

Motivating the faculty to register for M.Phil / Ph.D  
Research facilities like free Internet, INFLIBNET, DEL NET, research journals.  
Flexible time table and financial assistance to attend and participate in seminars/workshops/conferences etc at the regional /state level.  
Students and faculty members are sponsored for presentations in conferences hosted by other institutions. They are encouraged to present papers, attend seminars/conference/workshops/refresher courses

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

Management adopts a regulated mechanism to create, upgrade and enhance infrastructural facilities for quality sustenance and enhancement of the Teaching Learning process.  
Library resources are augmented every year with latest editions and titles and in keeping with regulatory requirements. The library is well equipped with required titles and volumes of text books, ejournals, ICT facilities catering to the needs of the students from different streams.  
Expansion of E-technology has enhanced the use of computers in teaching-learning, evaluation and research and Broadband internet connectivity and Wi-Fi facility is given to all the departments along with computers , laptops, and LCDs.

### 6.3.6 Human Resource Management

HR planning is done based on the workload in the departments. HoDs in coordination of the Principal plans for the faculty requirement. Recruitment is done as University and State Govt. norms  
Welfare measures for teaching and non-teaching staff exist. Employees are given due recognition on college annual day.

### 6.3.7 Faculty and Staff recruitment

The existing vacancies are advertised by the college in leading regional and English newspapers inviting applications from eligible candidates (Eligibility as per the University norms). All the applications are screened and the short listed eligible candidates are informed to attend interview along with the original certificates.□ The short listed eligible candidates are interviewed by selection committee comprising subject experts nominated by Osmania University, Principal, Director and Head of the Department

### 6.3.8 Industry Interaction / Collaboration

Various departments of the college have established a reasonably good linkage with the neighbouring industries for doing students project report.

### 6.3.9 Admission of Students

Admission Committee of the college comprising the Principal, Vice – Principal and Conveners of the Admission Committee ensures transparent and effective admission process.

**Criteria for UG Admissions:**

Sanction of seats is given by Osmania University. Admissions are made on the basis of Merit.

**Criteria for PG Admissions**

**Merit with entrance test**

80% of PG Course seat are filled through Osmania University counselling while the remaining 20% are filled through Management Quota. State government norms are followed, whereby PG Admissions are based on the OU-CET rank (a Common test conducted by state agency) and marks obtained by the candidate in the qualifying examination

6.4 Welfare schemes for

Teaching	ESI, PF
Non teaching	ESI, PF
Students	-

6.5 Total corpus fund generated

2 lakhs

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	√	CCE, Govt of AP	X	-
Administrative	√	CCE, Govt of AP	X	-

**External Evaluation**

The National Assessment and Accreditation Council (NAAC) Peer Team visited the College from Feb 10-12, 2013 for the second cycle of re-accreditation. The College has been awarded ‘A’ grade with a CGPA of 3.3 with effect from May 5, 2014.

**Internal Evaluation**

The College conducts periodic evaluation in a structured manner through class committee meetings and feedback questionnaires for evaluation of teachers. These provide feedback on the syllabus coverage, teaching methodology, evaluation, etc. The feedback is used to assess the teaching-learning process.

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 University introduced on-line delivery of Question Papers for term & year ending exams both for UG and PG.

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

University through its regular Departmental Meeting encourages all Affiliated Colleges to go for autonomy in order to improve educational standards.

6.11 Activities and support from the Alumni Association

The alumni of the college help the college in many activities formally and informally

- They help in arranging Guest – Lectures, Industrial tours etc.
- They are part of College bodies like IQAC.
- They render their services in Pre-placement support and Placements
- They also help our students in getting Internships
- They also help in getting alumni feed-back.

6.12 Activities and support from the Parent – Teacher Association

- Organized two Parent –Teacher Meetings for UG students to communicate to parents the attendance and performance of their wards.
- During these meetings feedback and suggestions on various developmental aspects of the college are taken from the parents
- All departments conduct class wise open forums after internal examinations

6.13 Development programmes for support staff

Computer Training on MS-Office was given

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

- Environmental Club takes up awareness drives regularly to promote environmental awareness.
- Eco-friendliness in the campus is the policy of the college.
- Gardens are maintained with in-house vermi-compost pits.
- Energy conservation is a way of life on campus.



## 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.

- Summer Internships introduced for students to enhance research and industry-institute linkage.
- Training in Soft Skills to increase self confidence, builds leadership qualities and skills for holistic development

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

Investment in E- Infrastructure – 7 E-classrooms created, PG Audio- Visual Room created, CCTV cameras installed.  
Investment in Research infrastructure – Allocation of Rs 5 lacs for Research Lab  
Investment in civil Infrastructure – Renovation of Canteen, Modernization of Management Room, Creation of Conference Room, Alumni Room and Placement Room.

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

1. **Earn while you Learn-** weekend classes for poor students who need to earn as they learn
2. **Saturday Activities-** nurture creative thinking, communication skills, organizational skills, leadership qualities and team spirit. It also enhances student employability.

7.4 Contribution to environmental awareness / protection

Department of Botany organizes annually – ‘Prerna’ – a workshop on eco-friendly way of celebrating Ganesh Chaturthi, which includes free distribution of environment friendly Ganeshas and a poster presentations on medicinal uses of plants and leaves used in the festival

7.5 Whether environmental audit was conducted? Yes  No

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

### SWOC Analysis

#### Strengths:

The strength of the institution is its benevolent Management, qualified and committed faculty members, industrious administrative staff, state of the art infrastructure, well equipped college library with INFLIBNET facility, interactive smart classes, high speed Wi-Fi internet access 24/7,

EDUSAT facility, availability of computers in a student ratio of 1:4, Digital Language Lab, Centralized Computing Facility, facilities for scanning, printing and copying, the various programmes and cells funded by UGC and state government, good academic ambience and the enthusiastic students. The college has always been in the frontline in fulfilling its social objectives in terms of educational attainments and producing quality individuals.

- Long standing commitment to learner centric teaching and regular classes.
- A wide range of extracurricular activities aimed at the all round personality development of students.
- Community service and social impact.
- High demand for admission.
- Various student enrichment programs.
- Strong, well placed alumni network involved in college activities.
- Excellent infrastructure for outdoor & indoor sports.

**Weaknesses:**

- Exam – centric curriculum and inability to rise to the global standards.
- Average performance of students at national level examinations and competitions.
- Few multi: disciplinary research projects with national knowledge network.
- Few publications in journals with impact factor.

**Opportunities:**

- Most of the students are from a rural background for whom higher education is most essential for a secure future and social mobility.
- Opportunities to start new applied and job:oriented courses.
- To take up more practical oriented research.
- To take up more community:oriented developmental programs.
- To start more short term job oriented certificate courses.
- To establish a network with advanced centres of learning and research.
- To get more Departments recognized as research centres.
- To ensure live industry exposure for students.

**Challenges:**

- Increasing graduate unemployment.
- A mushrooming growth of self financing colleges in this region with commercial orientation.
- Increasing popularity of Distance: education programs.
- Reach to more students from rural background.
- Providing quality placements for students with rural background.

**8. Plans of institution for next year**

8. Plans of institution for next year
- To maintain educational standards as befitting the NAAC ‘A’ Grade
  - To organize national seminars/conferences faculty-wise.
  - To conduct Green – Audit
  - To organise Student Centric activities: Inter-collegeiate - Cultural and academic events, Industrial visit / field trips, guest lectures, placement activities, exhibition/fairs etc.
  - To encourage faculty to apply for minor research projects
  - To update the college website with a new format
  - Strengthening Students’ Placement through Campus recruitment Training programmes
  - To make student corporate internships mandatory
  - To continue to arrange community development programmes through NCC and NSS
  - To plan for Silver-Jubilee celebrations for the PG Section.

Name Dr. S. Krishnath Goud

Name Dr. P. Yadgir

Signature of the Principal IQAC



Signature of the Principal IQAC

**A.V. COLLEGE OF  
ARTS, SCIENCE & COMMERCE  
GAGANMAHAL, HYD-500 029. (A.P.)**

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 - ii

### ACADEMIC CALENDER 2013 – 2014

#### June 2013:

- 7<sup>th</sup> June 2013: Last date for Registration of UG Applications
- 10<sup>th</sup> June 2013: Commencement of UG Second and Final Year Class
- 14<sup>th</sup> June 2013: Announcement of 1<sup>st</sup> List
- 25<sup>th</sup> June 2013: Announcement of 2<sup>nd</sup> List

#### July 2013:

- 1<sup>st</sup> July 2013: Commencement of UG First Year Class
- 15<sup>th</sup> July 2013: Last Date for Extra Seats Application
- 22<sup>nd</sup> July 2013: Commencement of M.A / M.Com / M.Sc I<sup>st</sup> and III<sup>rd</sup> Sem. Classes

#### August 2013:

- 12<sup>th</sup> August 2013: Commencement of MCA III<sup>rd</sup> and V<sup>th</sup> Sem. Classes\
- 13<sup>th</sup> August 2013: Guest Lecture on “Communication Skills” by M.Com Dept.
- 26<sup>th</sup> August 2013: Commencement of MBA III<sup>rd</sup> Sem. Classes
- 31<sup>st</sup> August 2013: Last date for filling of vacancies

#### September 2013:

- 2<sup>nd</sup> September 2013: Quarterly Exams for UG (2<sup>nd</sup> - 7<sup>th</sup>)
- 2<sup>nd</sup> September 2013 : Placement Management program
- 4<sup>th</sup> and 5<sup>th</sup> September 2013: Basic Micro Biological Techniques as applied to Research by M.Sc Biotech Dept.
- 11<sup>th</sup> September 2013: Admission list submitted to Director of Academic Audit, O.U
- 17<sup>th</sup> September 2013: Community and Social Responsibility Program on Experiments In Physics by Dept. of Physics
- 17<sup>th</sup> and 18<sup>th</sup> September 2013: M.A/M.Com/M.Sc I and III Sem. I Internals
- 23<sup>rd</sup> to 25<sup>th</sup> September 2013: MCA V Sem. I Internals
- 26<sup>th</sup> September 2013: Students visit to NGRI by Dept. of Physics
- 27<sup>th</sup> September 2013: Hindi day celebration by Dept. of Hindi
- 28<sup>th</sup> September 2013: Seminar on “Emerging Trends in Indian Banking Sector” by MBA and M.Com
- 30<sup>th</sup> September 2013: Commencement of MCA I<sup>st</sup> Year Classes

#### October 2013:

- 3<sup>rd</sup> October 2013: Guest Lecture in Dept. of Public Administration  
:Commencement of MBA II Sem. Classes
- 5<sup>th</sup> October 2013: Guest Lecture on “Career Opportunities with LIC” by M.Com
- 7<sup>th</sup> October to 3<sup>rd</sup> November 2013: Supplementary Exams and Mid Term vacation  
98.3 FM event for PG Placement Cell
- 10<sup>th</sup> and 11<sup>th</sup> October 2013: MBA 3<sup>rd</sup> Sem. 1<sup>st</sup> Internals
- 19<sup>th</sup> October 2013: Placement drive – NEXWAVE Technologies for MCA
- 24<sup>th</sup> and 25<sup>th</sup> October 2013: M.A/M.Com/M.Sc 2<sup>nd</sup> Internals

#### November 2013:

- 4<sup>th</sup> November 2013: UG College re opening
- 8<sup>th</sup> November 2013: M.A/M.Com/M.Sc Last instruction day
- 15<sup>th</sup> and 16<sup>th</sup> November 2013: MBA and MCA 1<sup>st</sup> Sem. 1<sup>st</sup> Internals
- 20<sup>th</sup> November 2013: Seminar on “Stock Market” by MBA
- 22<sup>nd</sup> and 23<sup>rd</sup> November 2013: MBA 3<sup>rd</sup> Sem. 2<sup>nd</sup> Internals
- 25<sup>th</sup> to 27<sup>th</sup> November 2013: MCA 5<sup>th</sup> Sem. 2<sup>nd</sup> Internals
- 29<sup>th</sup> November 2013: Guest Lecture on “Electrochemistry” by Dept. of Chemistry

#### December 2013:

- 2<sup>nd</sup> to 13<sup>th</sup> December 2013:MCA II, IV and VI Supplementary Exams
- 9<sup>th</sup> December 2013: Guest Lecture on “Applications of Micro Controller” by Dept. of UG Physics
- 16<sup>th</sup> December to 21<sup>st</sup> December 2013: Half Yearly Exams

18<sup>th</sup> December 2013: A Seminar on “Sanskrita Vaibhavam” by Dept. of Sanskrit  
: Commencement of M.A./M.Com/M.Sc II and IV Sem. Classes

#### **January 2014**

6<sup>th</sup> January 2014: Commencement of MBA IV Sem. classes  
7<sup>th</sup> January 2014: Guest Lecture on “Proton NMR Spectroscopy” by Dept. of UG Chemistry  
9<sup>th</sup> January 2014: Placement drive – SIMBIOSIS for Biotech  
10<sup>th</sup> January 2014: Guest Lecture on “Manaviya Mulya Aur Premchand” by Dept. of Hindi  
22<sup>nd</sup> January 2014: Placement drive – BIZACUMEN for MBA  
22<sup>nd</sup> – 26<sup>th</sup> January 2014: Commerce Fete by B. Com Dept.  
27 – 31<sup>st</sup> January 2014: MCA I Sem. II internals

#### **February 2014**

3<sup>rd</sup> February 2014: Commencement of classes for MBA III Sem  
10<sup>th</sup> February 2014: Placement drive – OXHIDS for Chemistry  
: Commencement of MCA IV Sem. classes  
11 – 12<sup>th</sup> February 2014: M.A./ M.Com / M.Sc II & IV Sem. Ist Internals  
25<sup>th</sup> February 2014: A Seminar on “Emerging issues in HR” by MBA

#### **March 2014**

3<sup>rd</sup> March 2014: Commencement of MCA II Sem. classes  
4<sup>th</sup> March 2014: Placements drive - GENPACT for MBA  
6<sup>th</sup> March 2014: Placement Drive - LIC Life for MBA  
10<sup>th</sup> March 2014: Commencement of Degree final exams  
11 – 12<sup>th</sup> March 2014: II Internals for M.A./M.Com/M.Sc.  
15<sup>th</sup> March 2014: AVIRBHAV – 2014 by MBA (Student Fest)  
21 – 22<sup>nd</sup> March 2014: MBA II Sem. I Internals  
24 - 26<sup>th</sup> March 2014: MCA IV Sem. I Internals  
27<sup>th</sup> March 2014: Placements drive – South Indian Bank for UG & PG  
29<sup>th</sup> March 2014: Last instruction day for M.A./M.Com & M.Sc. II & IV Sem.  
31<sup>st</sup> March 2014: Placements drive - SYSTEL for MBA

#### **April 2014**

4<sup>th</sup> & 7<sup>th</sup> April 2014; MBA IV Sem. II Internals  
14<sup>th</sup> April 2014: Commencement of UG Vacation  
15<sup>th</sup> April 2014: M.A./M.Com/M.Sc. II & IV Sem. Final Exams  
16 – 18<sup>th</sup> April 2014: MCA II Sem. I Internals  
23<sup>rd</sup> April 2014: MBA IV Sem. Final Exams  
25 – 26<sup>th</sup> April 2014: MBA II Sem. II Internals

#### **May 2014**

5<sup>th</sup> May – 25<sup>th</sup> May 2014: Summer vacation for MCA

#### **June 2014**

9<sup>th</sup> – 13<sup>th</sup> June 2014: MCA IV Sem. II Internals  
30<sup>th</sup> June 2014: Commencement of MCA IV Sem. Final exams  
29<sup>th</sup> June – 4<sup>th</sup> July 2014: MCA II Sem. II Internals