



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		Government Degree College, Khairatabad
• Name of the Head of the institution	Dr. DSR Rajender Singh	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	9440415626	
• Mobile No:	9515659545	
• Registered e-mail	iqacgdck1973@gmail.com	
• Alternate e-mail	sarojinicb17@gmail.com	
• Address	Chinthal Basthi, Khairatabad	
• City/Town	Hyderabad	
• State/UT	TELANGANA	
• Pin Code	500004	
2.Institutional status		
• Type of Institution	Co-education	
• Location	Urban	
• Financial Status	UGC 2f and 12(B)	

• Name of the Affiliating University	Osmania University				
• Name of the IQAC Coordinator	Dr. K. Sarojini Chakravarthy				
• Phone No.					
• Alternate phone No.					
• Mobile	9849370624				
• IQAC e-mail address	iqacgdck1973@gmail.com				
• Alternate e-mail address	sarojinicb17@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://gdckhairatabad.ac.in/aqar2019-20/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://gdckhairatabad.ac.in/naac-doc-details/?fileid=119				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.33	2015	01/05/2015	30/04/2020
6.Date of Establishment of IQAC	08/06/2007				
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
8.Whether composition of IQAC as per latest NAAC guidelines	Yes				
• Upload latest notification of formation of IQAC	No File Uploaded				
9.No. of IQAC meetings held during the year	23				
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been	Yes				

uploaded on the institutional website?	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
Even though Academic Calendar was not released by Commissionerate Collegiate Education (CCE), Government of Telangana. Basing on the guidelines given by CCE for the Academic Year 2019-2020 and basing on COVID situation Action Plan was made by IQAC.	
All the important days were observed and celebrated both online and offline. Various webinars were organized.	
IQAC prepared the campus for social distancing according to COVID guidelines and got a ISO certification for doing the same.	
As and when there was relaxation from COVID restrictions both Haritha Haram and Swachh Bharat were meticulously organized.	
IQAC ensured that the students are benefited through online classes and programs.	
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
Social Responsibility	COVID awareness programs among students and local neighborhood were organized. Campus was prepared for social distancing. NCC cadets actively participated in Pulse Polio program in Khairatabad area and further Athma Nirbhar Bharat a two week program was organized.
Taking up of initiatives for women	Extension lectures were organized to enthuse the girl students to higher objectives on the birthday of Sarojini Naidu and even by commemorating Jyothi Bhai Phule Jayanthi. Talent search of

13. Whether the AQAR was placed before statutory body?	No
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- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE
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Year	Date of Submission
2020-2021	17/02/2022

15. Multidisciplinary / interdisciplinary
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Students are equipped with additional knowledge on the administration protocols at both state and central level through the study of "Good Governance". Ours being a new state, the policies and planning of economy of state of Telangana are dealt through "Telangana Economy". A broader perspective on economy is dealt through "Business Economy". As for their historic relevance we find a deep insight provided on our freedom struggle through "Indian National Movement". Nutrition being the most significant subject of interest in present day students are made aware through "Food and

Nutrition". A proper study helps in planning a good strategy of food intake with adequate nutrient values. Further energy being the source of all working mechanisms, a thorough study on conservation and harvesting of energy is done by the study of "Renewable energy and Energy harvesting".

16.Academic bank of credits (ABC):

In our college we are not maintaining Academic bank of credits

17.Skill development:

To have a holistic development for the students along with academics other skill development activities were planned by the departments and TSKC (Telangana Skill Knowledge Centre) of the college.

Certificate course on Entrepreneurship Development was conducted by the Department of Commerce. Awareness programmes on Skill development through webinars was organized by the Departments of Commerce, Computer Science, and Physics. TSKC a special committee in the college which takes care of the placement and career guidance have organised awareness programmes and certificate courses on Tally for commerce students. But due to pandemic situation college couldnt organize many programmes.

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

In our college there is a custom of teaching languages like Telugu, Hindi and Sanskrit in its own language. Though English is the common medium of teaching but whenever a student didnt understand the subject then our faculty tries to teach them in their mother language i.e., Telugu. To inculcate the importance of Indian language, the language faculty takes by organizing various programmes to promote Indian language. Department of Telugu every year organizes Telangana Bhasha Dinostavam, Telugu Bhasha Dinostavam and a National seminar on "Telangana Sahityam Naadu-Nedu". Department of Hindi every year celebrates Hindi Diwas promoting the importance of Rashtriya Bhasha among the students. They also organized an Extension lecture on the topic "Hindi literature-Moral values". Even Sanskrit department organizes various programmes to promote Devanagari bhasha.

Indian culture is promoted by organizing various programmes like Rangoli competitions, celebrated Bathukamma the festival of flowers etc.

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

In our college as a part of Outcome based education all the subjects belonging to Life Sciences, Physical Sciences, Arts, Commerce and Languages have taken utmost care in designing COs, POs and PSOs. For each course, based on the syllabus and weightage three to four COs were prepared. Under each programme, POs and PSOs were prepared. The entire COs, POs and PSOs of each course and programme were uploaded in the college website for the easy access of the student and the faculty. Every student can go through the COs, POs and PSOs of their Course and Programme they are studying in detail.

As a part of student-centric teaching and learning methodology the departments plan their activities in a such way where students can learn the subject by involving themselves in the activities. Each department make the students to participate in quizzes, debates, Essay writing, Study projects, JAM sessions, student seminars etc.

Even department organizes field trips for experiential learning of the students.

20.Distance education/online education:

Due to pandemic situation faculty not able to take physical classes but to continue with teaching online mode of education was chosen. Through this mode we interacted with the students and could complete the syllabus in time. All the faculty of various subjects prepared video lessons and uploaded in the youtube so that the students who have missed their regular online class could go through that video lesson. Online Teaching platforms like ZOOM, Google Classroom, Microsoft Teams etc were the base for online teaching. Departments like Physics, Zoology, Political Science, Botany, Commerce, Mathematics, Computer Science, Hindi, History, Biotechnology conducted quizz programmes, group discussions, student seminars through online mode. NCC and NSS conducted International Yoga Day through online. Atma Nirbhar Bharat a prestigious programme organized by Government of India was taken up by NCC in online.

Extended Profile

1.Programme

1.1 31

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

File Description	Documents
Data Template	View File

2.Student

2.1 **2642**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **690**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 **608**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **47**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **73**

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	31
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	2642
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	690
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	608
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	47
File Description	Documents
Data Template	View File

3.2	73
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	25
Total number of Classrooms and Seminar halls	
4.2	3643293
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	120
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution adheres to its vision of promoting quality higher education among students especially the under. Kriya Siddi-Sathvay Bhavati our motto reminds us of the maxim that nothing done with true spirit goes waste. Our mission has been to nurture the potential by igniting the spark of curiosity among students. Curriculum offered by the university integrating CBCS (Choice Based Credit System) and discipline specific interdisciplinary electives that meet students' interest and job aspirations. Our institution follows the curriculum designed by the Osmania University which our college is affiliated to. The Almanac published by the University is followed coupled with the academic calendar provided by the Commissionerate of Collegiate Education (CCE). All the heads of the departments incorporate it in the Annual Action Plan and Annual Curricular Plan. Several compulsory interdisciplinary courses like Environmental Science, Basic computer skills are prescribed at present. There are diverse ranges of course options such as core options, elective options

like Generic Elective and Skill Enhancement Course. Apart from that, certificate courses, Bridge classes are offered to all students. Women Empowerment Cell actively incorporates consciousness, empowerment and talent enhancement. Departments organises Extension Lectures, Field Trips, MOOCS, etc. for effective curriculum delivery. Various club activities enhances social responsibility among students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The institution adheres to the Almanac brought out by Osmania University for all its Affiliated Colleges. This provides dates for internal exams, semester exams, GE and SEC exams and Practical exams. The institution also prepares its own Academic calendar integrating affiliated University Almanac along with Academic calendar given by Commissionerate Collegiate Education (CCE) which is given by IQAC to be implemented which is monitored from time to time. The internal exams average combines with one assignment to give a total of 20 marks out of 100 marks for each student. The average of two internals is taken for 15 marks and 5 marks are assigned for assignments. To encourage the student's autonomy, assignments oral tasks are given to students, which include classroom presentation of seminars, debates, Group discussion, Jam etc. Continuous Internal Evaluation (CIE) is also promoted through 'Jignasa'-the student research project organized by CCE along with subject study projects. The CIE is hence an integral part of the academic calendar to keep the process of teaching and learning alive and active. The constant conducts of curricular and co-curricular activities enhance the language and subject awareness. It also enables the teachers to assess the student progress. If any student is found lacking in the performance in these internal evaluations, the mentor of the student counsels and guides them by interacting with them.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

31

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data

requirement for year: (As per Data Template)

22

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

1041

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

1041

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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

The college follows the curriculum prescribed by the parent University that offers a paper of 2 credits on Environmental Sciences and Basic Computer Skills as a part of curriculum. Human values and Professional Ethics involve a systematic and rational study of human being, understanding Happiness and Harmony in Self. The institution organizes various programmes on cross cutting issues and national integrity where the eminent people in this field were invited to motivate and cultivate human values and ethics among the students. Professional ethics deal with the skills that make or mar a professional. Truthfulness, honesty, integrity and compassion constitute professional ethics which are in sync with the morals imparted to our students.

Our institution also conducts competitions to stress on righteous living. The Internal Complaints Committee (ICC), Women Empowerment Cell (WEC) and Anti-Ragging committee contribute towards inculcating professional ethics and human values in our students. Our institution encourages many programmes on gender equality and equity as it is a good education college and women's safety, well being are our priority. The CCTV, girl's room, adolescent's health and hygiene awareness are some of the initiatives taken up for gender sensitization by the Bhagya committee and WEC. Environment and sustainability is another important addition in AECC. It is a systematic study in understanding environmental aspects like structure and functions of ecosystem, biodiversity, natural resources and water issues. Our NSS volunteers and NCC cadets have regularly participated in environmental awareness programmes.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

5

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

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

14

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<p>ALUMINI- https://gdckhairatabad.ac.in/wp-content/uploads/2022/05/AlumniFeedback-2022.pdf PARENT- https://gdckhairatabad.ac.in/wp-content/uploads/2022/05/parents-feedback2022.pdf FACULTY- https://gdckhairatabad.ac.in/wp-content/uploads/2022/05/FACULTY-FEEDBACK-2020-2021.pdf ON SUBJECT- https://gdckhairatabad.ac.in/wp-content/uploads/2022/05/Subject-wise-graphs.pdf ON INSTITUTION- https://gdckhairatabad.ac.in/wp-content/uploads/2022/05/Student-feedback2022.pdf</p>

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1380

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

356

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The college conducts an orientation program for the beginners in the first week of the course. Students are instructed by the Principal regarding the courses, rules and regulations which are strictly followed in the college. The students are made aware of NCC, NSS, Games and Sports, Library and facilities in campus. The learning capacity of every student differs in the readiness to learn, conceive and implementation. Students can be differentiated into 2 groups - advanced and slow learners. The advanced learners are clubbed up with slow learners called buddy system in order to exchange and encourage to bring out the optimum from their association. The task of identifying the advanced learners is to motivate them to reach higher goals through participation in study projects, seminars, debates, quiz, power point presentations, and group discussions. Advanced learners, are encouraged further by the concerned department by organizing various competitions and seminars to improve their learning skills. Extracurricular activities are promoted in the college under various clubs to bring out the talents and enhance their existing skills. The college has the mentor- mentee system wherein one section of students is allotted to the concerned faculty. Students under the faculty's supervision are thoroughly trained in academic and personal interests until the completion of their course duration.

On identifying the slow/average learners the concerned teacher as improvement measure provides reading material and other materials for their benefit.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2642	72

File Description	Documents
Any additional information	No File Uploaded

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

The methods adopted for a student centric environment are:

1. **Experiential learning:** It is hands on experience to personally visualize. Field trips like botanical, industrial and places of historical interest are vital for the students to have a firsthand experience in life. Virtual and Google Class rooms, Collaborative learning is supported by conducting GD's, quizzes, group projects etc. 2. **Participative Learning :** The concerned department conducts JAM sessions, Group discussions, Debates, etc., to develop participative learning The study projects inculcate this aspect by helping students to complete the project in stipulated time and encourages participative learning. Study projects help in problem solving. 3. **Technology mediated Learning:** Extensive use of LCD, Smart board and Audio-Visual aids allow access to technology in experimentation and updation. YouTube lessons, video lectures and educational websites, T-SAT - NIPUNA Programs are some of the other ICT tools used for exploring various domains of knowledge. Tally for accounts, latest versions of C++, JAVA, ORACLE, are also available. The use of ICT in PPT presentations ensures that the student learner acquire skills like documentation and analytical abilities. Complete Study material for preparation of exams. Projects were given to advanced learners. Study material to

practice. Counselling to neglect section who are irregular and show lack of interest. Remedial classes are arranged for slow learners.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The institution has 8 LCD projectors and the entire faculty has access to internet. Well-equipped laboratories supplement the Teaching-learning process. The entire teaching faculty use both non projected and projected teaching aids to ensure the effectiveness of the learning experience of the students. The non-projected teaching aids like black board, chalk board, chalk piece, coloured chalk, marker boards, and all types of charts, posters and models are used in teaching. Through the use of models, articles, illustrations, samples, the process of teaching learning is made more interesting and effective. Students are even encouraged to give seminars using ICT tools. The college encourages the faculty to adopt an innovative approach such as information and communication technology (ICT) in education. Audio tools coupled with computer labs, internet connection and advanced software tools are used to train the students. The systematic introduction of information and communication technology, the creation of digital education content, LMS, E-learning resources, technology enable learning solutions is to improve, reach and access to high quality training and technical assistance. All the faculty encourage the learners to attend and learn new technological skills through online classes which are going on after the regular classes. This helps the learners to develop critical thinking, problem solving, collaboration and communication, digital literacy, student leadership, creativity and imagination.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

47

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

45

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

20

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

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

2.4.3.1 - Total experience of full-time teachers

187

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Our college is affiliated to Osmania University the rules and regulations for evaluation process are framed by the University and same is communicated to the students at the beginning of their academic program.

Our college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well on time. The Principal conducts staff meeting regularly to review the evaluation process. Internal Evaluation tests are conducted in each semester regularly as per the University almanac and marks posted in the University website. Evaluation process itself is split into 80% on theory and 20% on internal assessment making it easier for students to perform better. For transparent and robust internal assessment, the following mechanisms are conducted: Formation of Examination

Committee. Question Paper Setting for internal assessment test. The college conducts mentor-mentee interaction regarding their internal assessment. The method of internal assessment helps the teachers to evaluate the student's performance more pertinently. Internal assessment has notably increased learning and attendance to the classes. It helps students in various co-curricular and extra-curricular activities for broadening their skills. The seminar presentation revamps the communication skills of the students which is indispensable during interviews.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Redressal of grievances at University level: The queries related to results, corrections in mark sheets, other certificates issued by the university are handled at OU examination Cell after forwarding such queries through the college examination section. The university releases a press note in this regard. Students are allowed to apply for revaluation and recounting by paying necessary processing fee to university if they are not satisfied with the university evaluation through the college. **Redressal of grievances at College Level:** Our institution has an examination committee which consists of Academic Coordinator and members constituted by the Principal. The coordinator and members are aware of examination rules, regulations, time schedules and all the pre and post examinations scheduled by

the affiliating University. The examination branch circulate all the circulars issued by the university pertaining to the i) payment of examination fee ii) exam time table iii) recounting/revaluation process. iv) Obtaining photo copy of the answer scripts. Needy students approach to the examination branch of the college with regard to various pre- examination grievance like late payment of exam fee with fine, for hall tickets and the post examination grievances such as recounting, revaluation etc. The examination branch give information to the mentors regarding examination grievances then the students approach class mentor for any grievances. The examination branch of the college download all

the relevant information from the university website. And same information is provide to the students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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.

The Course Outcomes (COs), Program Outcomes (POs) and Program Specific Outcomes (PSOs) of the programs offered by the institution are communicated to the teachers in very beginning of the academic year in a form of manuals or hand outs by the academic coordinator and the same will be communicated to the students by the concerned teachers in their classrooms. The Cos of the laboratory courses are also communicated to the teacher and students in a form manuals or hand outs. The Cos are placed in the college website and it will be made available to all the stake holders such as teacher's students and parents. The relevance of the COs will be discussed by the faculty with the students and the feedback on Cos is obtained from the students. In addition to the subject courses the Programme Outcomes and Programme Specific Outcomes such as TSKC and TASK are undertaken by the institution to train them to improve their communication skills, life skills, critical thinking, improve self-confidence to attend interviews and also to learn the ethics and moral values.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The process of measuring the attainment of the Program Outcomes (PO's), Programme Specific Outcomes (PSO's) and Course Outcomes (CO's) are different from one another. The assessment tools generally used to measure the attainment of Course Outcomes are

two types. They are as follows: a) The attainment of Course Outcomes is measured by observing the performance of the students in Continuous Internal Evaluations (CIE) and end semester examinations. The student performance is shown as a grade based on the total marks obtained by the student both in Internal Examination (IE) (20 Marks) and End Semester Examinations (80 Marks) given by the affiliated university. b) The attainment is measured by collecting the data of students survey, alumni survey etc. whereas the attainment of Programme Outcomes and Programme Specific Outcomes can be measured by observing the performance of the students in various competitions such as elocution, debate, seminars and preparation of assignments, student study projects and performance in the programs such as TSKC and TASK.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

185

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://gdckhairatabad.ac.in/student-survey-report/>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

11

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

6

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

6

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The 2 NSS units of our college has boys and girls under the leadership of NSS officer who participated and organized various extension activities. The extension activities organized by our

NSS units include, Swachh Bharat programme, gender sensitization and awareness campaign on eve teasing and ragging, blood donation camp, campus cleaning programme, awareness rally on national voters day to bring awareness around Khairatabad college about the importance of casting the vote. Telangana Ku Haritha Haram programme is conducted in institution and saplings are planted by the faculty and NSS volunteers. Who go around college campus to create awareness among the public to plant saplings. The NCC unit of our college functions under the able leadership of our NCC officer, NCC cadets participated and organized various activities which include Celebration of our Independence Day, Republic day, NCC day, Medical camps, rallies on the National Unity day in remembrance of Sardar Vallabhai Patel, International yoga day, AIDS awareness etc. Apart from observing and celebrating these days of National and International significance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

3

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

287

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

1

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

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

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

12

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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

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

The total campus area is 2.98 acres which consists of six blocks. The Institution had the adequate physical facilities for teaching and learning which benefit staff and students. Facilities are ICT equipped classrooms, laboratories, seminar hall, well-resourced library, smartboard classrooms, virtual classroom, CCTV's, LCD Projectors, internet and Wi-Fi connectivity, computers, RO Purifier for drinking water and adequate staff, girls & boys washrooms. The college has well maintained botanical garden with important plants. Institution has 24 classrooms. Out of these two class rooms are enabled with ICT facilities like Smart Board, projector, desktop computer attached with projector. The college has a well equipped seminar hall, enabled with ICT facilities like projector, computer attached with projector, AV system and internet connection. College has 13 Laboratories for conducting practical's which are well equipped and are advanced as per the requirements. The college has three adequate computer laboratories with 80 computers network's under Windows. Virtual classroom used for online learning environment. WiFi enabled campus. Eight CCTV cameras installed in entire campus to provide additional safety and security to the students and the staff to prevent of untoward incidents in the campus. Library consists of a reading Hall, stack rooms for textbooks, reference collection, periodical section and competitive examination cell, etc. Library has around 3208 Textbooks and 14 Journals/magazines. INFLIBNET N-LIST e-resources.

Library is fully automated using NewGenLib, Open Source Integrated Library Management System with version 3.1.1. There is in-house canteen. It caters to the needs of students and staff. Basic requirements are provided by the canteen.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The institution has necessary ground and infrastructure for participation of the students in co-curricular and extracurricular activities. Sports & Games: The institution has ground which cater for Volley ball and Kabaddi/Kho Kho. We have Badminton court opposite to examination branch. The same court will be used for Tennikoit also. College has Indoor facilities for Table Tennis, Carrom and Chess. The College students participate very enthusiastically in Volley Ball, Kabaddi, Kho Kho and Athletics as these games are included in Yuvatharangam Sports Meets conducted by the Commissionerate of Collegiate Education, at cluster level (Within District) and State Level (All Districts of Telanagana State). Apart from this our students participate in Osmania University Inter College Tournaments in Various games like Kabaddi, Volleyball, Kho Kho, Carroms, Table Tennis, Chess, Judo, Wrestling and Athletics. Gymnasium and Yoga: College has three rooms for Department of Physical Education at present and in those two rooms one is used for Gymnasium. Cultural activities: Cultural committee encourage all the students of science and arts to participate in cultural activities conducted on fresher's day, bathukamma festival, annual day and inter college competitions like yuvatharangam.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

3643293

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

College Library is located in a separate old building, which is located centrally in college campus. The Library consists of a reading Hall, separate stack rooms for storing textbooks, reference collection, competitive examination books, etc. The main big hall is used for the reference section, competitive examination section, circulation. The small three rooms are used for stock areas and the Internet section. A separate reading room is allotted meant for daily News Papers, Magazines & Journals. The

library is spacious with wide collection of reference books, textbooks, journals & magazines, etc. The Library has a collection of around 32008 Textbooks, 14 Print journals/magazines, which cover all branches of areas dealt in the college. The Internet center has the bandwidth of 150 Mbps and the library has systems that are used for accessing e-Resources and free internet browsing for the students. In 2018-19 the existing NewGenLib (ILMS) Open source Library Automation Software, Version 2.1.1 is updated and integrated with latest Version 3.1.1 and physical information along with location on all books has been uploaded in software in the year 2019. Now the college library is fully automated using NewGenLib (ILMS) Version 3.1.1. The Library housekeeping operations like Accessioning, Check in, Check out, Members registration etc are automated in the academic year 2019-2020. The bibliographical data pertaining to books and other resources have been entered in the database. Online Public Access Catalogue (OPAC) has been provided for search and retrieving documents in the library.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

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

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

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

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

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

College has 80 computers for students and 40 for administration purpose. Two class rooms enabled with ICT facilities like projector, personal computer attached with projector. One Virtual classroom which is also used for online learning environment. Physics lab, Botany Lab, Zoology Lab and Computer Lab have projectors. College has a well-equipped seminar hall enabled with ICT facilities like computer attached projector. It is equipped with AV system and internet connection. The whole campus of the college has Wi-Fi facility with a speed of 10 mbps. The computers and printers of office and exam branch and Computer Labs are connected through LAN. The college website is monitored and updated from time to time by Website Coordinator of the college. The college has 3 multipurpose photocopy machines. There are 8 CCTV cameras installed in the entire campus area of the college to provide additional safety security to the students and the staff, for the prevention of untoward incidents in the campus. Most of the departments have computers, majority which have Internet facility via Wi-Fi for preparation of power point presentation as teaching learning materials. For maintenance, repairs/servicing of computers, Internet Wi Fi networking , installation of software

and maintenance and up gradation of hardware, all departments will approach the higher authorities and, repairs/servicing and up gradation of computers. Annual Maintenance Contract(AMC) takes care personnel. The software's like Java, C, C++, SQL and Tally are installed in computer labs and library has NewGenLib automation software. Institute has upgraded the 100 Mbps Internet connectivity to 150 Mbps.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

120

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

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

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

690345

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Laboratory equipment is properly maintained in every department by cleaning and covering it after every usage. Within the budget allocated, required consumable and non consumable apparatus are being purchased according to the changes made in the curriculum. Stock registers are maintained under different heads of budget allocated (UGC, State, and Special Fee) and verification is done by the committee allotted.

The Librarycommittee will decide and supervise the purchase procedures of required textbooks, journals and other material and maintenance of library facilities. The Stock, Issue and Activities registers etc. are maintaining in the library. To ensure return of books, 'NO DUES' from the library is mandatory for students to procure hall tickets before appearing for exam. Sports & Games committee decides and supervises the purchase procedures of required sports and games material and maintenance of available sports facilities. The stock Issue and activities registers are maintained.

For maintenance, repairs/servicing of computers, Internet Wi Fi networking , installation of software and maintenance and up gradation of hardware, all departments approach the higher authorities and AMC helps. College has a building committee for maintenance and upkeep of infrastructure. At the departmental level, Heads of the Departments submit their requirement to the Principal regarding classroom furniture and otherrequirements. Additional Special Fee/College Development Fund is utilized for maintenance and minor repair of furniture and other electrical works in classrooms. With the help of the sweepers, cleanliness of classrooms are maintained.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1629

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

1121

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

1121

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

16

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

29

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
Details of student progression to higher education	View File

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

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

government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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)

Class representatives are nominated by each class by the mentor of the class to monitor the academics and administrative issues of the class. College makes a point to appoint one girl and one boy representative. Our College follows mentor-mentee system. All class representatives attend meeting of academic and administration, bodies like IQAC, WEC etc, and give suggestions. CRs actively participate in the academic progress of the college by providing notes on Whatsapp group, following buddy system. During college activities the representatives take active role in picking talented students in participating in various activities and to

organize the seminars.

It's the duty of class representative to take the feedback and communicate the problems of students to mentor and same will be communicated to the Principal, thus, decentralizing the working system. We have grievance cell which works under Anti-ragging cell and WEC (Women's Empowerment Cell). These cells took up cases and solved them with the help of Principal and the members of committees. Mentors not only guide the students in academic perspective but also have a thorough insight into the socio-economic condition of the student, analyze them through SWOT analysis. Personal counseling is done to students. Mentors maintain a Whatsapp group to regularly update the events, notices, and notifications, to the students. All the activities of the college are informed through Whatsapp. There are separate Whatsapp groups for NCC, NSS, WEC who interact with mentors in mobilizing the students and to make the students a part of activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

3

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

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

Alumni association is registered by the registrar of Societies as "Khairatabad Degree College Alumni Association" under Telangana Societies Registration Act 2001 on 27th March 2018 . Aims and Objectives: 1.To keep track of progress and performance of students who have graduated from the College. 2.To provide a forum for the exchange of ideas on academic, cultural and social issues. 3.To arrange Extension lectures, Skill development programmes , personality development programmes and Sports etc. 4.To raise funds for the development of College. 5.To help students by donating books or providing scholarship etc. Alumna association builds a relationship between college life and career life; Seniors interact with fresh graduates and guide them to face the current challenges of competitive professional world. To restore a sense of belonging with parent institution, to build a healthy relationship between past and present and to develop philanthropic temperament a sense of belonging to the college. The alumni members meet twice in a year one in the campus and second off campus and share their experience. They also introduce new members of Alumni and ask them to share their experiences. They give their feed back for enhancing the functions of the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1Lakhs
(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

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

Our college is committed to promote education, inculcate creativity, innovative spirit and scientific temperament among the

students and to lessen the rural and urban gap among the students. The college adopts democratic and participatory mode of governance. The policies and procedures are laid down by the Commissionerate of Collegiate Education. Principal is the head of both administration and academics assisted by two Vice principals, one for science and one for arts sections, in view of the magnitude of strength of the college. The College follows a decentralized mechanism based on a decentralization map that delegate the responsibility to all the working members. All the committees come under these categories, and the conveners supervise the respective committees. E-governance is implemented successfully in all areas. College website and official Whats'app group are active sources of updates. Principal, in collaboration with IQAC, and staff council which comprise of heads of the departments plan the activities basing on academic calendar . Every month the planned activities are implemented and reviewed. Academic coordinator assists the principal in all academic activities. ICT tools, computers are used as advanced technology in learning. Cultural and literary activities under VANGMAYI, health care under BHAGYA, Women grievances and empowerment under WEC, greenery maintenance under Eco-Club constantly work for the fulfillment of the vision. Sports and games, NSS and NCC are made available to the students. Mentoring system helps in developing the personality and to guide them both in professional and personal life.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The institution hierarchy is robust and healthy enough to sustain itself even in the absence of higher authority. The work is divided into 5 categories such as : 1.Planning/Development 2.Academics 3.Co-Curricular/ExtraCurricular 4.Service Sectors/ Extension Works 5.Help line/Student Support Planning and Development category includes CPDC, Restructured fees, UGC-RUSA building, Furniture committee, Purchase committee, and DRC. All planning for developmental activities is done by these committees. The academics category includes the examination cell, time-table committee, T-SAT, TSKC, library and reading room, and audio-visual

-ICT. These committees ensure academic excellence of students. Co-curricular or extracurricular category includes literary committee, cultural committee, social science club, commerce club, Science club, and games committee which bring out the creative talent and develop physical fitness. Service sector/Extension works include NSS, NCC, Health Club, Harithaharam/Swachh Bharat, College magazine and Research committee. These committees develop philanthropic spirit among the students and instill patriotic spirit, a spirit of service. Help line/Student support consists of Anti-ragging cell, Grievance cell, Womens Empowerment cell, Parent Committee cell, alumni, RTI. These committees cater to trouble shooting, addressing the grievances, eradicating discriminations and encouraging mental well being. Teaching and non-teaching staff effectively participate in the implementation of policies and schedules in their capacity as mentors, coordinators, convenors, in charges and members in various administrative and academic committees. Feedback is regularly taken from students, Parents and alumni etc. in order to analyze and make necessary improvisations in the working modules.

File Description	Documents
Paste link for additional information	https://gdckhairatabad.ac.in/organogram/
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Keeping the vision and mission of the college in view and guidelines stated in almanac provided by the Osmania University, an academic calendar for the college is made and action plan for the academic year is designed. The recommendations of peer team visit are taken up and the action taken report are implemented. The recommendations of academic audit from CCE are taken up to meet the strategic plan. The main focus of such strategic plans is to equip the students with skills to be academically successful, to secure employment, and to scale the heights of success in life. Various certificate courses and study projects are initiated to develop various skills. Co-curricular & Extracurricular activities are devised to bring out student talents. Seminars, workshops, quiz etc are planned to develop experiential learning. Important days are celebrated to instill consciousness of nationality, brotherhood and fraternity. NSS and NCC activities are planned to develop philanthropic attitude. Library automation is taken up for

better performance and service to the students.

Deployment Documents: They are in the form of annual curricular plans, teaching diaries, activity registers, action plan registers, etc are maintained. Mentor and mentee registers with the socio-economic back ground talents, strengths and weaknesses are maintained for counseling and monitoring. **Participation of Teachers in Decision Making:** Teachers from all departments in the college participate in decision making process by being convenors /members in various committees in order to strengthen the participative management principles of the college. This system helps monitor the quality development of the institution.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The organisational structure is divided into 3 segments:

1.Planning 2.Academic 3.Activities Principal along with planning committee plan the developmental activities by taking permission from CCE to utilise accumulated funds, seeking budget allocation from CCE for infrastructure needs, mobilisation of funds from the potential sources, training facilities to improve employability skills of student. **Service rules, procedures Recruitment and promotional policy:** As the college is a govt. institution, it follows government policies in all service matters, procedures, recruitments and promotions. TSPSC is solely responsible to recruit eligible candidates through written test and interview to the post of Assistant professors. Lecturers are also recruited by promotion from Junior Lecturer cadre to Assistant professor Cadre by CCE. Contract Lecturers are recruited by CCE for the vacant posts when regular government posts are not filled up. Promotion of assistant professors is as per the UGC rules, various types of leaves, loans, transfers, provident fund, retirement benefits etc., are according to State government rules.

Grievance redressal Mechanism The complaints/grievances are monitored by 1.Grievance Redressal cell 2.Women Empowerment cell

3. Anti Ragging cell The grievance redressal cell caters to the needs of both students and faculty issues. It has an alumni, a parent in the enquiry panel to deal impartially. The members of committee take up the complaint and call for the parties involved, analyze the situation and draw a consensus to resolve the matter. Mentors also play a crucial role in resolving the issues.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

The institution strives for the well being of its staff and creates a healthy workplace environment. As it is a government institution, all the government norms and facilities that the staff are entitled to are made available.

Welfare measures for Teaching and Non-teaching staff: General provident fund (GPF). Health cards. Telangana State General Life Insurance (TSGLI). FESTIVAL ADVANCE SCHEME. Earned and surrender of earned leave. Five days special casual leave per calendar year

for women employees. 90 days child care leave for women employees with minor children. 6 months maternity leave for women employees and 15 days paternity leave for male employees. Faculty Forum Basic training in basic computer skills and e-office. UGC/State Government Scales Of Pay With Career Advancement Scheme. Maternity and paternity leave. Employee health scheme (EHS). On-duty facility to attend educator/refresher courses. On-duty facility to attend state/national/international level seminars/conferences. Remunerative duties as examiner/paper setter/observer for university examinations. Casual leave facility to teaching and non-teaching staff. Personal loan facility. Festival advance for non-teaching staff. Regular superannuation pension as per government norms. Institutional faculty enrichment programs for the benefit of the staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

16

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Our college has a systematic performance appraisal system for its teaching and non-teaching staff. The faculty members are asked to fill the Academic Performance Indicator (API) format at the end of the academic year. API contains their workload, their achieved

contribution to the college and society and their professional development. API is submitted to the Principal and to the CCE. Based on API scores the faculty were encouraged to take up more initiatives in their respective areas of inclination and passion. Academic Audit: Every year an academic audit is conducted by the CCE. But this academic year due to pandemic academic audit was not conducted. Result: Result analysis is done by every department and the same is discussed with the Principal and overall result analysis is prepared. Student feedback: At the end of every year students feedback is taken to assess the performance of the faculty. Academic Records: All the academic records are maintained by individual faculty that are taken into consideration for the purpose of faculty appraisal. Performance Appraisal for Non teaching Staff: Is through Regular monitoring. The Principal directly monitors the non-teaching staff and regularly conducts meetings to take stock of administrative and financial aspects such as fee collection, scholarship status etc. Every month Principal supervises internal audit of the office. The Non-teaching staff have to keep a record of their work in prescribed format.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Principal being at the helm of administration deals with all the financial transactions of the institution. He is accountable for the conduct and maintenance of the financial matters and books of accounts. All the purchases are done by office Superintendent. The office and the Principal take utmost care in keeping financial transparency of the college. Internal Audit: Principal calls for the budgetary estimate for the academic year from office. The salary budget requirement for the staff is prepared by the office and sent to CCE for the release of quarterly budget. The expenditure for the college development is thoroughly discussed in the concerned committees and sent to CCE for approval to meet the expenditure from students special account. External Financial Audit: The external audit i.e, Academic and administrative

Audit(AAA) is conducted every year by academic audit team constituted by CCE and subsequently action taken report on their observations /suggestions is submitted to CCE within the stipulated time. But this year due to pandemic situation couldnt conduct Financial audit.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

The institution seeks additional funds for the maintenance and upkeep of various student services. Funds are mobilized from RUSA. RUSA funds are utilized. Utilization certificate has been submitted to RUSA . Salaries are paid by the government to all categories of staff. Special fee paid by the students is utilized with prior permission from the Commissioner of Collegiate Education. Raising funds fromMLA.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The role of IQAC is to identify quality bench marks and create quality culture in the institution. For this year the IQAC has taken up two quality Initiatives . Theme-of -The -Year Use of ICT in all areas of Operation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Through IQAC, the institution implements several qualities enhancing strategically reforms in teaching learning process. ICT based teaching and Learning:A significant step in establishing e-classrooms has been brought about in the institution through IQAC. Continuous efforts were made in this regard to ensure effective learning. There is one virtual classroom catering to the needs of the students. There are 120 computers in the college, out of which 80 computers are accessible to the students. College campus is Wi-Fi enabled so that both students and teachers can make use of internet facility anywhere within the campus. Faculty take online classes through Zoom meetings, Google meet. Teachers and students form Whats App group and share academic information. Faculty wise Powerpoint Presentation in their teaching and also encourage students to give PPT presentations. Both faculty and students use internet facility to download or view lessons. Students and faculty can use INFLIBNET internet to access the e-learning sites / books in library. Implementation of Certificate Courses: Most of the departments help the students in enhancing employability and industry skills by introducing Certificate Courses. These courses have a duration of maximum 40 hours per week and at the end of the course, the students are given certificates. Out of 1041students, 1039students were benefitted by these courses. Mentor-Mentee System: One or two faculty are made mentors for a class/section and they monitor students overall development and counsel them when required and address the grievance of that particular class, if any.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://gdckhairatabad.ac.in/wp-content/uploads/2022/07/IQAC-Meetings-2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The College has a policy of gender equity to ensure equality in opportunities and inclusive gender positive attitude. Priority is given to increase enrolment and retention of girl students as stipulated in the National Policy for Women 2016. A supportive environment through responsive Internal Complaints Committee and Women's Empowerment Cell is provided to take appropriate measures to prevent gender discrimination. Equitable access to education is provided to all the girl students with healthy academic environment committed towards women empowerment. Various gender equity promotion programmes like National girl Child day,

International Women's Equality day, National Women Teachers Day, Birth Anniversary Celebrations of Indira Gandhi, Sarojini Naidu, Jyothi Bhai Phule are held to recollect and reenergize our self towards greater achievements.

The safety and security of our girl students is the most important priority of the institution. A "Girl's Room" is provided exclusively for the girls. Our institution has CCTV cameras installed at various important points to check Eve teasing and ragging.

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

The college manages its waste with utmost responsibility and caution. The Solid Waste management is on a very minor scale as all the plastic and paper waste is segregated at source in two separate bins installed in the college. The dry leaves that are collected during the Fall season are composted in a demarcated corner of the campus in the vermicomposting pit to make manure that is used for the plants of our college. The Liquid Waste from

the labs is sent out through the sewage system without any danger of hazardous effects on environment. The rain water from the terrace of the three blocks of our college is directed towards the ground through pipes where other trees and rain water harvesting pits are located. Proper sewage system is present in all the washrooms of the college. Care is taken to see that there is no water stagnation to discourage mosquito breeding.

E-Waste generated in the form of old monitors, CPUs, keyboards, mice and other discarded electronic devices are dealt with by a committee that works under the stipulated guidelines of e-waste disposal. This committee meets at regular intervals under the supervision of the Principal. The committee also keeps a record of the unused and discarded electrical appliances like ACs, ceiling fans, switch boards, bulb holders, etc.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: B. Any 3 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered

vehicles

3. Pedestrian Friendly pathways

4. Ban on use of Plastic

5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Various activities are conducted every year to provide an inclusive environment to the students. As the college is situated in a multi-religious community. The exposure to the students is varied and diverse. For the purpose of promotion of universal values and communal harmony, our college conducts programs on inter-faith harmony, tolerance, understanding and empathy towards fellow countrymen. These types of activities renew our commitment towards the heterogenous culture and its different shades. The importance of unity in diversity is emphasized. Major festivals of India like Diwali, Holi, Ramazan, Christmas and National Festivals are celebrated with lots of joy and enthusiasm to promote tolerance and harmony towards cultural diversity. Feasts are arranged at college and gifts and greeting are exchanged warm heartedly. Regional festivals like Ugadi and Bathukamma are marked by Rangoli competitions and floral arrangements. Linguistic and regional diversity is evident among the staff and students as various regional backgrounds are represented.

Some of the staff members have volunteered to sponsor education of socio-economically weaker students who are not eligible for the scholarship provided by the State and Central Governments.

On the occassion of Kargil Vijay Diwas on 26th July, 2020 NCC cadets payed tributes to the soldiers.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution sensitizes the students and staff about constitutional obligations by celebrating national festivals and birth anniversaries of freedom fighters and eminent personalities.

On the birth Anniversary of Subhash Chandra Bose, article writing was organized by the Department of History. On the occasion of the Birth Anniversary of Sarojini Naidu an extension lecture was organized by the department of History on the topic "The Role of Women in Hyderabad Freedom Struggle."

Every year National Voters Day is celebrated to increase awareness among the people in the surrounding localities on the importance of exercising their franchise. But this year due to pandemic situation rally was taken up by the college but pledge was taken up by the students and faculty.

Our NCC cadets participated in Atma Nirbhar Bharat programme to inculcate self reliance and to become responsible citizens of India.

Department of History organized student awareness programme on the occasion of Human Right's Day. National Unity Day is celebrated on the occasion of Sardar Vallabhai Patel's birth anniversary. A pledge was administered to the staff and students reiterating commitment to maintain and protect India's unity and integrity.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

All National festivals like Independence Day, Republic Day and Gandhi Jayanthi are celebrated with enthusiasm and gaiety. The NSS and NCC cadets take up the cleaning and decoration of the campus on such occasions and the NCC parade is the highlight on these occasions. Birth anniversaries of leaders like Sardar Vallabhai Patel, Subhash Chandra Bose, Dr. BR Ambedkar, Bhagath Singh, Sarojini Naidu and Jyotibai Phule are organized every year to instill a sense of patriotism and nationhood among the young students. A sense of historical awareness and urge to defend the mother land are instilled in the students by celebrating such events. International Yoga Day, Human Rights Day, Constitution Day and International Aids Day are celebrated by conducting competitions on relevant themes and inviting well-known personalities to speak and interact with the students and staff.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Title of the Practice:Community Service

The Context: On the wake of Corona hygiene, social distancing was the need of the day. Our college took up awareness programmes in and around the campus.

The Practice: To implement this few activities were taken up such as ISO certification on "Good Hygiene Practices". NCC proactively participated in pulse polio programme, "Athma Nirbhar Bharath" and "FIT India Programme".

Evidence of Success: Preventive measures to combat Corona virus were taken up both in and out of campus.

Problems encountered and resources required: Student strength was more to implement social distancing to the fullest.

Title of the Practice:Use of E-equipment

The Context: With the wake of pandemic the necessity to compensate offline curriculum was shifted to online. Hence, online mode and its utility became one of the best practices.

The Practice: Apart from imparting evaluation based syllabus to the students various orientation programmes, webinars, you tube lessons were executed according to the requirement of the students.

Evidence of Success: The online mode was very successful. It was proved by the result, job placements etc. Even though students couldn't attend college knowledge was imparted and opportunities

were provided on par with offline mode.

Problems encountered and resources required: Students from rural areas had poor connectivity and couldn't be benefitted completely as the urban students. Most of the students couldn't afford smart phones.

<https://gdckhairatabad.ac.in/wp-content/uploads/2022/10/Best-Practices-2020-21-2.pdf>

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Government Degree College, Khairatabad is one of the oldest colleges in the twin cities covering an area of about two and half acres with lustrous green belt. Even though located amidst busy trading centre of Chintal Basthi and surrounded by slum areas, the college stood as a beacon light in imparting knowledge and

social consciousness. By its sheer presence the college influenced the life style, hygiene, awareness on social issues. Many of our students hail from rural background and under privileged sections of society. By the programmes that were conducted through the college, the surrounding area got involved through rallies, medical awareness programmes and maintaining social and personal hygiene.

Service oriented committees like NSS and NCC participate proactively in multi-dimensional programmes including celebration of days of national importance, ensuring cleanliness both in and out of the campus, maintaining greenery through plantation and up keep.

Creative capabilities of students are explored to the zenith. Art and literary competitions are periodically planned to explore the creative talents of students. Research orientation is done through various student study projects. Fervour for research is instilled through projects at class level.

Job orientation programmes are regularly conducted. Students are exposed to the job market through various melas and job orientated preparatory programmes such as MOOCs, Spoken Tutorial, IIT Bombay. Experiential and participative learning is given top priority.

Alumni play a pivotal role in exercising philanthropic temperament.

<https://gdckhairatabad.ac.in/wp-content/uploads/2022/10/Institutional-Distinctiveness-2020-21.pdf>

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The institution adheres to its vision of promoting quality higher education among students especially the under. Kriya Siddi-Sathvay Bhavati our motto reminds us of the maxim that nothing done with true spirit goes waste. Our mission has been to nurture the potential by igniting the spark of curiosity among students. Curriculum offered by the university integrating CBCS (Choice Based Credit System) and discipline specific interdisciplinary electives that meet students' interest and job aspirations. Our institution follows the curriculum designed by the Osmania University which our college is affiliated to. The Almanac published by the University is followed coupled with the academic calendar provided by the Commissionerate of Collegiate Education (CCE). All the heads of the departments incorporate it in the Annual Action Plan and Annual Curricular Plan. Several compulsory interdisciplinary courses like Environmental Science, Basic computer skills are prescribed at present. There are diverse ranges of course options such as core options, elective options like Generic Elective and Skill Enhancement Course. Apart from that, certificate courses, Bridge classes are offered to all students. Women Empowerment Cell actively incorporates consciousness, empowerment and talent enhancement. Departments organises Extension Lectures, Field Trips, MOOCs, etc. for effective curriculum delivery. Various club activities enhances social responsibility among students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The institution adheres to the Almanac brought out by Osmania University for all its Affiliated Colleges. This provides dates

for internal exams, semester exams, GE and SEC exams and Practical exams. The institution also prepares its own Academic calendar integrating affiliated University Almanac along with Academic calendar given by Commissionerate Collegiate Education (CCE) which is given by IQAC to be implemented which is monitored from time to time. The internal exams average combines with one assignment to give a total of 20 marks out of 100 marks for each student. The average of two internals is taken for 15 marks and 5 marks are assigned for assignments. To encourage the student's autonomy, assignments oral tasks are given to students, which include classroom presentation of seminars, debates, Group discussion, Jam etc. Continuous Internal Evaluation (CIE) is also promoted through 'Jignasa'-the student research project organized by CCE along with subject study projects. The CIE is hence an integral part of the academic calendar to keep the process of teaching and learning alive and active. The constant conducts of curricular and co-curricular activities enhance the language and subject awareness. It also enables the teachers to assess the student progress. If any student is found lacking in the performance in these internal evaluations, the mentor of the student counsels and guides them by interacting with them.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

31

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

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

22

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

1041

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

1041	
File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>The college follows the curriculum prescribed by the parent University that offers a paper of 2 credits on Environmental Sciences and Basic Computer Skills as a part of curriculum. Human values and Professional Ethics involve a systematic and rational study of human being, understanding Happiness and Harmony in Self. The institution organizes various programmes on cross cutting issues and national integrity where the eminent people in this field were invited to motivate and cultivate human values and ethics among the students. Professional ethics deal with the skills that make or mar a professional. Truthfulness, honesty, integrity and compassion constitute professional ethics which are in sync with the morals imparted to our students.</p> <p>Our institution also conducts competitions to stress on righteous living. The Internal Complaints Committee (ICC), Women Empowerment Cell (WEC) and Anti-Ragging committee contribute towards inculcating professional ethics and human values in our students. Our institution encourages many programmes on gender equality and equity as it is a good education college and women's safety, well being are our priority. The CCTV, girl's room, adolescent's health and hygiene awareness are some of the initiatives taken up for gender sensitization by the Bhagya committee and WEC. Environment and sustainability is another important addition in AECC. It is a systematic study in understanding environmental aspects like structure and functions of ecosystem, biodiversity, natural resources and water issues. Our NSS volunteers and NCC cadets have regularly participated in environmental awareness programmes.</p>	

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

5

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

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

14

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	ALUMINI- https://gdckhairatabad.ac.in/wp-content/uploads/2022/05/AlumniFeedback-2022.pdf PARENT- https://gdckhairatabad.ac.in/wp-content/uploads/2022/05/parents-feedback2022.pdf FACULTY- https://gdckhairatabad.ac.in/wp-content/uploads/2022/05/FACULTY-FEEDBACK-2020-2021.pdf ON SUBJECT- https://gdckhairatabad.ac.in/wp-content/uploads/2022/05/Subject-wise-graphs.pdf ON INSTITUTION- https://gdckhairatabad.ac.in/wp-content/uploads/2022/05/Student-feed-back2022.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	

2.1.1.1 - Number of sanctioned seats during the year

1380

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

356

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The college conducts an orientation program for the beginners in the first week of the course. Students are instructed by the Principal regarding the courses, rules and regulations which are strictly followed in the college. The students are made aware of NCC, NSS, Games and Sports, Library and facilities in campus. The learning capacity of every student differs in the readiness to learn, conceive and implementation. Students can be differentiated into 2 groups - advanced and slow learners. The advanced learners are clubbed up with slow learners called buddy system in order to exchange and encourage to bring out the optimum from their association. The task of identifying the advanced learners is to motivate them to reach higher goals through participation in study projects, seminars, debates, quiz, power point presentations, and group discussions. Advanced learners, are encouraged further by the concerned department by organizing various competitions and seminars to improve their learning skills. Extracurricular activities are promoted in the college under various clubs to bring out the talents and enhance their existing skills. The college has the

mentor- mentee system wherein one section of students is allotted to the concerned faculty. Students under the faculty's supervision are thoroughly trained in academic and personal interests until the completion of their course duration.

On identifying the slow/average learners the concerned teacher as improvement measure provides reading material and other materials for their benefit.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
2642	72

File Description	Documents
Any additional information	No File Uploaded

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

The methods adopted for a student centric environment are:
1.Experiential learning: It is hands on experience to personally visualize. Field trips like botanical, industrial and places of historical interest are vital for the students to have a firsthand experience in life. Virtual and Google Class rooms, Collaborative learning is supported by conducting GD's, quizzes, group projects etc. **2.Participative Learning :** The concerned department conducts JAM sessions, Group discussions, Debates, etc., to develop participative learning The study projects inculcate this aspect by helping students to complete the project in stipulated time and encourages participative learning. Study projects help in problem solving. **3.Technology mediated Learning:** Extensive use of LCD, Smart board and Audio-Visual aids allow access to technology in experimentation and updation. YouTube lessons, video lectures and educational websites, T-SAT - NIPUNA Programs are some of the other ICT

tools used for exploring various domains of knowledge. Tally for accounts, latest versions of C++, JAVA, ORACLE, are also available. The use of ICT in PPT presentations ensures that the student learner acquire skills like documentation and analytical abilities. Complete Study material for preparation of exams. Projects were given to advanced learners. Study material to practice. Counselling to neglect section who are irregular and show lack of interest. Remedial classes are arranged for slow learners.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The institution has 8 LCD projectors and the entire faculty has access to internet. Well-equipped laboratories supplement the Teaching- learning process. The entire teaching faculty use both non projected and projected teaching aids to ensure the effectiveness of the learning experience of the students. The non-projected teaching aids like black board, chalk board, chalk piece, coloured chalk, marker boards, and all types of charts, posters and models are used in teaching. Through the use of models, articles, illustrations, samples, the process of teaching learning is made more interesting and effective. Students are even encouraged to give seminars using ICT tools. The college encourages the faculty to adopt an innovative approach such as information and communication technology (ICT) in education. Audio tools coupled with computer labs, internet connection and advanced software tools are used to train the students. The systematic introduction of information and communication technology, the creation of digital education content, LMS, E- learning resources, technology enable learning solutions is to improve, reach and access to high quality training and technical assistance. All the faculty encourage the learners to attend and learn new technological skills through online classes which are going on after the regular classes. This helps the learners to develop critical thinking, problem solving, collaboration and communication, digital literacy, student leadership, creativity and imagination.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

47

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

45

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

20

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

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

2.4.3.1 - Total experience of full-time teachers

187

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Our college is affiliated to Osmania University the rules and regulations for evaluation process are framed by the University and same is communicated to the students at the beginning of their academic program.

Our college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment, the system of internal assessment is communicated with the students well on time. The Principal conducts staff meeting regularly to review the evaluation process. Internal Evaluation tests are conducted in each semester regularly as per the University almanac and marks posted in the University website. Evaluation process itself is split into 80% on theory and 20% on internal assessment making it easier for students to perform better. For transparent and robust internal assessment, the following mechanisms are

conducted: Formation of Examination Committee. Question Paper Setting for internal assessment test. The college conducts mentor-mentee interaction regarding their internal assessment. The method of internal assessment helps the teachers to evaluate the student's performance more pertinently. Internal assessment has notably increased learning and attendance to the classes. It helps students in various co-curricular and extra-curricular activities for broadening their skills. The seminar presentation revamps the communication skills of the students which is indispensable during interviews.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Redressal of grievances at University level: The queries related to results, corrections in mark sheets, other certificates issued by the university are handled at OU examination Cell after forwarding such queries through the college examination section. The university releases a press note in this regard. Students are allowed to apply for revaluation and recounting by paying necessary processing fee to university if they are not satisfied with the university evaluation through the college. **Redressal of grievances at College Level:** Our institution has an examination committee which consists of Academic Coordinator and members constituted by the Principal. The coordinator and members are aware of examination rules, regulations, time schedules and all the pre and post examinations scheduled by

the affiliating University. The examination branch circulate all the circulars issued by the university pertaining to the i) payment of examination fee ii) exam time table iii) recounting/revaluation process. iv) Obtaining photo copy of the answer scripts. Needy students approach to the examination branch of the college with regard to various pre- examination grievance like late payment of exam fee with fine, for hall tickets and the post examination grievances such as recounting, revaluation etc. The examination branch give information to the

mentors regarding examination grievances then the students approach class mentor for any grievances. The examination branch of the college download all the relevant information from the university website. And same information is provide to the students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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.

The Course Outcomes (COs), Program Outcomes (POs) and Program Specific Outcomes (PSOs) of the programs offered by the institution are communicated to the teachers in very beginning of the academic year in a form of manuals or hand outs by the academic coordinator and the same will be communicated to the students by the concerned teachers in their classrooms. The Cos of the laboratory courses are also communicated to the teacher and students in a form manuals or hand outs. The Cos are placed in the college website and it will be made available to all the stake holders such as teacher's students and parents. The relevance of the COs will be discussed by the faculty with the students and the feedback on Cos is obtained from the students. In addition to the subject courses the Programme Outcomes and Programme Specific Outcomes such as TSKC and TASK are undertaken by the institution to train them to improve their communication skills, life skills, critical thinking, improve self-confidence to attend interviews and also to learn the ethics and moral values.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

institution.

The process of measuring the attainment of the Program Outcomes (PO's), Programme Specific Outcomes (PSO's) and Course Outcomes (CO's) are different from one another. The assessment tools generally used to measure the attainment of Course Outcomes are two types. They are as follows: a) The attainment of Course Outcomes is measured by observing the performance of the students in Continuous Internal Evaluations (CIE) and end semester examinations. The student performance is shown as a grade based on the total marks obtained by the student both in Internal Examination (IE) (20 Marks) and End Semester Examinations (80 Marks) given by the affiliated university. b) The attainment is measured by collecting the data of students survey, alumni survey etc. whereas the attainment of Programme Outcomes and Programme Specific Outcomes can be measured by observing the performance of the students in various competitions such as elocution, debate, seminars and preparation of assignments, student study projects and performance in the programs such as TSKC and TASK.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

185

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://gdckhairatabad.ac.in/student-survey-report/>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research**

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

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

11

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

6

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

6

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The 2 NSS units of our college has boys and girls under the leadership of NSS officer who participated and organized various extension activities. The extension activities organized by our NSS units include, Swachh Bharat programme, gender sensitization and awareness campaign on eve teasing and ragging, blood donation camp, campus cleaning programme, awareness rally on national voters day to bring awareness around Khairatabad college about the importance of casting the vote. Telangana Ku Haritha Haram programme is conducted in institution and saplings are planted by the faculty and NSS volunteers. Who go around college campus to create awareness among the public to plant saplings. The NCC unit of our college functions under the able leadership of our NCC officer, NCC cadets participated and organized various activities which include Celebration of our Independence Day, Republic day, NCC day, Medical camps, rallies on the National Unity day in remembrance of Sardar Vallabhai Patel, International yoga day, AIDS awareness etc. Apart from observing and celebrating these days of National and International significance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

3

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

287

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

1

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

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

12

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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

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

The total campus area is 2.98 acres which consists of six blocks. The Institution had the adequate physical facilities for teaching and learning which benefit staff and students. Facilities are ICT equipped classrooms, laboratories, seminar hall, well-resourced library, smartboard classrooms, virtual classroom, CCTV's, LCD Projectors, internet and Wi-Fi

connectivity, computers, RO Purifier for drinking water and adequate staff, girls & boys washrooms. The college has well maintained botanical garden with important plants. Institution has 24 classrooms. Out of these two class rooms are enabled with ICT facilities like Smart Board, projector, desktop computer attached with projector. The college has a well equipped seminar hall, enabled with ICT facilities like projector, computer attached with projector, AV system and internet connection. College has 13 Laboratories for conducting practical's which are well equipped and are advanced as per the requirements. The college has three adequate computer laboratories with 80 computers network's under Windows. Virtual classroom used for online learning environment. WiFi enabled campus. Eight CCTV cameras installed in entire campus to provide additional safety and security to the students and the staff to prevent of untoward incidents in the campus. Library consists of a reading Hall, stack rooms for textbooks, reference collection, periodical section and competitive examination cell, etc. Library has around 32008 Textbooks and 14 Journals/magazines. INFLIBNET N-LIST e-resources. Library is fully automated using NewGenLib, Open Source Integrated Library Management System with version 3.1.1. There is in-house canteen. It caters to the needs of students and staff. Basic requirements are provided by the canteen.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The institution has necessary ground and infrastructure for participation of the students in co-curricular and extracurricular activities. Sports & Games: The institution has ground which cater for Volley ball and Kabaddi/Kho Kho. We have Badminton court opposite to examination branch. The same court will be used for Tennis also. College has Indoor facilities for Table Tennis, Carrom and Chess. The College students participate very enthusiastically in Volley Ball, Kabaddi, Kho Kho and Athletics as these games are included in Yuvatharanga Sports Meets conducted by the Commissionerate of Collegiate Education, at cluster level (Within District) and State Level

(All Districts of Telanagana State). Apart from this our students participate in Osmania University Inter College Tournaments in Various games like Kabaddi, Volleyball, Kho Kho, Carroms, Table Tennis, Chess, Judo, Wrestling and Athletics. Gymnasium and Yoga: College has three rooms for Department of Physical Education at present and in those two rooms one is used for Gymnasium. Cultural activities: Cultural committee encourage all the students of science and arts to participate in cultural activities conducted on fresher's day, bathukamma festival, annual day and inter college competitions like yuvatharangam.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

3643293

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

College Library is located in a separate old building, which is located centrally in college campus. The Library consists of a reading Hall, separate stack rooms for storing textbooks, reference collection, competitive examination books, etc. The main big hall is used for the reference section, competitive examination section, circulation. The small three rooms are used for stock areas and the Internet section. A separate reading room is allotted meant for daily News Papers, Magazines & Journals. The library is spacious with wide collection of reference books, textbooks, journals & magazines, etc. The Library has a collection of around 32008 Textbooks, 14 Print journals/magazines, which cover all branches of areas dealt in the college. The Internet center has the bandwidth of 150 Mbps and the library has systems that are used for accessing e-Resources and free internet browsing for the students. In 2018-19 the existing NewGenLib (ILMS) Open source Library Automation Software, Version 2.1.1 is updated and integrated with latest Version 3.1.1 and physical information along with location on all books has been uploaded in software in the year 2019. Now the college library is fully automated using NewGenLib (ILMS) Version 3.1.1. The Library housekeeping operations like Accessioning, Check in, Check out, Members registration etc are automated in the academic year 2019-2020. The bibliographical data pertaining to books and other resources have been entered in the database. Online Public Access Catalogue (OPAC) has been provided for search and retrieving documents in the library.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

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

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

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

College has 80 computers for students and 40 for administration purpose. Two class rooms enabled with ICT facilities like projector, personal computer attached with projector. One Virtual classroom which is also used for online learning environment. Physics lab, Botany Lab, Zoology Lab and Computer Lab have projectors. College has a well-equipped seminar hall enabled with ICT facilities like computer attached projector. It is equipped with AV system and internet connection. The whole campus of the college has Wi-Fi facility with a speed of 10 mbps. The computers and printers of office and exam branch and Computer Labs are connected through LAN. The college website is monitored and updated from time to time by Website Coordinator of the college. The college has 3 multipurpose photocopy machines. There are 8 CCTV cameras installed in the entire campus area of the college to provide additional safety security to the students and the staff, for the prevention of untoward incidents in the campus. Most of the departments have computers, majority which have Internet facility via Wi-Fi for preparation of power point presentation as teaching learning materials. For maintenance, repairs/servicing of computers, Internet Wi Fi networking, installation of software and maintenance and up gradation of hardware, all departments will approach the higher authorities and, repairs/servicing and up gradation of computers. Annual Maintenance Contract (AMC) takes care personnel. The software's like Java, C, C++, SQL and Tally are installed in computer labs and library has NewGenLib automation software. Institute has upgraded the 100 Mbps Internet connectivity to 150 Mbps.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

120

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

690345

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

Laboratory equipment is properly maintained in every department by cleaning and covering it after every usage. Within the

budget allocated, required consumable and non consumable apparatus are being purchased according to the changes made in the curriculum. Stock registers are maintained under different heads of budget allocated (UGC, State, and Special Fee) and verification is done by the committee allotted.

The Librarycommittee will decide and supervise the purchase procedures of required textbooks, journals and other material and maintenance of library facilities. The Stock, Issue and Activities registers etc. are maintaining in the library. To ensure return of books, 'NO DUES' from the library is mandatory for students to procure hall tickets before appearing for exam. Sports & Games committee decides and supervises the purchase procedures of required sports and games material and maintenance of available sports facilities. The stock Issue and activities registers are maintained.

For maintenance, repairs/servicing of computers, Internet Wi Fi networking , installation of software and maintenance and up gradation of hardware, all departments approach the higher authorities and AMC helps. College has a building committee for maintenance and upkeep of infrastructure. At the departmental level, Heads of the Departments submit their requirement to the Principal regarding classroom furniture and otherrequirements. Additional Special Fee/College Development Fund is utilized for maintenance and minor repair of furniture and other electrical works in classrooms. With the help of the sweepers, cleanliness of classrooms are maintained.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1629

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

1121

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

1121

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

16	
File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
5.2.2 - Number of students progressing to higher education during the year	
5.2.2.1 - Number of outgoing student progression to higher education	
29	
File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
Details of student progression to higher education	View File
5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year	
0	
File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year	
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.	

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

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)

Class representatives are nominated by each class by the mentor of the class to monitor the academics and administrative issues of the class. College makes a point to appoint one girl and one boy representative. Our College follows mentor-mentee system. All class representatives attend meeting of academic and administration, bodies like IQAC, WEC etc, and give suggestions. CRs actively participate in the academic progress of the college by providing notes on Whatsapp group, following buddy system. During college activities the representatives take active role in picking talented students in participating in various activities and to organize the seminars.

It's the duty of class representative to take the feedback and communicate the problems of students to mentor and same will be communicated to the Principal, thus, decentralizing the working system. We have grievance cell which works under Anti-ragging cell and WEC (Women's Empowerment Cell). These cells took up cases and solved them with the help of Principal and the members of committees. Mentors not only guide the students in academic perspective but also have a thorough insight into the socio-economic condition of the student, analyze them through SWOT analysis. Personal counseling is done to students. Mentors maintain a Whatsapp group to regularly update the events, notices, and notifications, to the students. All the activities of the college are informed through Whatsapp. There are separate Whatsapp groups for NCC, NSS, WEC who interact with mentors in mobilizing the students and to make the students a part of activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

3

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

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

Alumni association is registered by the registrar of Societies as "Khairatabad Degree College Alumni Association" under Telangana Societies Registration Act 2001 on 27th March 2018 .
Aims and Objectives: 1.To keep track of progress and performance of students who have graduated from the College. 2.To provide a forum for the exchange of ideas on academic, cultural and social issues. 3.To arrange Extension lectures, Skill development programmes , personality development programmes and Sports etc. 4.To raise funds for the development of College. 5.To help students by donating books or providing scholarship etc. Alumna association builds a relationship between college life and career life; Seniors interact with fresh graduates and guide them to face the current challenges of competitive professional world. To restore a sense of

belonging with parent institution, to build a healthy relationship between past and present and to develop philanthropic temperament a sense of belonging to the college. The alumni members meet twice in a year one in the campus and second off campus and share their experience. They also introduce new members of Alumni and ask them to share their experiences. They give their feed back for enhancing the functions of the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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

Our college is committed to promote education, inculcate creativity, innovative spirit and scientific temperament among the students and to lessen the rural and urban gap among the students. The college adopts democratic and participatory mode of governance. The policies and procedures are laid down by the Commissionerate of Collegiate Education. Principal is the head of both administration and academics assisted by two Vice principals, one for science and one for arts sections, in view of the magnitude of strength of the college. The College follows a decentralized mechanism based on a decentralization map that delegate the responsibility to all the working members. All the committees come under these categories, and the conveners supervise the respective committees. E-governance is implemented successfully in all areas. College website and official Whats'app group are active sources of updates. Principal, in collaboration with IQAC, and staff council which comprise of heads of the departments plan the activities basing

on academic calendar . Every month the planned activities are implemented and reviewed. Academic coordinator assists the principal in all academic activities. ICT tools, computers are used as advanced technology in learning. Cultural and literary activities under VANGMAYI, health care under BHAGYA, Women grievances and empowerment under WEC, greenery maintenance under Eco-Club constantly work for the fulfillment of the vision. Sports and games, NSS and NCC are made available to the students. Mentoring system helps in developing the personality and to guide them both in professional and personal life.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The institution hierarchy is robust and healthy enough to sustain itself even in the absence of higher authority. The work is divided into 5 categories such as :

- 1.Planning/Development
- 2.Academics
- 3.Co-Curricular/ExtraCurricular
- 4.Service Sectors/ Extension Works
- 5.Help line/Student Support

Planning and Development category includes CPDC, Restructured fees, UGC-RUSA building, Furniture committee, Purchase committee, and DRC. All planning for developmental activities is done by these committees. The academics category includes the examination cell, time-table committee, T-SAT, TSKC, library and reading room, and audio-visual -ICT. These committees ensure academic excellence of students. Co-curricular or extracurricular category includes literary committee, cultural committee, social science club, commerce club, Science club, and games committee which bring out the creative talent and develop physical fitness. Service sector/Extension works include NSS, NCC, Health Club, Harithaharam/Swach Bharat, College magazine and Research committee. These committees develop philanthropic spirit among the students and instill patriotic spirit, a spirit of service. Help line/Student support consists of Anti-ragging cell, Grievance cell, Womens Empowerment cell, Parent Committee cell, alumni, RTI. These committees cater to trouble shooting, addressing the grievances, eradicating discriminations and encouraging mental well being. Teaching and non-teaching staff

effectively participate in the implementation of policies and schedules in their capacity as mentors, coordinators, convenors, in charges and members in various administrative and academic committees. Feedback is regularly taken from students, Parents and alumni etc. in order to analyze and make necessary improvisations in the working modules.

File Description	Documents
Paste link for additional information	https://gdckhairatabad.ac.in/organogram/
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Keeping the vision and mission of the college in view and guidelines stated in almanac provided by the Osmania University, an academic calendar for the college is made and action plan for the academic year is designed. The recommendations of peer team visit are taken up and the action taken report are implemented. The recommendations of academic audit from CCE are taken up to meet the strategic plan. The main focus of such strategic plans is to equip the students with skills to be academically successful, to secure employment, and to scale the heights of success in life. Various certificate courses and study projects are initiated to develop various skills. Co-curricular & Extracurricular activities are devised to bring out student talents. Seminars, workshops, quiz etc are planned to develop experiential learning. Important days are celebrated to instill consciousness of nationality, brotherhood and fraternity. NSS and NCC activities are planned to develop philanthropic attitude. Library automation is taken up for better performance and service to the students.

Deployment Documents: They are in the form of annual curricular plans, teaching diaries, activity registers, action plan registers, etc are maintained. Mentor and mentee registers with the socio-economic back ground talents, strengths and weaknesses are maintained for counseling and monitoring.

Participation of Teachers in Decision Making: Teachers from all departments in the college participate in decision making process by being convenors /members in various committees in order to strengthen the participative management principles of the college. This system helps monitor the quality development

of the institution.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The organisational structure is divided into 3 segments: 1.Planning 2.Academic 3.Activities Principal along with planning committee plan the developmental activities by taking permission from CCE to utilise accumulated funds, seeking budget allocation from CCE for infrastructure needs, mobilisation of funds from the potential sources, training facilities to improve employability skills of student. Service rules, procedures Recruitment and promotional policy: As the college is a govt. institution, it follows government policies in all service matters, procedures, recruitments and promotions. TSPSC is solely responsible to recruit eligible candidates through written test and interview to the post of Assistant professors. Lecturers are also recruited by promotion from Junior Lecturer cadre to Assistant professor Cadre by CCE. Contract Lecturers are recruited by CCE for the vacant posts when regular government posts are not filled up. Promotion of assistant professors is as per the UGC rules, various types of leaves, loans, transfers, provident fund, retirement benefits etc., are according to State government rules.

Grievance redressal Mechanism The complaints/grievances are monitored by 1.Grievance Redressal cell 2.Women Empowerment cell 3.Anti Ragging cell The grievance redressal cell caters to the needs of both students and faculty issues. It has an alumni, a parent in the enquiry panel to deal impartially. The members of committee take up the complaint and call for the parties involved, analyze the situation and draw a consensus to resolve the matter. Mentors also play a crucial role in resolving the issues.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

The institution strives for the well being of its staff and creates a healthy workplace environment .As it is a government institution, all the government norms and facilities that the staff are entitled to are made available.

Welfare measures for Teaching and Non-teaching staff: General provident fund (GPF). Health cards. Telangana State General Life Insurance (TSGLI). FESTIVAL ADVANCE SCHEME. Earned and surrender of earned leave. Five days special casual leave per calendar year for women employees. 90 days child care leave for women employees with minor children. 6 months maternity leave for women employees and 15 days paternity leave for male employees. Faculty Forum Basic training in basic computer skills and e-office. UGC/State Government Scales Of Pay With Career Advancement Scheme. Maternity and paternity leave. Employee health scheme (EHS). On-duty facility to attend

educator/refresher courses. On-duty facility to attend state/national/international level seminars/conferences. Remunerative duties as examiner/paper setter/observer for university examinations. Casual leave facility to teaching and non-teaching staff. Personal loan facility. Festival advance for non-teaching staff. Regular superannuation pension as per government norms. Institutional faculty enrichment programs for the benefit of the staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

16

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Our college has a systematic performance appraisal system for its teaching and non-teaching staff. The faculty members are asked to fill the Academic Performance Indicator (API) format

at the end of the academic year. API contains their workload, their achieved contribution to the college and society and their professional development. API is submitted to the Principal and to the CCE. Based on API scores the faculty were encouraged to take up more initiatives in their respective areas of inclination and passion. Academic Audit: Every year an academic audit is conducted by the CCE. But this academic year due to pandemic academic audit was not conducted. Result: Result analysis is done by every department and the same is discussed with the Principal and overall result analysis is prepared. Student feedback: At the end of every year students feedback is taken to assess the performance of the faculty. Academic Records: All the academic records are maintained by individual faculty that are taken into consideration for the purpose of faculty appraisal. Performance Appraisal for Non teaching Staff: Is through Regular monitoring. The Principal directly monitors the non-teaching staff and regularly conducts meetings to take stock of administrative and financial aspects such as fee collection, scholarship status etc. Every month Principal supervises internal audit of the office. The Non-teaching staff have to keep a record of their work in prescribed format.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

Principal being at the helm of administration deals with all the financial transactions of the institution. He is accountable for the conduct and maintenance of the financial matters and books of accounts. All the purchases are done by office Superintendent. The office and the Principal take utmost care in keeping financial transparency of the college. Internal Audit: Principal calls for the budgetary estimate for the academic year from office. The salary budget requirement for the staff is prepared by the office and sent to CCE for the release of quarterly budget. The expenditure for the college development is thoroughly discussed in the concerned committees

and sent to CCE for approval to meet the expenditure from students special account. External Financial Audit: The external audit i.e, Academic and administrative Audit(AAA) is conducted every year by academic audit team constituted by CCE and subsequently action taken report on their observations /suggestions is submitted to CCE within the stipulated time. But this year due to pandemic situation couldnt conduct Financial audit.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

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

The institution seeks additional funds for the maintenance and upkeep of various student services. Funds are mobilized from RUSA. RUSA funds are utilized. Utilization certificate has been submitted to RUSA . Salaries are paid by the government to all categories of staff. Special fee paid by the students is utilized with prior permission from the Commissioner of Collegiate Education. Raising funds from MLA.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The role of IQAC is to identify quality bench marks and create quality culture in the institution. For this year the IQAC has taken up two quality Initiatives . Theme-of -The -Year Use of ICT in all areas of Operation.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Through IQAC, the institution implements several qualities enhancing strategically reforms in teaching learning process. ICT based teaching and Learning:A significant step in establishing e-classrooms has been brought about in the institution through IQAC. Continuous efforts were made in this regard to ensure effective learning. There is one virtual classroom catering to the needs of the students. There are 120 computers in the college, out of which 80 computers are accessible to the students. College campus is Wi-Fi enabled so that both students and teachers can make use of internet facility anywhere within the campus. Faculty take online classes through Zoom meetings, Google meet. Teachers and students form Whats App group and share academic information. Faculty wise Powerpoint Presentation in their teaching and also encourage students to give PPT presentations. Both faculty and students use internet facility to download or view lessons. Students and faculty can use INFLIBNET internet to access the e-learning sites / books in library. Implementation of Certificate Courses: Most of the departments help the students in enhancing

employability and industry skills by introducing Certificate Courses. These courses have a duration of maximum 40 hours per week and at the end of the course, the students are given certificates. Out of 1041 students, 1039 students were benefitted by these courses. Mentor-Mentee System: One or two faculty are made mentors for a class/section and they monitor students overall development and counsel them when required and address the grievance of that particular class, if any.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://gdckhairatabad.ac.in/wp-content/uploads/2022/07/IQAC-Meetings-2020-21.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The College has a policy of gender equity to ensure equality in opportunities and inclusive gender positive attitude. Priority is given to increase enrolment and retention of girl students as stipulated in the National Policy for Women 2016. A supportive environment through responsive Internal Complaints Committee and Women's Empowerment Cell is provided to take appropriate measures to prevent gender discrimination. Equitable access to education is provided to all the girl students with healthy academic environment committed towards women empowerment. Various gender equity promotion programmes like National girl Child day, International Women's Equality day, National Women Teachers Day, Birth Anniversary Celebrations of Indira Gandhi, Sarojini Naidu, Jyothi Bhai Phule are held to recollect and reenergize our self towards greater achievements.

The safety and security of our girl students is the most important priority of the institution. A "Girl's Room" is provided exclusively for the girls. Our institution has CCTV cameras installed at various important points to check Eve teasing and ragging.

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

The college manages its waste with utmost responsibility and caution. The Solid Waste management is on a very minor scale as all the plastic and paper waste is segregated at source in two separate bins installed in the college. The dry leaves that are collected during the Fall season are composted in a demarcated corner of the campus in the vermicomposting pit to make manure that is used for the plants of our college. The Liquid Waste from the labs is sent out through the sewage system without any danger of hazardous effects on environment. The rain water from the terrace of the three blocks of our college is directed towards the ground through pipes where other trees and rain water harvesting pits are located. Proper sewage system is present in all the washrooms of the college. Care is taken to see that there is no water stagnation to discourage mosquito breeding.

E-Waste generated in the form of old monitors, CPUs, keyboards, mice and other discarded electronic devices are dealt with by a committee that works under the stipulated guidelines of e-waste disposal. This committee meets at regular intervals under the supervision of the Principal. The committee also keeps a record of the unused and discarded electrical appliances like ACs, ceiling fans, switch boards, bulb holders, etc.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

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

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Various activities are conducted every year to provide an inclusive environment to the students. As the college is situated in a multi-religious community. The exposure to the students is varied and diverse. For the purpose of promotion of universal values and communal harmony, our college conducts programs on inter-faith harmony, tolerance, understanding and empathy towards fellow countrymen. These types of activities renew our commitment towards the heterogenous culture and its different shades. The importance of unity in diversity is emphasized. Major festivals of India like Diwali, Holi, Ramazan, Christmas and National Festivals are celebrated with lots of joy and enthusiasm to promote tolerance and harmony towards cultural diversity. Feasts are arranged at college and gifts and greeting are exchanged warm heartedly. Regional festivals like Ugadi and Bathukamma are marked by Rangoli

competitions and floral arrangements. Linguistic and regional diversity is evident among the staff and students as various regional backgrounds are represented.

Some of the staff members have volunteered to sponsor education of socio-economically weaker students who are not eligible for the scholarship provided by the State and Central Governments.

On the occasion of Kargil Vijay Diwas on 26th July, 2020 NCC cadets payed tributes to the soldiers.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution sensitizes the students and staff about constitutional obligations by celebrating national festivals and birth anniversaries of freedom fighters and eminent personalities.

On the birth Anniversary of Subhash Chandra Bose, article writing was organized by the Department of History. On the occasion of the Birth Anniversary of Sarojini Naidu an extension lecture was organized by the department of History on the topic "The Role of Women in Hyderabad Freedom Struggle."

Every year National Voters Day is celebrated to increase awareness among the people in the surrounding localities on the importance of exercising their franchise. But this year due to pandemic situation rally was taken up by the college but pledge was taken up by the students and faculty.

Our NCC cadets participated in Atma Nirbhar Bharat programme to inculcate self reliance and to become responsible citizens of India.

Department of History organized student awareness programme on the occasion of Human Right's Day. National Unity Day is celebrated on the occasion of Sardar Vallabhai Patel's birth

anniversary. A pledge was administered to the staff and students reiterating commitment to maintain and protect India's unity and integrity.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

All National festivals like Independence Day, Republic Day and Gandhi Jayanthi are celebrated with enthusiasm and gaiety. The NSS and NCC cadets take up the cleaning and decoration of the campus on such occasions and the NCC parade is the highlight on these occasions. Birth anniversaries of leaders like Sardar Vallabhai Patel, Subhash Chandra Bose, Dr. BR Ambedkar, Bhagath

Singh, Sarojini Naidu and Jyotibai Phule are organized every year to instill a sense of patriotism and nationhood among the young students. A sense of historical awareness and urge to defend the mother land are instilled in the students by celebrating such events. International Yoga Day, Human Rights Day, Constitution Day and International Aids Day are celebrated by conducting competitions on relevant themes and inviting well-known personalities to speak and interact with the students and staff.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Title of the Practice:Community Service

The Context: On the wake of Corona hygiene, social distancing was the need of the day. Our college took up awareness programmes in and around the campus.

The Practice: To implement this few activities were taken up such as ISO certification on "Good Hygiene Practices". NCC proactively participated in pulse polio programme, "Athma Nirbhar Bharath" and "FIT India Programme".

Evidence of Success: Preventive measures to combat Corona virus were taken up both in and out of campus.

Problems encountered and resources required: Student strength was more to implement social distancing to the fullest.

Title of the Practice:Use of E-equipment

The Context: With the wake of pandemic the necessity to compensate offline curriculum was shifted to online. Hence,

online mode and its utility became one of the best practices.

The Practice: Apart from imparting evaluation based syllabus to the students various orientation programmes, webinars, you tube lessons were executed according to the requirement of the students.

Evidence of Success: The online mode was very successful. It was proved by the result, job placements etc. Even though students couldn't attend college knowledge was imparted and opportunities were provided on par with offline mode.

Problems encountered and resources required: Students from rural areas had poor connectivity and couldn't be benefitted completely as the urban students. Most of the students couldn't afford smart phones.

<https://gdckhairatabad.ac.in/wp-content/uploads/2022/10/Best-Practices-2020-21-2.pdf>

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Government Degree College, Khairatabad is one of the oldest colleges in the twin cities covering an area of about two and half acres with lustrous green belt. Even though located amidst busy trading centre of Chinthal Basthi and surrounded by slum areas, the college stood as a beacon light in imparting knowledge and social consciousness. By its sheer presence the college influenced the life style, hygiene, awareness on social issues. Many of our students hail from rural background and under privileged sections of society. By the programmes that were conducted through the college, the surrounding area got involved through rallies, medical awareness programmes and maintaining social and personal hygiene.

Service oriented committees like NSS and NCC participate proactively in multi-dimensional programmes including celebration of days of national importance, ensuring cleanliness both in and out of the campus, maintaining greenery through plantation and up keep.

Creative capabilities of students are explored to the zenith. Art and literary competitions are periodically planned to explore the creative talents of students. Research orientation is done through various student study projects. Fervour for research is instilled through projects at class level.

Job orientation programmes are regularly conducted. Students are exposed to the job market through various melas and job orientated preparatory programmes such as MOOCS, Spoken Tutorial, IIT Bombay. Experiential and participative learning is given top priority.

Alumni play a pivotal role in exercising philanthropic temperament.

<https://gdckhairatabad.ac.in/wp-content/uploads/2022/10/Institutional-Distinctiveness-2020-21.pdf>

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Due to pandemic situation to organize online classes regularly not to disturb academic year.
2. To organize extension lectures and guest lectures through offline and online mode.
3. To organize workshops by the departments for entrepreneurs development of the students.
4. To organize student seminars, student study projects, quizzes, JAM sessions, Group Discussions for the academic development of the students.
5. To organize field trips to various research institutes, organizations, Horticulture melas etc.
6. To organize awareness programmes in and around the campus by NCC cadets and NSS volunteers.
7. In view of pandemic situation to organize vaccine drive in the college for the benefit of the students and the people of the neighbourhood