Part – A

AQAR for the year | 2017-18 |

1. Details of the Institution

1.1 Name of the Institution | BJR GOVERNMENT DEGREE |

1.2 Address Line 1 | Street No. 7, |

Address Line 2 | Narayanaguda, |

City/Town | HYDERABAD |

State | TELANGANA |

Pin Code | 500029 |

Institution e-mail address | bjrgdc.tskc@gmail.com |

Contact Nos. | 040-23230354 |

Name of the Head of the Institution: | Dr. K. Padmavathi |

Tel. No. with STD Code: | 040-23230354 |

Mobile: | |

Name of the IQAC Co-ordinator: | P. Ravi Chandra |

Mobile: | 93913 70186 |

IQAC e-mail address: | bjrgdciqac@gmail.com |

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   TSCOGN21339

OR

1.4 **NAAC Executive Committee No. & Date:**   EC (SC)/06/AdcA/007 dated May 01, 2015
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: www.bjrgdc.in

Web-link of the AQAR:

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C	1.83	2015	2020
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   12/06/2012

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

   i. AQAR _____2012-13_____10/04/2015_____ (DD/MM/YYYY)
   ii. AQAR_____2013-14_____ 10/04/2015_____ (DD/MM/YYYY)
   iii. AQAR_____2014-15_____ 30/06/2015_____ (DD/MM/YYYY)
   iv. AQAR_____2015-16_____ 06/06/2016_____ (DD/MM/YYYY)
   v. AQAR_____2016-17_____ 05/07/2016_____ (DD/MM/YYYY)

1.9 Institutional Status

   University   State √ Central ☐ Deemed ☐ Private ☐

   Affiliated College   Yes √   No ☐

   Constituent College   Yes ☐   No √

Autonomous college of UGC   Yes ☐   No [√]

Regulatory Agency approved Institution   Yes ☐   No [√]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [√]   Men ☐   Women ☐

                 Urban [√]   Rural ☐   Tribal ☐

Financial Status   Grant-in-aid ☐   UGC 2(f) [√] UGC 12B [√]

            Grant-in-aid + Self Financing ☐   Totally Self-financing ☐

1.10 Type of Faculty/Programme

       Arts [√]   Science [√] Commerce [√] Law ☐   PEI (Phys Edu) ☐

       TEI (Edu) ☐ Engineering ☐   Health Science ☐   Management ☐

       Others   (Specify) | . |

1.11 Name of the Affiliating University *(for the Colleges)* | OSMANIA UNIVERSITY |

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

    Autonomy by State/Central Govt. / University | NA |

| University with Potential for Excellence | NA | UGC-CPE | NA |

| DST Star Scheme | NA | UGC-CE | NA |

| UGC-Special Assistance Programme | NA | DST-FIST | NA |

| UGC-Innovative PG programmes | NA | Any other *(Specify)* | NA |

| UGC-COP Programmes | NA |

2. IQAC Composition and Activities

2.1 No. of Teachers   5

2.2 No. of Administrative/Technical staff   1

2.3 No. of students   3

2.4 No. of Management representatives   0

2.5 No. of Alumni   3

2. 6 No. of any other stakeholder and

    Community representatives   1

2.7 No. of Employers/ Industrialists   2

2.8 No. of other External Experts   2

2.9 Total No. of members   16

2.10 No. of IQAC meetings held   8

2.11 No. of meetings with various stakeholders: No.   4   Faculty   2

    Non-Teaching Staff Students   1   Alumni   1   Others   0

2.12 Has IQAC received any funding from UGC during the year?   Yes   √   No ☐

    If yes, mention the amount   Nil

2.13 Seminars and Conferences (only quality related)

    (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

    Total Nos. ☐   International ☐   National ☐   State   2   Institution Level   2

    (ii) Themes

> 1. Effectiveness teaching methods. 2. Less Cash Transaction. 3. using of smart board in class rooms.

2.14 Significant Activities and contributions made by IQAC

> Encourage staff and students to take up MRPS, STUDY PROJECTS, FIELD TRIPS, Workshop

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality

Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1.ENCOURAGED STAFF TO APPLY FOR MRPS	2 MRPS submitted
2.ENCOURAGED STAFF TO APPLY FOR SEMINARS	1 SEMINAR Conducted
3.FACULTY DEVELOPMENT ACTIVITY CONDUCT OF SEMINARS AND WORK SHOPS	2 WORKSHOPS

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes [　]   No [√]

Management [　]   Syndicate [　]   Any other body [√]

Provide the details of the action taken

STAFF COUNCIL: GENERAL STAFF

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	13	1 Mass.Comm	5(B.Com-2 B.A-1,B.Sc-2)	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	5			
Others				1(Gender Sensitization Programme) 2.Course on analytical skill, spoken english
Total	18	0	0	

Interdisciplinary	Environmental Science			
Innovative	Gender Sensitization Programme	1		

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

Pattern	Number of programmes			
Semester	13			
Trimester				
Annual	9			

1.3 Feedback from stakeholders*   Alumni ☑ Parents ☑ Employers ☑ Students ☑
    (On all aspects)

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

Employers: Academic Audit and Feedback from CCE& O.U

*Please provide an analysis of the feedback in the Annexure

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

> SYLLABUS in All Subjects revised to suite semester system under CBCS

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

> Mass Communication: English Literature

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
22	17	1		4

2.2 No. of permanent faculty with Ph.D.

> 5

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
4	1	0	0	0	0	0	0	4	1

2.4 No. of Guest and Visiting faculty and Temporary faculty   6

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	0	
Presented papers	0	0	
Resource Persons		2	1

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

> One Day Workshop on effective use of Smart Board

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

> 176

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

> Internal Assessment- Open Book System introduced

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

> 4

2.10 Average percentage of attendance of students

77

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division					
		Distinction %	I	II	III	Pass	Fail
BA	22		6	8	4	18	4
BCOM	101		14	20	8	42	59
BSC	44		3	5	2	10	34

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

 PLAN ACADAMIC ACTIVITIES, REVIEW IN MEETINGS, and SUGGESTIONS FOR IMPROVEMENT: Conducting remedial classes for slow learners.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	1
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	0
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	18	13	1(Record Assistant)	2
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

Encouraged students to undertake study projects.

Five staff has registered for Part –Time Ph. D Programme in Osmania University

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	2	0	1
Outlay in Rs. Lakhs	0.8		0	

3.4   Details on research publications

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

3.5 Details on Impact factor of publications:

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   [2]   Chapters in Edited Books   [0]

ii) Without ISBN No.   [0]   [1(Chemistry Text Book)]

3.8 No. of University Departments receiving funds from

UGC-SAP [0]   CAS [0]   DST-FIST [0]

DPE [0]   DBT Scheme/funds [0]

3.9 For colleges   Autonomy [NA]   CPE [NA]   DBT Star Scheme [NA]

INSPIRE [NA]   CE [NA]   Any Other (specify) [NA]

3.10 Revenue generated through consultancy   [Nil]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons   [4]

Principal ,DrK. Padmvathi,, resource person Registrar Advisor –ets of MCHRD

3.13 No. of collaborations   International [   ]   National [   ]   Any other [0]

3.14 No. of linkages created during this year   [   ]

3.15 Total budget for research for current year in lakhs:

From funding agency [   ]   From Management of University/College [   ]

Total [   ]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions   received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
0	0	1(Women in education award).	0	0	0	0

3.18 No. of faculty from the Institution
Who are Ph. D. Guides

1

And students registered under them

6

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

0

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF 0   SRF 0   Project Fellows 0   Any other 0

3.21 No. of students Participated in NSS events:

University level 50   State level 2

National level 0   International level 0

3.22 No. of students participated in NCC events:

University level 0   State level 0

National level 0   International level 0

3.23 No. of Awards won in NSS:

University level 0   State level 0

National level 0   International level 0

3.24 No. of Awards won in NCC:

University level 0   State level 0

National level 0   International level 0

3.25 No. of Extension activities organized

University forum [   ]   College forum [   ]

NCC [   ]   NSS 2   Any other 1

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

- RTI awareness programme by commerce department
- Importance of Organ donation programme by zoology department
- DNA Finger printing
- Voter Awareness programme
- Consumer Awareness programme
- Blood donation camp
- Blood Group and Haemoglobin test for all students

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	2 acres	1649 sq yards	State govt, MP&MLC LADS	1.73 crore 0.5 Crore
Class rooms	7			
Laboratories	1			
Seminar Halls	1			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

> Digitalized, Student management information software has been installed and non teaching staff was trained on its usage.

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16239	2152740	0	0	16239	2152740
Reference Books	4060	503500	0	0	4060	503500
e-Books						
Journals			9	510	9	510
e-Journals		5000		5000		5000
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	97	2	2	0	0			
Added	31	0	0	0	0	autom ated		
Total	128	2	2	0	0			

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

Internet access provided to all departments with two lines

4.6 Amount spent on maintenance in lakhs :

i) ICT   0.14

ii) Campus Infrastructure and facilities   0.36

iii) Equipments   0.72

iv) Others   0.04

Total :   1.27

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Orientation course conducted to all fresher's and Bridge course conducted to non commerce students. Students are encouraged contributing for articles of student magazines.

5.2 Efforts made by the institution for tracking the progression

> Student progression register maintained and students are given special counselling and guidance by the class teachers.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
812			

(b) No. of students outside the state

2

(c) No. of international students

0

Men

No	%

Women

No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
251	74	14	229	35	568	196	135	48	443	9	812

Demand ratio   1.44   Dropout %   8

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

> Students were given career guidance./Entered in MOU with COIGN Service/Special training programme for entry into services

No. of students beneficiaries

10

5.5 No. of students qualified in these examinations

NET | 0 | SET/SLET | 0 | GATE | 0 | CAT | 0 |

IAS/IPS etc | 0 | State PSC | 0 | UPSC | 1(CDS | Others | 10 |

5.6 Details of student counselling and career guidance

1. Teacher - ward system is available.
2. 100 hrs of training for entry into services

No. of students benefitted	1-CDS (Combined Defense Services)/160 Students attended these classes and here applied for different appointments in State /Central Boards

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
(2) M – Skills, Bombay stock exchange	50 45	13 07	21 (ICH, AGIC & BPO)

5.8 Details of gender sensitization programmes

Compulsory course with 2 credits on gender sensitization for all 1st semester students.

5.9 Students Activities

5.9.1   No. of students participated in Sports, Games and other events

State/ University level [3]   National level [0]   International level [0]

No. of students participated in cultural events

State/ University level [5]   National level [0]   International level [0]

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level [0]   National level [0]   International level [0]

Cultural: State/ University level [0]   National level [0]   International level [0]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	188	Rs.4,40,760/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level [0]   National level [0]   International level [0]

Exhibition: State/ University level [0]   National level [0]   International level [0]

5.12   No. of social initiatives undertaken by the students   [0]

5.13 Major grievances of students (if any) redressed: Class room painting, Purchase of sports Equipment.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> EMPOWERMENT OF YOUTH BY PROVIDING QUALITY EDUCATION TO MAKE THEM COMPETENT, SELF RELIANT AND RESPONSIBLE SOCIETY BUILDERS, PROFESSIONALS.
>
> Mission: KNOWLEDGE FOR UNIVERSAL WELFARE "GYANAM SARVA HITHAYA"

6.2 Does the Institution has a management Information System

> Yes

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

6.3.1   Curriculum Development

> ICT based teaching adopted. Students are given live examples.

6.3.2 Teaching and Learning

Lecture method, ICT method, Question Answer method, group discussion, through MANA TV, Seminars.

6.3.3 Examination and Evaluation

- Continuous evaluation of students through Internal Assessment test, unit tests, assignments, half yearly and pre-final examinations.
- Slow learners are given remedial instructions, Lecturer notes.

6.3.4 Research and Development

- Students were encouraged by staff giving guidance on projects. Staff encouraged to present papers in various seminars.
- Staff encouraged to pursue PhD. and research projects. With funding.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Total No. of Books- 1201
Total Amount –Rs.2,40,648/-

6.3.6 Human Resource Management

- Decentralization is done at every stage. Various committees undertake various activities.
- Staff members are encouraged to attend training programmes.
- Students are encouraged to join various clubs.

6.3.7 Faculty and Staff recruitment

- No. Of staff added on promotion.
- No of staff taken as Guest Faculty.

6.3.8 Industry Interaction / Collaboration

COIN & UNDP

6.3.9 Admission of Students   √

379- Students admitted in B.A, B.Com. B.Sc. courses in various groups.

6.4 Welfare schemes for

Teaching	Staff welfare club, recreation club
Non teaching	Interest free amount from ewf.
Students	Drinking water facility & Library, Scholarship, bus pass and Scribe facility for blind students.
TSKS	Training on employ ability.
UNDP	Communication Skills, Personality development, Placement,

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done   Yes √ No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	y	CCE/University	Y	IQAC
Administrative	y	State/AG		

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes   Yes   No

For PG Programmes   Yes   No √

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Not Applicable

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

Not Applicable

6.11 Activities and support from the Alumni Association

Alumni help in getting part time jobs to students. Endowment prizes sponsored. As a member of CPDC takes part in administration.

6.12 Activities and support from the Parent – Teacher Association

Effective feedback system for student welfare. Regular touch with lecturers helps them to overcome their ward problems.

6.13 Development programmes for support staff

Computer training organised for non teaching staff./ Festival advance /Two wheeler advance

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

Swatch Bharat Programme done monthly once.

Haritha Haram – Tree Plantation is done in the campus under state govt. Guidelines.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

> Starting RTI Club., U-Need Techno-Logics – Multilingual enabled computer interface

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

Activity planned	Action taken
To conduct orientation to all fresher's and bridge course in commerce	Faculty forum conducted 2 Special Training courses conducted for students
To introduce certificate courses one in each department	Total 9 certificate courses introduced.
To arrange field trips	2 field trips arranged
To conduct alumni meeting	Meeting conducted on 18 February 2016
To conduct parents meeting	Meeting conducted on 30 March 2016 .

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

> Edutainment Club. RTI Club.

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> Plantation of trees was done.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

SWOT ANALYSIS:

Strengths: Well qualified teaching staff with 5 PhD; 1 M. Phil; 10 NET/SLET qualified and 11 with Masters Degree in Teaching. Low Fee Structure. Online admissions by state government

Weakness: Students of this college are first generation learners.

Parent support to the college is minimal.

Students are from poor financial background.

Opportunities: Good scope for job opportunities.

Challenges: Heavy Competition from private colleges in surrounding areas.

8. Plans of institution for next year

1. Construction of two more floors

2. Starting of Skill based Certificate Courses from TSKC.

3. Conducting online courses in collaboration with IIT Mumbai.

4. Conducting at least one certificate programme by each and every Dept.

Name: P. Ravi Chandra

Signature of the Coordinator, IQAC

Name :Dr. K. Padmavathi

Signature of the Chairperson, IQAC

ACADEMIC CALENDAR OF IQAC FOR THE ACADEMIC YEAR 2017-18
ANNEXURE -I

June 2017

1. IQAC – Staff council meeting to review and finalise IQAC report.
2. IQAC Meeting – First meeting to discuss preliminary works, review of 2016-17 activities and plan activities for 2017-18.
3. Result Analysis – Review of result analysis college wise, lecturer wise, subject wise, group wise.
4. UGC Committee Meeting – Reviewing the MRPs, Seminars and other UGC Schemes.

July 2017

1. Preparing AQAR – done by IQAC Coordinator.
2. College Orientation Programme – to first year students.
3. Meeting with Parents - Parents meeting to get support and monitor students.

August 2017

1. Reviewing the Quality of Infrastructure – Identify the needs and take remedial measures.
2. Reviewing the Best Practices – with all the departments.
3. Fresher's day
4. Student Feedback collection

September 2017

Reviewing the progress of students – progression of students in studies, games, planning for remedial classes.

November 2017

Quarterly review and meeting with NSS wing.

December 2017

Planning Gender sensitisation Interactive Assessment programme.

January 2018

Supplementary result analysis. Planning for Remedial classes, Alumni Meeting

February 2018

II Term - Students feedback collection and analysis

March 2018

Collection of Testimonials of Faculty members regarding their achievements.
IQAC coordinator shall call for the college level meeting to conclude the records of IQAC for the academic year 2018-19.

AQAR for the year 2015-16 - TSCOGN21339