



# YEARLY STATUS REPORT - 2020-2021

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	GOVERNMENT DEGREE COLLEGE
• Name of the Head of the institution	T. PRATAP SINGH
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	08732226995
• Mobile No:	9440736078
• Registered e-mail	adilabad.jkc@gmail.com
• Alternate e-mail	iqacgdcadb@gmail.com
• Address	Government Degree College Adilabad , Shanthi Nagar, Adilabad
• City/Town	Adilabad
• State/UT	Telangana
• Pin Code	504001
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

- Name of the Affiliating University **KAKATIYA UNIVERSITY**
- Name of the IQAC Coordinator **J.Thirupathi**
- Phone No. **08732226995**
- Alternate phone No. **9440736078**
- Mobile **9491399092**
- IQAC e-mail address **adilabad.jkc@gmail.com**
- Alternate e-mail address **iqacgdcadb@gmail.com**

**3.Website address (Web link of the AQAR (Previous Academic Year)**

<https://ccets.cgg.gov.in/Uploads/files/buttonDetails/61353.pdf>

**4.Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://ccets.cgg.gov.in/Uploads/files/buttonDetails/61925.pdf>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.41</b>	<b>2006</b>	<b>02/02/2006</b>	<b>30/12/2013</b>
<b>Cycle 2</b>	<b>B</b>	<b>2.46</b>	<b>2014</b>	<b>10/12/2014</b>	<b>09/12/2019</b>
<b>Cycle 3</b>	<b>B</b>	<b>2.17</b>	<b>2021</b>	<b>31/03/2021</b>	<b>30/03/2026</b>

**6.Date of Establishment of IQAC**

**05/03/2015**

**7.Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**8.Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

**9.No. of IQAC meetings held during the year**      **5**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?      **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report      [View File](#)

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?**      **No**

- If yes, mention the amount

**11.Significant contributions made by IQAC during the current year (maximum five bullets)**

Regular meetings of the Internal Quality Assurance Cell

Evaluation of the available infrastructural and educational facilities from time to time and assessing the future requirements.

Motivated the staff to participate in Departmental / National / International trainings/Seminars/Conferences/workshops.

Participated in ISO 9001:2015 1st Surveillance and received certificate.

Encouraged staff members to undertake admission campaigns and pre-admission counseling.

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
Participation in ISO 9001:2015 1st Surveillance	Participated in ISO 9001:2015 1st Surveillance and received certificate
Soft skills improvement	TSKC Program
Registration of Alumni Association	Steps were taken to register Alumni Association
In view of COVID 19 planning to conduct classes in online mode as well as in off line mode	Classes were conducted in online mode and in off line mode
To attend FIPs on ICT tools	Faculty attended FIPs on ICT Tools in Higher Education by UGC- HRDC & RUSA , OU, HYD

**13. Whether the AQAR was placed before statutory body?** No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

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• Pin Code	<b>504001</b>
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• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>
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• Name of the Affiliating University	<b>KAKATIYA UNIVERSITY</b>
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<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://ccets.cgg.gov.in/Uploads/files/buttonDetails/61353.pdf">https://ccets.cgg.gov.in/Uploads/files/buttonDetails/61353.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://ccets.cgg.gov.in/Uploads/files/buttonDetails/61925.pdf">https://ccets.cgg.gov.in/Uploads/files/buttonDetails/61925.pdf</a>				
<b>5.Accreditation Details</b>					
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Cycle 2	B	2.46	2014	10/12/2014	09/12/2019
Cycle 3	B	2.17	2021	31/03/2021	30/03/2026
<b>6.Date of Establishment of IQAC</b>			05/03/2015		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
0	0	0	0	0	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		
<b>9.No. of IQAC meetings held during the year</b>			5		

<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	Yes	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Regular meetings of the Internal Quality Assurance Cell		
Evaluation of the available infrastructural and educational facilities from time to time and assessing the future requirements.		
Motivated the staff to participate in Departmental / National / International trainings/Seminars/Conferences/workshops.		
Participated in ISO 9001:2015 1st Surveillance and received certificate.		
Encouraged staff members to undertake admission campaigns and pre-admission counseling.		
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To attend FIPS on ICT tools	Faculty attended FIPS on ICT Tools in Higher Education by UGC-HRDC & RUSA , OU, HYD
<b>13.Whether the AQAR was placed before statutory body?</b>	No
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-21	21/02/2022
<b>15.Multidisciplinary / interdisciplinary</b>	
<ul style="list-style-type: none"> <li>The vision/mission of the institution reflects a multidisciplinary/interdisciplinary approach.</li> <li>The institution offers credit-based courses.</li> <li>The institution is affiliated to Kakatiya university which aims at multiple entry and exit as part of NEP.</li> <li>The institution undertakes "Jignasa" ( Student study project) every year in which groups of students participate in a research-oriented activity.</li> </ul>	
<b>16.Academic bank of credits (ABC):</b>	



The affiliating university is planning to take up the Academic bank of credits (ABC) as part of NEP.

### 17.Skill development:

The Telangana Skills and Knowledge centre (TSKC) and Telangana Academy for Skill & Knowledge (TASK) of the institution provides soft skills and valued-based education through the training programmes from time to time.

### 18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Bilingual Teaching is used in the classrooms for the delivery of knowledge. The institution celebrates festivals that are part of Indian culture.

### 19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The faculty members are aware of the POs/COs and they are communicated to students.

### 20.Distance education/online education:

Courses such as Psychology are taught in Blended mode/ Moocs. Faculty attended a number of training programmes in online/Blended mode.

## Extended Profile

### 1.Programme

1.1

61

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1

781

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	300
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	109
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	21
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	26
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	21
Total number of Classrooms and Seminar halls	
4.2	33.01151
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	141
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution has developed a well-planned mechanism to implement the curriculum and the documentation of all records. The Principal, Staff Council, Academic Coordinator, Heads of the Department and lecturers are part of an institutional mechanism. This institution is affiliated to Kakatiya University, we follow the curriculum set by the University. However senior faculty of our institution, as members of BOS participate in the design of the curriculum. As an affiliated institution, we don't have the flexibility to modify the curriculum issued by the university.

For the implementation of the curriculum at the institutional level, one senior lecturer is appointed as an Academic Coordinator. Apart from monitoring the curriculum, he takes the responsibilities of conducting different university examinations and the documentation of its results. One committee is established with the heads of all the departments to prepare the Time-Table and monitoring of all the records at the department level. Every lecturer has to follow the timetable finalized by the institution-level committee.

Choice Based Credit System was introduced in all the programmes of the institution from the academic year 2016 - 2017 with provision for electives in the 5th and 6th semesters.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://gdcts.cgg.gov.in/adilabad.edu">https://gdcts.cgg.gov.in/adilabad.edu</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

- The institution strictly adheres to academic calendar of the affiliating university i.e Kakatiya University in all academic, and examinations matters.

- As per the dates and schedule given by university almanac, the internal assessment is done in every semester.
- The almanac/academic calendar is released by university every year.
- The almanac is released every year at the beginning of the academic year by the university immediately after the admission schedule is over.
- The changes in the almanac are incorporated in whenever necessary by the university.
- The college is bound by the rules of the university in the matter of the academic schedule and it is not free to follow its rules. Any deviation of the calendar is viewed as a breach of rules.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://gdcts.cgg.gov.in/adilabad.edu">https://gdcts.cgg.gov.in/adilabad.edu</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating University**

**Setting of question papers for UG/PG programs**

**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**

**Assessment /evaluation process of the affiliating University**

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

6

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Institute integrates cross cutting issues relevant to Gender, Environment and Substantiality, Human values & Professional ethics into the curriculum. The college follows curriculum framed by the affiliating university. Under Choice Based Credit System W.e.f the academic year 2020 - 21

Environment Studies is offered as a compulsory paper in the I Semester (50 marks).

The college has been working for the development of the students. The various programmes are arranged related to Gender Equality, Sustainability, Human Values and Ethics. The college teachers engage the students in various activities through expert lectures, N.S.S., N.C.C., programmes. The environmental issues are dealt in detail in the classroom through a regular subject entitled 'Environmental Science.' The students must understand the human values & follow professional ethics in their relevant field. Various departments organize the lectures on Human Values, especially on Gender Equality, Women Empowerment, and Skill Development for the students of the college. Camps are conducted by the N.S.S Department for their students to familiarize with the prevailing problems of rural India, make them aware of responsibilities and the professional ethics. Especially we are proud enough to state that we have not noticed till this date any major issues of Ragging and complaints from students about their harassments. The college works with the objective of generating Social awareness among the students.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

7

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://ccets.cgg.gov.in/Uploads/files/but tonDetails/63973.pdf">https://ccets.cgg.gov.in/Uploads/files/but tonDetails/63973.pdf</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

540

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

277



File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The learning levels of the students are assessed by

- Internal Assessments
- Semester end examinations
- Classroom activities such as quiz, seminars, debates etc.

Internal Assessment is done by the institution as per the academic calendar/almanac of the university. Semester - End examination is held at the end of each semester by the university in the months of November -December and April-May. The internal assessment carries a weightage of 20% marks and the external assessment carries the remaining 80% marks.

Strategies for Slow Learners:

- Mentors-Mentee Interaction: The respective Mentors have one to one interaction with their mentees and understand the progress in academic growth, sports, cultural activities, regularity, and active participation in co-curricular and extra-curricular activities. After that, the mentees will be given personal counseling by mentors.
- Remedial classes are organized to improve the performance.

Strategies for Advanced Learners:

- Students are encouraged to get the university ranks and centum strategically by special guidance. Special Coaching classes are arranged for P.G entrances.
- Talented students are motivated to participate in extra-curricular activities and cultural competitions in "YUVATARANGAM".
- The academic achievements of the students are motivated and highly praised by the College every year on annual day with an appreciation.

File Description	Documents
Link for additional Information	<a href="https://gdcts.cgq.gov.in/adilabad.edu">https://gdcts.cgq.gov.in/adilabad.edu</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
781	21

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In our Institute, apart from the conventional methods, various student-centric methods adopted for enhancing the learning experience of students.

- Teachers involve the students in the class by asking questions frequently during the lecture, by discussing the concepts.
- Provision for individual student /group of students involved in practical.
- Teaching-Aids and audio-visual aids, power-point presentations, digital boards are used to make teaching-learning interesting for learners.
- Experiential learning through study projects ( jignasa study project).
- Student seminars are conducted on a regular basis.This gives good opportunity for students to strengthen the concepts of the subject.
- Quiz competitions, debates are conducted by the departments. These competitions increase the knowledge and thinking power of students.
- To increase participative learning, students are given assignments.
- All the faculty members of the college understand and acknowledge that 'student voice' and their role are central in learning. So the role of the teacher is to be a

facilitator of learning.

- The newly-introduced CBCS system encourages student-centric methods as it gives choice to students. Instead of marks and ranks, it emphasizes credit-based assessment.
- Personal counseling and motivation is given by the teacher which builds up confidence in the students and they more actively participate in the class.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://gdcts.cgg.gov.in/adilabad.edu">https://gdcts.cgg.gov.in/adilabad.edu</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- The Faculty members of the college use ICT technology to improve the teaching and learning process.
- Zoom and Google classrooms, YouTube, E- mails, What's App group, College website are used as platforms to teach, communicate, provide material and syllabus, make announcements, presentations, and share information. These applications are used to provide online education during the covid-19 situation.
- Projectors, computers/laptops, smart boards/digital boards with broadband connection/ wi-fi are used in the classrooms.
- Xeroxing facility is available in the library.
- Recorded video lessons are uploaded in the you tube channel of the Institution.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://ccets.cgg.gov.in/Uploads/files/buttonDetails/15001.pdf">https://ccets.cgg.gov.in/Uploads/files/buttonDetails/15001.pdf</a>

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

2.3.3.1 - Number of mentors

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

21

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

1

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

71

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- Internal Assessment in college is transparent and robust, and every student is aware about the internal evaluation process of the theory & practical subjects.
- The institute strictly follows the affiliating university norms and guidelines for conducting semester examinations as well as internal assessments.
- Marks for the IA and semester examinations will be posted in the university website. Student can apply for recounting and revaluation of their answer scripts and can get a photocopy of the assessed answer script.
- The institution has an examination committee which takes care of the exam-related works.
- Internal assessment tests are conducted in a fair and transparent manner. Evaluation of answer scripts are done.
- A variety of tools are taken into consideration in IA performance. tests, Assignments, Projects, practicals and attendance are used to assess students performance internally.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://ccets.cgq.gov.in/Uploads/files/butt_onDetails/69304.pdf">http://ccets.cgq.gov.in/Uploads/files/butt_onDetails/69304.pdf</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The institute strictly follow the mechanism of affiliating university in regarding of examination related grievances and this mechanism is transparent, time-bound and effective.

**Institute level committee ( examination branch):**

- Coordinator - Sri J.Vijaya kumar
- Chairperson of concerned programme: Two senior faculty members one from Life sciences and one from Physical sciences.

**University level committee:**

- Controller of examinations
- Additional controller of examination
- Chair person of the concerned programme
- Registrar

**Redress of Grievances related to Internal assessment / semester end examination:**

- For the grievances related to internal assessment, an aggrieved student shall meet an institutional level committee with an application. The committee will try to redress the grievance within a reasonable time-bound i.e 5 working days
- If the student is not satisfied with the verdict of the institutional level committee, he can approach the principal.
- For the grievances pertaining to the semester end examination the applications of aggrieved student are forwarded to the affiliating university level committee.
- The university level committee shall consider the appeal of the student and make recommendation preferably within 15 days.
- There are provisions for recounting of marks, re-evaluation of answer scripts .
- The follow up of the complaint is given priority by the Institute level committee.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://ccets.cgg.gov.in/Uploads/files/butt onDetails/69304.pdf">http://ccets.cgg.gov.in/Uploads/files/butt onDetails/69304.pdf</a>

**2.6 - Student Performance and Learning Outcomes**

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the

Programmes offered by the institution.

- For a few Courses, outcomes are given in the course books itself. Teachers acquaint the students with broad outcomes of course at the beginning of the academic year.
- Earlier the outcomes of a programme or course are not written down by the lecturers. After the implementation of CBCS system from the year 2016-17, all the lecturers are instructed to write down the outcomes and convey them to the students so that the students can understand what they would gain after the completion of a particular programme or course.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://ccets.cgg.gov.in/Uploads/files/buttonDetails/47588.pdf">https://ccets.cgg.gov.in/Uploads/files/buttonDetails/47588.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- The faculty members are instructed to prepare a list of course outcomes.
- The course outcomes aim at expected outcomes from the students in respect of knowledge, skills and behavioural changes.
- Internal assessment and semester-end examinations conducted by the university are used to measure the CO's.
- The course outcomes are written by the lecturer concerned.
- The lecturers take into consideration the broad goals and objectives of the curriculum framers.
- These outcomes are related to broad components of learning such as knowledge, comprehension, skill set, value set etc.
- The level of attainment of the outcomes is indicated in the marks attained by the students in both internal and external examinations.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://ccets.cgg.gov.in/Uploads/files/buttonDetails/47588.pdf">https://ccets.cgg.gov.in/Uploads/files/buttonDetails/47588.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

109

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="http://ccets.cgg.gov.in/Uploads/files/buttonDetails/68754.pdf">http://ccets.cgg.gov.in/Uploads/files/buttonDetails/68754.pdf</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://ccets.cgg.gov.in/Uploads/files/buttonDetails/63975.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0



File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="#">NIL</a>

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

0

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

## 3.2 - Research Publications and Awards

### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

#### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

This institution has a cordial relationship with the neighbourhood community which helps in taking up number of extension activities in terms of impact and sensitizing students with social issues, contributing to good citizenship, community service, holistic development and all round personality development of students. NSS and NCC are the agencies which play a pivotal role in conducting extension activities.

The college has two NSS units (100 volunteers each) and one NCC unit (100 cadets).

The NSS units could not conduct the activities as where planned, due to pandemic, but COVID helpline centres were started ( Two

Whatsapp groups) and shared information on available beds in the hospitals and blood.

File Description	Documents
Paste link for additional information	<a href="http://ccets.cgg.gov.in/Uploads/files/butt_onDetails/8102.pdf">http://ccets.cgg.gov.in/Uploads/files/butt_onDetails/8102.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

9

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year****3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

743

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration****3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

0

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year****3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

**The Institution has adequate facilities for teaching -learning process**

- Campus Area - 15 acres
- Classrooms - 20
- Laboratories -09
- Zoology Museum - 01
- Botany Museum - 01
- Seminar Halls with projector-01
- Computers - 141 (including nine systems attached with smart boards and projectors)
- Computer Labs-2
- LAN - All Departments , ICT Enabled Rooms and computer labs
- E- Class rooms With Digital Boards - 03
- LCD Presentation Class Rooms - 01
- Projectors enabled Class Rooms/Labs -08
- English Language Lab - 01
- TSKC Lab - 01
- Library building - 01
- Mana TV -01
- RO plants -02
- Nappy vending machine -01

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has facilities for sports and games. College provides the sports equipments to the students.

- Indoor games: Chess, Carroms and Table - Tennis -2
- Gymnasium - 01
- Outdoor games: Basket ball court, shuttle badminton court and play ground.
- Our students also participate in Kho-Kho, Kabbadi, valleyball, Long jump, high jump, shot put etc.
- We used to do yoga in central hall / open ground.
- students are encouraged to participate in various cultural and literary activities.
- The college conducts various cultural activities like Annual day, Fresher's day in which students exhibit their talents.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ccets.cgg.gov.in/Uploads/files/buttonDetails/63288.pdf">https://ccets.cgg.gov.in/Uploads/files/buttonDetails/63288.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR

in Lakhs)

#### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

33.01151

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Library of the College has 32126 books, partially computerized/ automated and subscribes to Nlist (Inflibnet).

- It is located on the upstairs in a spacious hall with provisions for books and reading room.
- It subscribes to periodicals, dailies, and other magazines.
- Both the faculty and students make use of it in their leisure time.
- The college has a Librarian. He guides the faculty and students in locating appropriate reference books.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="#">NIL</a>

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources E. None of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.17

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

74

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The IT facilities like internet, Digital Classrooms/ ICT enabled class rooms, LCD and Virtual Classrooms are maintained by the College under the supervision of the Principal/ Academic Coordinator.



- The College is equipped with Internet and Wi-Fi .
- The College relies on BSNL for leasing bandwidth for both administrative and academic purposes.
- The College ensures that it maintains consistent connectivity through regular checks and servicing.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

#### 4.3.2 - Number of Computers

141

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

33.01151

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has a procedure for maintaining and utilizing physical, academic and support facilities like laboratory, library, computers, classrooms, gym, etc.

- Cleanliness is maintained by the attendants who clean and sweep the college campus, classrooms etc. every day and provide drinking water facility to students and staff.
- For maintaining library activities and facilities, the Principal constitutes a Library Development Committee.
- The laboratories of various departments are maintained by concerned heads of departments in consultation with the Principal of the college.
- The sports activities are maintained by a sports development committee which is constituted by the Principal.
- Biometric attendance, CC cameras and Nappy vending machine are maintained by senior faculty members who are given charge.
- The maintenance of UPS and Battery and inverter facilities are done by the respective suppliers who supplied them.
- E-classrooms and the related system are maintained by the corresponding service provider.
- For Maintenance of Minimum Standards and facilities at Colleges like lights, fans and drinking water, toilet facilities for men and women students etc., are being done as per the instructions of the commissioner.
- The facilities which are provided to the students are free of charge as this institution is a government institution.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

499

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

##### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**C. 2 of the above**

File Description	Documents
Link to institutional website	<a href="http://ccets.cgg.gov.in/Uploads/files/buttonDetails/61052.pdf">http://ccets.cgg.gov.in/Uploads/files/buttonDetails/61052.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**106**

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

**106**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**C. Any 2 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

21

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations

(eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

31

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year**

**5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Students have been represented as members in various academic and administrative committees to the institution to maintain transparency in academic and administrative activities and influence the matters which concern them in a concrete and direct manner. It is also a great source of experience one of the basic skills which are needed in life.

The following are some of the committees in which students represent as members include.

- Administrative Committee
- Academic Committee
- sports committee
- Library committee
- Disciplinary Committee
- Anti Ragging Committee
- Women Empowerment cell
- Grievance Redress Committee
- Students Affairs Committee
- NSS and NCC etc.
- Most of the activities of the college are student-centric with a view to provide students opportunities towards leadership, planning and organizing, management of events by playing energetic roles.

File Description	Documents
Paste link for additional information	<a href="http://ccets.cgg.gov.in/Uploads/files/buttonDetails/69304.pdf">http://ccets.cgg.gov.in/Uploads/files/buttonDetails/69304.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

1

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development

of the institution through financial and/or other support services

There is no registered alumni association. But the institution has active alumni of no.226 and they contributed financially Rs 1,28,621 for the development of the institution.

File Description	Documents
Paste link for additional information	<a href="https://ccets.cgg.gov.in/Uploads/files/buttonDetails/63647.pdf">https://ccets.cgg.gov.in/Uploads/files/buttonDetails/63647.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	<a href="#">View File</a>

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

##### Vision :

- To impart high-quality education.
- To infuse social and national responsibilities.
- To inculcate moral values.
- To involve all the stakeholders for the development of the institution.

##### Mission:

- The college has endeavoured to build itself as an institution of excellence with all possible infrastructure facilities available to the students.
- Using ICTs and effective methods of teaching by faculty members.
- Conducting outreach programmes, socially useful works and celebrating national importance days.
- Promoting extensive reading habits among the students and encouraging them to participate in various curricular and co



- curricular activities.

#### Nature of Governance:

- The college is headed by Principal. The college has a staff council with appropriate representation from all departments with HODs / In charges of the Depts.
- In addition, there are various committees to look after the different aspects of the college.
- Some of the important committees are:
- IQAC Committee
- Institutional Planning Committee
- UGC Committee
- Women Empowerment Cell
- Examinations Committee, etc.
- The committees are formed as per the norms and need where ever it necessary. Stakeholder's advice is taken into consideration in decision making for smooth governance of the college.

File Description	Documents
Paste link for additional information	<a href="http://ccets.cgg.gov.in/Uploads/files/butt onDetails/69304.pdf">http://ccets.cgg.gov.in/Uploads/files/butt onDetails/69304.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

- To enhance teacher and student participation in developmental activities of the college decentralization of governance will help. This structure would be more responsive for the sake of all the stakeholders in the institution.
- Majority decisions are taken by the staff council with proper representation from all the departments.

- Various aspects of the college are discussed thoroughly in the staff council meetings and decisions are taken unanimously as far as possible.
- The decisions pertaining to the matters of the concerned committee are taken by its stakeholders.
- The matters particularly regarding to the finance are taken to the staff council for taking a decision.

A couple of cases where participatory management is practised are:

- Initially, no faculty member/members used to take initiatives in conducting programmes, awareness campaigns ..etc regarding Anti Drug Addiction. But when the Anti Drug Addiction Committee was set up in the institution the head and members approached DM&HO, Superintendent of Police and Senior Advocates of the District and invited them to the college. Subsequently, they successfully conducted the Anti Drug Addiction Awareness Campaign in the college. Health and Hygiene Committee, Anti-Ragging Committee and others participated in it and also extended their cooperation along with the students.
- Initially, no students have enrolled themselves into the online study courses and so as the faculty members. But when MOOCs Committee was initialized in the college many students have successfully enrolled in their names into the different online courses.

File Description	Documents
Paste link for additional information	<a href="https://ccets.cgg.gov.in/orgChart.do">https://ccets.cgg.gov.in/orgChart.do</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has a perspective plan. The aspects considered for inclusion are:

- Quality enhancement and the improved teaching-learning environment.
- Enhancement of student support systems.
- Improved student success rate.
- To be more innovative and be more creative in academic delivery, with a strong emphasis on effective integration of

technology in the teaching-learning process.

- The teacher to be more of a facilitator and mentor than just a full time tutor.
- To nurture and develop research culture among the students and staff.
- To emphasize on multidimensional development of students.

The college has been quick to adopt to online teaching during the pandemic and subsequent lockdown. The youtube channel has been created for institute and faculty members were uploaded recorded video lessons in that channel.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.youtube.com/channel/UCD7o3D-Z991IpU8pZiI3opg/videos">https://www.youtube.com/channel/UCD7o3D-Z991IpU8pZiI3opg/videos</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution is headed by a principal who looks after all the academic and administrative aspects. Next to him, there is a vice-principal whose duty is to Co-operate the principal in his administration. Then the staff divided into the academic side at the one hand and administrative side at the other hand. Academic staff consists of various departments like Botany, Zoology, Mathematics, Telugu, English, Physics...etc. They are responsible for the curricular and co-curricular aspects regarding their subjects. The academic staff also consists of various committees and cells to look after various issues/aspects for smooth governance of the institution. Each committee has a head /convener and members as per the norms.

On the administrative side, Administrative Officer discharges the duties of administrative aspects. He looks after salary bills, other bills of the employees and other funds and grants assigned to the college. And also the service matters of the staff. Superintendent helps the Administrative Officer in his duties and also supervises his subordinates. Senior Assistant, Junior

Assistant, Record Assistant look after the service matters of the staff and maintain the records concerned. They also maintain the important records of the students like admission and removal register..etc Attendants (Office Subordinates )assists all the above.

File Description	Documents
Paste link for additional information	<a href="https://ccets.cgg.gov.in/orgChart.do">https://ccets.cgg.gov.in/orgChart.do</a>
Link to Organogram of the Institution webpage	<a href="https://ccets.cgg.gov.in/Uploads/files/but tonDetails/68369.pdf">https://ccets.cgg.gov.in/Uploads/files/but tonDetails/68369.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The State Government of Telangana is providing certain welfare measures to its teaching and non-teaching staff in collegiate education.

The staff has the following welfare facilities:-

- Telangana State General Life Insurance( TSGLI)
- Employee Health Cards
- General Provident fund(GPF)

- Contributory Pension Scheme(CPS) for the employees who have been appointed after the year 2014 (01-09-2014).
- Telangana increment (monthly, from the date when Telangana emerged as a new state.)
- Pension
- Compassionate Appointment (on the untimely death of an earning member of a family)
- Cremation expenditure( paid on the death of a state government employee)
- Gratuity
- Sufficient leave title as per state government rules

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

7

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

- Commissioner of Collegiate Education nominates external peer academic audit team after completion of every academic year to appraise the performance of the teachers in academics. The overall performance of the institution is also appraised

by external peers nominated by CCE, Telangana State, Hyderabad every year. Appropriate action is taken by the principal on the shortfall identified by the academic audit team and the action taken report is submitted to the CCE within a week.

- Further the commissioner reviews the performance of the teaching faculty and different cells and committees frequently through direct meetings or video conferences.
- APIs (Annual Performance Indicators) are also collected from the teaching faculty and sent to the commissioner. These are used not only for performance appraisal but also for the sake of CAS(Career Advancement Scheme).

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

This college has a mechanism for both internal and external audit of all financial activities.

- The principal of the college and Chartered Accountant appointed by the Commissioner of Collegiate Education, conducts internal financial audits from time to time.
- Every month the accounts are reconciled with treasury figures.
- Departmental Audit is to be conducted by Commissioner of collegiate Education, Hyderabad.
- The external audit to be conducted by the Accountant General, Government of Telangana according to their schedule or interval.
- The institution maintains transparency in all financial activities.
- The financial audits are carried out during this academic year.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

- Central government agencies like RUSA, UGC..etc, and state government are providing resources for the development of the institution.
- Local philanthropists, retired lecturers, individuals, and alumni, etc. are also mobilized for resources.
- Our Dist. Collector regularly giving grants for mid-day meals programme.
- The details of the contributions and expenditure are maintained in the college.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### 6.5 - Internal Quality Assurance System

#### 6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing



the quality assurance strategies and processes

In order to enhance the quality of the institution in all spheres, various quality assurance strategies initiated by The IQAC of the institution are as under:

- All the faculty members are encouraged and supported to participate in Orientation, refresher courses, Workshops, Seminars, and conferences (National & International) related to the teacher-learning process and research.
- Teachers are also supported and encouraged to participate in examination and evaluation processes.
- The college also provides a platform for the students to participate in Intra- College and Inter -College level debates, competitions, seminars etc.
- Regular meetings of IQAC are conducted under the chairmanship of the Principal with a fixed agenda and suggestions are taken from all the members of IQAC for improvement and better implementation of curriculum.
- During the period of pandemic and ensuing lockdown, Teachers were encouraged to conduct sessions on the virtual platform to take care of the students' mental health and to uplift their spirits apart from the classes.
- All the teachers are encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes. Almost all the laboratories are provided with charts, models etc for effective teaching- learning process.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- The IQAC does regular reviews of the institutional aspects in the academic and administrative matters.
- The regular meetings of the IQAC internally as well as with the principal and different committees are conducted to ensure stocktaking and earmarking of the scopes of improvement in all possible spheres of the Institution.
- Regular feedback obtained from different stakeholders help in proper identification of the target area.

- The task was set up by the IQAC in 2020-21, is to take care of the mental health issues of students during the pandemic time.

File Description	Documents
Paste link for additional information	<a href="http://ccets.cgg.gov.in/Uploads/files/butt onDetails/69233.pdf">http://ccets.cgg.gov.in/Uploads/files/butt onDetails/69233.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://ccets.cgg.gov.in/Uploads/files/butt onDetails/68551.pdf">http://ccets.cgg.gov.in/Uploads/files/butt onDetails/68551.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college is a co-education institution which makes us to be more cautious, concern and vigilant about different issues related to gender. A number of steps and initiatives are taken for the sensitization of women as an equal entity of human being. The institution has constituted certain committees and measures to

prevent any untoward incidents for any girl student and women employee. The internal complaint committee, women empowerment cell, sexual harassment prevention cell, anti ragging cell, student discipline, and monitoring committee, etc. are organized different gender sensitization programs.

**Gender sensitivity facilities:**

**Safety and Security:**

Visitors are required to sign in the register their names and purpose of visit. The institution is under the surveillance of CCTV cameras.

Awareness programs are conducted on gender sensitization. Sanitary nappy vending machines are provided with an incinerator.

It is seen that both male & female constables are present during examinations and functioning timings.

**Counselling:** counselling is done by the faculty members and gender sensitization committee members on gender equity and related issues.

**Common Room:** There are seminar hall, T- SAT (mana t.v ) room, library, indoor sports room, gymnasium, etc were available for both men, women students.

File Description	Documents
Annual gender sensitization action plan	<a href="http://ccets.cgg.gov.in/Uploads/files/butt onDetails/68091.pdf">http://ccets.cgg.gov.in/Uploads/files/butt onDetails/68091.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://ccets.cgg.gov.in/Uploads/files/butt onDetails/68453.pdf">http://ccets.cgg.gov.in/Uploads/files/butt onDetails/68453.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy**

**C. Any 2 of the above**

### Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

#### Solid waste management :

- Dust bins are provided in the campus to keep the college clean and neat. These solid wastes are collected by the workers of Adilabad Municipal Corporation for disposal.
- The solid waste that is generated in the campus (dried leaves and other solid material) is dropped into the pits.
- The students are also encouraged and mobilized for green practices and waste management by the initiatives of NSS and NCC.

#### Liquid management:

- The liquid waste is transported out of the institution through pipes to the drainage canals.
- Lab chemicals are diluted before discarding in the washbasin.

#### E-Waste Management:

- The E-Waste generated in the college campus is collected and kept separately.
- The cartridge of printers is refilled outside the college campus.
- We follow the E-waste management policy issued by Commissioner of Collegiate Education

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="http://ccets.cgg.gov.in/Uploads/files/butt onDetails/68453.pdf">http://ccets.cgg.gov.in/Uploads/files/butt onDetails/68453.pdf</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution:** Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

**B. Any 3 of the above**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the**

**D. Any 1 of the above**

**following 1.Green audit 2. Energy audit  
3.Environment audit 4.Clean and green  
campus recognitions/awards 5. Beyond the  
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.**

**Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

**Institution provides an inclusive environment for everyone with**

tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day, Yoga day also promote tolerance and harmony. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of cultural, regional, linguistic, communal socio economic and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The students and employees are sensitized about the constitutional obligations: values, rights, duties, and responsibilities of citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

**4. Annual awareness programmes on Code of Conduct are organized**

**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution organizes and celebrates a number of national and international commemorative days like Republic Day, Independence Day, International Yoga Day, Rashtriya Ekta Diwas, Hindi Diwas, Bhathukamma festival, Women's day celebrations, etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice -1

1. Title: COVID - 19 AWARENESS CUM COUNSELLING PROGRAMME AND HELPLINE CENTRE

### 2. Objectives :

1. Understanding the impact of COVID-19 pandemic

2. Creating awareness among the students, staff and people in general about COVID -19 pandemic



3. Giving counseling to the needy people

4. Creating COVID - 19 help line centre

Best Practice -2

1. Title : Q.R Coding of Plants in the College Campus

2. Objectives :

The main objectives of taxonomical information for digitalization using new techniques of QR code are as follows:

1) To incorporate the plant species information to QR code such as

a) Vernacular name of the plant

b) Botanical name of the plant

c) Family of the plant

d) Category of the plant type such as Herb/Shrub/Tree and

e) Number of such species present in the college.

2) To visualize the plant information through scanning the QR code. The main benefits of QR code assigning to the plants is that, any student or any interested person wants to know about the information of a plant. He or She is to scan the QR code attached to the plant with his or her mobile phone camera to get the information quickly.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

One of the priority areas of the college relative to its distinctive vision and thrust is the all-round development of the students. Many students of this college are from remote, rural

areas and weaker sections of the society. This objective is achieved through various programmes which are taken up as follows:

- Quality teaching is promoted by using ICTs in the college.
  - Nutritious and hygienic mid-day meal is providing.
  - Separate classes are taken by the experts on Life skills, employability skills, and personality development.
  - Extensive lectures are given to the students by the reputed lectures of other colleges.
  - MOUs are done with government non-government agencies.
  - Research attitude is developed by conducting the students' study projects like Jignasa.
  - Free coaching is given for PG entrances.
  - To create equality among the students "uniform" is introduced.
  - Conducted a number of programmes under NSS, NCC (National Cadet Corps), Yuva Tarangam Programmes, Jignasa and college games, sports and cultural committee.
  - It has been the experience that the various activities conducted by NCC and NSS, Yuva tarangam, etc. have positively impacted students in the following ways:-
- Inculcated discipline
  - Instilled confidence
  - Developed brotherhood
  - Promoted community feeling
  - Developed leadership skills
  - Developed creativity, life-skills, autonomy, and independence, service-motto and community life etc.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution has developed a well-planned mechanism to implement the curriculum and the documentation of all records. The Principal, Staff Council, Academic Coordinator, Heads of the Department and lecturers are part of an institutional mechanism. This institution is affiliated to Kakatiya University, we follow the curriculum set by the University. However senior faculty of our institution, as members of BOS participate in the design of the curriculum. As an affiliated institution, we don't have the flexibility to modify the curriculum issued by the university.

For the implementation of the curriculum at the institutional level, one senior lecturer is appointed as an Academic Coordinator. Apart from monitoring the curriculum, he takes the responsibilities of conducting different university examinations and the documentation of its results. One committee is established with the heads of all the departments to prepare the Time-Table and monitoring of all the records at the department level. Every lecturer has to follow the timetable finalized by the institution-level committee.

Choice Based Credit System was introduced in all the programmes of the institution from the academic year 2016 - 2017 with provision for electives in the 5th and 6th semesters.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://gdcts.cgg.gov.in/adilabad.edu">https://gdcts.cgg.gov.in/adilabad.edu</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

- The institution strictly adheres to academic calendar of

the affiliating university i.e Kakatiya University in all academic, and examinations matters.

- As per the dates and schedule given by university almanac, the internal assessment is done in every semester.
- The almanac/academic calendar is released by university every year.
- The almanac is released every year at the beginning of the academic year by the university immediately after the admission schedule is over.
- The changes in the almanac are incorporated in whenever necessary by the university.
- The college is bound by the rules of the university in the matter of the academic schedule and it is not free to follow its rules. Any deviation of the calendar is viewed as a breach of rules.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://gdcts.cgg.gov.in/adilabad.edu">https://gdcts.cgg.gov.in/adilabad.edu</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.2 - Academic Flexibility**

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

6

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

0

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Institute integrates cross cutting issues relevant to Gender, Environment and Substantiality, Human values & Professional ethics into the curriculum. The college follows curriculum framed by the affiliating university. Under Choice Based Credit System W.e.f the academic year 2020 - 21

Environment Studies is offered as a compulsory paper in the I Semester (50 marks).

The college has been working for the development of the students. The various programmes are arranged related to Gender Equality, Sustainability, Human Values and Ethics. The college teachers engage the students in various activities through expert lectures, N.S.S., N.C.C., programmes. The environmental issues are dealt in detail in the classroom through a regular subject entitled 'Environmental Science.' The students must understand the human values & follow professional ethics in their relevant field. Various departments organize the lectures on Human Values, especially on Gender Equality, Women Empowerment, and Skill Development for the students of the college. Camps are conducted by the N.S.S Department for their students to familiarize with the prevailing problems of rural India, make them aware of responsibilities and the professional ethics. Especially we are proud enough to state that we have not noticed till this date any major issues of Ragging and complaints from students about their harassments. The college works with the objective of generating Social awareness among the students.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

7

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders  
Students Teachers Employers Alumni**

**C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://ccets.cgg.gov.in/Uploads/files/butttonDetails/63973.pdf">https://ccets.cgg.gov.in/Uploads/files/butttonDetails/63973.pdf</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**540**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**277**



File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The learning levels of the students are assessed by

- Internal Assessments
- Semester end examinations
- Classroom activities such as quiz, seminars, debates etc.

Internal Assessment is done by the institution as per the academic calendar/almanac of the university. Semester - End examination is held at the end of each semester by the university in the months of November -December and April-May. The internal assessment carries a weightage of 20% marks and the external assessment carries the remaining 80% marks.

Strategies for Slow Learners:

- Mentors-Mentee Interaction: The respective Mentors have one to one interaction with their mentees and understand the progress in academic growth, sports, cultural activities, regularity, and active participation in co-curricular and extra-curricular activities. After that, the mentees will be given personal counseling by mentors.
- Remedial classes are organized to improve the performance.

Strategies for Advanced Learners:

- Students are encouraged to get the university ranks and centum strategically by special guidance. Special Coaching classes are arranged for P.G entrances.
- Talented students are motivated to participate in extra-curricular activities and cultural competitions in "YUVATARANGAM".
- The academic achievements of the students are motivated and highly praised by the College every year on annual day with an appreciation.

File Description	Documents
Link for additional Information	<a href="https://gdcts.cgg.gov.in/adilabad.edu">https://gdcts.cgg.gov.in/adilabad.edu</a>
Upload any additional information	<a href="#">View File</a>

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
781	21

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

In our Institute, apart from the conventional methods, various student-centric methods adopted for enhancing the learning experience of students.

- Teachers involve the students in the class by asking questions frequently during the lecture, by discussing the concepts.
- Provision for individual student /group of students involved in practical.
- Teaching-Aids and audio-visual aids, power-point presentations, digital boards are used to make teaching-learning interesting for learners.
- Experiential learning through study projects ( jignasa study project).
- Student seminars are conducted on a regular basis.This gives good opportunity for students to strengthen the concepts of the subject.
- Quiz competitions, debates are conducted by the departments. These competitions increase the knowledge and thinking power of students.
- To increase participative learning, students are given assignments.
- All the faculty members of the college understand and acknowledge that 'student voice' and their role are central in learning. So the role of the teacher is to be

a facilitator of learning.

- The newly-introduced CBCS system encourages student-centric methods as it gives choice to students. Instead of marks and ranks, it emphasizes credit-based assessment.
- Personal counseling and motivation is given by the teacher which builds up confidence in the students and they more actively participate in the class.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://gdcts.cgg.gov.in/adilabad.edu">https://gdcts.cgg.gov.in/adilabad.edu</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

- The Faculty members of the college use ICT technology to improve the teaching and learning process.
- Zoom and Google classrooms, YouTube, E-mails, What's App group, College website are used as platforms to teach, communicate, provide material and syllabus, make announcements, presentations, and share information. These applications are used to provide online education during the covid-19 situation.
- Projectors, computers/laptops, smart boards/digital boards with broadband connection/ wi-fi are used in the classrooms.
- Xeroxing facility is available in the library.
- Recorded video lessons are uploaded in the you tube channel of the Institution.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://ccets.cgg.gov.in/Uploads/files/buttonDetails/15001.pdf">https://ccets.cgg.gov.in/Uploads/files/buttonDetails/15001.pdf</a>

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )**

**2.3.3.1 - Number of mentors**

21

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers against sanctioned posts during the year

21

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

1

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

**2.4.3.1 - Total experience of full-time teachers**

71

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

- Internal Assessment in college is transparent and robust, and every student is aware about the internal evaluation process of the theory & practical subjects.
- The institute strictly follows the affiliating university norms and guidelines for conducting semester examinations as well as internal assessments.
- Marks for the IA and semester examinations will be posted in the university website. Student can apply for recounting and revaluation of their answer scripts and can get a photocopy of the assessed answer script.
- The institution has an examination committee which takes care of the exam-related works.
- Internal assessment tests are conducted in a fair and transparent manner. Evaluation of answer scripts are done.
- A variety of tools are taken into consideration in IA performance. tests, Assignments, Projects, practicals and attendance are used to assess students performance internally.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://ccets.cgg.gov.in/Uploads/files/buttonDetails/69304.pdf">http://ccets.cgg.gov.in/Uploads/files/buttonDetails/69304.pdf</a>

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The institute strictly follow the mechanism of affiliating

university in regarding of examination related grievances and this mechanism is transparent, time-bound and effective.

Institute level committee ( examination branch):

- Coordinator - Sri J.Vijaya kumar
- Chairperson of concerned programme: Two senior faculty members one from Life sciences and one from Physical sciences.

University level committee:

- Controller of examinations
- Additional controller of examination
- Chair person of the concerned programme
- Registrar

Redress of Grievances related to Internal assessment / semester end examination:

- For the grievances related to internal assessment, an aggrieved student shall meet an institutional level committee with an application. The committee will try to redress the grievance within a reasonable time-bound i.e 5 working days
- If the student is not satisfied with the verdict of the institutional level committee, he can approach the principal.
- For the grievances pertaining to the semester end examination the applications of aggrieved student are forwarded to the affiliating university level committee.
- The university level committee shall consider the appeal of the student and make recommendation preferably within 15 days.
- There are provisions for recounting of marks, re-evaluation of answer scripts .
- The follow up of the complaint is given priority by the Institute level committee.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://ccets.cgg.gov.in/Uploads/files/butonDetails/69304.pdf">http://ccets.cgg.gov.in/Uploads/files/butonDetails/69304.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

- For a few Courses, outcomes are given in the course books itself. Teachers acquaint the students with broad outcomes of course at the beginning of the academic year.
- Earlier the outcomes of a programme or course are not written down by the lecturers. After the implementation of CBCS system from the year 2016-17, all the lecturers are instructed to write down the outcomes and convey them to the students so that the students can understand what they would gain after the completion of a particular programme or course.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://ccets.cgg.gov.in/Uploads/files/butttonDetails/47588.pdf">https://ccets.cgg.gov.in/Uploads/files/butttonDetails/47588.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- The faculty members are instructed to prepare a list of course outcomes.
- The course outcomes aim at expected outcomes from the students in respect of knowledge, skills and behavioural changes.
- Internal assessment and semester-end examinations conducted by the university are used to measure the CO's.
- The course outcomes are written by the lecturer concerned.
- The lecturers take into consideration the broad goals and objectives of the curriculum framers.
- These outcomes are related to broad components of learning such as knowledge, comprehension, skill set, value set etc.
- The level of attainment of the outcomes is indicated in the marks attained by the students in both internal and external examinations.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://ccets.cgg.gov.in/Uploads/files/buttonDetails/47588.pdf">https://ccets.cgg.gov.in/Uploads/files/buttonDetails/47588.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

109

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="http://ccets.cgg.gov.in/Uploads/files/buttonDetails/68754.pdf">http://ccets.cgg.gov.in/Uploads/files/buttonDetails/68754.pdf</a>

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://ccets.cgg.gov.in/Uploads/files/buttonDetails/63975.pdf>

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

##### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0



File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="#">NIL</a>

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

0

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

This institution has a cordial relationship with the neighbourhood community which helps in taking up number of extension activities in terms of impact and sensitizing students with social issues, contributing to good citizenship, community service, holistic development and all round personality development of students. NSS and NCC are the agencies which play a pivotal role in conducting extension activities.

The college has two NSS units (100 volunteers each) and one NCC unit (100 cadets).

The NSS units could not conduct the activities as where planned, due to pandemic, but COVID helpline centres were started ( Two Whatsapp groups) and shared information on available beds in the hospitals and blood.

File Description	Documents
Paste link for additional information	<a href="http://ccets.cgg.gov.in/Uploads/files/buttonDetails/8102.pdf">http://ccets.cgg.gov.in/Uploads/files/buttonDetails/8102.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

9

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

743

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

**The Institution has adequate facilities for teaching -learning process**

- Campus Area - 15 acres
- Classrooms - 20
- Laboratories -09
- Zoology Museum - 01
- Botany Museum - 01
- Seminar Halls with projector-01
- Computers - 141 (including nine systems attached with smart boards and projectors)
- Computer Labs-2
- LAN - All Departments , ICT Enabled Rooms and computer labs
- E- Class rooms With Digital Boards - 03
- LCD Presentation Class Rooms - 01
- Projectors enabled Class Rooms/Labs -08
- English Language Lab - 01
- TSKC Lab - 01
- Library building - 01
- Mana TV -01
- RO plants -02
- Nappy vending machine -01

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has facilities for sports and games. College provides the sports equipments to the students.

- Indoor games: Chess, Carroms and Table - Tennis -2
- Gymnasium - 01
- Outdoor games: Basket ball court, shuttle badminton court and play ground.
- Our students also participate in Kho-Kho, Kabbadi, valleyball, Long jump, high jump, shot put etc.
- We used to do yoga in central hall / open ground.
- students are encouraged to participate in various cultural and literary activities.
- The college conducts various cultural activities like Annual day, Fresher's day in which students exhibit their talents.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

11

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

11

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://ccets.cgg.gov.in/Uploads/files/butttonDetails/63288.pdf">https://ccets.cgg.gov.in/Uploads/files/butttonDetails/63288.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

33.01151

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Library of the College has 32126 books, partially computerized/ automated and subscribes to Nlist (Inflibnet).

- It is located on the upstairs in a spacious hall with provisions for books and reading room.
- It subscribes to periodicals, dailies, and other magazines.
- Both the faculty and students make use of it in their leisure time.
- The college has a Librarian. He guides the faculty and students in locating appropriate reference books.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="#">NIL</a>
<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>E. None of the above</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
0.17	
File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>
<b>4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
74	



File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The IT facilities like internet, Digital Classrooms/ ICT enabled class rooms, LCD and Virtual Classrooms are maintained by the College under the supervision of the Principal/ Academic Coordinator.

- The College is equipped with Internet and Wi-Fi .
- The College relies on BSNL for leasing bandwidth for both administrative and academic purposes.
- The College ensures that it maintains consistent connectivity through regular checks and servicing.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

#### 4.3.2 - Number of Computers

141

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

33.01151

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has a procedure for maintaining and utilizing physical, academic and support facilities like laboratory, library, computers, classrooms, gym, etc.

- Cleanliness is maintained by the attendants who clean and sweep the college campus, classrooms etc. every day and provide drinking water facility to students and staff.
- For maintaining library activities and facilities, the Principal constitutes a Library Development Committee.
- The laboratories of various departments are maintained by concerned heads of departments in consultation with the Principal of the college.
- The sports activities are maintained by a sports development committee which is constituted by the

**Principal.**

- Biometric attendance, CC cameras and Nappy vending machine are maintained by senior faculty members who are given charge.
- The maintenance of UPS and Battery and inverter facilities are done by the respective suppliers who supplied them.
- E-classrooms and the related system are maintained by the corresponding service provider.
- For Maintenance of Minimum Standards and facilities at Colleges like lights, fans and drinking water, toilet facilities for men and women students etc., are being done as per the instructions of the commissioner.
- The facilities which are provided to the students are free of charge as this institution is a government institution.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="#">NIL</a>

**STUDENT SUPPORT AND PROGRESSION****5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****499**

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**

**5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

C. 2 of the above

File Description	Documents
Link to institutional website	<a href="http://ccets.cgg.gov.in/Uploads/files/butonDetails/61052.pdf">http://ccets.cgg.gov.in/Uploads/files/butonDetails/61052.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

106

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

106

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**C. Any 2 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **5.2 - Student Progression**

### **5.2.1 - Number of placement of outgoing students during the year**

#### **5.2.1.1 - Number of outgoing students placed during the year**

0

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education**

21

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)****5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

31

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Students have been represented as members in various academic and administrative committees to the institution to maintain transparency in academic and administrative activities and influence the matters which concern them in a concrete and direct manner. It is also a great source of experience one of the basic skills which are needed in life.

The following are some of the committees in which students represent as members include.

- Administrative Committee
- Academic Committee
- sports committee
- Library committee
- Disciplinary Committee
- Anti Ragging Committee
- Women Empowerment cell
- Grievance Redress Committee
- Students Affairs Committee
- NSS and NCC etc.
- Most of the activities of the college are student-centric with a view to provide students opportunities towards leadership, planning and organizing, management of events by playing energetic roles.

File Description	Documents
Paste link for additional information	<a href="http://ccets.cgg.gov.in/Uploads/files/buttonDetails/69304.pdf">http://ccets.cgg.gov.in/Uploads/files/buttonDetails/69304.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

1

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is no registered alumni association. But the institution has active alumni of no.226 and they contributed financially Rs 1,28,621for the development of the institution.

File Description	Documents
Paste link for additional information	<a href="https://ccets.cgg.gov.in/Uploads/files/buttonDetails/63647.pdf">https://ccets.cgg.gov.in/Uploads/files/buttonDetails/63647.pdf</a>
Upload any additional information	<a href="#">View File</a>

5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs



(INR in Lakhs)	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	
<b>6.1 - Institutional Vision and Leadership</b>	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p><b>Vision :</b></p> <ul style="list-style-type: none"> <li>• To impart high-quality education.</li> <li>• To infuse social and national responsibilities.</li> <li>• To inculcate moral values.</li> <li>• To involve all the stakeholders for the development of the institution.</li> </ul> <p><b>Mission:</b></p> <ul style="list-style-type: none"> <li>• The college has endeavoured to build itself as an institution of excellence with all possible infrastructure facilities available to the students.</li> <li>• Using ICTs and effective methods of teaching by faculty members.</li> <li>• Conducting outreach programmes, socially useful works and celebrating national importance days.</li> <li>• Promoting extensive reading habits among the students and encouraging them to participate in various curricular and co - curricular activities.</li> </ul> <p><b>Nature of Governance:</b></p> <ul style="list-style-type: none"> <li>• The college is headed by Principal. The college has a staff council with appropriate representation from all departments with HODs / In charges of the Depts.</li> <li>• In addition, there are various committees to look after the different aspects of the college.</li> <li>• Some of the important committees are: <ul style="list-style-type: none"> <li>• IQAC Committee</li> <li>• Institutional Planning Committee</li> <li>• UGC Committee</li> <li>• Women Empowerment Cell</li> <li>• Examinations Committee, etc.</li> </ul> </li> </ul>	

- The committees are formed as per the norms and need where ever it necessary. Stakeholder's advice is taken into consideration in decision making for smooth governance of the college.

File Description	Documents
Paste link for additional information	<a href="http://ccets.cgg.gov.in/Uploads/files/butonDetails/69304.pdf">http://ccets.cgg.gov.in/Uploads/files/butonDetails/69304.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

- To enhance teacher and student participation in developmental activities of the college decentralization of governance will help. This structure would be more responsive for the sake of all the stakeholders in the institution.
- Majority decisions are taken by the staff council with proper representation from all the departments.
- Various aspects of the college are discussed thoroughly in the staff council meetings and decisions are taken unanimously as far as possible.
- The decisions pertaining to the matters of the concerned committee are taken by its stakeholders.
- The matters particularly regarding to the finance are taken to the staff council for taking a decision.

A couple of cases where participatory management is practised are:

- Initially, no faculty member/members used to take initiatives in conducting programmes, awareness campaigns ..etc regarding Anti Drug Addiction. But when the Anti Drug Addiction Committee was set up in the institution

the head and members approached DM&HO, Superintendent of Police and Senior Advocates of the District and invited them to the college. Subsequently, they successfully conducted the Anti Drug Addiction Awareness Campaign in the college. Health and Hygiene Committee, Anti-Ragging Committee and others participated in it and also extended their cooperation along with the students.

- Initially, no students have enrolled themselves into the online study courses and so as the faculty members. But when MOOCs Committee was initialized in the college many students have successfully enrolled in their names into the different online courses.

File Description	Documents
Paste link for additional information	<a href="https://ccets.cgg.gov.in/orgChart.do">https://ccets.cgg.gov.in/orgChart.do</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has a perspective plan. The aspects considered for inclusion are:

- Quality enhancement and the improved teaching-learning environment.
- Enhancement of student support systems.
- Improved student success rate.
- To be more innovative and be more creative in academic delivery, with a strong emphasis on effective integration of technology in the teaching-learning process.
- The teacher to be more of a facilitator and mentor than just a full time tutor.
- To nurture and develop research culture among the students and staff.
- To emphasize on multidimensional development of students.

The college has been quick to adopt to online teaching during the pandemic and subsequent lockdown. The youtube channel has been created for institute and faculty members were uploaded recorded video lessons in that channel.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.youtube.com/channel/UCD7o3D-Z991IpU8pZiI3opg/videos">https://www.youtube.com/channel/UCD7o3D-Z991IpU8pZiI3opg/videos</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution is headed by a principal who looks after all the academic and administrative aspects. Next to him, there is a vice-principal whose duty is to Co-operate the principal in his administration. Then the staff divided into the academic side at the one hand and administrative side at the other hand. Academic staff consists of various departments like Botany, Zoology, Mathematics, Telugu, English, Physics....etc. They are responsible for the curricular and co-curricular aspects regarding their subjects. The academic staff also consists of various committees and cells to look after various issues/aspects for smooth governance of the institution. Each committee has a head /convener and members as per the norms.

On the administrative side, Administrative Officer discharges the duties of administrative aspects. He looks after salary bills, other bills of the employees and other funds and grants assigned to the college. And also the service matters of the staff. Superintendent helps the Administrative Officer in his duties and also supervises his subordinates. Senior Assistant, Junior Assistant, Record Assistant look after the service matters of the staff and maintain the records concerned. They also maintain the important records of the students like admission and removal register..etc Attendants (Office Subordinates )assists all the above.

File Description	Documents
Paste link for additional information	<a href="https://ccets.cgg.gov.in/orgChart.do">https://ccets.cgg.gov.in/orgChart.do</a>
Link to Organogram of the Institution webpage	<a href="https://ccets.cgg.gov.in/Uploads/files/buttonDetails/68369.pdf">https://ccets.cgg.gov.in/Uploads/files/buttonDetails/68369.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The State Government of Telangana is providing certain welfare measures to its teaching and non-teaching staff in collegiate education.

The staff has the following welfare facilities:-

- Telangana State General Life Insurance( TSGLI)
- Employee Health Cards
- General Provident fund(GPF)
- Contributory Pension Scheme(CPS) for the employees who have been appointed after the year 2014 (01-09-2014).
- Telangana increment (monthly, from the date when Telangana emerged as a new state.)
- Pension
- Compassionate Appointment (on the untimely death of an

earning member of a family)

- Cremation expenditure( paid on the death of a state government employee)
- Gratuity
- Sufficient leave title as per state government rules

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

### **6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

#### **6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

#### **6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	<a href="#">View File</a>
Reports of Academic Staff College or similar centers	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### **6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**

#### **6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

7

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### **6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**

- **Commissioner of Collegiate Education nominates external peer academic audit team after completion of every academic year to appraise the performance of the teachers**

in academics. The overall performance of the institution is also appraised by external peers nominated by CCE, Telangana State, Hyderabad every year. Appropriate action is taken by the principal on the shortfall identified by the academic audit team and the action taken report is submitted to the CCE within a week.

- Further the commissioner reviews the performance of the teaching faculty and different cells and committees frequently through direct meetings or video conferences.
- APIs (Annual Performance Indicators) are also collected from the teaching faculty and sent to the commissioner. These are used not only for performance appraisal but also for the sake of CAS(Career Advancement Scheme).

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

This college has a mechanism for both internal and external audit of all financial activities.

- The principal of the college and Chartered Accountant appointed by the Commissioner of Collegiate Education, conducts internal financial audits from time to time.
- Every month the accounts are reconciled with treasury figures.
- Departmental Audit is to be conducted by Commissioner of collegiate Education, Hyderabad.
- The external audit to be conducted by the Accountant General, Government of Telangana according to their schedule or interval.
- The institution maintains transparency in all financial activities.
- The financial audits are carried out during this academic year.



File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

- Central government agencies like RUSA, UGC..etc, and state government are providing resources for the development of the institution.
- Local philanthropists, retired lecturers, individuals, and alumni, etc. are also mobilized for resources.
- Our Dist. Collector regularly giving grants for mid-day meals programme.
- The details of the contributions and expenditure are maintained in the college.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

#### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

In order to enhance the quality of the institution in all spheres, various quality assurance strategies initiated by The IQAC of the institution are as under:

- All the faculty members are encouraged and supported to participate in Orientation, refresher courses, Workshops, Seminars, and conferences (National & International) related to the teacher-learning process and research.
- Teachers are also supported and encouraged to participate in examination and evaluation processes.
- The college also provides a platform for the students to participate in Intra- College and Inter -College level debates, competitions, seminars etc.
- Regular meetings of IQAC are conducted under the chairmanship of the Principal with a fixed agenda and suggestions are taken from all the members of IQAC for improvement and better implementation of curriculum.
- During the period of pandemic and ensuing lockdown, Teachers were encouraged to conduct sessions on the virtual platform to take care of the students' mental health and to uplift their spirits apart from the classes.
- All the teachers are encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes. Almost all the laboratories are provided with charts, models etc for effective teaching-learning process.

File Description	Documents
Paste link for additional information	<a href="#">NIL</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- The IQAC does regular reviews of the institutional aspects in the academic and administrative matters.
- The regular meetings of the IQAC internally as well as with the principal and different committees are conducted

to ensure stocktaking and earmarking of the scopes of improvement in all possible spheres of the Institution.

- Regular feedback obtained from different stakeholders help in proper identification of the target area.
- The task was set up by the IQAC in 2020-21, is to take care of the mental health issues of students during the pandemic time.

File Description	Documents
Paste link for additional information	<a href="http://ccets.cgg.gov.in/Uploads/files/buttonDetails/69233.pdf">http://ccets.cgg.gov.in/Uploads/files/buttonDetails/69233.pdf</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://ccets.cgg.gov.in/Uploads/files/buttonDetails/68551.pdf">http://ccets.cgg.gov.in/Uploads/files/buttonDetails/68551.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college is a co-education institution which makes us to be more cautious, concern and vigilant about different issues related to gender. A number of steps and initiatives are taken for the sensitization of women as an equal entity of human being. The institution has constituted certain committees and measures to prevent any untoward incidents for any girl student and women employee. The internal complaint committee, women empowerment cell, sexual harassment prevention cell, anti ragging cell, student discipline, and monitoring committee, etc. are organized different gender sensitization programs.

Gender sensitivity facilities:

Safety and Security:

Visitors are required to sign in the register their names and purpose of visit. The institution is under the surveillance of CCTV cameras.

Awareness programs are conducted on gender sensitization. Sanitary nappy vending machines are provided with an incinerator.

It is seen that both male & female constables are present during examinations and functioning timings.

Counselling: counselling is done by the faculty members and gender sensitization committee members on gender equity and related issues.

Common Room: There are seminar hall, T- SAT (mana t.v ) room, library, indoor sports room, gymnasium, etc were available for both men, women students.

File Description	Documents
Annual gender sensitization action plan	<a href="http://ccets.cgg.gov.in/Uploads/files/buttonDetails/68091.pdf">http://ccets.cgg.gov.in/Uploads/files/buttonDetails/68091.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="http://ccets.cgg.gov.in/Uploads/files/buttonDetails/68453.pdf">http://ccets.cgg.gov.in/Uploads/files/buttonDetails/68453.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**Solid waste management :**

- Dust bins are provided in the campus to keep the college clean and neat. These solid wastes are collected by the workers of Adilabad Municipal Corporation for disposal.
- The solid waste that is generated in the campus (dried leaves and other solid material) is dropped into the pits.
- The students are also encouraged and mobilized for green practices and waste management by the initiatives of NSS and NCC.

**Liquid management:**

- The liquid waste is transported out of the institution through pipes to the drainage canals.

- Lab chemicals are diluted before discarding in the washbasin.

#### E-Waste Management:

- The E-Waste generated in the college campus is collected and kept separately.
- The cartridge of printers is refilled outside the college campus.
- We follow the E-waste management policy issued by Commissioner of Collegiate Education

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="http://ccets.cgg.gov.in/Uploads/files/buttonDetails/68453.pdf">http://ccets.cgg.gov.in/Uploads/files/buttonDetails/68453.pdf</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

#### 7.1.5 - Green campus initiatives include

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**

**B. Any 3 of the above**

**4. Ban on use of Plastic**  
**5. landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day, Yoga day also promote tolerance and harmony. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of cultural, regional, linguistic, communal socio economic and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The students and employees are sensitized about the constitutional obligations: values, rights, duties, and responsibilities of citizens.



File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

**4. Annual awareness programmes on Code of Conduct are organized**

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution organizes and celebrates a number of national and international commemorative days like Republic Day, Independence Day, International Yoga Day, Rashtriya Ekta Diwas, Hindi Diwas, Bhathukamma festival, Women's day celebrations, etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice -1

1. Title: COVID - 19 AWARENESS CUM COUNSELLING PROGRAMME AND HELPLINE CENTRE

2. Objectives :

1. Understanding the impact of COVID-19 pandemic
2. Creating awareness among the students, staff and people in general about COVID -19 pandemic
3. Giving counseling to the needy people
4. Creating COVID - 19 help line centre

### Best Practice -2

1. Title : Q.R Coding of Plants in the College Campus

2. Objectives :

The main objectives of taxonomical information for digitalization using new techniques of QR code are as follows:

1) To incorporate the plant species information to QR code such as

a) Vernacular name of the plant

b) Botanical name of the plant

c) Family of the plant

d) Category of the plant type such as Herb/Shrub/Tree and

e) Number of such species present in the college.

2) To visualize the plant information through scanning the QR code. The main benefits of QR code assigning to the plants is that, any student or any interested person wants to know about the information of a plant. He or She is to scan the QR code attached to the plant with his or her mobile phone camera to get the information quickly.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

One of the priority areas of the college relative to its distinctive vision and thrust is the all-round development of the students. Many students of this college are from remote, rural areas and weaker sections of the society. This objective is achieved through various programmes which are taken up as follows:

- Quality teaching is promoted by using ICTs in the college.
- Nutritious and hygienic mid-day meal is providing.
- Separate classes are taken by the experts on Life skills, employability skills, and personality development.
- Extensive lectures are given to the students by the reputed lectures of other colleges.
- MOUs are done with government non-government agencies.
- Research attitude is developed by conducting the students' study projects like Jignasa.
- Free coaching is given for PG entrances.
- To create equality among the students "uniform" is introduced.
- Conducted a number of programmes under NSS, NCC (National

Cadet Corps), Yuva Tarangam Programmes, Jignasa and college games, sports and cultural committee.

- It has been the experience that the various activities conducted by NCC and NSS, Yuva tarangam, etc. have positively impacted students in the following ways:-
- Inculcated discipline
- Instilled confidence
- Developed brotherhood
- Promoted community feeling
- Developed leadership skills
- Developed creativity, life-skills, autonomy, and independence, service-motto and community life etc.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

- The Institution is preparing to participate in NIRF.
- We are planning for Green Audit.
- Covid vaccination to all the students and faculty of the college.
- To promote a clean and green campus via planting trees and maintaining cleanliness.
- To start the online feedback system for students other stake holders.
- To inculcate the research attitude, students are encouraged to perform the research activities via jignasa projects.