



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

**GOVERNMENT DEGREE COLLEGE (ARTS AND
COMMERCE) ADILABAD**

**OPPOSITE TO HEAD POST OFFICE ,ADILABAD
504001**

gdcts.cgg.gov.in/adilabadac.edu

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

December 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Adilabad derives its name from the erstwhile ruler of Bijapur Muhammad Yusuf Adil Shah (reign: 1490–1510). It is located in the Northern Telangana region on national highway – 44 at the border of Maharashtra. It is between the rivers of Penganga in north and Godavari in south. Erstwhile Adilabad district has Goddess Saraswathi temple at Basara. Adilabad district has the temples of Lord Laxminarayana at Jainath, Goddess Nagoba at Keslapur etc besides water falls at Kuntala, Pochera etc

Our institution - Government Degree College (Arts & Commerce), Adilabad - was established with the name - Government Degree College for women, Adilabad - on 14th February 1985.

It has had over three and a half decades of pride and glory. It is situated in 1.75 acres of land. It was originally started in the premises of Government Girls' High School, Adilabad. Later, it was shifted to the present premises which had been the District Headquarters Hospital, Adilabad. New buildings including UGC Women's Hostel have been constructed. It is situated in the heart of the town opposite Head Post Office and I Town Police Station.

Our College was started with only two Programmes of B.A. (HEP) and B.Com (General) Later, B.Sc.(Microbiology), B.Sc.(Computer Science) and B.Com.(Computer Applications) were started.

It is well equipped with Library, Gymnasiums, Yoga Center, Telangana Skills and Knowledge Centre (TSKC), Modern infrastructure, computer labs, communication skills lab, ICT facilities, Virtual classroom, Mana Tv etc.

In the academic year 2019-2020, As per the recommendations of commissioner of Collegiate Education special committee, the commissioner decided to reorganize certain colleges in the state for the optimum utilization of the accommodation, infrastructure and teaching resources. Accordingly, as per CCE-AC/GEN/52/2019 – ACADEMIC CELL Dated on 14-02-2020, sciences courses were shifted to Government Degree College (Co –Ed), Adilabad and Arts and Commerce Courses were shifted from that college to our college. In this process, the nomenclature of our college was changed and our institution was renamed as Government Degree College (Arts & Commerce) Adilabad. Now, it offers B.A Telugu, English and Urdu media and B.Com Computers English and Telugu Media.

Vision

The vision objectives of our institution are

- To provide higher education to all sections of this area
- To impart education at minimum affordable price particularly to the rural, poor and under privileged sections of this region.
- To make the students self-confident, self reliant, academically excellent and responsible citizens.

- To indicate human and cultural values and scientific temper.
- To provide opportunities for all round development of students - physical, moral and intellectual.
- To offer need-based education by introducing new courses to meet the demands of modern times.

Mission

Our college adopts effective mission to implement the vision of the institution to realize the vision successfully, at the very beginning of the year, various committees are constituted; Principal is the chairperson of all committees. Each committee is constituted with a convener/coordinator and three to four members, nominated by the principal. The convener/coordinator takes care of the related activities. He convenes meetings from time to time and adopts resolutions with the approval of the principal and the members. The committees in the institution are Internal Quality Assurance Cell (IQAC), Academic coordination committee, Telangana Skill and Knowledge Center (TSKC), National Service Scheme (NSS), Internal complaints committee, Women Empowerment Cell(WEC), Anti-ragging committee, Grievance redressal committee etc.

The Internal Quality Assurance Cell (IQAC) of the college prepares and puts forward the framework of the perspective plan to the institution for the feedback and feasibility of its implementation. The institution's perspective plan is a long term strategic planning for the overall development of the institution.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Our College is situated in the total area of 1.75 acres. It is in the heart of Adilabad town easily accessible to all. It has two floored south block building, two floored west block building and three floored UGC women's hostel building with 24 rooms.
- Our campus is safe and secured as it is opposite 1 Town Police Station. It is surrounded with so many facilities like Head Post Office ,Municipality, MeeSeva Center ,hotels etc.
- Ours is the only the college offering exclusively BA Urdu Medium in the entire Adilabad District.
- We are equipped with Sixty six Computers used for academic and administrative purposes. There are Three Digital Class Rooms for the purpose of ICT enabled Learning make teaching learning process interesting.
- TSKC Lab of our college is used for training the students in Computer skills, Analytical skills, Arithmetic skills and other such employability skills. Various employment notification clippings are displayed on the notice board of Job Corner as part of Career guidance and Counseling by placement cell.
- Communication skills lab is maintained by the department of English. Various programs installed in the computer systems of the lab train the students in Listening, Speaking, Reading and Writing skills of English. It prepares the students for various competitive examinations and interviews.
- There are separate Gymnasiums for male and female students besides Yoga center
- Well equipped Library is available with partial automation with New Gen Lib software and Electronic Information resources accessibility is available with INFLIBNET sponsored by NLIST. Separate reading room is available.
- Uniform dress code with ID Cards is maintained. Morning Prayer conducted daily.
- Mid day meals facility available for the students.
- Energy Saving initiatives adopted. Water conservation through rain harvesting pits and organic manure

pit available.

- Linguistic cultural and religious harmony maintained.

Institutional Weakness

- Some of the students who join our college are with slow learning levels.
- The woman students who marry at early age either become irregular or drop their studies in the second or final year of graduation.
- Most of the students from rural areas with telugu medium background are facing difficulties to follow English medium.

Institutional Opportunity

- The Institution can introduce more Value-added short-term duration courses which are aimed at developing new skill-sets and knowledge.
- Aiming to start MBA and other management courses as ours is exclusively Arts and Commerce College.
- Coaching continued for PG entrance exams and encouraging the students to pursue higher studies.
- Students to make the best use of TSKC for placements, preparing for competitive examinations and interviews through career guidance and counseling.

Institutional Challenge

- Conducting remedial classes for poor academic background students.
- Encouraging woman dropout students to continue education and bringing awareness among ladies about the disadvantages of early marriages.
- Making telugu medium students to overcome the problem of English language skills .

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Government Degree College (Arts & Commerce) Adilabad sets the action plan as per the almanac prescribed by Kakatiya University and the academic calendar circulated by the Commissionerate of Collegiate Education Hyderabad. The Curriculum is designed by Kakatiya University and it meets the training needs and professional skills of the students. The subjects of Human Values, Personality Development, Good Governance, Environmental Studies and Entrepreneurship Development etc have been introduced into the curriculum. The total curriculum is aimed at the student development in all these areas within a period of three years in six semesters covered Under Choice based credit System (CBCS) at Undergraduate level.

The following activities are conducted based on the academic calendar and college action plan.

- Teaching diary which includes teaching plan and execution of activities.
- Regular class tests and co curricular activities like student seminars, student study projects ,field trips,

group discussions ,Just a Minute (JAM), workshops, debates, extension lectures and seminars by experts etc

- Two internal assessment tests in each semester are conducted with appropriate weightage in the university examinations. Evaluation is graded as Semester Grade Point Average (SGPA) for each semester and Cumulative Grade Point Average (CGPA) at the end of the Program.

The regular monitoring is done by the Principal and Academic Coordinator. The Principal conducts review meetings to check the implementation and progress of the curricular, co-curricular and extra- curricular activities conducted in the college on regular basis. All departments conduct certificate courses. They contribute to the CIE and all-round-personality development. As per the academic calendar of the Commissioner of Collegiate Education our college conducts extracurricular activities such as observance of national and international important days, Telangana Ku Haritha Haram (TKHH), swaachh bharat Abhiyan, programmes on Gender Sensitization, health, environment related issues and various other social activities.

The institution well integrates the crosscutting issues relevant to human values & professional ethics, Gender, environment and sustainability into the curriculum. All these important topics are assimilated into the curriculum and are given credits.

Teaching-learning and Evaluation

After identifying the slow learners and the advanced learners, appropriate strategies are adopted to bridge the gap between the two kinds of learners. The Non Commerce – students of B.Com, Non arts students of B.A and Non English medium students are offered bridge courses to cope with advanced learners. Mentor – Mentee system is adopted. Experiential & Participative Learning like Discussions, Debates etc implemented by our institution involve the process of teaching learning between the teacher and the student. Various departments of our college organise – Field Trips, Study Projects etc.

All the teachers of our institution use ICT enabled tools for effective teaching-learning process. Digital Class Rooms, Virtual Classroom, Computer Labs, TSKC Lab, Communication Skills Lab, Mana Tv/Tsat, E-Content, Online Classes etc are part of our ICT enabled Teaching-learning system. Periodical tests and Internal Assessments are conducted. Our College maintains an efficient and transparent mechanism to deal with the grievances related to internal examinations.

Each course has its specific and expected outcomes which include the fundamental and in-depth knowledge on the subject, promoting analytical and observational skills. They also include developing aptitude for higher studies, setting a stage for employment and making use of the knowledge gained in the readings of everyday. Connecting theoretical knowledge to practical life skills and the capability to manifest the same is an integral part of any expected course outcome. As and when the University introduces the new syllabus, meetings are conducted at the department level to identify and consolidate the programme outcomes (PO), course outcomes (CO) and program specific outcomes (PSO). The reports are assessed and reviewed by the college academic committee and IQAC and uploaded on the college website. In this process our institution ensures that Course Outcomes, Program Outcomes, and Programme Specific Outcomes are communicated to all the students and the faculty alike. Regarding the examinations, a detailed result analysis – course wise, category wise and gender wise – is undertaken by the teachers and is submitted to the academic committee and the IQAC after the declaration of semester exam results.

Research, Innovations and Extension

Our College organises several extension activities for the students' holistic development and encourages them to explore the community needs to extend their services to the surrounding rural community.

Our college initiated a new programme to impart social help on behalf of its students to the neighborhood community. We have BC Welfare Ladies' hostel in our college premises. Our advance learner lady students who are enthusiastic in teaching are encouraged to teach the hostel students after college hours.

We have two NSS units with 100 volunteers each. The Seven Day winter special camps are organized at Sriram Colony by unit -I And Kotha Kumariwada by unit -II Every Year.

During the camps the following activities are undertaken:

- Conduct of socioeconomic survey
- Organizing Health and hygiene camps
- Plantation of Trees -Telangana Ku HarithaHaram (TKHH)
- Awareness programs about Superstitions, Seasonal Diseases, Clean and Green, constructing domestic toilets etc
- Conducting Rallies on Plastic Ban, AIDS Prevention ,Eradication of illiteracy etc

Apart from the above camp activities, the following other NSS activities are also conducted:

- Swachh Bharat
- National Voters Day Celebrations
- National Integration Day
- World Population Day
- Medical Camps,
- Blood Donation Awareness Camps
- Participation of volunteers in Pulse Polio and immunization Programs.
- Conduct of workshops on Gramam tho mamekam, skill Development ,Self Defense/Martial Arts
- Awareness on soak pits / Rain water Harvesting Pits
- Awareness Programs organized on the use of EVMs and VVPATs
- Our NSS Volunteers participate in Meddaram Samakka - Saralamma Jatra - one of the largest people gatherings in the world which is also known as Telangana Kumb Mela held once in two years.

The students participate in general elections as volunteers which gives them practical experience about the mechanism of conducting Elections. They sensitize the people of the nearby villages about the importance of casting their votes. The college arranges programmes on social issues like the pre-marriage counseling, anti-ragging, DIAL-100, Girls' Self Defense, SHE TEAMS etc awareness on various legal acts by the District Legal Services Authority Adilabad. Our college has Grievance Redressal Cell.

We observe several commemorative days to instill social ethics among the students.

Infrastructure and Learning Resources

Our College puts best efforts to provide adequate infrastructure for the smooth functioning of various activities.

Our College is situated in the total area of 1.75 acres. It is in the heart of Adilabad Town. There are 15 spacious class rooms, seminar hall, 2 well equipped Computer Labs, 3 Digital Class Rooms and virtual class room make teaching learning process interesting. We have 66 Computers used for academic and administrative purposes. TSKC Lab of our college is used for training the students in Computer skills, Analytical skills, Arithmetic skills and other such employability skills. Communication skills lab is maintained by the department of English. Various programs installed in the computer systems of the lab train the students in Listening, Speaking, Reading and Writing skills of English. It prepares the students for various competitive examinations and interviews. We have a good Library with Text books, Reference books, General Books, Dictionaries, Encyclopedia volumes, journals etc. It is under the process of partial Digitalization with New Gen Lib software and Electronic Information Resources accessibility available with INFLIBNET sponsored by NLIST. It subscribes E-Books, E-Journals etc. There is reading room attached to the library; various newspapers, magazines, periodicals etc are subscribed for the benefit of the students.

There is Mana TV for telecasting live and recorded lecture videos presented by the lecturers from all over the state. There are separate toilet blocks for ladies and gents. There is a three floored Women's hostel building available in the college premises. Our College has adequate facilities for the conduct of cultural activities and sports events in addition to Gymnasiums and yoga centre. Bathukamma, Telangana cultural festival is celebrated every year.

Our Physical Education department has Chess Boards, Carroms, Table – Tennis etc facilities as part of indoor games. Basket Ball Court, Shuttle Badminton Court ,Play Ground with Running Track, Kho-Kho Court , Kabbadi Court, Volleyball Court , Long Jump, High Jump, Shot Put, Javelin Throw and discus Throw etc facilities are available. There are facilities available for Ladies' Gymnasium and Gents' Gymnasium separately. Our institution frequently updates its Information and Communication Technology facilities including software and Wi-Fi updation.

Student Support and Progression

Students being active stakeholders in the realm of higher education are given active representation and role plays in the everyday activities of the college. The students who are nominated in the committees, actively participate in all the meetings and programmes. They express their views for the betterment of the performance of the students and the institution. The student-centric activities like classroom seminars, study projects, field trips, sports and games, literary competitions, cultural activities etc. are conducted in consultation with the students. Anti-Ragging & Discipline committee recommends appropriate action against the students involved in ragging and indiscipline. However, such kind of incidents have not taken place in this college so far. They actively involve in bringing the students' grievances to the notice of the Grievance redressal cell and ensure that the grievances are redressed at the earliest. They also request the administration to allocate funds for the development of physical education facilities including Gymnasiums and playgrounds. Yuvatharangam is one such event where class representatives play active role for smooth and successful conduct of various sports, literary and cultural competitions at different levels. The students are active members of various committees like IQAC Committee, Time Table Committee, Discipline and Anti – Ragging Committee, Alumni Association etc. In this way we promote inclusive practices for social justice and better stakeholder relationships. We also promote value- based education for inculcating social responsibility and good citizenry among our students. We have a Registered Alumni association which often conducts meetings and contributes to the development of the college in several aspects. Many of our students progress to post graduate courses, NET /SLET, PhD etc and enter bright career in various fields. The development of our college is based on feedback from students, parents, alumni and other stakeholders.

Governance, Leadership and Management

The vision of our college is the holistic development of students accomplished by imparting knowledge reinforced with a sense of social responsibility to build their expertise and to expose their natural talents.

Our college adopts effective mission to implement the vision of the institution to realize the vision successfully with the help of various committees like Internal Quality Assurance Cell (IQAC), Academic committee, Telangana Skill and Knowledge Center (TSKC)..etc.

ICT tools, CCTV cameras, ramps for the divinely-abled etc are adopted and participative strategic Leveled Management is functional. The Commissionerate of Collegiate Education is a highest authority to deal exclusively with the matters of Undergraduate Colleges in the our state.

Commissionerate of Collegiate Education functions as per the directions of the department of higher education, Telangana state and Telangana state council for Higher Education. All the academic matters are implemented as per the guidelines of Kakatiya University.

The financial drawing powers are vested with the principal. He/She is incharge of the administration. Next to him, there is Vice Principal, who generally is the senior most faculty of the college. He assists the principal in the administration. He has the signing powers on the transfer certificates, and other documents except monetary powers. There is Internal Quality Assurance Cell which surveils and ensures quality in different components. The office consists of superintendent, senior assistant, junior assistant, record assistant, sub-staff in the order of hierarchy.

The teaching and non-teaching staffs of our college are entitled to all the welfare measures that are rendered by our state government institution in general. The regular teaching staff receives state and UGC pay-scales. In our college at end of every academic year, the internal financial audit is conducted by the team consisting of the Principal Office Superintendent and senior faculty members. Accounting system of the college is digitalized and annual external financial audit is under taken by the CA company. The audit committees from the Accountant General's office also conducts the accounts and administrative audits once in a few years. State government budget is released by CCE in four quarters for the college general needs

Institutional Values and Best Practices

Our college shows gender responsiveness through various initiatives and actions for creating safe, secure and healthy atmosphere on the campus. A two credit course in Gender Sensitization has been introduced for the first year students. Awareness is developed among the students on topics like Biological, Sociological and Psychological conditioning of Gender; Gender based division of Labour – domestic work and value; Gender; Human rights and parity. Women Empowerment Cell is organizing various programs related to the gender issues.

Solid waste management is under taken. Organic manure pit is available. Liquid waste management is proper and rain water harvesting pits are available. E-waste management is adopted as per the guidelines of Commissioner of Collegiate Education (CCE), Telangana. The college has Discipline Committee, Internal Complaints Committee, Anti-Ragging Committee which are meant to protect the rights of its employees and students. Our Institution celebrates national and international commemorative days, events and festivals like

National Voters Day, Republic day, National Science Day, Independence Day.. etc. Some of the best practices of our institution are 1) Provision of Mid –Day Meals to the students before the time of semester examinations 2) Uniform Dress Code with ID for Students 3) The Admission campaign with brochure and wall posters 4) Covid-19 Vaccination Special Drives 5) Communication Skills Lab Maintained by Department of English 6) Conducting morning prayer/Assembly 7) Telangana Ku Haritha Haram 8) Swaach Bharat 9) Practice of Yoga etc.

Some of the distinctive features of our college are 1) Offering Arts and Commerce courses exclusively in the district 2) Offering BA Urdu Medium exclusively in the district 3) Linguistic Harmony with the coordination of speaking English, Telugu, Hindi, Urdu, Marathi, Gond, Lambada, Gujarathi etc 4) Religious Harmony with the diverse religions like Hindu, Muslim, Christian and Buddhist etc. 5) Multi Cultured Environment 6) initiatives for energy saving 7) Water conservation and rain water harvesting pits 8) Gymnasiums separately for ladies and gents 9) Quotations boards 10) yoga Center etc . In this way, our college maintains national integration and unity in diversity.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT DEGREE COLLEGE (ARTS AND COMMERCE) ADILABAD
Address	OPPOSITE TO HEAD POST OFFICE ,ADILABAD
City	ADILABAD
State	Telangana
Pin	504001
Website	gdcts.cgg.gov.in/adilabadac.edu

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Jalagam Anitha	08732-796472	9959866098	-	gdcwomens.adilabad.jkc@gmail.com
IQAC / CIQA coordinator	Sk Mujeeb	08732-226370	9989717139	-	key2smr@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	14-02-1985

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Telangana	Kakatiya University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	09-07-1992	View Document
12B of UGC	09-07-1992	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCL,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	OPPOSITE TO HEAD POST OFFICE ,ADILABAD	Semi-urban	1.75	2850

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Department Of History Economics Political Science Public Administration Computer Application Em	36	INTERMEDIATE	English	120	35
UG	BA,Department Of History Economics Political Science Computer Application Public Administration Tm	36	INTERMEDIATE	Telugu	120	79
UG	BA,Department Of History Economics Political Science Um	36	INTERMEDIATE	Urdu	60	46
UG	BCom,Department Of	36	INTERMEDIATE	English	120	40

	Commerce Computer Application Tm					
UG	BCom,Depar tment Of Commerce Computer Application Em	36	INTERMED IATE	Telugu	60	35

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				24			
Recruited	0	0	0	0	0	0	0	0	7	8	0	15
Yet to Recruit	0				0				9			
Sanctioned by the Management/Soci ety or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				11
Recruited	1	1	0	2
Yet to Recruit				9
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	3	0	4
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	1	0	4
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	3	0	6
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male		Female	
	Others		Total	
	3		0	
	0		0	
	3		3	

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	275	0	0	0	275
	Female	336	2	0	0	338
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	60	62	81	79
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	39	55	107	112
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	138	156	185	174
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	15	19	37	29
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		252	292	410	394

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	<p>According to Banabhatta's Kadambari, good education is knowledge of 64 arts including fine arts and scientific, vocational and professional Subjects. This spirit must be brought back into Indian education required for the 21st century. Credits will be given in all Bachelor's Degree programmes for these subjects through offline /online mode. Environmental studies offered by our university develops environmental consciousness among our students. Value-based education enhances ethical and humanistic awareness. The undergraduate degree will be of either 3 or 4-year duration, with multiple exit options within this period, with appropriate certifications, e.g., a certificate after completing 1</p>
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	<p>year in a discipline or field including vocational and professional areas, or a diploma after 2 years of study, or a Bachelor 's degree after a 3-year programme. The 4-year multidisciplinary Bachelor's programme, however, shall be the preferred option since it allows the opportunity to experience the full range of holistic and multidisciplinary education in addition to a focus on the chosen major and minors as per the choices of the student. Research internships will engage the students with the practical side of their learning by improving their employability. Multidisciplinary Education and Research Universities (MERUs) will be set up for highest global standards education. Our college will adopt the above as and when prescribed by our university.</p>
2. Academic bank of credits (ABC):	<p>An Academic Bank of Credit (ABC) shall be established for digitally storing the academic credits earned from various recognized institutions. These credits will be considered while awarding the degree. Academic Bank of Credit will keep records of the academic credits of a student. It will not accept any credit course document directly from the students for any course they might be pursuing, but only from higher education institutes, who will have to make deposits in students' accounts. This will help in credit verification, credit accumulation, credit transfer and redemption of students, and promotion of the students. The credits stored in the individual accounts of the students will give them a much larger scope of freedom in terms of their academic/career choices. The students can drop out of their institute from any year/semester and exchange the credits earned so far with a certificate/diploma if eligible. They can redeem the credits and rejoin the same institute or some other institute of his/her choice at the same time or some other time in future and continue from the year/semester his education is pending from. we shall make necessary arrangements for the above as per the guidelines of our university.</p>
3. Skill development:	<p>A key objectives of NEP is to impart skill development to the students, especially those who are pursuing their higher education. The higher education curriculum will be designed to empower youth with mandatory technical & soft skills at graduation & post graduation levels. The students are lacking the required skills even after completing the course that is the main reason why many students having a</p>

	<p>degree remain unemployed. The NEP has its vision to empower the youth through the set of vocational, employable & entrepreneurial skills provided to them at different stages of training & education. The skill development will help the students in getting better employment opportunities and also help them in becoming self employed professionals. The NEP based model will follow a skill based education and will impart employable & atma nirbhar skills among the students. To make this more practical, more vocational courses will be added to the curriculum and will be taught in every university/college across the country. The short term job oriented vocational courses will play a vital role in producing skilled graduates in tune with the industrial revolution. The NEP has its goal to provide vocational skills to 50% students by the year 2025. All efforts are taken for the skill development of our students.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>Knowledge of India includes knowledge from ancient and modern India covering mathematics, astronomy, philosophy, yoga, architecture, medicine, agriculture, engineering, linguistics, literature, sports, games, as well as in governance, polity, conservation. Specific courses in tribal ethno-medicinal practices, forest management, traditional (organic) crop cultivation, natural farming, etc. will also be made available. Indian knowledge system becomes rich through the study of diverse cultures of india, tourism and hospital management leading to Ek Bharat Shrestha Bharat. Indian arts of all kinds must be offered to students at all levels of education for achieving the individual happiness. Art, in the form of literature, plays, music, film, etc. cannot be fully appreciated without language. In order to preserve and promote culture, one must preserve and promote various Indian languages and literatures. Cultural awareness and expression are among the major competencies considered important to develop in students, in order to provide them with a sense of identity, belonging, as well as an appreciation of other cultures and identities. It is through the development of a strong sense and knowledge of their own cultural history, arts, languages and traditions that student can build a positive cultural identity and self-esteem. Appropriate changes in the curriculum in this regard by our university are awaited.</p>
5. Focus on Outcome based education (OBE):	<p>Outcome based education is a process that involves</p>

	<p>the restructuring of curriculum, assessment and reporting practices in education to reflect the achievement of high order learning and mastery rather than the accumulation of learning and mastery rather than the accumulation of course credits Each course has its specific and expected outcomes which include the fundamental and in-depth knowledge on the subject promoting analytical and observational skills. They also include developing aptitude for higher studies, setting a stage for employment and making use of the knowledge gained in the readings of everyday. Connecting theoretical knowledge to practical life skills and the capability to manifest the same is an integral part of any expected course outcome. As and when the University introduces the new syllabus, discussions are conducted at the department level to identify and consolidate the programme outcomes (PO), course outcomes (CO) and program specific outcomes (PSO). The report is assessed and reviewed by the college academic committee and IQAC. The reviewed report is uploaded in the college website. In this process our institution ensures that Course Outcomes, Program Outcomes and Programme Specific Outcomes are communicated to all the students and the faculty alike.</p>
6. Distance education/online education:	<p>NEP 2020 emphasizes the creation of virtual labs wherein students can practice their theoretical knowledge and make course content available in different languages. Our college has set up two computer labs, three digital class rooms, a virtual classroom etc. During the lock down period, online classes are conducted by our faculty. Institutions will have the option to run Open Distance Learning(ODL) and online programmes, provided they are accredited to do so, in order to enhance their offerings, improve access, increase GER, and provide opportunities for lifelong learning. All ODL programmes and their components leading to any diploma or degree will be of standards and quality equivalent to the highest quality programmes run by colleges. Our kakatiya university offers distance education in UG and PG programs through SDLCE –School of Distance learning and continuing education for which study centers are set up at various degree colleges. Finally, all programmes, courses, curricula, and pedagogy across subjects, including those in class, online, and</p>

in ODL modes as well as student support will aim to achieve global standards of quality.

Institutional Initiatives for Electoral Literacy

<p>1. Whether Electoral Literacy Club (ELC) has been set up in the College?</p>	<p>Yes, Electoral Literacy Club (ELC) in our college has been set up as per the guidelines of Election Commission of India and Commissioner ate of Collegiate Education Telangana State Hyderabad. It is a step forward under Systematic Voter's Education and Electoral Participation (SVEEP), which is mainly focused on voter's awareness, information sharing and motivating them to cast their votes. The main objective is to bring awareness among the students about the importance of right to Vote provided to the citizens by the constitution of India. It is called universal Franchise which grants voting right to the citizens who have completed 18 years age irrespective of religions, caste, cred, language etc. This club has to educate the students and the society about the secret ballot system, Electronic Voting Machine (EVMs), Voter Verifiable Paper Audit Trail (VVPATs) etc. For the success of democratic system in India.</p>
<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>Yes, the following are the student members and faculty member of the Electoral Literacy Club (ELC) of our college as per the guidelines of Commissionerate of Collegiate Education Telangana State Hyderabad. • Faculty Coordinator : Mr. Md Mubarak, Lecturer in Political Science • Campus Ambassador : Ms M.Ruma tai ,B.A IIIrd Year Mr.S.Nithin, B.Com IIIrd Year • Associate Ambassador : Ms M.Sruthi,B.Com IInd Year, Mr M.Vittal.B.A IInd Year Our ELC is functional for the purpose for which it is intended with the help of above members.</p>
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under</p>	<p>The ELC has recently been set up in our college. It is at the beginning of discharging its functions. Previously the following activities were undertaken by our NSS volunteers and here after these activities will also be organized by our ELC • Awareness Programs on the use of EVMs and VVPATs • Students working as volunteers in helping the senior citizens, disabled persons and other needy people to</p>

<p>privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>cast their votes properly. • National Voters Day Celebrations. • Students organizing rallies highlighting the importance of voting rights. • Conducting Essay writing and elocution competitions for the students on the importance of Right to Vote.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>Our ELC is planning to organize the following activities • To conduct voter surveys in the two villages which are adopted by our NSS units. • To explain the process of registration of new voters to the people of the adopted villages. • To create Wall Magazines /ELC corner and encourage the students to stick Posters ,slogans, newspaper clipping regarding the importance of voting.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>The ELC of our college will adopt the following strategies for the registration of new voters • To conduct awareness programs about registration of new voters by inviting nodal officers from the district collectorate • The ELC members will undertake promotions in the college explaining about the purpose of the new voter registration process. • They will conduct sessions on how to get registered by filling form 6 and enlighten them about the various required documents. • They will also make the students aware of GARUDA app and online registration of new voters through National Voters' Service Portal: www.nvsp.in.</p>

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
340	248	330	243	231
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
5	3	10	6	6

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
613	252	292	410	394
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
258	103	184	161	178

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
138	109	99	128	92
File Description	Document			
Institutional data in prescribed format	View Document			

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
15	20	18	18	13
File Description	Document			
Institutional data in prescribed format	View Document			

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
22	22	18	19	19
File Description	Document			
Institutional data in prescribed format	View Document			

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 16**4.2****Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
8.99577	6.70828	5.81857	5.97602	18.86793

4.3**Number of Computers****Response: 66****4.4****Total number of computers in the campus for academic purpose****Response: 56**

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

Government Degree College (Arts & Commerce) Adilabad sets the action plan as per the almanac prescribed by Kakatiya University and the academic calendar circulated by the Commissionerate of Collegiate Education Hyderabad. The Curriculum is designed by Kakatiya University and it meets the training needs and professional skills of the students. The needs are classified into knowledge, skills, application and value addition. All these needs are fulfilled in the languages and optionals which include conventional and restructured subjects. General and personal areas are also addressed. The subjects of Human Values, Personality Development, Good Governance, Environmental Studies, Entrepreneurship Development etc have been introduced into the curriculum. The total curriculum is aimed at the student development in all these areas within a period of three years in six semesters covered Under Choice based credit System (CBCS) at Undergraduate level. Board of Studies meetings are conducted at the University in which some college faculty members participate in Curriculum Designing.

Departmental meetings are conducted at college in which the distribution of work-load, time-table, syllabus and other academic issues are discussed. The resolutions of such meetings are informed to the students concerned. The departments are monitored by the Principal through staff and staff council meetings. Remedial classes are conducted for the slow learners. Besides conventional methods, computers, LCD projectors and other audio visual teaching aids are used. The Students are motivated to benefit from the lessons imparted through Virtual Classroom. Knowledge Sharing is also attained by the Students by this means. The Benefit of Online Learning is also derived from the Digital Boards Set up in the Digital Classrooms. Extension lectures, seminars and Webinars are organized by various departments. Curriculum Delivery is also made interesting by our teachers through College YouTube channel. Especially during the lock down Period, the conduct of Online classes through various Online Platforms such as Student teachers Whatsapp groups, Zoom app, Google Classroom, Cisco webex and Google Meet. The Spoken and written English skills are delivered to the Students through the Communication skills Lab maintained by the department of English which is Equipped with computer systems with head phones. Assessment of the performance of the students is made through Google Form. All the Departmental Activities such as conduct of theory, practical & online classes, conduct of student seminar, extension Lectures, Study projects, field trips, Group discussion, Quiz Programs etc are documented in the online Digital teaching Diary and also in the departmental activity registers. The commissionerate of collegiate Education telecasts live and recorded interactive sessions and audio visual lessons in Various Subjects through manatv Telangana Satellite -Nipuna (TSAT Nipuna) Channel. The details of such classes are intimated to the students through the monthly schedules prepared and provided by the commissionerate of collegiate Education. A teacher is made the mana tv coordinator to monitor mana tv programmes which are successfully implemented. Mana Tv Program implementation register is Maintained.

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE**Response:**

Our college strictly follows the Almanac and academic calendar prescribed by Kakatiya University and Commissioner of Collegiate Education respectively for the accomplishment of continuous internal evaluation system.

The University Almanac includes:

- Onset of classes
- Last date of Instruction
- Dates of internal Assessment tests
- Dates of Final exams
- Dates of Vacation
- Dates of Preparation holidays etc

Admission Schedule is released by Degree Online Services Telangana (DOST). Readmission, Transfer Certificate admission and lateral entry admission schedules are separately released by the University.

The teachers prepare teaching plans according to the academic calendar and working days are strictly maintained as per the university guidelines.

The schedule of external examinations is set by the University and the same is displayed on the notice board and in the college website. In case of any change in the University schedule, students are informed well in advance.

The following activities are conducted based on the academic calendar and the college action plan.

- Course Learning and Outcomes.
- Teaching diary which includes teaching plan and execution of activities.
- Regular class tests and co-curricular activities like student seminars, student study projects, field trips, group discussions, Just a Minute (JAM), workshops, debates, extension lectures and seminars by experts etc.
- Two internal assessment tests in each semester are conducted with appropriate weightage in the university examinations. Evaluation is graded as Semester Grade Point Average (SGPA) for each semester and Cumulative Grade Point Average (CGPA) at the end of the Program.

The regular monitoring is done by the Principal and Academic Coordinator. The Principal conducts review meetings to check the implementation and progress of the curricular, co-curricular and extra-curricular activities conducted in the college on regular basis. Based on these review meetings some changes in schedules of activities are made if required. Further, extra classes are planned to complete the syllabus before the university examinations.

All the departments of the college conduct certificate courses. These courses are conducted beyond college working hours. They enhance life skills apart from the subject knowledge of the students. They also contribute to the CIE and all round personality development.

Titles of some of these courses are as under: 30 day certificate Courses in:

- Spoken English.
- Communicative English & Personality Development.
- Tally with GST.
- Photoshop.
- Financial Marketing etc.

The Performance of the participants of these courses is continuously evaluated and at the end of the courses certificates with grades are awarded.

As per the academic calendar of the Commissioner of Collegiate Education, our college conducts extracurricular activities such as observance of national and international important days, Telangana Ku Haritha Haram (TKHH)- Massive plantation Drive, swaachh bharat Abhiyan -Massive Cleaning Program, programmes on Gender Sensitization, health, environment related issues and various other social activities.

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 last five years

- 1.Academic council/BoS of Affiliating university**
- 2.Setting of question papers for UG/PG programs**
- 3.Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
- 4.Assessment /evaluation process of the affiliating University**

Response: E. None of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 5

File Description	Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years**Response: 17****1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	4	4	8

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years**Response: 42.19****1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
32	101	187	220	189

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document

1.3 Curriculum Enrichment**1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum****Response:**

The institution well integrates the crosscutting issues relevant to Human values & professional ethics, Gender, Environment and sustainability into the curriculum. All these important topics are assimilated into the curriculum. The teaching staff of various departments are assigned the duty of teaching them.

The objective of integrating these subjects is to sensitize the students about the value system in real life situations and to facilitate the development of a holistic perspective among students towards life, profession and major social concerns.

Human Values and Professional Ethics:

The Course is a part of initiative to implant values among students. The need of value-based education is pivotal in the current technocratic and mechanical society. It is taught for Ist and IInd year UG Courses – YWS - for two hours a week each year.

The Objectives are

- 1.To lay a strong foundation in value based living.
- 2.To inculcate in students a sense of respect towards harnessing values of life and spirit of fulfilling social responsibilities.
- 3.To enable the students to lead practical life by adding value to human relations.

In order to inculcate good values among students, they are involved in various co-curricular activities of the college.

- 1.National festivals like the Independence Day and the Republic Day serve as a platform to make more interesting in their patriotic and moral values.
- 2.Days of national importance like Voter's Day, National Literacy Day, Guru Purnima, Teachers' Day and many more are celebrated to instill good moral and ethical values among students.
3. In addition to them, birthdays of veterans across all fields are celebrated to commemorate their achievements and contributions to the society.

Environment:

Environmental studies is taught for 2nd year UG-YWS for 2 hours a week and for 1st semester – CBCS – for 2 hours a week for 2 credits.

The objective is to develop awareness among the students about

- Ecosystem, Biodiversity & Natural Resources.
- Environmental pollution, Global issues & Legislation.

At the college level, Telangana Ku Haritha Haram (TKHH) - Massive plantation Drive is conducted every year to address issues related to environment. The NSS units participate in various environment and biodiversity programmes including 'Swatch Bharat' 'Tree Plantation' and other community development schemes.

Gender:

Gender Sensitization is taught for UG 2nd Semester –CBCS - for 2 hours a week for 2 credits. The objective of this course is to develop awareness among the students about

- Nature and Evolution, Culture, Tradition, Historicity.
- Biological, Sociological, Psychological Conditioning.
- Gender Based division of labor –Domestic work and use value.
- Human values and parity.

Under Practical work, to sensitize Gender issues, the activities like Group discussion, Presentation, Role Play etc are assigned to the students on the issues of

- Respect and Co –Existence.
- Social, Biological, Psychological, Cultural and Health aspects.
- Domestic Violence, Eve – teasing , Sexual Harassment.
- Real life Experience of Gender Interaction.
- Contemporary Challenges.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 3.8

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
03	10	13	12	12

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any	View Document
Institutional data in prescribed format	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**Response:** 2.94**1.3.3.1 Number of students undertaking project work/field work / internships****Response:** 18

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni****Response:** C. Any 2 of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1.Feedback collected, analysed and action taken and feedback available on website
- 2.Feedback collected, analysed and action has been taken
- 3.Feedback collected and analysed
- 4.Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 44.98

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
235	89	53	157	167

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
480	180	320	280	310

File Description	Document
Institutional data in prescribed format	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 68.3

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
191	84	52	129	138

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

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

Response:

Our College has a streamlined mechanism of various means of identifying the levels of learning of the students. After identifying the slow learners and the advanced learners, appropriate strategies are adopted to bridge the gap between the two kinds of learners.

At the commencement of the UG Programmes, the identification of the slow and the advance learners begins. The Non Commerce – students taken admission in B.Com feel difficult to understand commerce subjects. Special classes are arranged to bridge the gap between the Non Commerce slow learners and the fast Commerce learners. Similarly, the science students taken admission in B.A also feel difficult in understanding social science subjects. Such slow learners are also identified and special bridge gapping classes are arranged for them to make them understand B.A subjects. Special classes in communication skills in English are arranged for Telugu medium back ground students.

Each class is allotted to a lecture who is the class teacher. He is also the mentor to the mentees allotted to him. The class teacher monitors the performance of his students in various subjects. He identifies the absentees of his class and informs them and their parents about the absence. The information is given through mobile phone calls and whatsapp group messages. Such absentees are classified into small groups and each group is allotted to an advance learner. Notes and solved question banks of the missed classes are provided to the absentees. The class teacher conducts personal counseling classes for the students of his class and tries to know the difficulty of the students in consolation with their parents.

Student seminars and group discussions are conducted on important topics by specially involving the advanced learners for the benefit of the slow learners. Study hours cum tutorial classes are also conducted for the slow learners by involving the advance learners.

The slow learners are identified on the performance of the students in slip tests conducted before each internal assessment. Base on the performance in the internals, remedial classes are conducted for the slow learners. Remedial coaching is also given to the students failed in the semester exams. Sometimes, as per the need, home assignments are given to the slow learners.

For the final year students awareness programs about PG entrance exams are conducted and coaching is given to the willing students who want to pursue Post Graduate courses in various universities .The advance learners are mainly motivated in these process.

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

Response: 40.87

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

Response:

In our Institution, apart from the conventional methods, various student-centric methods are adopted for intensifying the learning experience of the students. The methods include experiential learning, participative learning and problem solving methodologies.

The methods of **Experiential & Participative Learning** implemented by our institution involve the process of teaching-learning between the teacher and the student that infuses the direct experience with the learning environment and content. The various departments of our college organise – Field Trips, Study Projects etc for example, the field trip to Jainath undertaken by our History students has made them experience in learning new things about the construction historical importance and the management of the temple. Their self-experienced lapses and inconveniences are unveiled in the form of their suggestions for the improvement of the temple area. The study projects assigned to the students on various topics inculcate research tendency and innovative thinking among the students. The data collection, survey, questionnaire and such other research methods make the students experience learning through research. The students improve their learning levels with ICT aids such as computer systems with internet, LCD Projectors with smart boards. The students gain novel experience in witnessing the classes conducted in other colleges with the help of the Virtual Classroom set up in our college.

Experiential & Participative Learning enables and empowers the learners to share, analyse and enhance their knowledge of their better life and career.

Discussions: Our Students are encouraged to participate in group discussions in various subjects as they enhance their subject knowledge and broaden their creative thinking skills. As part of TSKC curriculum, they are trained in communication and soft skills through group discussions.

These skills enable them to better face interviews in job melas and other private company recruitments. The students are classified into small groups with a leader for each group. The best performance of the groups is appreciated and encouraged by the teachers.

Debates: Debates are conducted in all the subjects where students are required to come with different opinions and thought processes. They enhance the learning process with critical thinking.

Our institution welcomes the Problem Solving Methodology since it is the basic human learning process. Our Students are sent to the villages as part of NSS camps. During their course of stay they participate in various activities where they encounter multi-dimensional problems.

Student Seminars: Student seminars help the students to express their views on the prescribed topics and gain self knowledge by referring to different books and material. A lot of scope is created for them to interact with peer group and the teachers. Seminars also help in attaining confidence by self expression. By conducting seminars, the students know and understand the responsibility, Problem solving and risk management in the process of conducting the programs. They provide an opportunity to the students to improve their presentation and employability skills. Their research attitude is developed. Their art of speaking and techniques of power presentation are improved.

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.**Response:**

All the teachers of our institution use ICT enabled tools for effective teaching-learning process. Technology is the application of science to address the learning problems of the students.

DIGITAL CLASS ROOMS:

There are three digital classrooms; each with a projector and a smart board with touch enabled screen connected with internet facility. The whole campus is enabled with Jio wifi so as to give the students access to the Technology. The faculty members make use of the digital classrooms to present their power point based lectures and to show lecture videos from the online resources.

VIRTUAL CLASSROOM:

We have virtual classroom set up in room no 5. In this class room, the students gain novel experience in witnessing the classes conducted in other colleges. It also enables us to conduct/attend virtual meetings and webinars.

Computer LABs:

There are two computer labs in room no 3 and 4 which are meant for B.A and B.Com Computer programs. The Students use the computer systems of these labs for attending practical classes and examinations. The LCD Projectors with screens installed in these labs enable the teachers to take classes with the help of Power Point Presentation and videos Presentations.

TSKC LAB:

TSKC Lab in room no 9 is equipped with computer systems. Skill development classes are taken for the students by TSKC Mentor in computer skills, communication skills and such other employability skills. The students are prepared for various competitive examinations, interviews and job melas.

COMMUNICATION SKILLS LAB:

Communication skills LAB is maintained by the department of English. It is equipped with computer systems with head phones. Various Programs related to English language skills like group discussions, interview facing skills, Pronunciation, Dictionary skills etc are installed in each system. The students listen to these programs by using head phones. Listen and speaking skills of the students are developed in these lab.

MANA TV/TSAT:

There is TV for telecasting live and recorded lecture videos through TSAT Nipuna channel presented by the lecturers from all over the state. The schedule of the telecast topics are shared to the colleges well in advance, the students are taken to the TV room to watch the lectures, their attendance and feedback on the lectures are recorded and sent to the CCE from time to time.

E-CONTENT:

The faculty members prepare E-content on various topics and upload them in the individual lecture youtube Channels. They also prepare PPTs and use them in teaching various topics of the subjects.

ONLINE CLASSES:

All the faculty members are actively involved in conducting the online classes through ZOOM and Google MEET platforms during the lockdown times. The syllabi which could not be completed offline was covered online especially during the lockdown period of 2019 -20 and 2020-21 academic years. The Students generally use their smart phones for this purpose. Subject wise student - teacher whatsapp groups are maintained for informing the schedule and providing study material to the students in advance.

File Description	Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	View Document

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

Response: 44:1

2.3.3.1 Number of mentors ?????????????? ???????

Response: 14

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality**2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years**

Response: 84.45

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 16.11

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	2	2	0

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 11.93

2.4.3.1 Total experience of full-time teachers

Response: 179

File Description	Document
Institutional data in prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

An awareness program is conducted for the students in the first week of the academic year to make them understand the process of internal assessment. The institution and the mentors ensure that all the students receive the guidelines about the evaluation process. Uniformity is maintained within the staff of various departments to avoid the confusion about the process of assessment. The students are assessed based on

their attendance and their performance in tests, assignments and projects assigned by the faculty.

Several methods are adopted to assess the students like periodical tests, quizzes, home assignments, questionnaire, student seminars, classroom activities, group discussions etc. making the mechanism of Internal Assessment robust in terms of frequency and variety. This continuous evaluation is done in the classroom making this mechanism transparent.

The evaluated answer scripts of all the internal assessments are shown to the students for any discrepancies and marks of all the students are announced in the classroom to make the process transparent.

The Internal Assessment question paper pattern is common for all the affiliated colleges under Kakatiya University. It is as follows

Model question paper for Internal Assessment for B.A/B.COM

- Only 10 short Questions are given – 20 Marks

or

- In case of subjects involves practical problems/formula, objective type questions (Multiple Choice Questions/ Fill up the Blanks/Match the following) can be given for 10 marks in addition to 5 short questions for 10 marks

Model question paper for Internal Assessment for B.Sc

1. Multiple Choice Questions- 5 Marks

2. Fill up the Blanks – 5 Marks

3. Match the following – 5 Marks

4. Assignment submitted by the students – 5 Marks

After completion of the internal assessments (Theory/Practical's), the Marks obtained by the students are uploaded in University login which will be kept open by the University for a limited period of time.

The evaluation of the students is also done by their performance through the following:

- The Ability of Communication Skills presented In Student seminars.
- Oral Communication Skills, Presentation Skills and Team work.
- Writing Skills and evaluation of Subject Knowledge.
- Observational Skills, Reading Skills, Writing Skills, Problem Solving Skills, Creativity, Logical thinking and analytical skills are assessed through student study projects.

The institution has an examination committee which takes care of the examination-related works. The academic coordinator is the convener of the committee. The marks obtain by the students in the internal assessments are posted in the internal assessment & semester marks register maintained by every subject lecturer.

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

Response:

Our College maintains an efficient and transparent mechanism to deal with the grievances related to internal examinations. The Examination Committee, under the convener ship of the academic coordinator, is committed to deal with a responsible link among students, teachers and college

administration for sustenance of a hassle-free mechanism to deal with the responsibilities of the Examination Branch to help the students.

Before 2016-17 academic year there was a year-wise system in which the time schedules for the conduct of internal examinations (such as unit tests, quarterly, half-yearly and pre-final exams) and question paper patterns are used to be decided and designed at the college level only.

From the academic year 2016-17 onwards the State Government of Telangana instructed the Universities to introduce the semester system as per CBCS which is implemented by Kakatiya University. Then onwards the time schedules for the conduct of internal examinations and question paper patterns are decided and designed by the University only. The affiliated colleges have no role in this matter. The University proposed to conduct two internal examinations in a semester. Whether it was the year-wise system or the present semester system, the college has its own organized mechanism for the conduct of the internal examinations which is transparent and dynamic in terms of frequency and variety.

The internal assessment schedule is communicated to the students well in advance for thorough preparation. The answer scripts are evaluated and are handed over to the students. Any queries and grievances are addressed with due concern. The corrections and justifications (if Any), are done in a transparent manner. After each semester examinations there is provision of recounting and/or revaluation after the announcement of the semester examination results by Kakatiya University.

The grievances of the students related to recounting and revaluation of the semester examinations are addressed as below:

- The online application with prescribed fee for revaluation of answer script should be submitted upto 20 days from the date of issue of Memo of Marks.
- The answer book will be revalued independently by an examiner chosen from outside the University area.
- If the difference is less than 10% of maximum marks between the original marks and the marks given by the examiners valuing the paper, the original marks will stand good.
- If the difference is 10% but not more than 20% between the original marks and the marks given by the examiner who revalued the answer paper, the marks given on revaluation will be taken as the marks of the candidate.
- If the difference exceeds more than 20% even on second revaluation, the average of the two revaluation marks shall be awarded to the candidate.

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.

Response:

Institutions of higher education are not just the centers of knowledge creation. They enable a bridge between attaining education/skill development on one hand and converting them into livelihood/survival of the students on the other hand. They also tend to initiate an overall development of the students which would further furnish the sociopolitical and general fabric of the nation. Within the stream of higher education, along with its manifold anticipated outcomes, the most crucial one expected of any programme is the integral and comprehensive growth of all its students. Apart from the general course, programme and programme specific outcomes laid down by the University, the institution as its exclusive agenda which aims to instill in students social consciousness, righteousness, emotional intelligence, self-reliance, and human values through its varied everyday activities.

Each course has its specific and expected outcomes which include the fundamental and in-depth knowledge on the subject promoting analytical and observational skills. They also include developing aptitude for higher studies, setting a stage for employment and making use of the knowledge gained in the readings of everyday. Connecting theoretical knowledge to practical life skills and the capability to manifest the same is an integral part of any expected course outcome. As and when the University introduces the new syllabus, discussions are conducted at the department level to identify and consolidate the programme outcomes (PO), course outcomes (CO) and program specific outcomes (PSO). The report is assessed and reviewed by the college academic committee and IQAC. The reviewed report is uploaded to the college website. In this process our institution ensures that Course Outcomes, Program Outcomes, and Programme Specific Outcomes are communicated to all the students and the faculty alike.

After admissions to first year programmes, IQAC organizes a full day induction programme attended by all the faculty members and first year students of the institution with the objective of giving the fresher's an orientation about the programmes for which they have been enrolled. The vision and mission of the college, college timings, anti-ragging rules, facilities available in the college, examination system, weightage given to the different courses and criteria for internal assessment are oriented. The Next level of orientation is conducted at the department level. The faculty handling each course introduces the students to the course, its outcome and the methods to attain it. Students are also made aware of various vistas of academic avenues available for them after the successful completion of the course. They are facilitated with e-resources, supplementary study materials and other resources which enable them to achieve these outcomes. All the curricular, co-curricular and extra-curricular activities conducted in the institution by various departments, clubs and fora and by NCC and NSS wings are designed in such a way that the students achieve the expected learning outcomes on par with the standards of other reputed higher education institutions.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.**Response:**

The success of any course or program can be evaluated only by taking into consideration the range of its outcomes at various levels. Course outcomes, program outcomes, and program specific outcomes with reference to the syllabus laid down by the affiliating kakatiya university are carefully reviewed, discussed and practically planned by our institution. The Realization of these intended learning outcomes is central to evaluate the academic progress of the students. Our College academic committee and IQAC play a very active role in critically evaluating the achievements of the prescribed and expected learning outcomes. The participatory level of the students in academic and other activities of the college, assessment of the ways in which they have utilized the exposure to alternate methods of learning, marks scored in internal examinations and end semester examinations are some ways of assessing whether course outcomes have been achieved by the students. Regarding the examinations, a detailed result analysis – course wise, category wise and gender wise – is undertaken by the teacher and is submitted to the academic committee and the IQAC after the declaration of semester examination results. The programme outcomes are assessed in a similar pattern after the declaration of end semester examination results. The general development of the students is assessed by the improvement and enthusiasm they show in their fields of study and also by their growth as responsible social citizens aware of the world around them. It is reflected by their performance and involvement in other co-curricular and extracurricular activities organized by our institution.

The teachers maintain a teaching diary which is a cumulative record of student's curricular co curricular and extracurricular activities throughout the programme tenure and helps the teacher to realize and measure the progress of his/her students. The Class tests and different learning methodologies employed in class such as debates, quizzes, group discussions and seminars give the course teacher an opportunity to evaluate the extent to which the student has acquired and imbibed specific course outcome. This also helps the teachers to identify the students who have learning difficulties. All graduate students are expected to develop better communication skills by the time they complete the programme and these skills are often examined with the help of the communication skills lab and TSKC lab sessions. In addition to them, the student performance in various activities in college is also an indirect method of knowing the achievement of learning outcomes. Students' feedback collected periodically acts as key component in assessing whether the students are facilitated in attainment of course outcomes and programme outcomes and it also helps our institution to implement effective methods to attain these goals.

Programme specific outcomes are often assessed based on indicators such as analysis of student progression to higher studies including their admission in prestigious institutions for higher education and their attainment of employment opportunities. It is also assessed on the basis of their progression in UGC-NET/JRF, CPGET, ICET, JAM, Civil Services and other competitive examinations.

2.6.3 Average pass percentage of Students during last five years

Response: 56.27

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

the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
132	61	58	34	41

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
138	109	99	128	92

File Description	Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.82

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
10	10	10	16	16

File Description	Document
Institutional data in prescribed format	View Document

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years**Response:** 0**3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2 Research Publications and Awards****3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years****Response:** 0.24**3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	3	1	0

File Description**Document**

Institutional data in prescribed format

[View Document](#)**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 0**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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 last five years.

Response:

Our College organises several extension activities for the students' holistic development and encourages them to explore the community needs to extend their services to the surrounding rural community.

We are conscious in moulding the students according to the community needs and in converting them as good and useful citizens. In this regard, the college organizes many activities through various committees.

Our institution initiated a new programme to impart social help on behalf of its students to the neighborhood community. There is a BC Welfare Ladies' hostel in our college premises, our students who are enthusiastic in teaching are encouraged to teach the hostel students after college hours. This practice is mutually beneficial as it aids as a training for the teacher aspirants among our students.

Our college has Two NSS Units working under the guidance of the Program Coordinator, Kakatiya University Warangal. Each unit has One Hundred volunteers. The Seven Day winter special camps are organized at Sriram Colony by unit -I And at Kotha Kumariwada by unit -II Every Year. During the camps the following activities are undertaken:

- Conduct of socioeconomic survey
- Organizing Health and hygiene camps
- Plantations of Trees - Telangana Ku HarithaHaram (TKHH)
- Awareness programs about Superstitions, Seasonal Diseases, Clean and Green,shramadanam, constructing domestic toilets etc
- Conducting Rallies on Plastic Ban, AIDS Prevention ,Eradication of illiteracy etc

In addition, the NSS Units also organize the following activities in the college campus and around

- Swatch Bharath
- National Voters Day Celebrations
- National Integration Day
- World Population Day
- Medical Camps,
- Blood Donation Awareness Camps

- Participation of volunteers in Pulse Polio and immunization Programs.
- Conduct of workshops on Gramam tho mamekam, skill Development ,Self Defense/Martial Arts
- Awareness on soak pits / Rain water Harvesting Pits
- Awareness Programs organized on the use of EVMs and VVPATs
- Our NSS Volunteers volunteer Meddaram Samakka - Saralamma Jatra - one of the largest people gatherings in the world which is also known as Telangana Kumb Mela held once in two years.

The students participate in general election activities as volunteers which gives them practical experience about the mechanism of conducting Elections. They sensitize the people of the nearby villages about the importance of casting their votes. The college, regularly organizes competitions like Quiz, Debate, Elocution, Essay Writing etc., on social issues to create social consciousness. The college arranges programmes on social issues like the pre-marriage counseling, Anti Ragging, DIAL-100, Girls' Self Defense, SHE TEAMS etc

Awareness on various legal acts by the District Legal Services Authority Adilabad through Internal Complaints Committee and Women Empowerment Cell.

Our college has Grievance Redressal Cell maintained by a Lecturer as convener. The students express their grievances through letters which are dropped in the Grievance Redressal Box. The Committee Redresses those grievances from time to time.

We celebrate birth and death anniversaries of eminent leaders like Mahatma Gandhi, Dr. B.R Ambedker, Prof. Jayashanker, Kaloji Narayana Rao to instill patriotism among the students.

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 2

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	1	1

File Description	Document
Institutional data in prescribed format	View Document
e-copy of the award letters	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 31**3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	9	7	5

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years**Response: 100****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., year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
613	252	292	410	394

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.4 Collaboration**3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years****Response: 28****3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
13	6	2	2	5

File Description	Document
Institutional data in prescribed format	View Document
e-copies of linkage related Document	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 15

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	6	6	0	1

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

Criterion 4 - 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.

Response:

Adequate infrastructure facilities are keys for effective and efficient conduct of the educational programmes. The growth of infrastructure in our college keeps pace with the academic developments in the institution. The other supportive facilities on the campus are developed to contribute to the effective ambience for curricular, extra- curricular and administrative activities.

Our College puts best efforts to provide adequate infrastructure for the smooth functioning of various activities. We have a various committees to review the physical infrastructure which periodically meet and suggest measures to be taken up by the institution.

Our institution is situated in the total area of 1.75 acres. It is in the heart of Adilabad Town. There are 15 spacious, well ventilated and well furnished class rooms; one seminar hall with ICT facilities; 2 well equipped Computer Labs for the optimum utilization of the resources of the institution. We have sixty six Computers used for academic and other purposes. There are Three (3) digital class rooms for the purpose of ICT enabled Learning. We have a virtual classroom too. TSKC Lab of our college is used for training the students in Computer skills, Analytical skills, Arithmetic skills and such other employability skills. Various employment notification clippings are displayed on the notice board of Job Corner as part of Career guidance and Counseling. Communication skills lab is maintained by the department of English. Various programs set in the computer systems of the lab train the students in Listening, Speaking, Reading and Writing skills of English. It prepares the students for various competitive examinations and interview. We have a good Library with Text books, Reference books, General Books, Dictionaries, Encyclopedia volumes etc. It is under the process of partial Digitalization with New Gen Lib software. It subscribes E-Books, E-Journals etc. There is reading room attached to the library; various newspapers, magazines, periodicals etc are subscribed for the benefit of the students.

There is Mana TV for telecasting live and recorded lecture videos presented by the lecturers from all over the state. The schedule of the telecast topics are shared to the colleges well in advance, the students are taken to the TV room to watch the lectures, their attendance and their feedback on the lectures are recorded and communicated to the CCE from time to time. Our College provides protected safe drinking water to the students and staff through the Reverse Osmosis (RO) plant.

There are separate toilet blocks for ladies and gents. Apart from well facilitated principal's chamber and office room, various departments are comfortably accommodated. There is a three floored Women's hostel building available in the college premises. The college is protected with a Pakka compound wall.

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

Response:

Our College has adequate facilities for the conduct of cultural activities and sports events in addition to gyms and yoga centre.

Cultural activities: The Cultural committee looks after the cultural activities of the college. The students take part in songs, dances, skit play etc during the Freshers' day, Farewell day, Annual day etc functions.

Bathukamma: Bathukamma is a colourful and vibrant festival of Telangana celebrated by women with flowers that grow exclusively in each region. This festival is a symbol of Telangana's cultural identity. Bathukamma comes during the latter half of monsoon, before the onset of winter. The monsoon rains usually bring plenty of water into the fresh water ponds of Telangana and it is also the time when wild flowers bloom in various vibrant colors all across the uncultivated and barren plains of the region. The most abundant of them are 'gunuka poolu' and 'tangedu poolu'. There are other flowers too like the banti, chemanti, nandi-varadhanam etc. Batukamma (The Telangana Floral festival) celebrations are conducted by the cultural committee every year. The students gather flowers and prepare Batukammas. They play around them dancing and clapping in tune with Bathukamma songs before Dushera festival.

The department of Collegiate Education is providing an opportunity to the students to show their talents by participating enthusiastically in Literary, Cultural and Sports competitions. Our students participate at College, District and state level Yuvatarangam every year. During 2016-17 Yuvatarangam celebrations, Shri R.Devendar Rao Associate Professor of English was presented State best English Teacher Award

Indoor Games: Our Physical Education department has the

- Chess Boards - 10
- Carroms - 10
- Table – Tennis - 1

Outdoor Games: We have the following facilities

- Basket Ball Court - 1
- Shuttle Badminton Court - 1
- Play Ground with Running Track.
- Kho-Kho Court - 1
- Kabbadi Court - 1
- Volleyball Court - 1
- We have facilities for Long Jump, High Jump , Shot Put ,Javelin Throw and discus Throw

The students take part in the games and sports with zeal and this enhances their fitness. The faculty members also sometimes play with the students. This helps in building a bond among the teachers and students.

There are facilities available for Ladies' Gym and Gents' Gym separately in our college. Our Sports facilities improve the physical and mental health of the students by full filing the saying 'A sound Mind in

a Sound Body'. It also enables them to concentrate on their studies for their bright career.

Yoga: Our students practice Yoga and meditation under the guidance of Dr.J.Anitha, Assistant Professor of Commerce for ladies, and Shri Naresh, Lecturer in Telugu for gents. These programs are conducted in the evenings. Our yoga Center celebrates the world Yoga Day on 21st June every year. Yoga and meditation camps are often conducted in the college in which special training is provided to the students. Awareness programs on the importance of yoga and meditation are also often conducted in the college.

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 25

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 04

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 17.03

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
5.88	0	0	0	3.73

File Description	Document
Upload audited utilization statements	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

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

Response:

Our library is holdings in terms of books, journals and other learning materials and technology-aided learning mechanisms which enable students to acquire information, knowledge and skills required for their study programmes. A recent development in the field due to availability of digital means, the functioning of the library has undergone a drastic change. Automation of library using the ILMS, use of e-journals and books and providing remote access to e-resources in the library have become a matter of necessity. Providing such other developments as well as utilizing them well are important indicators of the quality of the academics of our institution.

Our College has a library as a resource of knowledge. It has Text books, Reference books, General Books, Dictionaries, Encyclopedia volumes etc. It is under the process of partial Digitalization with New Gen Lib software. It subscribes E-Books, E-Journals etc. There is reading room attached to the library; various newspapers, magazines, periodicals etc are subscribed for the benefit of the student.

. These resources are being utilized by the students for enhancing their knowledge. The Accession register, student and faculty books issue register, visitors register etc are being maintained in the library. Staff and students utilize the services of the library to the maximum extent.

In this way Integrated Library Management System (ILMS) enables our library as a major learning resource for the students.

Importance and usefulness of Library

- Library promotes curiosity, innovation, and critical thinking. It endorses desirable study habits in students. A library is truly integral to the teaching and learning processes. It stimulates interest in subjects and widens the horizon.
- People can be ready anywhere, but there is no guarantee that they will comprehend the text. You can study in the house, under a tree, in the vehicle and at so many other places. However, no place will defeat the suitability of a library when you need to study.
- A library is also a comfortable place to read and write. The seats and tables are designed in a way that you can concentrate long hours and focus on academics. Co students are also within the premises, in case you need to consult, they will assist. Further, there are books of all kinds in the library. The students need not spend all day searching for them. With the assistance of our librarian, these books will be easily found.

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 0.47

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	2.34

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

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

Response: 2.39

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

Response: 15

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Our College adopts policies and strategies for adequate technology deployment and maintenance. The ICT

facilities and other learning resources are adequately available in the college for academic and administrative purposes. The staff and students have access to technology and information retrieval on current and relevant issues. The college deploys and employs ICTs for a range of activities.

Broadband connection is changing the way students learn and educators teach. Students, faculty and visitors at our college now enjoy the flexibility to access web and exchange resourceful information from anywhere within college .To study advance developments and provide students with the best of the latest services ,Our campus has the access of Jio Wi-Fi.

The college upgrades its technologies on par with the changing times. The college has a fully Jio Wi-Fi enabled campus for the benefit of the teaching, administrative staff and students. The Examination branch, staff room, Library etc are provided with systems with internet facility. There are sixty six computers in the college for the use of the students and staff. They are available in two computer Labs, TSKC Lab, Communication skills lab of English department etc.

There are three digital classrooms. Internet facility with 250 MBPS speed, is made available for the effective dispatch of official mails, e-office and any such official correspondence.

The updating of computer systems in our college is under taken from time to time facilitating the conduct of classes and examinations effective utilization of infrastructure is ensured through the appointment of adequate and well-qualified faculty working in the college.

At the beginning of every Academic Year, the Departments of Computer Science and Applications organise assessment for replacement / up-gradation / addition of the existing infrastructure carried out based on the suggestions from In-charges of the departments. Lecturers in Computer Science and Applications undertake the assessment after reviewing course requirements, Student-Computer ratio, budget constraints, working condition of the existing equipment and also students' grievances.

Optimal deployment of infrastructure is ensured through conducting Workshops/Awareness Programmes /Training Programmes for faculty on the use of new technology which is felt necessary to carry out the classroom instruction, practical sessions and for administering other special activities including Online Examinations.

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 11:1

File Description	Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 250 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 82.96

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

2020-21	2019-20	2018-19	2017-18	2016-17
3.11052	6.70828	5.81857	5.97602	15.13366

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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.

Response:

Our College science departments have laboratories with sufficient equipment. Lab requirement are given by the heads of the departments, quotations are obtained and purchase order is placed to the firm that quotes least.

The lab material is purchased after the approval of the purchase committee. The material that is received is immediately checked and entered in the lab stock register. The stock of every department is annually verified by the committee that is formed by the proceedings of the principal at the end of the academic year. The committee physically verifies the stock as per the records and issues Annual verification certificate to the department head and a compliance report is submitted to the principal to that effect. There is a provision to write off 3% of the items that is non-functioning every year from the stock register.

In the library, books are numbered and entered in the stock register. The incharge of the library looks after the issue and return of the books to the students. The various departments of the college also maintain departmental libraries and issue books to the students. Accession Registers and issue registers are also maintained in the departmental Libraries. Our students utilize these facilities to the maximum extent for

enhancing their subject knowledge. The library committee periodically meets and decides the need for the purchase of new books and submits a resolution to the principal. When there is a change in syllabus or whenever new courses are added to the curriculum the committee recommends the purchase of new books.

Sports:

The sports committee looks after the sports and games affairs of the college. The sports material is purchased as per the requirement of the students and stocked in the games room under the control of the sports incharge. When the students want to practice in sports, the incharge issues sports material to the students and it is received back after the practice – mostly in the evenings.

Class Rooms:

The cleanliness of classrooms is looked after by the office subordinate staff as a daily routine. The Class representatives are assigned the responsibility of maintenance of cleanliness of their respective classrooms.

Computers:

The computer management committee takes care of the maintenance of the computers in the college. It looks after the functioning of the computers. It is ensured that the computer systems are ready for the conduct of classes and examinations. The systems are checked in terms of hardware and software from time to time and the operating systems are always kept in access to the students. The repairs or purchase of systems are brought to the notice of the principal whenever required.

The repairs and servicing of CCTV cameras, printers, scanners, Xerox machines, uninterrupted power supply equipment (UPS), projectors and audio visual equipment (AVE) are undertaken as per the need.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 62.38

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
214	171	200	281	284

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Institutional data in prescribed format	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 23.63

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
84	87	97	60	87

File Description	Document
Institutional data in prescribed format	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: C. 2 of the above

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0.14

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

File Description	Document
Self attested list of students placed	View Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 28.26

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 39

File Description	Document
Upload supporting data for student/alumni	View Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 20

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) year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

File Description	Document
Upload supporting data for the same	View Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 5

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) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	3	2

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document

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)

Response:

Student representation acts as a bridge between the students, faculty and Head of the institution. They, being active stakeholders in the realm of higher education, are given active participation in the functioning of the college.

Our College follows democratic approach in the academic as well as administrative affairs by ensuring the students' participation in various activities. At the beginning of every academic year, the students who are active regular and intelligent are nominated as class representatives by the respective class teachers. They ensure the smooth and successful conduct of various programmes organized in the college. They are nominated as members along with the faculty, in the committees which look after various administrative, co- curricular and extracurricular activities.

The students who are nominated in the committees, actively participate in all the meetings and programmes. They express their views for the betterment of the performance of the students and the institution. Their inputs are given due importance and the valid inputs are taken into consideration while organising various programmes on different occasions. The student-centric activities like classroom seminars, study projects, field trips, sports and games, literary competitions, cultural activities etc. are conducted in consultation with the students. They actively involve in bringing the students' grievances to the notice of the Grievance redressal cell and ensure that the grievances are redressed at the earliest. They also request the Principal to organize Games and Sports on various occasions like national festivals, college annual day etc. They also request the administration to allocate funds for the development of physical education facilities including gymnasiums and playgrounds. Yuvatharangam is one such event where class representatives play active role for smooth and successful conduct of various sports, literary and cultural competitions at different levels.

The students are active members of various committees like IQAC, Sports(Gym), PG Committee, National Service Scheme (NSS) and NCC Committee ,Special Fees and RSF Committee, Centralized Purchased Committee ,Consumer Club, Swacha Bharath and Haritha Haram Committee, Library Committee, TSAT /Nipuna Committee, Cultural Committee, Literary Committee, Yuvatarangam, Alumni Association, Women Empowerment Cell, TSKC & Career Guidance Cell, Red Ribbon Club, Scholarships Committee, Certificate Courses & Competitive Examination Coaching Cell , Jignasa – Study Projects Committee, Entrepreneur Development Cell etc.

The role of students is immense in organizing Freshers Party for 1st years and Farewell Party for final years. In this way we promote inclusive practices for social justice and better stakeholder relationships. We also promote value- based education for inculcating social responsibility and good citizenry among our students.

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 6.6**5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	8	8	9	7

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

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****Response:**

Alumni are a strong support to our college. An active Alumni Association can contribute in academic matters and student support as well as mobilization of resources – both financial and non financial. Our college nurtures the alumni association to facilitate them to contribute significantly to the development of the institution through financial and non-financial means.

The Alumni association of Government Degree College (Arts & Commerce) Adilabad got registered with Registrar of Societies, Department of Registration and stamps adilabad With regd No 391/2021. The association is constituted the following body

- Bharathi Challa –President
- Sangajyothi –Vice President
- Meena Shedekar – General Secretary
- Krishna Veni Gundojiwar –Joint secretary
- Mounika Nampelly – Treasurer
- Sony Adhav – Executive Member I
- Jyothi Tipa Reddy – Executive Member II

Our College always considers its alumni as a source of strength, support and sustenance in its endeavors of innovation and building institution in higher education. Our alumni contribute to the college by participating in various institution developmental activities. They conduct meetings at least once in a year to discuss and plan for the development of the college. The contributions of the alumni include

- They assist the faculty members.in campaigning for UG I year admissions.

- They give a brief note on the facilities provided in the college to the newly joining students.
- They donate their study material to the students of economically weaker sections.
- The Alumni, who successfully enrolled in higher education, give guidance to the students in the college.
- They contribute significantly in conducting games, sports and other competitions at different levels.
- They assist the NSS Programme Officers in conducting Winter Special Camps in their villages by taking extra care of volunteers and their needs.
- They actively take part in plantation activities like Harithaharam programme.
- They help in organizing of career guidance programmes to support the student progression
- They organize blood donation awareness camps and various college developmental activities etc.

Our alumni has a great contribution to the educational development of the students in the vicinity. Many students of this college are well doing in their respective fields as teachers , police personnel, Lawyers ,Politicians ,Employees in various offices like RTA ,Revenue Department ,Para Medical Department etc.

The following alumni of our college are in good positions in various departments

- Dr.J.Anitha is the Principal (FAC) of these college
- B.Anitha is the Physical Director working at Degree College (Science) ,Adilabad
- Dr.Ateeq Begum Assistant Professor of Economics working at Government Degree College,Nirmal
- Smt.A.Aruna is a Forest Range officer of Utnoor, Adilabad Dist
- Smt.S.Bhavani is Assistant Section officer working at Telangana secretariat Hyderabad
- Ms Shahjadi is a member of National Minority Commission
- Shri Sk.Mujeeb, a former student of SDLCE study center, KU of this college is lecturer in English and IQAC Coordinator in this college.
- Shri M.Narasimha Chary a former student SDLCE study center, KU of this college is Principal (FAC) of TS Minority gurukulam School and junior college, Chanda –T, Adilabad District.

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

Criterion 6 - 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

Response:

The vision of Government Degree College (Arts & Commerce) Adilabad is the holistic development of students. It is accomplished by imparting knowledge reinforced with a sense of social responsibility to build their expertise and to expose their natural talents. The principal is the head of institution who manages the administration and policy decisions for the institution in concord with the vision and mission of the institution.

The vision objectives of our institution are

- To provide higher education to all sections of this area
- To impart education at minimum affordable price particularly to the rural, poor and under privileged sections of this region.
- To make the students self-confident, self reliant, academically excellent and responsible citizens.
- To indicate human and cultural values and scientific temper.
- To provide opportunities for all round development of students - physical, moral and intellectual.
- To offer need-based education by introducing new courses to meet the demands of modern times.

Our college adopts effective mission to implement the vision of the institution to realize the vision successfully, at the very beginning of the year, various committees are constituted; Principal is the chairperson of all committees. Each committee is constituted with a convenor/coordinator and three to four members, nominated by the principal. The convener/coordinator takes care of the related activities. He convenes meetings from time to time and adopts resolutions with the approval of the principal and the members. The committees in the institution are Internal Quality Assurance Cell (IQAC), Academic coordination committee, Telangana Skill and Knowledge Center (TSKC), National Service Scheme (NSS), Internal complaints committee, Women Empowerment Cell (WEC), Anti-ragging committee, Grievance redressal committee etc.

The Internal Quality Assurance Cell (IQAC) of the college prepares and puts forward the framework of the perspective plan to the institution for the feedback and feasibility of its implementation. The institution's perspective plan is a long term strategic planning for the overall development of the institution.

The Two NSS units of the college fulfill the dream of social responsibility, playing their role towards the society as upcoming graduates. The units organise awareness programmes and involve in green initiatives in and outside the premises. Thus, by involving the volunteers in the construction of a better society, the NSS strives forward to attain the ultimate goal of education.

Providing employment to the graduates is the task taken up by the Placement Cell of 'TSKC' of the college. It imparts the necessary skills like language and communication skills, soft skills, numerical ability and computer skills through various MOUs with IIT Bombay, TASK, DEET etc. Thus the comprehensive development of students visioned by the college is realised. In this way, the perspective planning,

governance and the decisions made in the institution converge at a single point of vision and mission of the institution. In addition to the academic activities, various co curricular and extracurricular activities play a vital role in fulfilling the vision of our college.

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

Response:

Our college adheres to the policy of decentralization and participative management. As the Principal has many responsibilities, he/she may not find time to involve in all the activities which are to be completed on time. Thus he/she distributes the work and powers in various committees and cells for the effective execution of work. The academic coordinator looks after the academic work of the institution. The timetable for the academic year and the mentors for the mentees are allotted by the academic coordinator with the approval of the Principal. He is incharge of internal and external examinations. He also monitors the admission work as per the guidelines of DOST through online system. Vice principal is incharge head in the absence of the principal. Some responsibilities are assigned to him by the Principal for effective functioning of the institution. The Principal along with the Vice-Principal carryout an effective and problem-free administration. Various Committees are constituted for academic and administrative purposes

which consist of teaching and non-teaching staff and students. Principal convenes meetings periodically with various committees to take decisions and implement them. Student representatives are also part of the committees to represent their opinions. Thus Principal, Vice Principal, staff and students actively take part in academics and administration.

The teaching and non-teaching members play a vital role in the effective implementation of the Plans and policies. The staff members while implementing the Curricular, Co-curricular, Extra-curricular and administrative programs of the college at grass root level, face a variety of challenges and hardships. They overcome these difficulties and contribute to the smooth and successful functioning of the college.

The institution believes that every student has a hidden talent either in Academics or in Co-curricular and Extra-curricular activities. The Principal and the faculty provide the opportunity to the students by electing them as members of various academic and administrative committees where they gain experience in facing various challenges. In this process, the students get the chance of discovering themselves and improve their self-confidence to groom themselves as future leaders.

Participative Management:

The college promotes the culture of participative management also for its overall development. The institution has two levels of participative management viz. Level-1 and Level-2

LEVEL-1: It Consists of the Principal, Vice –Principal and IQAC. They discuss the policies and plans at the Top Management.

LEVEL-2: It consists of Principal and teaching and non-teaching staff. After the consultations with both the teaching and non-teaching staff members the Principal takes operational decisions for the betterment of

the institution.

The office work of the college is shared by different levels of staff such as Superintendent, Senior Assistant, Junior Assistants, Record Assistant, Computer Operators and Office Subordinates.

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The strategic plan helps our institution focuses on what is really important and provide a basis for the development of several aspects on need basis.

The effective deployment of the strategic/ Perspective plan of our college including the following efforts:

- The vision of our institution is to provide need based education to the students at affordable fees and work for their holistic personality development enhancing their moral, intellectual and cultural abilities.
- To implement the objectives of this vision, our institution undertakes appropriate mission.
- Our institution strictly adheres to the academic calendar circulated by the commissionerate of collegiate education T.S.,Hyderabad .Accordingly, National festivals are celebrated, commemorative days are observed and several extra circular events are organized.
- We adopt the almanac prescribed by kakatiya university, Warangal. It includes the dates of reopening the college, short term vacations, summer vacation etc. It also prescribes the dates of internal assessments, semester examinations etc.
- Admission process is under taken as per the action plan prescribed by Degree Online Services Telangana (DOST) in three to four phases.
- All the teachers conduct theory and practical classes as per the semester wise teaching plans and their activities are documented in their teaching diaries. Departmental meetings are conducted from time to time to discuss the issues related to the curricular and co curricular activities. Certificate courses, field visits, student study projects etc are conducted. Co-curricular activities like student seminars, subject quizzes, debates, discussions etc are conducted.
- The principal is the administrative head of the college. He/She carries out various functions of the office with the help of the Superintendent, Senior Assistant, Junior Assistants, Record Assistants etc. The office automation is adopted through e-office, College Administration and Information Management System (CAIMS), online fee collection and online scholarship system. The state government sanctioned budget in four quarters every year are utilized as per the requirements/action plan of our institution.
- Extensions and social outreach programs are organized by the two NSS units of our college as per the instructions / action plan prescribed by program coordinator, Kakatiya university Warangal.

All these activities are monitored by the Internal Quality Assurance Cell(IQAC) As per the college action plan Prepared by the IQAC committee at the beginning of academic year.

In this way, we put all efforts to achieve our targets as per proper planning, timely decision making and

effective management.

File Description	Document
Strategic Plan and deployment documents on the website	View Document

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

Response:

There is a well-organised hierarchy in the higher education system of Telangana state. The Commissionerate of the Collegiate Education is the highest authority to all the Government Under Graduate colleges of Telangana state. It is a separate entity to deal exclusively with the matters of Undergraduate Colleges in the our state.

The Department is created to promote Collegiate Education, giving special attention to the areas located in Backward and Rural areas, to strengthen Women education at undergraduate and post-graduate levels to create educational opportunities for weaker sections of the society and to introduce need-based vocational courses replacing the conventional courses in a phased manner.

It functions as per the directions of the department of higher education, Telangana state and Telangana state council for Higher Education. All the academic matters are implemented as per the guidelines of Kakatiya University.

The Principal is the head of the Institution. The financial drawing powers are vested with him. He/She is incharge of the administration. Next to him, there is Vice Principal, who generally is the senior most faculty of the college. He assists the principal in the administration. He has the signing powers on the transfer certificates, and other documents except monetary powers. There is Internal Quality Assurance Cell which surveils and ensures quality in different components. IQAC is a significant administrative body responsible for all quality matters. It is the prime responsibility of IQAC to initiate plans and supervise various activities which are necessary to enhance the quality of education imparted in the college. It continues to strive for the betterment of the above process. It takes up the quality enhancement initiatives. It strives for the holistic excellence of the college. The academic and administrative wings, various committees and cells, other stake holders etc come under the surveillance of the IQAC.

The academic coordinator is the in-charge of all the academic matters of the college. He is the bridge between the university and the faculty members. The faculty and students are part of the academic body of the college.

The office consists of superintendent, senior assistant, junior assistants, record assistant, sub-staff in the order of hierarchy.

There are various committees to look after the various activities - anti-ragging ,internal complaints committee, grievance redressal cell, SC/ST cell , games and sports, cultural committee, DOST for admissions, placement (TSKC), NSS, WEC, Scholarships committee, Entrepreneur development cell (EDC) etc., which comprise a coordinator/convenor and members from faculty and students.

There is another wing College Planning and Development Committee (CPDC) which involves The Principal, senior faculty members, academicians, industrialist, alumni, parents etc., who are the part and parcel of the college and contribute to the development of the college.

File Description	Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
ERP (Enterprise Resource Planning) Document	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The teaching and non-teaching staff of our college are entitled to all the welfare measures that are rendered of the state government institution in general. The regular teaching staff members receive state and UGC pay-scales. The State pay scales are revised once in every 5 years and the UGC pay scales are revised once in every 10 years. The teaching and non-teaching staff have transferable by the means of counselling executed with transparency taking into account their stay at the present institution and other rules. The employees belonging to the old pension scheme have General Provident Fund account and those belonging to the new pension scheme have Contributory pension scheme (CPS). The teaching and non-teaching staff have Telangana State government Life insurance scheme (TSGLI) and group insurance schemes. They also have facilities of encashment of earned leave, GPF loan, GPF part final withdrawal etc.

The employees have Employee health scheme (EHS card) facility through which government bears/ reimburses the medical expenses of the employees and their dependants. They are provided with 15 casual leaves and 5 special casual leaves. The women teaching staff have 5 additional casual leaves. The teaching faculty are provided with 20 half pay leaves and 6 earned leaves per year. The female employees have 180 days of maternity leave and 90 days of child-care leave. The male employees are entitled to avail paternity leave of 15 days. The staff has a provision of leave travelling concession (LTC) to travel within the state. The teaching staff has summer vacation of around 30 days. The teaching faculty who are engaged in the examination work like invigilation duties, evaluation duties during this vacation are provided with additional number of earned leaves every year as per the guidelines of the Commissionerate of Collegiate Education.

Dearness Allowance (DA) is enhanced once in every six months. Home loan and personal loan are provided to the staff through banks depending on their service and salary particulars. Compassionate Appointment are applicable to the non- teaching staff.

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 32

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
24	0	0	0	0

File Description

Document

Institutional data in prescribed format(Data template)

[View Document](#)

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 13.19

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

2020-21	2019-20	2018-19	2017-18	2016-17
6	1	1	0	2

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View Document
IQAC report summary	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

The teaching and non-teaching staff of our college are continuously assessed and evaluated in the form of Annual Performance Indicators (API) score.

The transfers of teaching staff are effected through counseling based on their stay in the present station and such other rules. The convenors of important committees like IQAC, TSKC, NSS etc are given special privileges in the transfers counseling.

The teaching and non-teaching staffs are presented awards – State and district level based on their performance every year to encourage and recognize their contribution in their field.

The teaching faculty is given additional increments on completion of M.Phil and/or Ph.D in their subject. Career Advancement Scheme (CAS) is applicable to the UGC pay scale teachers.

Special grade pay system is effected for completion of Six, Twelve, Eighteen and Twenty fours years

service in respect of the employees drawing state pay scales based on their performance.

Commissionerate 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 shortfalls identified by the academic audit team and the action taken report is submitted to the CCE within a week after the audit.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Budgeting and optimum utilization of finance as well as mobilization of resources are the issues considered as the key issues of the institution. There are established procedures and processes for planning and allocation of financial resources. Our college has developed strategies for mobilizing resources and ensures transparency in financial management of the institution. The income and expenditure of the institution are subjected to regular internal and external audit.

In our college at end of every academic year, the internal financial audit is conducted by the team consisting of the Principal, Office Superintendent and senior faculty members. They verify all the financial records such as fee collection records, purchases, other expenditures etc incurred by the college during the academic year.

Ours is a state government institution. Hence state government rules and regulations which are made from time to time are applicable to this institution. Commissionerate of collegiate education (CCE) is the competent authority which has appointed 12 CA firms for college level accounts audit. The CA auditors audit the accounts and issue the annual 'Management Letter' covering comments and observations on the financial management records, systems and controls that were examined during the course of the review. They suggest remedies for deficiencies and areas of weakness in systems and control. They also make necessary recommendations for improvement along with the Annual Audit Report. In this way administrative and financial accounts are audited by the competent authority regularly. The funds obtained from other sources such as donations are spent as per decisions made in the staff council.

Annual stock verification is conducted regularly at the end of the year. If any discrepancies are found it is informed to the principal. For these purpose the principal constitutes various stock verification committees such as office stationary & stores, furniture, Sciences departments computer labs, TSKC, Library, UGC etc. The committees are instructed to verify the stocks as per the stock registers and submit the reports to the principal by 31st march every year.

At the end of every academic year, the Commissionerate of collegiate education (CCE) deposes Academic and Administrative Audit Committees to all the degree colleges for the conduct of audit. Senior faculty members are drafted in these committees. The committees audit the colleges allotted to them and submit reports to the commissioner. The principals are instructed to submit the action taken report on the observations made by the committees.

The audit committees from the Accountant General's office also conduct the accounts and administrative audits once in a few years. They prepare paras of observations/queries and the principals write explanations to the paras and such explanations are submitted to the Accountant General through the commissioner for getting the paras dropped.

The utilization certificates, expenditure statements, vouchers etc related to the grants released by the UGC – SERO (South Eastern Regional Office) are regularly audited by the chartered accountant and the detailed reports are submitted to the UGC – SERO from time to time.

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Our college is run by the Government of Telangana. The institutional strategies for the mobilization of funds purely depend upon the limited financial resources available for our college.

The financial resources through which our college mobilizes the funds are as detailed below

- State government budget released in four quarters every year for the purpose of Daily Wages Employees; Traveling Allowances; Service Postage, Telegram & Telephone charges; other office Expenditure; Water Charges; Electricity charges. The above budget is released to the college by Commissionerate of collegiate education (CCE) as per the requirement submitted by the college for each quarter.
- University Grants Commission funds were released by the SERO (South Eastern Regional Office) upto the end of twelve plan for the purpose of purchase of ICT equipment and science materials, buildings, Women's hostel, gym and sports equipment, IQAC etc.
- Special fee collected from the students.

- Additional special fee collected from the students who joined in the restructured courses.
- The funds received from the Philanthropist for the development of the college.
- Donations collected from the alumni members for the development of the college.

The MLA & MP also allot the funds on request for the development activities from their local area development scheme.

The optimal utilization of resources is as follows:

- The salaries of all regular employees (Principal to office subordinate) are paid by the State Government through the treasury.
- The salaries of the Contract faculty and Guest faculty are also paid by the State Government through the treasury.
- The honorarium paid to the Computer operator, office subordinates and scavengers is met from the funds of self help groups.
- The regular expenditure of the college is met either from a special fee or Additional special fee (Restructured courses fee).

Utilization certificates for the state government budget are submitted to the Commissionerate of collegiate education (CCE).UGC grants utilization certificates plan wise and scheme wise audited by Chartered Accountant are submitted to the UGC –SERO from time to time.

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

Response:

The internal quality assurance system of our college is Self-regulated. Responsibilities of our IQAC are aimed at continuous improvement of quality and achieving academic excellence. Our institution has mechanisms for academic and administrative auditing. It adopts quality management strategies in all academic and administrative aspects. It adopts a participatory approach in managing its provisions.

Our college considers that the IQAC is the hub of quality improvement and processing unit of the college. It takes utmost care in the formulation of strategies, which have an impact on the enhancement of quality of teaching-learning process.

Goals of our IQAC

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

Functions of our IQAC

- Development and application of quality benchmarks/parameters for various academic and administrative activities of our College
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback responses from students on quality related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities of the College, leading to quality Improvement – by preparing college activity register.
- Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices.
- Development of the Annual Quality Assurance Report (AQAR) of the College every year based on the quality parameters/assessment criteria developed by NAAC in the prescribed format.

Our IQAC recommends the measures to be taken to strengthen the teaching-learning process by procuring the ICT equipment and Library resources. It recommends conducting the remedial coaching classes, Quiz competitions, Group discussions, Workshops, Seminars, Preparation of subject wise question banks etc which improve the quality of education that can transform a normal student into an academically skilled student. It emphasizes the importance of best practices, which lead to the gradual improvement in the teaching and learning process.

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

Our College reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC as per norms and records the incremental improvement in various activities.

The incremental improvements made after NAAC accreditation Cycle -1 of our college are as below

- Two computer based papers have been introduced for UG non-computer courses by Kakatiya University. 'Introduction to Computers' is for I year UG courses for 100 marks and 'Office Automation Tools' is for II year UG courses for 100 marks.
- Feedback on course curriculum from students, and alumni has been sought. Analysis of the feedback subject – wise is preserved.
- Computer systems are used for teaching in Computer Applications lab, Computer Science lab, JKC

EL lab and communication skills lab of the department of English.

- The AV materials downloaded from the internet are used for teaching in Microbiology, Chemistry and other departments. LCD projectors and OHPs are also used by various departments for teaching.
- Audio CDs and DVDs are also used for teaching in the Department of English.
- Evaluation methods are of two types – curricular and co - curricular. These methods are communicated to the students at the beginning of the academic year by their teachers concerned. Curricular evaluation methods include Unit tests, Quarterly, Half Yearly and Pre -Final exams etc. Co-Curricular methods include the conduct of quiz, group discussion, debates etc.
- Most of the departments are conducting bridge courses and all departments are conducting remedial classes.
- Research Advisory Committee has been constituted in this college with the following body
Dr.N.V.Lakshmi, Principal as chairperson, 1. R.DEVENDER RAO Lec. In English. 2. Salla Vijaya Babu, Lec. In Chemistry. 3.K. Santhosh Kumar, Lecturer in Commerce, 4. J.Sangeetha, Lec. In Telugu as members
- The Principal of this college Kum. N.V. Lakshmi is a Ph.D. holder in Home Science. Smt. A. Anuradha, Lecturer in Economics and Smt. G.Renuka, Lecturer in Microbiology have acquired Ph.D.s. Smt J.Sangeetha, Lec. In Telugu is pursuing Ph.D. from Telangana University.
- Consultancy activities are offered by the departments of English, Commerce, Chemistry and Microbiology. The department of English freely offers consultation in translation, correspondence etc. to various offices in the district. The department of Commerce freely offers consultancy in IT calculations to the needy. All other departments offer free consultancy to the needy.
- Most of the departments have signed MOUs with labs, educational & financial institutions, libraries, etc. for conducting various collaborative activities and assigning study projects to the students.
- Ramps are made available for differently abled students. Computer, internet and reprographic facilities are available for the students.
- Play ground and students' ladies' waiting hall are made available.
- women's hostel has been constructed with Rs. One Crore under UGC X plan grants.
- The pass percentage of this college is on par with that of Kakatiya university. Counseling the students and parents, conduct of remedial class etc. efforts are being made to curb the dropout rate of the students.
- Wall magazine is maintained to which the students contribute their skills in various aspects.
- IQAC has become functional. It is monitoring various activities conducted in the college for the promotion of Internal Quality Assurance.

The incremental improvements made after NAAC accreditation Cycle -2 of our college are as below

- At present teaching and non teaching staff members are sufficient for the strength of students. Presently four regular lecturers, seven contract lecturers and ten guest lecturers are working. one Librarian through Self help Groups ,one regular senior assistant, one outsourcing junior assistant, one outsourcing record assistant, Two Computer Operators -through Self help Groups, one regular office subordinate ,one outsourcing office subordinate, two office subordinate through Self help Groups and one daily wage contingent watchman are working. 4 erstwhile Village Revenue Officers have been redeployed and posted as junior Assistants to our college in the existing vacancies.
- The guest faculty remuneration has been enhanced to 28,800 rupees per 72 periods per month and is claimed through District Treasury Office.

- Under CBCS BA Computers and B.Com Computers UG Courses have been introduced.
- These college has been permitted by the Commissionerate of collegiate education (CCE) to utilize the following amounts from the college accumulated funds as detailed below

1. Rupees 9, 37,562 /- towards procurement of ICT equipment.
2. Rupees 1,18,672 /- towards procurement of Energy Conservation Equipment.

- Communication Skills lab under the department of English has been renovated. For developing soft and communication skills of the students.
- The Alumni Association of our college has been registered with Registrar of Societies, Department of Registration and stamps adilabad With regd No 391/2021. The association is constituted with the following body

1. Bharathi Challa –President
2. Sangajyothi –Vice President
3. Meena Shedekar – General Secretary
4. Krishna Veni Gundojiwar –Joint secretary
5. Mounika Nampelly – Treasurer
6. Sony Adhav – Executive Member I
7. Jyothi Tipa Reddy – Executive Member II

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Institutional data in prescribed format(Data template)	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - 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 last five years.

Response:

- Government Degree College (Arts & Commerce) Adilabad shows gender responsiveness through various initiatives and actions for creating safe, secure and healthy atmosphere on the campus.
- A two credit course in Gender Sensitization has been introduced for the first year students. Awareness is developed among the students on topics like Biological, Sociological and Psychological conditioning of Gender; Gender based division of Labour – domestic work and value; Gender, Human rights and parity.
- Women Empowerment Cell has been established in the institution to conduct awareness programmes on gender equity and look into the gender related grievances.
- WEC is also conducts counseling sessions for the women students who dropout/discontinue their graduation due to issues like early marriage and other family problems; also creates gender awareness through different programmes like international women's day, Dowry Prohibition day, women legal rights, international day for the elimination of violence against women and human rights day.
- Anti ragging committee is in place to check the incidents of ragging and delinquency towards woman students. As part of anti ragging drive, Police personnel are invited to the college to give information about women safety laws. She Teams often visit the college and conduct awareness programs about how to make the best use of She teams for woman security and protection from male harassment on women.
- District legal authority services often conduct awareness programs in the college on domestic violence, Anti-Dowry act, woman rights etc.
- Woman students are given equal prerogative in all the curricular, co-curricular and extracurricular activities of the college.
- The college provides separate wash rooms for girls and boys with proper ventilation and water.
- Woman Empowerment came is like a breath of fresh air, it made them aware of their rights and how they must make their own place in society.
- The local Hero showroom personnel often conduct the program 'Women on Wheels' and give training to the woman students in driving bikes.
- On 17.11.2018 maitri sakshi vantavarpur programme was organized in collaboration with sakshi print media and Woman Empowerment cell.
- Upto the middle of the academic year 2019-2020, this college was exclusively Women's Degree College. Therefore no cases of male harassment on women were noticed on the campus. In the other middle of that academic year, this college was converted as a co educational college by the Commissionerate of Collegiate Education.
- The Science students of these college were shifted to Government Degree college for men, adilabad and from there the lady and gent students of arts and commerce were shifted to this college. In this process, this college was renamed as Government Degree College (Arts & Commerce) Adilabad .Even after becoming a co-education college, no cases of male harassment on women have been complained.
- The I-town police station which is opposite this college is a special protection center.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Annual gender sensitization action plan	View Document

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

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

Solid Waste Management

- In our college, every third Saturday, campus cleaning programme is conducted because improper disposal of solid waste can create unsanitary conditions.
- Organic Manure Pit is maintained at the North West corner of the campus. The solid waste -left over dry leaves - that is generated in the campus is dropped into the pit. The leaves shed off by the trees in the campus create a lot of solid waste. All these dried leaves are swept to make piles. These are also dumped into the pit daily. Burning of dried leaves and other solid material is prohibited on

the campus as this creates a lot of smoke leading to pollution.

- Preventing the use of polythene bags inside the campus.
- The college has kept dust bins at different places such as class rooms, verandah and at the toilets as well.
- Students and staff are instructed to use the dust bins instead of littering around the campus.

Liquid Waste Management

- The liquid waste consists mainly of effluent waste generated from washrooms and wastewater discharged from the RO plant. The water is also wasted at the tapes meant for hand washing by the students. Necessary arrangement is made for such water to flow into the rain Water Harvesting Pits.
- While watering the plants/trees some water remains waste there. Arrangements are made for such water to sink into the ground around the plants/trees only.
- The liquid waste generated in the laboratories are treated with water and diverted into the drainage system.
- The pipe leakages are rectified on regular basis.

E-Waste Management

E-waste refers to the discarded computers, office electronic equipment, phones, television sets, LCD Projectors, printers, refrigerators etc. This also includes the electronic items that are destined for reuse, resale and recycling or disposal. The Commissioner of Collegiate Education (CCE), Telangana has released certain guidelines that all the Government Degree Colleges should adhere to in the management of the e-waste. For this purpose, a District level committee is formed in each district under the chairmanship of the District ID College Principal comprising Lecturers as members. Accordingly, E-waste management committee is also formed in this college. These committee arranges for disposing/ auctioning of e-waste which is managed through Telangana State Technical Services (TSTS), a state government agency.

File Description	Document
Geotagged photographs of the facilities	View Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.5 Green campus initiatives include:

- 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**

Response: B. 3 of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

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

Response: B. 3 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.**
- 2.Divyangjan friendly washrooms**
- 3.Signage including tactile path, lights, display boards and signposts**
- 4.Assistive technology and facilities for 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**

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

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 500 words).

Response:

Our college provides an inclusive environment for every one with tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. We organize different sports and cultural activities to promote harmony towards one another.

Cultural Harmony

In the process of maintaining secularism the cultural aspects of all religions are respected in this college. Accordingly important days like Gandhi Jayanthi, the Birth Anniversary of Abul Kalam Azad, Guru Nanak Jayanthi etc are observed through which the cultural harmony and oneness of Indian nationality are highlighted. Students belonging to different religions are provided with equal opportunities on the campus.

Regional Harmony

Regional Harmony is highlighted by celebrating various regional festivals. Students belonging to different regions/states are treated with equal respect in this college.

Bathukamma is a colourful and vibrant festival of Telangana and celebrated by women, with flowers that grow exclusively in this region. This festival is a symbol of Telangana's cultural identity. Bathukamma comes during the latter half of monsoon, before the onset of winter. The monsoon rains usually bring plenty of water into the fresh water ponds of Telangana and it is also the time when wild flowers bloom in various vibrant colors all across the uncultivated and barren plains of the region. The most abundant of these are the 'gunuka poolu' and 'tangedu poolu'. There are other flowers too like the banti, chemanti, nandi-varadhanam etc. Batukamma (The Telangana Floral festival) celebrations are conducted by the cultural committee of our college every year. The students gather flowers and prepare Batukammas. They play around them dancing and clapping in tune with Bathukamma songs before Dushera festival.

Ganesh festival is celebrated with an environmental consciousness by making clay idols of Ganesha. These makes positive interaction among people of different racial and cultural backgrounds.

Linguistic Harmony

International English Language Day -April 23rd (William Shakespeare's Birth and Death Anniversary), Telangana Bhasha Dinotsavam - September 09th (Kaloji Narayana Rao's jayanthi), Hindi Divas (September 14) and Urdu day (November 09) are celebrated in the institution to encourage admittance and linguistic tolerance. In our college, the students of telugu, hindi, Marathi, urdu and English speaking students are pursuing there studies by maintaining linguistic harmony.

The cultural, Regional and linguistic diversities are respected in various literary and cultural competitions conducted in our college on various occasions in this way, the unity in diversity of india is upheld.

File Description	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Our College undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligations, values, rights, duties and responsibilities of citizens.

The staff and students are given liberty to exercise their rights within the Code of Ethics policy of the college. The college has Discipline Committee, Internal Complaints Committee, Anti-Ragging Committee which are meant to protect the rights of its employees and students. Whoever feels like discriminated based on their regionalism, community or gender can give written complaints to the above committees, which meet and look into the matters for providing justice in this regard. The students are encouraged from the moment they join the college about the social responsibilities as a citizen of the country towards their fellow Indians.

National Voters Day

National Voters Day is observed every year on 25th of January. Essay competitions and elocution competitions are conducted for students to give them a better understanding of the essential processes of democracy. Awareness is brought among the students on the importance of right to vote granted by the constitution of India to all the citizens on attaining the age of 18 years irrespective of their religion, caste, race, language etc. It is called universal franchise/adult suffrage.

Republic Day

Republic Day is celebrated every year on 26th of January. India gained independence from the British government in 1947, it was on January 26, 1950, that the Indian Constitution came into effect, and India became a sovereign secular democratic state declaring it as a republic. Dr BR Ambedkar headed the Drafting Committee of our Constitution. In connection with these day, Essay writing, elocution competitions, songs and rangoli competitions are conducted to the students of our college and prizes are given away to the best performers

Importance of fundamental rights, duties and responsibilities is explained to the students.

Rashtriya Ekta Diwas

Rashtriya Ekta Diwas (National Unity Day) commemorates the birth anniversary of Sardar Vallabhbhai Patel, India's first Home Minister who played an important role in persuading many princely states to join the Union of India. He is famously known as Iron Man of India and as one of the founding leaders of the Republic of India. The importance of unity and integrity of India is explained to the students

Constitution Day

November 26 is celebrated as Constitution Day (Samvidhan Divas) to commemorate the adoption of the Constitution of India. On 26th November 1949, the Constituent Assembly of India adopted the Constitution of India.

Various literary and cultural events are conducted in connection with the constitutional day. A meeting is held for all the students of the college to sensitize them about the constitutional values.

File Description	Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

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.

1. The Code of Conduct is displayed on the website
2. There is a committee to monitor adherence to the Code of Conduct
3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

Response: C. 2 of the above

File Description	Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

It is indeed a great privilege in celebrating national festivals, commemorating legendary personalities of our mother land. India is a collection of astonishingly diverse cultures, languages, regions and religions that are united as one body by spirit of nationalism. Along with the national festivals, the institution also observes important events and days related to science, environment, health and education.

National festivals in india have a distinctive quality which set them apart from other festivals. They are

celebrated as a token of the spirit of oneness. A true testimony to the power of the free human spirit was embodied in India's struggle for independence. To bind all the people together as one force was indeed possible only through the leadership of visionary, proactive personalities. By commemorating the birth and death anniversaries of those great Indian personalities and celebrating national festivals we try to inculcate the spirit of nationalism, oneness, and valour in our students. Our whole effort is to make students imbibe the virtues and transform them as responsible citizens of this country.

To create consciousness towards environment, health and the future of the mankind, our institution observes important days

Events conducted in this regard are as follow

- 3rd of January :Birth anniversary of Savitribai Phule – Renowned Social Reformer, Educationalist and poet of India
- 25th of January : National Voters Day - Awareness is brought among the students on the importance of right to vote is granted by the constitution of India to all the citizens on attaining the age of 18 years irrespective of their religion, caste, race, language etc.
- 26th of January: Republic day celebrations – The Constitution of india came into effect on this day.
- 28th of February: National Science Day – Birth Anniversary of CV Raman – Celebrated to mark the discovery of the Raman effect by Indian physicist.
- 8th of March: International Women's Day – To highlight the importance and achievements of women across the world.
- 14th of April : Dr. B. R. Ambedkar Jayanthi – To mark the services rendered by him in framing the constitution of India and uplifting the people of marginal sections
- 23rd of April: International English Language Day - William Shakespeare Birth and Death Anniversary. To realize the value as greatest English dramatist and poet.
- 21st June: International Yoga Day – to highlight the advantages of yoga and meditation.
- 11 July: World Population Day – To realize the advantages of the control of population explosion
- 15th of August: Independence Day celebrations – to cherish the scarifies of our national leaders in attaining freedom.
- 5th of September : Teachers Day – To celebrate the glory of teaching profession
- 16th of September : Ozone Day
- 24th of September :NSS formation Day
- 2nd of October: Gandhi Jayanthi: To idealize the values of father of the nation.
- 31st of October :Rashtriya Ekta Diwas (National Unity Day)
- 11th of November :National Education Day
- 26th of November :Constitution Day
- 1st of December :World AIDS Day

File Description	Document
Geotagged photographs of some of the events	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

The practices that our institution has internally evolved and used during the last few years are leading to positive impact on the regular functioning of our institution and they are identified as best practices. At some point in time the institution evolves some innovations or changes in some aspects of functioning. These practices are relevant mainly within the institution at a given point in time. Some of our best practices are as below

Best Practice No. 1

Title of the best practice: “Provision of Mid –Day Meals”

The Objectives:

- To provide meals to students during the lunch hour.
- To improve the attendance of the students in the classes at the post-lunch session.
- To better implement the action plan of Intensive Examination Preparation.
- To improve the pass percentage of the students.
- To promote harmony, community feeling, co-operation...etc values among the students.

The Context:

A large number of students of the college belong to the surrounding rural areas. They commute every day to college by different means of transportation. Many students start early in the morning from their villages and as a consequence, they are unable to bring lunch boxes to the college. Some students leave the college during the lunch time and do not turn up again for post-lunch session classes. Particularly, when the summer season begins in February, the students find it difficult and leave the college at lunch. This has affected the preparation of students for Annual/Semester examinations. In this context, it was thought that the provision of Midday Meals to students during the months of February and March would yield good result in retain the students after lunch for preparation for the Annual/semester Examinations.

The Practice:

Midday Meal is provided to the students from February to till the commencement of Annual /semester Examinations. In the year 2014-15 the Practice was implemented at the first time with the contributions from the Principal and staff of the college. Later on the principal and senior faculty members approached the District Collector. As he was very much impressed with the initiation taken by the faculty and immediately granted adequate amount to meet the expenses. Since then every year the programme is continuously going on. A large number of students are getting benefitted out of this. As a result, it has become a flagship programme in the college.

The Mid Day Meals Committee was entrusted with the duties like serving the food, to see the students have lunch in a good and friendly atmosphere, keeping the surroundings clean...etc

A cook was appointed and he regularly caters the food to the students every day at 1.00 pm i.e lunch time. Eggs are provided twice in a week i.e on Tuesday and Friday. Sweet is provided once in a week and Curd every day.

Evidence of Success:

- With the implementation of this Practice, the result of the college has increased immensely.
- Students felt very happy being provided with lunch and they wanted the programme to be carried forwarded every year.
- Students found it very useful and were able to participate in the action plan of Intensive Examination Preparation.
- Students' attendance in the post-lunch session classes has improved.
- Alumni Association and parents have also appreciated the programme and extended their support.
- It has developed a communal Harmony feeling among the students as they sit and eat together during the mid-day meals session.
- Admissions increased every year by spreading the news in and around the town.

Problems encountered and Required Resources

No specific obstacle was encountered. A committee was formed with faculty for the successful implementation of the programme. The Committee was entrusted with the duties like serving healthy and hygienic food, to see the students have lunch in a good and friendly atmosphere, keeping the surroundings clean..etc

Best Practice No. 2

Uniform Dress Code with ID for Students

(a)Goal: It is observed that students attend college wearing various kinds of dresses. Due to this, the poorly dressed students are discriminated from the rich. To avoid this discrimination and also to inculcate the concept of Unity in Diversity, the uniform dress code for the students has been adopted in this college. On every Wednesday and Saturday the students can wear the dresses of their own choice. To show the proper identity of the students of this college, ID card system is adopted. Accordingly, each student wears an identity card around his/her neck which is valid for three years of their study period.

(b) Context: The students attend several meetings, rallies, career counseling sessions etc. organized in this town. They attend various NSS camps including the 7 days special camps organized by this college. They also attend various youth festivals at college, district and state level. To make the above representations significant uniform dress code and ID system have been considered proper. Whenever our students are found in and around the town, they are immediately identified by their dress and ID. This is the first Government Degree College in the entire district that has adopted uniform dress and ID system. To workout this system a committee consisting of senior faculty members has been entrusted with the responsibility of studying various uniform dress codes being adopted by different institutions of this town. Accordingly the committee has selected a few dress patterns and sought feedback on them from the students and staff. Finally the present uniform dress pattern has been adopted.

(c) The Practice: On all working days, except Wednesday and Saturday, the students are instructed to wear the college uniform. Parekh Textiles in Adilabad town has been identified for the supply of uniform dress material. For this MOU has been reached between the college and the shop for the supply of uniform dress material at low price. Accordingly, at the time of admissions. The dress materials- for ladies and gents-are made available to be bought in the college premises only. They are given the choice of getting the dress stitched by any tailor. For getting the ID cards prepared an MOU has been reached between the local studio and the college. Accordingly the studio personnel visit the college under intimation to the students and staff and take the photographs and personal details. The IDs are delivered to the students at low price. The number of private colleges are increasing year by year. Their domination is affecting the admissions of the government colleges. The private colleges are attracting the students by giving admissions without insisting on payment of any initial fees. Later they are receiving scholarship and reimbursement higher amount than that is sanctioned to the government colleges. It was felt that introducing the uniform dress system might badly affect on the admissions of this college. Yet, the commitment of the Principal and staff is unshaken before any such constraints.

Evidence of Success: The students are happy to wear the uniform dress as proud identity of the college. They don't feel the discrimination between the poor and the rich in terms of the dress. They feel that they are among all the students and by this the concept of oneness and integrity is realized.

Problems encountered: At the initial stages a few problems were faced. But the institution has overcome the problems successfully. Some poor students were reluctant to adopt the inform on financial grounds. But they were counselled by the Principal and staff. It was explained that each set of uniform dress material costs only Rs. 450/- which is affordable to all when compared to other dress materials.. They were advised to minimize the purchase of other dresses. Some parents expressed their unwillingness in this regard. But they were counselled by the Principal and staff and were convinced.

Best Practice - 3

Title: **The Admission campaign**

Objectives:

- To Create awareness among Junior college students of Adilabad area about the facilities available in the Government Degree College (Arts & Commerce) Adilabad.
- To personally show them the educational environment in college campus.
- To educate parents about the need for admitting their children in our college for all-round development.
- To educate students to utilize the services of well experienced, qualified lecturers and resources available in college.
- To counter the unhealthy atmosphere created by the malicious campaign of private institutions to gain admissions.
- To give the students firsthand experience of the quality of education in the institution.

The Context:

The finest quality of teachers with the highest possible educational qualifications is recruited into the

government degree colleges. Our college has adequate ICT equipment for effective teaching learning process. Yet, they are lagging behind in terms of admissions when compared to the private institutions.

It would be a monumental loss to the society if we could not reach the larger sections of people and make them aware of the educational facilities available free of cost in the government institutions. Only a good number of admissions can make the institution run with its full potential.

Hence, our institution has initiated the admission campaign to promote our college and gain more number of admissions into the college.

The Practice:

To achieve our goal we had extensive discussions and deliberations with staff and devised plans to visit junior colleges in and around Adilabad.

The faculty of our institution visited the junior colleges and interacted with the students, months before the completion of Intermediate course and highlighted the resources available in our institution.

Staff and students of all the junior colleges of Adilabad region are invited to Government Degree College (Arts & Commerce), Adilabad to participate in the literary, cultural and quiz competitions. This way, they are made acquainted with the atmosphere and quality of education being offered in the institution.

Flexi boards, pamphlets are printed from the contribution of staff members. Flexi boards are placed in key locations for catching the attention of students.

On the final day of the intermediate exam all staff members personally interacted with students and briefed them about our college. During summer vacation and before the commencement of the new academic year, all the staff members divided themselves into small groups, visited the neighboring villages and conducted admission campaign. The students and their parents are given information about the college by conducting door to door campaign.

The students who discontinued their education after intermediate are convinced to continue with their studies by joining our college. Counseling is offered especially to the parents of girl students who do not want their children to go for higher studies.

Student bio-data forms are collected for future correspondence. In some exceptional cases the technical staff of the college visited the homes of the students to complete the process of online admissions at their doorstep.

Evidence of Success

All our efforts yielded fruitful results. First year admissions into the college have drastically increased from 168 in 2016-17 to 235 in 2020-21. At present the total strength of our college has risen to 656.

Best Practice – 4

Title: COVID-19 VACCINATION SPECIAL DRIVES**Objective**

- To conduct Covid 19 vaccination special camps by District Medical and Health Doctors and personnel
- To conduct awareness programs on Prevention and protocols of Covid – 19.
- To spread awareness among the public Tracking Testing and Treatment of Covid -19.

The Context:

The Rapid increase of covid -19 through its variant forms is threatening the public life. It is badly affecting all fields like education, business, industry, health, tourism, employment real estate, hotels and restaurants, sports, building constructions etc. The people are very much fear stricken of the pandemic. In spite of several instructions and guidelines from WHO, ICMR and TS health directorate, the people are negligent in following basic covid -19 protocols like using the face masks, sanitizing self and surrounding, maintain social distance, taking vaccination, adopting covid -19 appropriate behavior etc.

The Practice:

Our college campus is made appropriate to aware the students about the threats of covid -19 pandemic. Cautions like use face mask, sanitization compulsory and Maintain social distance are displayed at the important locations of the college where the movement of staff and students is much.

Evidence of Success

The college activities begin with Morning Prayer at 9.45. The gathering of staff and students in the prayer is taken as an opportunity for instructing Covid -19 precautions to the gathering. The principal and the IQAC Coordinator give Covid-19 precautions about using face mask, sanitizing self and surroundings maintaining social distance etc. Instructions are also given about personal cleanliness, campus cleaning and neatness, taking vaccination at the appropriate time etc. Awareness about the pandemic is also given in the classrooms, meetings, examinations etc.

On 8th and 9th September 2021, with the help of Adilabad District Medical and health doctors and staff and through the personnel of Primary health Center (PHC) Gimma, special covid -19 vaccination camp was organized in our college premises in which 1st Dose of vaccination is provided to 217 persons including the college staff and students and public. Another similar camp was organized in our college on 1st and 2nd December 2021 in which 2nd dose covid 19 vaccination was provided to those who had taken 1st dose vaccine in the earlier camp.

Best Practice – 5**Title: Communication Skills Lab Maintained by Department of English****Objective**

- To Develop communication and soft skills among the students
- To aware the students about the skills of Listening, Speaking, Reading and Writing.

- To develop competitive English and interview skills among the students for various competitive examinations, job melas etc.

The Context:

Most of the students are taking English subject just to pass the internal assessments and semester exams. There is a need for them to consider English on par with other subjects. With the results, they are becoming deficient in speaking and writing skills of English which are essential for various competitive examinations and job interviews

The Practice:

Communication skills lab maintained by the department of English is equipped with computer systems provided with headsets. Various programs of communication skills are installed in the systems. The students are instructed to listen and practice the skills in the lab.

Evidence of Success

The students of each class practice the communication skills in the lab according to the day and time allotted to them as per the special timetable of the lab. Student Visitors' Register is maintained.

File Description	Document
Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Our college would like to be recognized for certain of its attributes which make it '*distinct*' or one of its kinds. Such attributes characterize our institution and are reflected in all its activities in focus and practice.

Our college is distinct in its title only. Ours is the only exclusive arts and Commerce College in the entire erstwhile adilabad district. Presently, it offers B.A English, Telugu and Urdu Media and B.Com English and Telugu Media. It also offers P.G Courses of M.A Economics and M.Com. We are planning to start MBA and other management courses in future. We are able to concentrate on enriching all matters exclusively related to the faculties of arts, commerce and management.

The vision of Government Degree College (Arts & Commerce) Adilabad is the holistic development of students. It is accomplished by imparting knowledge reinforced with a sense of social responsibility to build their expertise and to expose their natural talents. The principal is the head of institution who manages the administration and policy decisions for the institution in concord with the vision and mission of the institution.

The vision objectives of our institution are

- To provide higher education to all sections of this area
- To impart education at minimum affordable price particularly to the rural, poor and under privileged sections of this region.
- To make the students self-confident, self reliant, academically excellent and responsible citizens.
- To indicate human and cultural values and scientific temper.
- To provide opportunities for all round development of students - physical, moral and intellectual.
- To offer need-based education by introducing new courses to meet the demands of modern times.

Our college adopts effective mission to implement the vision of the institution to realize the vision successfully, at the very beginning of the every year, various committees are constituted; Principal is the chairperson of all committees. Each committee is constituted with a convener/coordinator and three to four members, nominated by the principal. The convener/coordinator takes care of the related activities. He convenes meetings from time to time and adopts resolutions with the approval of principal and the members. The committees in the institution are Internal Quality Assurance Cell (IQAC), Academic coordination committee, Telangana Skill and Knowledge Center (TSKC), National Service Scheme (NSS), Internal complaints committee, Women Empowerment Cell (WEC), Anti-ragging committee, Grievance redressal committee etc.

Our college is the hub of multi language speaking students and staff. English, Telugu, Hindi, Urdu, Marathi, Gond, Lambada, Gujarathi etc languages are spoken by our students and staff on the campus. All languages are given equal respect and their glory is upheld. In this way, Linguistic Harmony is highlighted in our institution.

Ours is the only college in the entire Adilabad District which offers exclusively B.A Urdu Medium for the benefit of Muslim minority male and female students. Urdu and Arabic are offered as second languages in addition to Telugu, Hindi and Sanskrit.

Our students and staff belong to various religions like Hindu, Muslim, Christian and Buddhist etc. All customs and traditions of these religions are respected on the campus. In this way, our college is a multi cultured institution. Especially, all the conventions of muslims of urdu medium wing are highly respected by us. Thus, religious harmony, national integrity and unity in diversity of india are established and maintained in our institution.

All the stakeholders of our college share the responsibility to avoid wastage of electricity by switching off the lights, fans, computers, and other electrical/electronic appliances when not in use. Double printing of papers is adopted by us instead of one-sided printing so as to economize the use of papers. Reduced use of papers is adopted by us through E – communication. Use of energy efficient appliances like LED down lights, Recess mounted LED Luminaries tube lights, LED Street lights, Energy Efficient Ceiling Fans etc are installed in our college.

Water conservation is adopted in our college premises through the rain water harvesting pits. Water wastage is avoided at the taps and other water flow points.

The organic waste is dropped in to the organic manure pit and the manure is used for growing plants and greenery in our college premises.

All plants and trees in our college are tagged with Quick Response (QR) code consisting of the scientific names and ordinary names along with the names of planters with geo-location.

Quotation boards are installed to the iron poles in the college premises. They attract the attention of the students and staff and make them think about certain values and social responsibilities

The activities of our students and staff begin with Morning Prayer daily. The student participate in the prescribed college uniform dress and maintain the uniformity by discarding the differences of rich, poor, colour, Language, Religion etc. Prayer is also used as platform through which important announcements are made to the students and staff by the principal and IQAC Coordinator

These are some of the aspects which contribute to the distinctiveness of our institution.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Feedback is obtained from staff and students for improving the performance of the institution.

Remedial coaching is offered to the slow learners to make them compete with the advanced learners.

Teachers are encouraged to undergo orientation and refresher courses at various universities to enrich their teaching methodology.

Concluding Remarks :

Government Degree College (Arts & Commerce) Adilabad functions as per the guidelines of the Commissionerate of Collegiate Education Telangana State, Hyderabad and Kakatiya University Warangal. It implements the curriculum designed by affiliating university and maintains proper documentation of various activities. It adopts ICT enabled methods of Teaching Learning and evaluation. It takes all necessary measures for successful continuous internal evaluation and semester examinations. Certificate courses, field visits, student study projects etc are organized. Experiential and participative learning activities are taken up. Several co-curricular and extracurricular events are organized. Our NSS units undertake social extension and outreach programmes. Our college has MoUs with several institutions, offices, district central library etc. Modern infrastructure facilities are updated from time to time. Digital and virtual classrooms are utilized for the benefit of the students. Progressions of student to higher studies and employment are documented. Career Guidance cell cum placement cell are actively functional. The registered alumni association extends its cooperation and contribution to the effective functioning of the college. Our office is stepping forward towards automation and paperless administration. Online classes are conducted for the students in addition to the class room teaching as per the need. Various committees like internal Quality Assurance Cell (IQAC), Discipline and anti-ragging committee, women empowerment cell, grievance redressal cell etc are attending the needs of the students. Our college maintains communal, linguistic, regional and cultural harmony. Waste management is undertaken. Green initiatives and energy saving measures are adopted. Literary and cultural competitions are conducted on several occasions. Uniform dress code with ID cards, Morning prayer, Midday Meals, communication skills lab of English are some best practices. In this way, our institution endeavors for all round development of students through quality higher education.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>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 last five years</p> <p>1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University</p> <p>Answer before DVV Verification : D. Any 1 of the above Answer After DVV Verification: E. None of the above</p>																				
1.2.2	<p>Number of Add on /Certificate programs offered during the last five years</p> <p>1.2.2.1. How many Add on /Certificate programs are offered within the last 5 years. Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>1</td><td>3</td><td>7</td><td>7</td><td>8</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>0</td><td>1</td><td>4</td><td>4</td><td>8</td></tr></table> <p>Remark : After removing multiple counting dvv input is recommended.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	1	3	7	7	8	2020-21	2019-20	2018-19	2017-18	2016-17	0	1	4	4	8
2020-21	2019-20	2018-19	2017-18	2016-17																	
1	3	7	7	8																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
0	1	4	4	8																	
1.2.3	<p>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>32</td><td>101</td><td>187</td><td>220</td><td>223</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>32</td><td>101</td><td>187</td><td>220</td><td>189</td></tr></table> <p>Remark : AS per the clarification received from HEI, based on that DVV input is recommended.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	32	101	187	220	223	2020-21	2019-20	2018-19	2017-18	2016-17	32	101	187	220	189
2020-21	2019-20	2018-19	2017-18	2016-17																	
32	101	187	220	223																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
32	101	187	220	189																	

1.3.2	<p>Average percentage of courses that include experiential learning through project work/field work/internship during last five years</p> <p>1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>03</td><td>10</td><td>13</td><td>12</td><td>11</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>03</td><td>10</td><td>13</td><td>12</td><td>12</td></tr></table> <p>Remark : AS per the clarification received from HEI, based on that DVV input is recommended.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	03	10	13	12	11	2020-21	2019-20	2018-19	2017-18	2016-17	03	10	13	12	12
2020-21	2019-20	2018-19	2017-18	2016-17																	
03	10	13	12	11																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
03	10	13	12	12																	
1.3.3	<p>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year</p> <p>1.3.3.1. Number of students undertaking project work/field work / internships</p> <p>Answer before DVV Verification : 505</p> <p>Answer after DVV Verification: 18</p> <p>Remark : AS per the clarification received from HEI, based on that DVV input is recommended.</p>																				
2.1.2	<p>Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)</p> <p>2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>194</td><td>85</td><td>52</td><td>141</td><td>154</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>191</td><td>84</td><td>52</td><td>129</td><td>138</td></tr></table> <p>Remark : As per the available information and after removing excess admission to particular category following DVV input is recommended.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	194	85	52	141	154	2020-21	2019-20	2018-19	2017-18	2016-17	191	84	52	129	138
2020-21	2019-20	2018-19	2017-18	2016-17																	
194	85	52	141	154																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
191	84	52	129	138																	
2.3.3	<p>Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)</p>																				

2.3.3.1. Number of mentors ?????????????? ??????

Answer before DVV Verification : 15

Answer after DVV Verification: 14

Remark : AS per the clarification received from HEI, based on that Physical director is not considered as FTT so DVV input is recommended accordingly.

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)**2.4.3.1. Total experience of full-time teachers**

Answer before DVV Verification : 184

Answer after DVV Verification: 179

Remark : AS per the clarification received from HEI, based on that DVV input is recommended.

2.6.3 Average pass percentage of Students during last five years**2.6.3.1. Total number of final year students who passed the university examination year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
132	61	58	34	41

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
132	61	58	34	41

2.6.3.2. Total number of final year students who appeared for the university examination year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
134	105	91	115	81

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
138	109	99	128	92

Remark : As per the data provided in metric 2.3, DVV input is recommended.

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years**3.2.1.1. Number of research papers in the Journals notified on UGC website during the last**

five years.

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	2	2	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	3	1	0

Remark : AS per the data provided in data template based on that DVV input is recommended.

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

3.3.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	5	3	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	1	1

Remark : AS per the clarification received from HEI, based on that DVV input is recommended.

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

3.3.3.1. Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
18	20	20	24	19

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
5	5	9	7	5

Remark : AS per the clarification received from HEI, based on that DVV input is recommended.

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

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., year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
655	2670	2948	2972	2579

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
613	252	292	410	394

Remark : AS no. of students participated should not be more than extended id 2.1 so based on that DVV input is recommended.

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

3.4.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
20	6	11	6	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
13	6	2	2	5

Remark : AS per the clarification received from HEI, based on that DVV input is recommended.

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

11	10	6	1	1
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Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	6	6	0	1

Remark : AS per the clarification received from HEI, based on that DVV input is recommended.

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 08

Answer after DVV Verification: 04

Remark : AS per the clarification received from HEI, based on that DVV input is recommended.

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5.88525	0	0	0	6.01127

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
5.88	0	0	0	3.73

Remark : AS per the clarification received from HEI, based on that DVV input is recommended.

4.2.2 The institution has subscription for the following e-resources

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Answer before DVV Verification : E. None of the above

Answer After DVV Verification: B. Any 3 of the above

Remark : AS per the clarification received from HEI, based on that DVV input is recommended.

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3.11052	6.65066	5.81857	5.97602	9.01409

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3.11052	6.70828	5.81857	5.97602	15.13366

Remark : AS per the clarification received from HEI, based on that DVV input is recommended.

5.2.1 Average percentage of placement of outgoing students during the last five years

5.2.1.1. Number of outgoing students placed year - wise during the last five years.

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	0	0	0

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

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) year-wise during the last five years.

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	4	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	3	2

Remark : AS per the clarification received from HEI, based on that DVV input is recommended.

- 6.3.4 **Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**
- 6.3.4.1. **Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
14	1	1	0	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
6	1	1	0	2

Remark : AS per the clarification received from HEI, based on that DVV input is recommended.

- 7.1.4 **Water conservation facilities available in the Institution:**

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Answer before DVV Verification : A. Any 4 or all of the above

Answer After DVV Verification: B. 3 of the above

Remark : AS per the clarification received from HEI, based on that DVV input is recommended.

- 7.1.5 **Green campus initiatives include:**

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

Answer before DVV Verification : A. Any 4 or All of the above

Answer After DVV Verification: B. 3 of the above
 Remark : As per the supporting documents provided by HEI, DVV input is recommended.

7.1.6 **Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:**

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

Answer before DVV Verification : A. Any 4 or all of the above
 Answer After DVV Verification: B. 3 of the above
 Remark : As per the supporting documents provided by HEI, DVV input is recommended.

2.Extended Profile Deviations

ID	Extended Questions																				
1.2	<p>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>276</td><td>103</td><td>184</td><td>161</td><td>178</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>258</td><td>103</td><td>184</td><td>161</td><td>178</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	276	103	184	161	178	2020-21	2019-20	2018-19	2017-18	2016-17	258	103	184	161	178
2020-21	2019-20	2018-19	2017-18	2016-17																	
276	103	184	161	178																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
258	103	184	161	178																	
2.1	<p>Number of full time teachers year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>15</td><td>20</td><td>19</td><td>18</td><td>13</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>15</td><td>20</td><td>18</td><td>18</td><td>13</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	15	20	19	18	13	2020-21	2019-20	2018-19	2017-18	2016-17	15	20	18	18	13
2020-21	2019-20	2018-19	2017-18	2016-17																	
15	20	19	18	13																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
15	20	18	18	13																	
2.2	<p>Number of sanctioned posts year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17															
2020-21	2019-20	2018-19	2017-18	2016-17																	

24	24	20	21	21
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Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
22	22	18	19	19

3.2 Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
8.99577	6.65066	5.81857	5.97602	15.02536

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
8.99577	6.70828	5.81857	5.97602	18.86793