SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

GOVERNMENT DEGREE COLLEGE, HAYATHNAGAR

SHIVALAYAM ROAD, MURALIDHAR COLONY, HAYATHNAGAR
501505
http://gdcts.cgg.gov.in/hayathnagar.edu

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Government Degree College, Hayathnagar was established in the year 2008-09 to cater to the higher educational needs of the semi urban- rural area surrounding the Hayathnagar mandal. The college is affiliated to the prestigious Osmania University of Hyderabad. The college had a humble beginning offering three conventional programmes [B.A (EHP)], B.Com(Gen), B.Sc (MPC) and two self– inancing programmes [B.com (CA)] & B.Sc (MPCS)]. The college, from 2008, has been functioning on shift basis in the premises of Government Junior College, Hayathnagar. Initially the students from the surrounding villages didn't have ample opportunities to secure higher education except to travel 20 to 25 kilometers into the Hyderabad city and get admitted in degree colleges that extended costly education. Many of the students hailing from these villages and areas are socially and economically marginalized. Hence, the establishment of Government Degree College, Hayathnagar was a blessing to the students willing to pursue higher education. With its topographical advantage, the college in Hayathnagar attracted the young adults from other districts of the state with aspirations of securing greater opportunities. The college has been accorded 2f status by UGC, New Delhi. The Commissioner of Collegiate Education, Telangana, a Government of Telangana initiative, is the administrative organ of all Government Degree Colleges in the state of Telangana. The CCE, Telangana has been in constant endeavors to develop the government degree colleges in the state in all the areas for providing quality education to the aspirants of undergraduate education.

Educational institutions are no more ivory towers and teaching shops today. They have to play a very proactive role not only in academic sphere but also in many dimensions like research and extension with a human face to serve the society at large. In these days of globalization and liberalization, the very existence of an institution depends very much on its effective and efficient functioning in diverse fields. In view of the dynamics in the fields of teaching, learning, assessment, evaluation and research the Government Degree College, Hayathnagar has been designing, devising and adopting various strategies and policies to accomplish the formulated vision, mission, aims and objectives.

Vision

We understand that knowledge is always the power and privilege of all the students. Our institution visualizes comprehensive development of the students with an emphasis on independent learning, critical understanding, innovative application, rational thinking and value orientation that would shape them into citizens for all situations.

Mission

The institution marches ahead with the key mission points of

1. **Providing quality education to all the students by incorporating innovative technology, research orientation, skill upgradation and societal development methods.**
2. **Undertaking regular skill up gradation and innovative teaching, learning programmes for the**

faculty of the institution.

3. **Undertaking measures for the development of infrastructure for effective and efficient functioning of the college.**

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- **Topographical Advantage:** The College is located in the sub-urban area that is close to the capital city of the state of Telangana, Hyderabad. As the college is very close to the city she attracts large number of students from the other districts of the state.
- **Spacious Campus:** The government allotted 5 acres of land in the middle of the town. This gives an opportunity for expansion of buildings. Construction of building is underway with a budget of Rs.2.25 crore sanctioned by the State Government of Telangana in 1.5 acres of land. The rest of 3.5 acres of land can be utilized for laying courts, tracks and ground for games and sports.
- **Student Strength:** The present student strength of the college is 1076. There is ample scope for the strength of the students to reach 3000 mark in three years from now.
- **Courses Offered:** The number of courses that are offered by the institution is 22 under Choice Based Credit System (CBCS).
- **Human Resources:** The total number of sanctioned posts in teaching is 40 out of which 34 posts are filled up. The total number of non-teaching staff posts sanctioned is 20 and 15 are filled up.
- **Qualified Faculty:** Out of the 34 members of faculty working in the college 18 are Ph.D holders. Two members of the faculty are waiting for the award of the Ph.Ds.
- **Teaching Learning Aids:** Digital classrooms, projectors, virtual classrooms, green boards, computer systems are available as teaching learning aids.
- **Best Practices:** Best practices are adopted by every department.
- **Inter disciplinary Activities:** Forums, seminars are organized for interdisciplinary learning among the members of faculty and students.
- **Participatory Governance:** There are 45 committees in the college that encourage participatory governance with the involvement of all the members of faculty as coordinators/ members on the committees. Students are on the committees as members which encourage their participation in decision making and implementation.
- **Technology for Effective & Efficient Administration:** College Administration and Information Management System [CAIMS] is being implemented by the institution.

Institutional Weakness

- **Incomplete Buildings:** The construction of building has been incomplete for the last two years.
- **Lack of Infrastructure:** There is a dearth of infrastructural facilities in the college. Adequate laboratories are yet to be established. The student computer ratio is highly disproportionate.
- **Lack of Academic Flexibility:** As the institution is affiliated to state university, the college has minimum role deciding programmes, offering courses and conducting examinations.
- **Insufficient & Lack of Timely Funds:** The institution is totally dependent on the funds received from the state government and funding agencies like UGC, RUSA & MHRD. The college has applied for the accord of Section 12B status of UGC that will enable the central funding agencies to sanction funds. The institution is waiting eagerly for UGC, New Delhi to accord 12B Status.

- **Dropout Ratio:** The dropout ratio of the students needs to be addressed.

Institutional Opportunity

- **Education to Diverse Population:** There is a high potential to cater to the educational needs of the marginalized sections of the society.
- **Introduction of New Programmes & Courses:** More number of programmes like BBM and new courses that are in high demand can be introduced.
- **Add-on/ Skill Oriented/ Professional Courses:** New add-on, skill oriented, employment generating professional courses can be introduced.
- **Post Graduation Center:** The College is at the outskirts of the capital city and hence establishment of a PG Center is possible.
- **Infrastructure:** Institutional infrastructure can be procured through securing funds.
- **Utilization of Available Land:** The land that is available can be put to optimum utilization.
- **Collaborations:** More number of collaborations can be made to improve the prospects of placements as the college is close to the capital city, Hyderabad.
- **Involvement of Stakeholders:** The involvement of alumni, public representatives, elite of the town, industrialists can be strengthened for the overall development of the institution.
- **Augment Funds:** The College can augment financial resources to improve infrastructure and research facilities.
- **Autonomy:** The College can apply for autonomy so that the college will have freedom to evolve own curriculum and evaluation system.
- **NAAC Accreditation:** The college will be able to project herself as an institution of excellence with the help of NAAC accreditation.
- **UGC Status:** The institution will become eligible for grants from funding agencies like UGC, RUSA and MHRD as and when 12B Status is accorded.
- **Green Initiatives:** As there are open spaces green initiatives can be taken up extensively.

Institutional Challenge

- **Absenteeism and Dropouts:** Students taking admission into the college hail from economically marginalized sections and so they are forced to take up part time jobs to support their families. This leads to absenteeism and dropouts.
- **Multicultural Backgrounds of the Students:** Students' seeking admission into the institution hail from varied cultural backgrounds. To understand the psyche is a challenge to the institution.
- **Influence of Smart Phones and Internet:** The use of internet by the young adolescents is quite alarming. This challenge has to be managed prudently.
- **Semester System:** Adapting to the semester system and CBCS system is turning out to be challenge for the institution as the students come from annual system.
- **Class Rooms and Laboratories:** The college is functioning on shift basis partly in Government Junior College, Hayathnagar building and the rest in the incomplete new building of the Government Degree College, Hayathnagar. To accommodate nearly thousand students' everyday on a regular basis is a challenge to the institution.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The vision of the institution is that we understand that knowledge is always the power and privilege of all the students. Our institution visualizes comprehensive development of the students with an emphasis on independent learning, critical understanding, innovative application, rational thinking and value orientation that would shape them into citizens for all situations. The motto of our institution is Education for Emancipation. The institution marches ahead with the key mission points of

- Providing quality education to all the students by incorporating innovative technology, research orientation, skill up gradation and societal development methods.
- Undertaking regular skill up gradation and innovative teaching, learning programmes for the faculty of the institution.
- Undertaking measures for the development of infrastructure in the institution for effective and efficient functioning of the college.

So the goals and objectives aim at providing opportunities for accessibility, equity, academic, community, national development, employability value and ICT orientation in higher education.

The college had a humble beginning in 2008-09 offering three conventional programmes with a total strength of 24 students. The strength of the institution at present is 1076.

The institution is following the curriculum prescribed by the prestigious centenary Osmania University, Hyderabad. The university frames the syllabi and the faculty of the college correlates them with their additional inputs to the local conditions in teaching-learning process to achieve the stated goals and objectives through academic plans of the institution, departments and individuals. The academic plans are circulated to the students in the beginning of the academic year. The courses concentrate on experiential learning. Field work and study projects add to the experiential learning of the students. Academic flexibility is provided in the form of Generic Electives(GEs), Skill Enhancement Courses(SECs), Discipline Specific Electives(DSEs) and Ability Enhancement Courses(AECs). Flexibility is allowed through Choice Based Credit System. Value based education is also integrated into the subjects.

The college obtains feedbacks from the stakeholders (students, parents, teachers and alumni) analyze them and uses them to some extent to bring out significant changes in the curriculum.

Teaching-learning and Evaluation

The students are admitted through an innovative initiative of the State Government of Telangana titled aptly as the Degree Online Services Telangana (DOST). This is a centralized online admission process carried out by DOST for the last four years. Reservations in admissions are provided to various categories of students for their accessibility to higher education. Social, economic, gender and academic profiles of the students are prepared after the process of admissions is completed. Entry level knowledge and skills, based on these profiles, are assessed and their diverse needs are taken care of through remedial/bridge courses, academic and personal counseling. The university provides the almanac based on which the CQAMS[IQAC], CAWEB, respective departments and individual teachers coordinate and plan their curricular, co-curricular, extra-curricular and extension activities. Teaching is made learner-centered. The lecture method is complemented and supplemented with the involvement of learners in

various student centered activities. The central library and departmental libraries play a crucial role in enhancing the teaching-learning process.

Teachers are appointed through the State Public Service Commission and by the Department of Collegiate Education. Out of the 40 sanctioned posts of teaching 34 are working on regular basis. Among the teachers 18 have completed Ph.Ds, 01 has acquired M.Phil, 30 have qualified NET / SET. The teachers attend academic staff development programmes like refresher / orientation / induction / workshops / seminars / conferences conducted by Academic Staff Colleges of state and central universities/ departments/research bodies. The field visits and expert lectures have benefitted students and staff to a great extent.

The institution ensures effective evaluation methods to measure student achievement and learning outcomes. Internal evaluation is made through internal examinations that are included to arrive at semester grade/ cumulative grade. Evaluation is also made through conduct of quiz /debates /student seminars / assignments and study projects that are recorded in the Student Progression Report . The marks secured are tabulated and measures are initiated to improve the performances of the students. A summative assessment is made to evaluate student learning the end of the academic year.

Research, Innovations and Extension

One of the strongest aspects of the institution lies in research. Out of the 34 members of faculty working in the institution 18 hold Ph.Ds. Two more members of the faculty will shortly be awarded Ph.Ds. A research committee has been constituted to facilitate and monitor research activities among students and staff. Majority of the members of faculty attended and presented papers in seminars, conferences, workshops and training programmes organized at international, national, state and university levels. Some of the members of faculty have been resource persons, guests of honour and chief guest in these programmes. Significant contributions have been made by the members of staff in the area of publications.

All the departments of the college are assigning student study projects to advanced learners. The faculty guides the students in their project works and presentations. The institution promotes a scientific temperament and research culture among the students and staff. The students are encouraged and guided for examinations like NET / SET while they are in UG and PG. The institution makes sure that the thrust of research activity lies on local issues / problems and solutions.

The CQAMS [IQAC], CAWEB, Career Guidance Cell, TSKC NSS, NCC and Departments interact with industry and organizations to establish institute-industry-organization interface. The institution entered into MoUs with national/local reputed institutions/organizations.

The institution adopts innovative initiatives that enhance the quality of teaching learning, research aspects. The faculty encourages the students to inculcate the habit of creative and innovative thinking in all their endeavours.

The institution takes up extension and outreach activities through the 2 NSS units (one each for the boys & girls), 1 NCC COY (Navy), Women Empowerment Cell, Eco-Club, Consumer Club and Health Club. Programmes like special & mega camps have been organized. Awareness programmes on all cross cutting issues like gender, environment etc., have been arranged.

Infrastructure and Learning Resources

The college has got a beautiful campus with considerable basic infrastructure facilities in 5 acres of land. The college though does not have sufficient accommodation, is trying to make all out efforts to make use of the available infrastructure and physical facilities for academic and administrative works. They are utilized to the fullest extent optimally and maintained by in-charges.

1. ICT enabled classrooms – 04

2. Class Rooms – 20

3. Laboratories – 05

4. Staff Rooms – 02

5. Office Room – 01

6. CAWEB Room – 01

7. CQAMS (IQAC) Room – 01

8. Library – 01

9. Principal's Chamber – 01

10. Rest Rooms - 15

Apart from the physical facilities available there are 55 computers, invertors, furniture, 3 projectors, 2 digital boards, virtual class room and green ceramic boards. Facilities like health center, canteen, play grounds and stationery are provided to the students and staff. Library resources have been augmented with the addition of text & reference books, journals, e-journals, magazines and news papers. The library automation is under progress. Computers and internet facilities are made available for the benefit of staff and students.

Student Support and Progression

The students of the institution are from local, rural, tribal and backward regions. Most of them are first generation learners from economically marginalized sections. 92% of the students hail from SC, ST, OBC and Minority sections. The gender ratio is about 60 male and 40 female. About 75% of the eligible students receive scholarships in the form of RTFs and MTFs from the state government. About 30% of the students progress towards higher studies and secure employment in government and non-government sectors. Another 30% of students settle in self employment. The students are provided welfare schemes like concessional travel facility in State Road Transport Corporation vehicles, provision for opening bank accounts on zero balance, and exemption from payment of examination fee for the differently abled students.

One student visited Turkey on Student Exchange Basis in association with Telangana Social Welfare Residential Society. Many students of the college participated and secured prizes / places at various levels like college / district / university / zonal / state and national in different competitions in literary, cultural, games and sports events. The NSS volunteers and NCC cadets participate in regional, state and national level events.

Governance, Leadership and Management

To reach the goals and objectives the college adopts collective leadership, decentralization of duties and team work. The college has two governing bodies namely staff council and College Planning and Development Council (CPDC) to plan, organize, guide and assist the administration. They meet periodically, discuss the issues minutely and take appropriate decisions. The administration is decentralized by assigning responsibilities and accountabilities to each organ to work efficiently and effectively to achieve the common goal. The institution has efficient internal co-ordination and monitoring mechanism and a perspective planning involving all constituencies for the all round development with more than 40 committees and cells of different areas / categories / wings. The college promotes a culture of participative management and involves students, alumni and parents in major decision making policies. Almost all the resolutions made by the management council during the last year have been implemented. A comprehensive, transparent e – management system is implemented through e – office, e – filing and College Administration and Information Management System (CAIMS). The college has been nominated as identified college (ID College) for the District Resource Center (DRC) of Ranga Reddy district by the office of the Commissioner of Collegiate Education, Government of Telangana. The Principal is the convener of the DRC. The DRC has four more colleges, GDCs Ibrahimpatan, Chevella, Shadnagar and Hayathnagar. The members of the staff have self-appraisal methods to assess their performances. The members of the staff are also bestowed with welfare schemes.

Resources are mobilized through fee collected, government funds, donations and contributions. The college has internal and external audits regularly and there are no major audit objections. The institution has an integrated frame work for quality assurance of the academic and administrative activities named as College Quality Assurance and Management System (CQAMS). The CQAMS reviews the teaching learning process continuously and adopts measures for quality sustenance and improvement.

The college collects feedbacks from the students on the teachers, principal, office administration. Suggestions in the feedback are disseminated to the respective stakeholders for improving the services. The action taken reports are posted on the college website.

Institutional Values and Best Practices

'Virtue is Knowledge' as stated by Socrates, is the guiding principle of all the endeavours and activities of the institution. All round development of body, mind and spirit of the student and inculcation of rationalistic outlook among them is the avowed objective of the institution. We dedicate ourselves for the academic, value based education and physical culture of students hailing from rural and backward areas, uplift them by imbibing comprehensive personality development programmes and equip them

with communication skills coupled with employable abilities. For over a decade the institution stood tall as a beacon light, catering to the needs of the students from different diversities to reach their life destinations.

Teaching and learning is made student centric, and myriad measures are taken to armour the slow and fast learners with required skills to equip themselves and reach their cherished goals. Teaching based on the ICT, field visits and peer team learning are extensively adopted to gear the students achieve core capabilities to face global challenges.

Alongside curricular aspects the institution orients the students towards research initiatives and assimilate scientific temper among them. A comprehensive Student Progression Record is maintained by the institution to catalogue and process student performance and learning outcomes.

The institution believes that gender sensitization is one basic requirement for normal development of an individual. Systematic, planned and professional approach is adopted to impart sensitivity towards opposite gender thereby help in the development of a balanced society. Environment, which is the key for existence of life on earth, is the primary concern of the institution. Green initiatives like plastic free campus, plantation, water harvesting and other measures are adopted not only to provide pollution free environment to the students but also to educate them to purvey to the needs of the society, and inturn help in national development.

H.G. Wells said that, 'human history becomes more and more a race between education and catastrophe. If we do not choose holistic education, we are certainly choosing catastrophe'. Accordingly, the stream of our institutional core values include the intellectual, moral, physical and overall development of students.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT DEGREE COLLEGE, HAYATHNAGAR
Address	Shivalayam Road, Muralidhar colony, Hayathnagar
City	HYDERABAD
State	Telangana
Pin	501505
Website	http://gdcts.cgg.gov.in/hayathnagar.edu

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	K. Jyotsna Prabha	040-24204456	9154806831	040-9104024204	prl-gdc-hyt-ce@telangana.gov.in
IQAC / CIQA coordinator	D S S R Krishna	040-2420445	9493212313	040-9140242044	donnagantik@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	11-09-2008

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Telangana	Osmania University	View Document

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	11-09-2008	View Document
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

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

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

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	Shivalayam Road, Muralidhar colony, Hayathnagar	Semi-urban	5	6070.28

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	**Name of Programme/Course**	**Duration in Months**	**Entry Qualification**	**Medium of Instruction**	**Sanctioned Strength**	**No.of Students Admitted**
UG	BA,Social Sciences	36	Intermediate	English	0	0
UG	BA,Social Sciences	36	Intermediate	Telugu	0	0
UG	BA,Social Sciences	36	Intermediate	Telugu	0	0
UG	BA,Social Sciences	36	Intermediate	English	0	0
UG	BA,Social Sciences	36	Intermediate	English	0	0
UG	BA,Social Sciences	36	Intermediate	Telugu	0	0
UG	BA,Social Sciences	36	Intermediate	Telugu	0	0
UG	BA,Social Sciences	36	Intermediate	English	0	0
UG	BA,Social Sciences	36	Intermediate	English	0	0
UG	BA,Social Sciences	36	Intermediate	English	0	0
UG	BA,Social Sciences	36	Intermediate	Telugu	0	0
UG	BA,Social Sciences	36	Intermediate	English	0	0

UG	BA,Social Sciences	36	Intermediate	English	0	0
UG	BA,Social Sciences	36	Intermediate	English	0	0
UG	BCom,Commerces	36	Intermediate	English	0	0
UG	BSc,Life Science	36	Intermediate	English	0	0
UG	BSc,Life Science	36	Intermediate	Telugu	0	0
UG	BSc,Life Science	36	Intermediate	English	0	0
UG	BSc,Physical Sciecnce	36	Intermediate	Telugu	0	0
UG	BSc,Physical Sciecnce	36	Intermediate	English	0	0
UG	BSc,Physical Sciecnce	36	Intermediate	English	0	0
UG	BSc,Physical Sciecnce	36	Intermediate	English	0	0

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				40
Recruited	0	0	0	0	0	0	0	0	26	8	0	34
Yet to Recruit				0				0				6
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				20
Recruited	11	4	0	15
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	12	6	0	18
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	11	1	0	12

Temporary Teachers									
Highest Qualificatio n	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	1	1	0	2

Part Time Teachers									
Highest Qualificatio n	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	843	3	0	0	846
	Female	229	1	0	0	230
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	60	82	124	197
	Female	27	28	45	71
	Others	0	0	0	0
ST	Male	31	45	103	201
	Female	8	13	11	26
	Others	0	0	0	0
OBC	Male	114	169	296	400
	Female	45	56	93	119
	Others	0	0	0	0
General	Male	9	9	27	48
	Female	6	8	11	14
	Others	0	0	0	0
Others	Male	1	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		301	410	710	1076

Extended Profile

1 Program

1.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
110	110	110	110	110

File Description	Document
Institutional data in prescribed format	View Document

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	3	3	3

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1076	710	410	301	253

File Description	Document
Institutional data in prescribed format	View Document

2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
453	412	192	192	192

File Description	Document
Institutional data in prescribed format	View Document

2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
121	86	69	51	85

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
33	29	11	9	9

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
37	31	9	9	9

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 18

4.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
9.51	13.63	1.81	229.422	1.64

4.3

Number of Computers

Response: 55

4.4

Total number of computers in the campus for academic purpose

Response: 46

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

"Give me six hours to chop a tree and I will spend the first four sharpening the axe" - Abraham Lincoln

Government Degree College, Hayathnagar strongly believes in the quote and ensures effective curriculum delivery through a well planned and documented process. The CQAMS (IQAC) prepares the academic calendar of the college and the departments prepare their departmental academic calendars prior to the commencement of every academic year. The academic calendar specifies suitable available dates for significant academic and other activities.

The faculty members are briefed on the academic activities of the college on the first meeting of the commencement of every academic year. The heads of the departments arrange departmental meetings to distribute and assign the workload. Considering the workload and planning held in the departmental meetings, the syllabus is disseminated as per classes and papers/courses for teaching.

Faculty members prepare semester-wise teaching plan for theory and practical at the beginning of every semester.

Each teacher is provided with an academic diary containing timetable, workload, annual/semester teaching plan, actual teaching units, daily teaching plan, and academic and administrative committee responsibilities. The academic diary is monitored by the concerned heads of the departments and the principal of the college.

The timetable committee prepares a general time-table and heads of the concerned departments prepare departmental timetable. Teachers conduct classes according to the timetable. Departmental meetings are held periodically to review the syllabus completed.

For the effective transmission and delivery of curricula, departments integrate classroom teaching with various ICT tools, laboratory practical, field projects, student seminars, tutorials, question papers solving, research projects, field survey, on-the-job training etc.

For upgrading the subject-related knowledge, the college organizes seminars and extension lectures. This activity provides a platform to the faculty and the students to participate and interact with experts in various fields and enrich and update their subject knowledge.

The teachers use participative, problem solving and student-centric learning methods. Faculties effectively and creatively use PPTs, video lectures, models, charts and various educational software is available to the students for delivering the subject knowledge. The college organizes guest

lectures, expert lectures of eminent academicians for the effective curriculum delivery.

College also provides special guidance to the slow learners' remedial coaching. Besides this, the college has an effective mentoring system for academic-related issues.

Library provides text, reference books, journals and magazines. The college also provides departmental library and internet connectivity with campus Wi-Fi facility to the students and the teachers for effective teaching-learning.

Teachers provide study material to the students.

CQAMS [IQAC] periodically conducts the internal academic audit. The external academic audit is conducted by the Academic Cell of the office of the Commissioner of Collegiate Education for further improvement in the academic and administrative activities.

At the end of every academic year, CQAMS [IQAC] collects feedback on curricula from all the stakeholders. They are then analyzed and analysis report is communicated to the concerned departments and BoS of the university. The action taken reports are posted on the college website.

File Description	Document
Link for Additional information	[View Document](#)

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

Response:

The college prepares the academic calendar keeping in view the conduct of the internal examinations according to the almanac issued by the affiliating university. The academic calendar is prepared well in advance of the next academic session. It is displayed on notice board for reference of the students and staff. It is also uploaded on college website for the all-time information of the students and stakeholders. It carries approximate schedules regarding admission process, teaching-learning schedule, evaluation blue print, curricular and co-curricular activities, extra-curricular activities, major departmental and institutional events to be organized and dates of holidays.

The college follows her academic calendar for conducting internal examinations. Continuous internal evaluation of the students is made by conducting home assignments, tutorials, surprise tests and quizzes. They are included in the academic calendar and are implemented at the end of the semester. Some of the activities are organized for students to assess and upgrade their subject knowledge such as the screening of live lessons on T –SAT NIPUNA channel, recorded lessons and other open learning resources. Discussion on those topics is taken up as a part of CIE. The examination committee works on the slots reserved in academic calendar for internal evaluation. It prepares and displays the time-table well in advance. The departments prepare their own teaching plans in their meetings keeping in mind the schedule of internal evaluation as in the academic calendar of the college as well as the additional tests. Only, the students who are absent for the tests on valid grounds are allowed to go for evaluation at a later date. The surprise test, quizzes and

assessments are part and parcel of CIE.

The following are the important aspects of the academic calendar with respect to CIE.

1. **Academic calendar of the departments.**
2. **Planning of multiple activities by respective committees.**
3. **Planning of extra-curricular activities of NSS, NCC, literary and cultural wings.**
4. **Activities of Games & Sports by the physical education wing.**

One of the major recommendations of the Kothari Commission (1964 - 66) is 'A continuous process forming an integral part of the total education system of education, which is intimately related to educational objectives'. The institution adheres to this principle in letter and spirit.

File Description	Document
Link for Additional information	[View Document](#)

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

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

Response: C. Any 2 of the above

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

1.2 Academic Flexibility

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

Response: 100

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

Response: 3

File Description	Document
Institutional data in prescribed format	

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 1

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2019-20	2018-19	2017-18	2016-17	2015-16
01	0	0	0	0

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

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 1.12

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
60	0	0	0	0

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

1.3 Curriculum Enrichment

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

Response:

The International Bureau of Education, UNESCO referring to synthesizing crosscutting issues with the curricula states, "These themes can connect program content across disciplinary boundaries; enrich the curriculum and facilitate interdisciplinary thinking and collaborative learning".

Adhering to the statement, the college incorporates all **crosscutting issues of environment, gender and human values in curricular, co-curricular and ectra-curricular activites that help in enriching the regular curriculum.**

Gender Sensitization Activities:

1. **The college conducts special event on Women's Day (8th March) every year. The college believes in the participation of male students, to fructify gender sensitization in almost all the events/meets organized for girl students. The events are planned in such a way that the male students recognize and respect their female friends on the campus in specific and women in the society in general.**
2. **The college has an active Women Empowerment Cell. The cell arranges programmes/talks/lectures to create awareness on women's legal rights and laws. The cell encourages girl students to stand on their own feet that will enable them to live independently. The cell also lets girl students hone their entrepreneurial skills. It creates platform for students to deliver talks on gender issues in the monthly meeting held at the college.**
3. **There is an exclusive NSS Unit for girls. 100 students are enrolled into the NSS Unit every year. Regular and special camps are held by the unit as a part of extension activity. These camps create social awareness among the students allowing them to create a broad outlook on the people and the society as a whole. All these programmes help in elevating the confidence levels among the students and makes them responsible citizens in the society.**
4. **The college frequently invites legal practitioners, police officers and other stakeholders to sensitize the students on gender related issues.**

Environment Enrich Initiatives

1. **Environmental Studies is a paper prescribed for study during the I Semester. Credits are allotted and grading awarded and added to the SGPA and in the CGPA.**
2. **The College has decided to make the campus plastic free.**
3. **Haritha Haram is an environment enrich initiative taken up prestigiously by the Government of Telangana. The college responds to the initiative positively and has planted about 200 saplings on the campus. The 2 units of NSS, NCC and all the departments actively participate in the programme.**
4. **The Eco Club of the college frequently invite scientists and industrial experts from sensitizes students on Eco friendly measures.**

Initiatives to Enrich Human Values and Professional Ethics.The college has nominated faculty members to Ramakrishna Matt for training them as contributory features and enhance the professional ethics.

1. **The members of the faculty are motivated to conduct group interactive sessions among the students so that students are encouraged to share their personal problems with the peers.The practice helps understanding the students with humanistic and holistic approach.**

2. **All important days like Human Rights Day, Voters Day and birth anniversaries of famous personalities are organized to enrich human values and professional ethics among the students and members of faculty.**

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 3.53

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 38

File Description	Document
Institutional data in prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: B. Any 3 of the above

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

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

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

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

File Description	Document
Upload any additional information	[View Document]()
URL for feedback report	[View Document]()

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 61.5

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

2019-20	2018-19	2017-18	2016-17	2015-16
613	530	238	166	105

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
780	710	330	330	330

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

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

Response: 70.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
361	266	152	145	100

File Description	Document
Institutional data in prescribed format	[View Document](#)
Any additional information	[View Document](#)

2.2 Catering to Student Diversity

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

Response:

Students admitted into various programmes are processed and shortlisted based on merit and reservation norms by Degree Online Services Telangana – an online platform for admissions into all degree colleges in the state. Majority of the students come from diversified backgrounds. In majority of the programmes students would have studied in the vernacular medium and they would have shifted to English medium at the under graduation level. In the beginning of every academic year the staff conducts an induction and orientation programme to create awareness about the programmes and facilities in the college. After the completion of admission process the subject teachers and the mentors test the previous knowledge of the students through mock tests, slip tests and giving assignments to get an idea of the learning levels of the students. These methods help the teacher to evaluate the learning levels of the students. Then the faculty separates the students and provide some special programmes to the slow learners and advance learners to help their academic success. Generally, the institution identifies the slow learners and advance learners on the basis of a student's performance in the intermediate or equivalent exam.

Advanced Learners:

Jignasa Projects: Special guidance is provided to the advanced learners to do research work and paper presentation in the JIGNASA. The teacher facilitates the students in their research work. The advanced learners are encouraged to become team leaders to do research work on their interested topic. This enables team spirit, responsibility and leadership qualities among the students.

Student Seminars: The advance learners are encouraged to present seminars in the college level as well as in state level seminars.

Live TV Presentations: Students are encouraged to present live classes on T-SAT channel that are available on youtube.

Slow Learners:

Remedial Classes: Remedial Classes are organised to enhance the performance of the students in their exams. These classes are organized to clarify the doubts and equip them with exam facing skills by supplying previous question papers.

Mentor - Mentee System and Counselling: The list of mentor-mentee is communicated to the students and publishes the same on the notice board. The mentors interact with their mentees and understand the progress in academic growth, sports and cultural activities and participation in curricular and co-curricular activities. The mentors also counsel the mentees on their health and personal issues.

Edutainment Trips: The faculty offers edutainment trips to the students to gain practical,

experiential learning and entertainment.

The faculty checks the attendance of the students on a continuous basis and the same is communicated to the parents regularly. Special classes and revision classes are conducted to re explain the critical and important topics.

Extra study hours are arranged to the students who have backlog papers.

Before the commencement of the exams the teachers provide study material and discuss the manner of presentation in the exams.

Extension lectures and guest lectures are arranged for the students to help them gain knowledge from the experts.

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

Response: 32.61

2.3 Teaching- Learning Process

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

Response:

"The National Education Policy 2020 aims at overhauling the Indians existing, education regine making it more lear-centric", says the Hindustan Times. Keeping this in view various student centric methods are being followed. The students participate in various curricular and co-curricular activities within and outside the college. Field trips, seminars and talks by experts are organized throughout the year. Students are given individual projects, group projects and class assignments focusing on self-study and independent learning. Extempore lecturers are conducted regularly to enhance the confidence levels among the students. They are also assigned student study projects and activities which promote peer learning, team building and leadership qualities. The best projects are sent for presentation at the JIGNASA state level presentations.Class room discussions, group discussions, quiz programmes,career guidance classes, debates, presentations, brain storming sessions, essay writing, elocution, creating mind maps, role plays are also arranged in order to facilitate participative learning. Extension activities and training ensure experiential learning for students. Learning by doing is focused scrupulously by following various practical methods. Remedial classes are also being conducted regularly to promote the slow learners towards their maximal achievements. Mock parliament programmes are arranged that improves live learning experiences.

Students actively participate in student as a teacher progamme that is organized by the Commissionerate of Collegiate Education, Telangana through Soft Net - T SAT. This will improve the presentation techniques among the students . T-SAT Live Programmes in various subjects are regularly arranged for the benefit of students in collaboration with CCE-TS. Faculty members of the college actively participate in T-SAT live programmes. The T-SAT videos are

uploaded on the Youtube.

Engaging students in problem-solving based learning through continuous engagement with issues and challenges is encouraged in different subjects. As a part of routine teaching- learning process, the departments organize workshops and training programs for students by inviting subject experts, practitioners, activists from organizations of national and international eminence. The guiding principle behind workshops is to ensure that students can link theory with practice, apply their knowledge and develop new skills. Workshops also encourage creativity, innovation and adaptation of ideas to yield multiple need-based solutions to meet the challenges of contemporary society. Students are given projects to find creative solutions to the real-world problems and challenges of organizations they work with. Assignments are designed to promote holistic understanding of concepts taught in theory along with their practical applications.

The College has developed several support systems for the students and teachers, that expand the learning environment like the library, and computer resource centre. ICT and multi-media-based learning is extensively used in class room processes. The students are encouraged to volunteer for short assignments which help them to acquire skill sets and build their resume. Such opportunities by different departments foster better learning among students as they are based on first hand experience.

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

Response:

All the teachers use the ICT enabled tools for effective teaching- learning process.

The college is equipped with ICT tools such as virtual class room, digital class rooms, computer labs with about 45 Computers and LED projectors with screen, 24 hour wi-fi facility, about 500+ PPTs prepared by the teachers, one TV set forT SAT Programmes etc are available for enabling ICT teaching learning process. Teachers often use their personal systems and laptops also for this purpose. All the teachers of the institution make use of the ICT enabled tools in their class room teaching, evaluation process and redressal of the doubts raised by the students in their respective subjects.

The language departments regularly use film screening of the adapted novels, drama or short story. All the teachers are using online tools like Google class room, Blogs, Web Ex meeting Screencast – O – Matic, Zoom, WhatsApp, Kaizala etc. before and during the lockdown period on account of the outbreak of COVID – 19. These tools are used as the platforms for on-line class room teaching, sharing the teaching notes, links of subject related videos, model papers, assignments, University previous question papers, academic related circulars etc.

Some departments use their blogs and moodle applications in sharing the free online e – resources like e-books, e-journals and university previous question papers etc.,. The college library administers a blog wherein all the resources like OERs, old question papers, PGCET papers, notifications are posted.

Members of the faculty have the habit of recording and uploading their subject related videos. The links of these videos are shared with the students for watching them at home.

Most of the lecturers regularly participate in T-SAT live presentations which are telecasted throughout the state and those videos are uploaded on YouTube for further availability. The students are advised to watch these videos with the help of T-SAT mobile application.

Students are also encouraged to participate in T-SAT live lesson presentations programme called "Student as a Teacher Programme" and JIGNASA Student Study Projects where they are supposed to use ICT tools. This programme is not only enhancing their presentation skills but also stands asone of the best practices in developing their computational skills.

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

Response: 34:1

2.3.3.1 **Number of mentors**

Response: 32

File Description	Document
Mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100.99

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 40.48

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

2019-20	2018-19	2017-18	2016-17	2015-16
18	13	4	3	3

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 1.88

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

Response: 62

File Description	Document
Institutional data in prescribed format	View Document

2.5 Evaluation Process and Reforms

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

Response:

Government Degree College, Hayathnagar has a strong examination and evaluation process. Time to time efforts are being made to improve the quality and efficiency in the conduct, administration and evaluation of the examinations. Semi-automated examination management system is followed, where in the processing of examination results are outsourced. In Non-CBCS system the students were awarded marks, division and percentage. College adopted CBCS and implemented the grading system since the academic year 2016 - 17. Government Degree College, Hayathnagar is affiliated to Osmania University and adhered to the University system. Semester and choice based credit system has been introduced. Continuous and comprehensive evaluations – Continuous internal assessment has two written internal tests for twenty marks each that includes innovative and diverse assessments through assignments, group discussions, presentations, surveys, quiz are being left to the discretion of the departments for 5 marks. Under CBCS Semester system, 20% is allocated for continuous internal assessment and 80% for the end semester examination. Each semester consists of two internals. . The duration of the internal assessment is 30 mins. The time table is prepared by the College Academic Wing and Examination Branch (CAWEB) in coherence with the almanac issued by the affiliating university and will be notified to the students before one week of the assessment. All internal question papers are set by the college faculty. First internal is based on the first half syllabus, second internal assessment will be conducted based on remaining half of the syllabus. It motivates the students to prepare for the entire syllabus and discourages selective study. 20 marks are allocated to each internal assessment. From that 5 marks for assignment and 15 marks are

allocated for objective test. Question paper includes 10 fill in the blanks, each question carries 1/2 mark, 10 objective type questions carry½ mark for each question and five short answer type questions each carrying one mark. After preparation of question paper,the college will provide the printed question papers to write the exam. It is mandatory to attend the internal assessment and need to get 40% marks. i.e., student should get 8 marks out of 20 in the assignment. Otherwise candidate will be considered as fail in that particular subject. After the completion of this internal assessment, scripts are evaluated by the particular subject teachers and they have a discussion in the class room regarding marks, question and answers. Later, the marks are uploaded to Osmania University website. These marks will be taken into account for deciding the SGPA/CGPA.

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

Response:

The college has an organized mechanism for redress of examination related grievances. The student can approach the teachers, College Academic Wing and Examination Branch(CAWEB) and Principal to redress the examination related grievance as per the seriousness of the grievance. Internal supervisors and internal flying squad are deputed for smooth conduct of exams. At initial level, committee discusses with the concerned teacher and solves issue at this primary level. Internal exam marks of the student are displayed on the notice board and queries are discussed with them till they are satisfied. Generally, there is a zero-tolerance policy with the students involved in malpractices. Since it is an internal evaluation, students cooperate in a very positive manner and as of now no such serious grievance is raised in the college. Each teacher prepares question paper by keeping in mind the professional values of the institution and academic integrity.

There is enough space for mechanism to deal with examination related grievances for the institution. The institutional reforms in continuous evaluation system are related to create interest for the study and to make the students more familiar with the university examination pattern. The institutional measures used for the evaluation are to direct and lead the students confidently towards university examination. Hence there is very little scope for grievances regarding evaluation. The students have the freedom to use the suggestion box to put in the note of query/instruction which is considered for internal examination reform.

Mechanism:

1. Addressing the grievance through the faculty concerned.

2. If the grievance is not addressed then the student approaches the CAWEB. The grievance will be recorded by the CAWEB and the paper will be re-evaluated by the department head in which subject the grievance has been raised.

3. If in case of retest for particular students for those who are participating in college related activities like NSS /NCC need to produce their attendance certificate to the events.

Internal examination committee itself looks after the complaints grievances related to internal

assessment. Students have the freedom to use the suggestion/ grievance box to raise their grievance. The principal and CQAMS [IQAC] monitor the overall procedure by conducting the periodical meeting with the CAWEB. A strict time frame is fixed for addressing all grievances pertaining to internal examinations.

2.6 Student Performance and Learning Outcomes

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

Response:

Johann Wolfgang von Goethe says "Treat people as if they were what they ought to be, and you help them become what they are capable of becoming". Adhering to this principle the institution always emphasizes on the productivity of the student. Our focus is always on the outcome of student with nurturing the values of a responsible citizen. These outcomes have been prepared very meticulously by discussing with all stakeholders and displayed to the reach of the students and teachers. The college displays all outcomes on the website. The program, course, program specific objectives are projected in the vision, mission, aims and objectives of the college. These documents also highlight the achievements of the students and list the kind of jobs that students get after completion of the different programs. The students are made aware of these outcomes through awareness programmes, classroom discussion, expert lectures and practical's, All these outcomes are informed to the stakeholders. The college deputes teachers for workshops, seminars, conferences and FDPs to enrich them to attain the outcomes while the process of teaching learning is in progress in the classes.

Learning outcomes form an integral part of the college vision, mission and objectives. The learning objectives are communicated through various means such as college prospectus, Principal's address to students and parents, Alumni meets and dissemination in classroom by concerned staff. These are also prominently featured on college boards and other publications.

Majority of the teachers are the members of BoS or of syllabus sub-committees of the affiliating university and autonomous colleges. Additionally, various departments had organized classes on revised syllabus sponsored by the affiliated university. Teachers actively participate in workshops and meetings on restructuring of the curriculum to disseminate the same to the stakeholders. Naturally, teachers of every department interact with the students about what they are supposed to get at the end of each program. The program outcomes of all the subjects are clearly made known to the students. Successful alumni students are invited to interact with both the students and teachers at specific events and meetings. They share how the different courses shaped their careers and thus helps students appreciate the program.

Thorough discussion is made in the meetings held at the beginning of the academic year which is later disseminated to the teachers and students. The possible ease or difficulties in the attainment of these outcomes is also considered. The college organizes career counseling lectures and capability enhancement programmes to effectively communicate the learning objectives and expected outcomes.

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

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

Response:

The learning outcomes are evaluated through several ways. The Principal, CQAMS (IQAC) has devised a thorough mechanism for evaluating the attainment of programme and course outcomes.

Internal Assessment:

Through internal examinations, assignments, presentations, seminars the faculty are able to assess the achievement of the expected learning outcomes. The barriers of learning are overcome through individualized attention, student centric counselling, and parental motivation.

Examination Result Analysis:

- **The result analysis of every student provides the academic progress of the student. This is used for feedback on student progress. This analysis is used for planning the method of pedagogy and curriculum delivery in the subsequent semesters.**

Faculty Observation:

- **The faculty assess the students through their qualitative participation and involvement in student centric activities. Weightage is given to supplement their internal marks through the participation of students in cocurricular and extra - curricular activities.**

Ward Counseling and Student Progression Record

- **A comprehensive record of each and every student is maintained by the mentors right from the entry level to the completion of the program. Items like personal information, background knowledge, participation in co-curricular, extra-curricular activities, marks secured in university exams, achievements, skills acquired are recorded in this report.**
- **Details of the alumnus is also recorded to moniter the progression even after the completion of the program.**

Mentor Mentee System:

- **A standard mentor mentee system is adopted where in the mentor evaluates the learning outcomes and suggests appropriate measures for improvement**

The institution has a clearly defined, set mechanism to monitor the learning outcomes. The SWOC analysis of the students is one of the mediums to find out their skills, strengths, interest in activities,

career objectives and expectations from the institute. This will be used as a reference to monitor the student progress and achievement of learning outcome.

Continuous Student Evaluation includes assessment through internal assessment test, assignments (presentations, case analysis, project etc), class participation, involvement in curricular, co-curricular and extracurricular activities, initiatives and co-ordination of programmes at the institute. This will provide information about the overall development of the students.

2.6.3 Average pass percentage of Students during last five years

Response: 57.76

2.6.3.1 **Total number of final year students who passed the university examination year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
70	44	66	19	39

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

2019-20	2018-19	2017-18	2016-17	2015-16
119	86	69	51	85

File Description	Document
Institutional data in prescribed format	[View Document]()
Paste link for the annual report	[View Document]()

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.55

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

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document]

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

3.1.2.2 **Number of departments offering academic programes**

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	4	4	4

File Description	Document
Institutional data in prescribed format	[View Document]

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 4

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

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	1	0	0

File Description	Document
Institutional data in prescribed format	[View Document]()

3.2 Research Publications and Awards

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

Response: 0.38

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

2019-20	2018-19	2017-18	2016-17	2015-16
5	0	2	0	0

File Description	Document
Institutional data in prescribed format	[View Document]()

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.43

3.2.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	5	4	9

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

3.3 Extension Activities

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

Response:

Students of our college are the "Goodwill Ambassadors" for the society. The college under the supervision of IQAC works as a catalyst by carrying out its institutional accountability and responsibility towards various stakeholders. IQAC in its regular meeting motivates and inspires NSS and NCC units in particular and students of the college in general regarding active participation in various awareness and development programmes conducted by government and NGOs.

The various extension activities conducted by the College in Sensitizing students to Social issues and holistic development are as follows:-

1. **Voter awareness campaign – National Voters Day.**
2. **Beti Bachao Beti Padhao – Women Empowerment Cell [SHE Team Awareness Programme]**
3. **Health and Hygiene**
4. **Active participation in Haritha Haram Programme.**
5. **Campus – Clean and Green Programmes.**
6. **Swatcha Bharath Abhiyan**
7. **Village Adoption Programmes.**
8. **Rallies of Awareness Regarding**

1. **Population Day**
2. **Aids Day**
3. **Environment Day**
4. **Water Conservation Day**
5. **Social Justice Day**
6. **No to Plastics Day**
7. **Anti-Ragging**
8. **National Integration Day**
9. **Run for Unity**
10. **Cancer Abolition**
11. **Women's Day**

12. **Ozone Day**
13. **Human Rights Day**
14. **National Youth Day**
15. **National Educational Day**
16. **Health and Hygiene Awareness**

1. **Activities conducted by Commissionerate of Collegiate Education (CCE) under their flagship Programme "Yuvatarangam" have tremendously transformed the mindset of the students towards social responsibilities.**
2. **Faculty members are encouraged to attend workshops, seminars, conferences to acquaint themselves for proper implementation of extension and outreach activities.**

Social commitment and community development is an integral part of the college vision and mission through various social outreach and extension programmes emphasis is made on holistic development and integrated learning. The college promotes social, ethical & moral activities among the students to make them responsible citizens of the country. The college strives hard to instill civil responsibility in the young minds through extension and outreach programmes so that the students are groomed into sensitized and socially responsible citizens

The extension activities organized by the college indicate a sense of community help, academic learning experience and enhances values and skills. The expected impact from the above described can be summarized as follows.

1. **Students learn to socialize and inculcate a sense of social welfare and community development.**
2. **Theoretical aspects learned in the classroom can be applied practically for the benefit of the society.**
3. **The students learn the skills of teamwork, leadership, time management, effective communication skills while conducting various community development and extension activities.**
4. **Students get a wonderful platform to mingle and learn about the culture, traditions values, ethos, behaviors, and attitudes of people society.**
5. **The extension activities conducted inculcates and further strengthens the values of gender equality, humanity and notion of equal right.**
6. **Outreach activities create awareness about social evils and prepare them mentally and physically for their eradication.**
7. **Inculcates a sense of scientific temper and rational thinking.**
8. **Winter camp organized by NSS UNIT I & II is to provide the students with opportunity to stay in neighborhood county to understand the rural/tribal/urban lifestyle and analyze their dynamics, functioning of local community voluntary organizations, shramadanam, field survey, social interaction etc.,**

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document]

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

Response: 10

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

2019-20	2018-19	2017-18	2016-17	2015-16
5	5	0	0	0

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

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

Response: 17.6

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

2019-20	2018-19	2017-18	2016-17	2015-16
339	401	0	0	0

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

3.4 Collaboration

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

Response: 1

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

2019-20	2018-19	2017-18	2016-17	2015-16
01	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

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

Response: 1

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

2019-20	2018-19	2017-18	2016-17	2015-16
01	0	0	0	0

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

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

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

Response:

Government Degree College, Hayatnagar is sharing the accommodation with Government Junior College, Hayatnagar. The State Government of Telangana has allocated 5 acres of land for construction of new building for Government Degree College, Hayatnagar in the same campus. As of now the junior college building is being used for conduct of classes for life sciences and physical sciences. The office and administrative block is also functioning in the junior college building. A new building is under construction in the allotted land. Already 7 rooms are available in the new block. Another 10 rooms are in the semi – finished state. Classes related to social sciences and Commerce are functioning in the new building.The college has sufficient class rooms. There is a paucity of laboratories as they are located in the junior college campus. The college library is functioning in the new block. It is enriched with 4826 books. 10 magazines, employment news, 6 Telugu and 2 English dailies are being subscribed for the benefit of the students. The principal's chamber and office staff room are functioning in the Government Junior College premises.

The college has a total of 31 rooms. Out of these, 17 rooms are located in the building that is being constructed and 14 rooms are located in Government Junior College premises. The college has 2 digital class rooms and a seminar hall. The college has 4 laboratories in the junior college premises. The college has been utilizing the laboratories in coordination with the junior college. The college has two staff rooms – 1 in the junior college and another in the new building. The college has sufficient furniture.

The college has a computer laboratory.There are 55 computer systems, 2 digital classrooms and 1 virtual classroom. The learning spaces in terms of ICT should be developed in the course of time.

Teaching Learning facilities

1. Class rooms -19
2. Principal Chamber- 01
3. Office - 01
4. Exam Branch- 01
5. IQAC- 01
6. Laboratories - 04 (Physics, Chemistry, Botany and Zoology)
7. Seminar Hall - 01
8. Staff Room- 02
9. Library & Reading Room - 01

The following infrastructure facilities are being created at the time of the submission of SSR.

1. Road from the entrance of the college till the new block
2. Rest rooms for students – 1 for girls & 1 for boys.

3. **Rest rooms for staff – 1 for ladies & 1 for men.**
4. **Walking track in the college campus.**
5. **Lawns – 2**
6. **RO Water Purification Plant.**

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

Response:

Games and sports have been an integral part of the institution since her inception. We believe that games, sports, literary and cultural activities form the crux of comprehensive education. The college has 5 acres of land, out of which only 1.5 acres have been allotted for construction of buildings and the remaining 3.5 acres are open spaces for the conduct of outdoor games and sports. Hence the college has sufficient open spaces for games and sports. The college has a separate games and sports room for the conduct of indoor games. The games and sports activities are being taken care of by a member of the faculty.

The college has enough open spaces to lay volley ball, shuttle badminton, kabaddi, kho-kho courts and tracks for the conduct of athletics.The college ground is also being used by NCC cadets for training. Training is provided in almost all outdoor games like volleyball, kho – kho, cricket, shuttle badminton, chess, carroms etc., Yoga and meditation are carried out in the open space within the building under the guidance of the yoga trainers available in the town. International Yoga Day is celebrated every year on 21st June.

The students are encouraged to participate actively in sports and games, competitions are held in various events. The college students participate in inter-college, intra & inter university games and sports events in Osmania University, Palamuru University, Mahatma Gandhi University and Kakatiya University. The students also take part in the district, state and national level competitions.

Cultural Committee of the college conducts competitions in various categories such as singing, dancing, painting, mime, drama, mimicry, elocution, debate, group discussion, essay writing, quiz etc.

 YUVATHARANGAM – Celebration of Life is a flagship initiative of the office of the Commissioner of Collegiate Education in the areas of games, sports, literary and cultural competitions. The programme aims at tapping the innate creative skills among the students of government degree colleges in the state. A three-tier system of selection is followed: College level, Cluster level and State level. The students of the college have been actively participating in all the events of YUVATARANGAM. The students have also been successful in securing achievements in the competitions.

Name of the Game	Year of Establishment	Size/ Location	
Indoor Games			
Chess	2010	Games Room	

Caroms	2010	Games Room
Judo	2010	Games Room
Outdoor Games		
Volleyball	2014	9x9 meters
Kho-Kho	2014	36x18 meters
Shuttle badminton	2014	20x44 feet
Cricket	2014	20.12x3.05 meters
Kabadi	2010	13x10 meters

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

Response: 16.67

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

Response: 3

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

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

Response: 75.26

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

2019-20	2018-19	2017-18	2016-17	2015-16
7.92	11.41	1.32	228.2764	0.6052

File Description	Document
Upload audited utilization statements	[View Document](#)
Upload any additional information	[View Document](#)
Institutional data in prescribed format(Data template)	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Library in Government Degree College, Hayathnagar is located in Room.No.05 in new block with a seating capacity of 20 members. It has two sections for periodicals and text books/reference books. The library is equipped with two computers, one for Library software and another for internet access for students and staff.

The Library is partially automated with NewGenLib open source library management software. As on 31.03.2020 the total collection of the library is 4826 volumes. During the year 2020-21, 561 volumes are added to the library collection raising it 5387. Students and faculty members are utilizing the library resources to an optimum level.

Knowledge dissemination is made to the students and faculty by using social media apps like Whatsapp and Kaizala groups.

The library maintains a blog titled **librarygdchayathnagar.blogspot.com** in which academic information is being posted.

File Description	Document
Paste link for Additional Information	[View Document](#)

4.2.2 The institution has subscription for the following e-resources

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

Response: E. None of the above

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

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

Response: 0.67

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals**

year wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0.26412	1.09365	0.87635	1.12850	0

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

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

Response: 6.13

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

Response: 68

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

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The college is conscious of the growing needs of the students and always comes forward to fulfil their requirements. As a result, the institution constantly upgrades her IT facilities such as number of computers per student, internet facility, establishment of digital classrooms, virtual classrooms.etc. The college has constantly updated her IT infrastructure like computers, printers, internet connections with LAN/WIFI connectivity, digital class rooms, virtual class rooms, printers, projectors and UPS in the last five years. The systems are functioning on modern hardware configuration like Intel Core i3 / i5 Processors, with 2 / 4 - GB Rams, 500 GB / 1 TGB - HDD, DVDs, Optical DVDs, 18" / 20" - Monitor Screen Display etc., All systems have preloaded operating systems with Windows 10 Home / Professional editions, with all necessary softwares and utilities like Windows 10, MS Office 2007, Programming Languages like C, C++, Java, Visual Studio, Databases like MS-Access and Oracle, Web Browsers and utilities like WinRar, Acrobat Reader etc.,. All

systems are connected with continuous internet supply with LANS and WIFIs. Both the campus buildings are covered with uninterrupted and unlimited internet connections and is connected with UPS. The campus is covered with Wifi connection and with a power backup of 5 KVA UPS.

Some of the recent upgradation in IT facilities in the college are mentioned hereunder.

1. A virtual class room with a Mini PC, audio, video, speakers, live presentations, live telecast, live class room facility, live video conferencing facility for MOOCS book reader, on-screen touch option for making live presentations has been installed with an expenditure of Rs. 6.00 lakh.
2. The college has upgraded the UPS capacity from 2 KVA to 5 KVA.
3. The college has procured a new multi-functional printer cum xerox, copier, scanner machine.
4. The college website https://gdcts.cgg.gov.in/hayathnagar.edu is being constantly and continuously updated with new posts.
5. Upgraded Wi-fi facility is available to the staff and students .

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

Response: 23:1

4.3.3 Bandwidth of internet connection in the Institution

Response: A. ?50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.4 Maintenance of Campus Infrastructure

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

Response: 24.83

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

2019-20	2018-19	2017-18	2016-17	2015-16
1.58742	2.21369	0.49252	1.14606	1.04179

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

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

Response:

Introduction:

The college has got well defined policy for the maintenance and utilization of physical, academic and supporting facilities. The policy document mandates quality audit by specific committees of the tangible infrastructure under the supervision of CQAMS [IQAC] at the beginning of every academic year and the recommendations of findings of the quality audit team are scrupulously considered by the college management to ensure proper maintenance of existing facilities. The institution, being a government funded college receives annual budget for the maintenance of infrastructure.Therefore, the proposals for financial requirements towards the infrastructure maintenance are submitted to the government after assessing the requirements by the quality audit teams and the enrolment of the students.

Maintenance of Physical Infrastructure:

The physical infrastructure of the college consisting the campus area vis-a-vis the building, restrooms, sports facilities, computer labs and library are continuously monitored by the respective in charges to minimize the wear and tear. The departments of Computer Science and Computer Applications are vested with the responsibility of maintaining computer labs; a regular qualified librarian undertakes the maintenance of library and NSS officers along with their student volunteers monitor the overall campus maintenance.

Maintenance of Supporting Infrastructure:

Supporting infrastructure required for the staff and students like stationery items, class rooms, staff room and electronic content shall be maintained in the following manner

1. Stock register and issue register of stationery shall be maintained by the office staff to record and to monitor the stationery and other class room equipment taken by each teacher.
2. Log books are maintained for utilizing smart class rooms (or) developing e-content, as there are very limited number of e-resources limited acess is provided to smart rooms, so that each teacher is allowed to make use of the smart class room twice or at least once a week.
3. Teachers are allowed to take the photo copies of the material available online for which, print book is maintained to record the description of material taken in the form of hard copy. The print book is randomly audited by CQAMS [IQAC].

Maintenance of Academic Support:

The academic facilities like accessing internet and online journals are provided to teachers and students. However keeping the time constraints of the college hours, students are allowed to access online resources at the college by using the wifi facility and the teachers are allowed to access the online resources every day to prepare for the class room work. The maintenance of documents and other college related works are occasioned to provide access to online resources even after the working hours of the college.

Maintenance and Utilization of Library:

Library has an advisory committee appointed by the Principal to monitor the smooth and effective functioning of all the services provided. It also shoulders various responsibilities like finalizing the annual budget, purchase of the reference books, purchase of the text books and some other important books, journals and periodicals, etc.

Maintenance and Utilization of Games & Sports Facilities:

The Principal nominates a stock verification committee to record and certify the various equipment available for games and sports. The committee verifies all the equipment physically tallying the number with that of what is recorded in the stock register. It recommends to the principal about the items to be written off on account of wear and tear. The committee also suggests the budget to be allocated to games and sports depending on the strength of the students and their interests.

Annual Stock Verification Committees of the above mentioned wings/ departments /facilities verify the stock and submit compliance report to the principal every year.

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 62.08

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

2019-20	2018-19	2017-18	2016-17	2015-16
546	458	265	187	173

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

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document](#)

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

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

Response: C. 2 of the above

File Description	Document
Institutional data in prescribed format	[View Document]()
Link to Institutional website	[View Document]()

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

Response: 8.48

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

2019-20	2018-19	2017-18	2016-17	2015-16
74	94	20	25	23

File Description	Document
Institutional data in prescribed format	[View Document]()

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

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

Response: C. 2 of the above

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document]()

5.2 Student Progression

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

Response: 8.76

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	4	14	5	7

File Description	Document
Institutional data in prescribed format	[View Document]

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

Response: 33.06

5.2.2.1 **Number of outgoing student progressing to higher education.**

Response: 40

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

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg:**

JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	[View Document]

5.3 Student Participation and Activities

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

Response: 16

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	5	7	2

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

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

Response:

" Every individual is a best judge over himself" pastulates Utilirianisam. For this reason the institution has a window for all the stake holders to ventilate their ideas and opinions. Government Degree College, Hayatnagar strongly believes in democratisation of all the academic, administrative and support systems. There is no contradiction that the major stakeholders of the institution are the students. Their role in policy formulation, academic and administrative transaction is pivotal.

Students play a proactive role in all the decisions of the institution. The principal in the capacity of chairperson for all the committees and cells nominates a student member in each cell/ committee. These student members are nominated to the student council who take part in all the important decision-making process of the institution. The members of the student council coordinate with the faculty coordinators of the seven criteria of the NAAC accreditation process. The students are motivated by the student council to participate in all the activities/events taken up by the institution. Students from various social and economic backgrounds are made part of each and every aspect of the institution. The student members contribute to the smooth functioning of the college by attending all the meetings and voicing the views of the student fraternity. As a whole the student council plays the role of a bridge between the college administation and the students.

Student members are nominated on the various committees of the institution. There are 45 committees constituted in the college for smooth academic and administrative transaction. Almost all the committees have students on the board as members. These student members actively participate in all the activities/events organized by the committee. The student members encourage and motivate the rest of the students to participate in all the curricular, co-curricular and extra-curricular activities and programmes. These committees meet periodically under the chairpersonship of the principal. Students are actively involved in the statutory committees like CPDC, CQAMS [IQAC], ICC, Grievance Redress Committee etc. The college convinces the students that it's an opportunity to develop their overall personality.

The student members of various committees work proactively with regard to the committee such as Audio-visual Committee, Library Fee Committee, Literary and Cultural Committee, Timetable Committee, Academic/Examination Committee, Magazine Committee, Anti-Ragging Committee, Women Empowerment Cell, T SAT Committee. Further, student representatives are members of various clubs such as Eco Club, Red Ribbon Club and cells such as Grievance Redressal Cell, Career Guidance Cell, Placement Cell Minority Cell, OBC Cell and SC, ST Cell. Representation of the students on committees, cells as members help them in honing their leadership and other soft skills. The students are constantly reminded that they are the brand ambassadors of the institution. This entire process makes the students develop a bonding with the institution and strong feeling of ownership. The ultimate objective is to develop the thought of 'College first'.

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

Response: 1

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	1	1

File Description	Document
Institutional data in prescribed format	[View Document](#)

5.4 Alumni Engagement

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

Response:

The Government Degree College, Hayathnagar has an alumni association, named as "OLD STUDENTS' ASSOCIATION" registered under Societies Registration Act (Reg.No. 333 of 2021). Alumni Association usually meets annually and any time depending upon the need.

The Executive Committee of the Alumni Association

S.No	Name of the Member	Designation in the Association
1	President	Raghu Aelkaraju
2	Vice – President	Krishna Swamy Gyara
3	General Secretary	Sumanjali Survi
4	Joint Secretary	Soundarya Kadari
5	Treasurer	Chanikya Chary Kasula
6	Executive Member	Vijendar Daramalla
7	Executive Member	Shiva Kumar Boddupally

The registered alumni association initiates many activities thereby contributing for institutional, academic development of the college. The association interacts with college staff, students and even the parents. It has been helping in holding interactive sessions to motivate students regarding social adjustments.

The college invites alumni and retired faculty to the college on various occasions such as the celebrations of Independence Day and Republic Day. Every year the institution obtains the feedback from the alumni members on curriculum and other aspects of the college. Their advice is taken in **var**ious developmental activities.

File Description	Document
Paste link for additional information	[View Document](#)

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

Response: E. <1 Lakhs

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

VISION: We understand that knowledge is always the power and privilege of all the students. Our institution visualizes comprehensive development of the students with an emphasis on independent learning, critical understanding, innovative application, rational thinking and value orientation that would shape them into citizens for all situations.

MISSION: The institution marches ahead with the key mission points of

- **Providing quality education to all the students by incorporating innovative technology, research orientation, skill up gradation and societal development methods.**
- **Undertaking regular skill up gradation and innovative teaching, learning programmes for the faculty of the institution.**
- **Undertaking measures for the development of infrastructure in the institution for effective and efficient functioning of the college.**

The governance of the institution is completely tuned to the vision and mission set by herself. The perspective plan of the institution is based on the vision and mission of the institution. As a government institution, the perspective plan is to extend educational service to marginalized sections of the society with high quality education to the possible extent. The goals and objectives aim at providing opportunities for accessibility, equity, employability for the emancipation of the individual and development of the nation. The institution also aims at inculcating human values among the students in order to make them better and informed human beings.

As a part of this noble programme, the college extends relentless services to the needy. The students who seek admission into the college are from socially and economically marginalized sections of the society. The college is investing all energies to make them useful and responsible citizens of the society.

The institution was set up in September, 2008. As it is a government institution, the administrative set up is linked with the policy decisions taken by the Commissioner of Collegiate Education, Government of Telangana. In the area of academics, the college is under the control of Osmania University, Hyderabad - the affiliating university. The institution, with her limited resources, has achieved a tremendous growth in terms of infrastructure, number of students, courses and regular faculty members. At present the college has a total student strength of 1076 for the academic year 2019-20.

The college has a College Planning and Development Council (CPDC) and the College Quality Assurance Management System (CQAMS - IQAC) in which various stake holders act as members. Various committees such as Staff Council, College Academic Wing and Examination Branch (CAWEB) Grievance Redressal Cell, Women Empowerment Cell, Internal Complaints Cell, Anti-

ragging Committee and a host of other committees and cells constantly endeavour to envisage the vision and mission.

Educational institutions have to play a very proactive role not only in academic sphere but also in many dimensions like research and extension with a human face to serve the society at large. In view of the dynamics in the fields of teaching, learning, assessment, evaluation and research the Government Degree College, Hayathnagar has been designing, devising and adopting various strategies and policies to accomplish the formulated vision, mission, aims and objectives.

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

Response:

"Participation, I think is one of the best methods of the educations" opined Tom Glazer .The Government Degree College, Hayathnagar believes success in any aspect through following the principle of decentralized and participative management. All the members at different levels actively participate in all the activities of the college culminating in the successful implementation of institutional plans and accomplishment of the set targets.

The college respects and recognizes the talents of individuals at all levels from centre to periphery. This is evident from the formation of various committees such as standing committees and ad-hoc committees.

Administrative & Academic Levels

1. College Quality Assurance Management System (CQAMS-IQAC)

1. District Resource Center
2. DCEDRC
3. College Planning Development Council (CPDC)
4. Staff Council
5. Department In-charges
6. Coordinators/ Conveners of all committees
7. Alumni Association
8. Office Staff
9. Parents

The top management of the institution

- Envisage the pragmatic goals and objectives of the institution
- design a concrete action plan for the execution of the pre-conveived targets.
- Motivates the staff to achieve their goals
- Constitutes Staff Council in which the faculty is given due role.
- Committees are constituted in which the faculty is involved in the capacity of convener/member.

○ **feed back is regulary collected and necessary step taken to accomodate the demands amd supports recevied.**

The committees, which are like the eyes & ears of the institutions, adhar to quality parameters, there by proliferate quality into every wing of the institution

1. **Collective leadership by involving all stakeholders in planning and decision making.**
2. **Decentralization of duties by delegation of authority, accountability and responsibility.**
3. **Coordination among committees.**
4. **Creation of team spirit in performing the functions of the institution.**
5. **Motivation and morale building through due recognition.**

" Brains, like hearts, go where they are appreciated" said Robert McNanara. Our institution too, is alaways attentive to recongize and reward the services, skills and achievements of both students and staff.

Due recognition and representation will be given to all groups, cadres, genders, ages, etc. The college promotes the culture of participative management at different levels. All the members at different levels actively participate in all the activities of the college culminating in the successful implementation of institutional plans and accomplishment of the set targets.

The top level of the administration believes in decentralization of power there by according autonomy to a great extent. The principal delegates authority to the committees constituted to deliberate and take appropriate decisions for the benefit of the institution. The coordinators/conveners put into action the various decisions taken by the statutory bodies like Staff Council/CPDC.

The institution believes that every individual is unique with regard to ones skills and talent. When all are made to involve, it will be a great pooling of wide variety of skills that results in better yield for the institution in the form of quality and t success.

○ **Academic Autonomy**

The College Academic Wing and Examination Branch(CAWEB) has the autonomy of

1. **Framing the college time-table in coordination with the department in charges**
2. **Designing the internal examination schedule in concurrence with the almanac issued by the affiliating university.**

File Description	Document
Upload any additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The college has a perspective plan for the sustainable development and satisfactory outcomes. The aspects that include the plan are:

- Expansion of infrastructure in the form of buildings, furniture, equipment, laboratories, library facilities etc.
- Introduction of add-on and certificate courses.
- Introduction of the new courses / programmes to meet the global demands.
- Strengthening Telangana Skills and Knowledge Center(TSKC) activities.
- Regular training to the faculty to fall in tune with the changing times.
- Use of Modern Technology.
- Enhanced research options to equip skills to the faculty and students to fit into the national and global scenario.
- To reach the target of 2000 student enrolment within 3 years
- To emerge as a post-graduation centre within 5 years
- To attain the status of autonomous college within 10 years

Development of Plan for Providing Infrastructural Facilities

As the institution is government funded, budgetry allocations will be made as per the frame work of the department. The college sends proposals for infrastructure agumentation to the government every year. Nevertheless, the following ways have been identified by the institution to meet the infrastructure requirement .

1. By obtaining special permission to utilize the unspent internal funds

Action: On the representation of the institution, the Commissioner of Collegiate Education accorded permission to utilize the accumulated special fee fund. About Rs.10.00 Lakhs were spent for buying furniture like dual desks, teaching aids like green boards and ICT equipment through this way.

The requirements of the college are huge that involves large amount of budget. Keeping this in view, a strategic plan was conceived and implemented.The college approached the local public representatives like the corporator and the member of legislative assembly to look into the infrastructure requirements of the college.

Action: The Member of the Legislative Assembly of Lal Bahadur Nagar constituency Sri.Devireddy Sudheer Reddy along with the local leaders visited the college and promised to take up the following works.

1. Road from the main gate to the college.
2. Rest Rooms for Women (Students & Staff) – 11.
3. Rest Rooms for Men (Students & Staff) – 11
4. RO Water Purification Plant

5. Walking Track in the College Campus.
6. Lawns for beautification.

The above are the achievements accrued because of the strategic and perspective plans of the institution. This placed the institution on a strong track to reach the goals and objectives.

Our intention is to bring about a completeness to the college building as early at the earliest. In the endeavour to achieve this goal the institution left no stone unturned. Relentless efforts were put in by approaching the local political representatives, elite of the town and officials concerned.

The institution strongly believes that achieving NAAC accreditation will be a major breakthrough for realization of our goal of being recognised as a premier institute in the state.

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

Response:

The administrative head of all the government, aided and unaided degree colleges in the state is the Commissioner of Collegiate Education, State Government of Telangana. The commissioner is responsible for formulation of policies and implementation of the same. The service rules pertaining to the staff working in the degree colleges are regulated by the commissioner. The commissioner is the authority for allocation of funds and budgetary provisions on behalf of the State Government to all the government degree colleges in the state. The joint director in the office of the CCE assists the commissioner in the entire administration. The joint director is in turn assisted by regional joint directors and they are assisted by the additional directors. The academic cell in the office of the CCE looks after the academic issues pertaining to the government degree colleges in the state.

The principal of the college is the captain of the ship taking care of the entire academic and administrative set up of the college. The principal complies to the instructions of the commissioner and implements all the policies formulated and circulated by the office of the commissioner. On the academic side the staff council plays a crucial role after the principal. The staff council comprises of all the heads of the departments. The various academic committees/wings/branches implement the academic policies/resolutions formulated by the departments, staff council and the principal. The college adopts a well-defined internal set-up for internal administration. It comprises of 45 committees.

Service Rules:

The service rules incorporated in G.O. No. 47 of 2010 issued by the Commissioner of Collegiate Education applies to the institution. Entry into the degree college service as a member of the faculty comprises of two channels viz., direct recruitment and through promotion from the post of junior lecturer working in government junior colleges in the state. The principals are posted on promotion on seniority from the post of the assistant/associate professors. The candidate posted as principal should have completed 15 years of service as a faculty in GDCs and should also hold a Ph.D.

The administrative wing of the college is headed by the administrative officer. The administrative officer is the drawing and disbursement officer of the college. He monitors the administration of the entire college. The superintendent supports the administrative officer in the administration of the college and also issues job chart to the other non-teaching staff members. The senior assistant, junior assistant, store keepers, record assistants, herbarium keeper and office subordinates comply to the orders of the principal and administrative officer and complete the assigned tasks.

The affiliating university is the governing body with regard to the academic aspects of the college. The university has a key role in release of almanacs, curriculum design, affiliation to courses, intake of students, syllabi framework, conduct of examinations, declaration of results, issue of certificates to the students.

The State Council of Higher Education acts as an intermediary between the state government, office of the CCE, universities, governing bodies like UGC, RUSA, MHRD.

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

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

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6.3 Faculty Empowerment Strategies

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

Response:

'The welfare of each is bound up in the welfare of all'- Helen Keller.

The institution is government funded and as a result the employees extending services are being covered by the welfare measures in force for the employees of Telangana State. As a result, the college employees are availing the benefits of welfare schemes/services/measures viz. group insurance, GPF, CPS, health insurance, gratuity, commutation, leave encashment, etc.

Health Insurance/Employee Health Scheme: Employees receive medical reimbursement for the expenses incurred for diagnosis, treatment of listed diseases in recognized hospital by Arogya Sri Trust. For some chronic diseases the treatment expenses are reimbursed without any ceiling.

Group Insurance: This scheme offers benefits to employees in two ways. If any employee passes away in service the dependents of the deceased will receive Rs. 1.2 lakh. Another benefit is that if the employee retires from job on successful completion of the service, the employee will get the amount saved throughout the service plus interest prescribed by insurance authorities.

Telangana State Government Life Insurance Scheme (TSGLI): This is another insurance scheme provided to the employees working in the state government sector. This scheme benefits the dependents on account of death of the employee with sum assured plus interest. It also benefits the employee as a savings scheme. In this scheme an employee pays premium according to his basic pay but with ceiling on the maximum premium amount. The maximum age limit for this scheme is 53 years.

Provident Fund: This is another beneficiary scheme for employees. Regular employees appointed before 2004 are being covered under General Provident Fund (GPF). Those employees who were recruited after 2004 are covered under New Pension Scheme(NPS). In NPS, an employee's contribution is 10% of basic + DA per month, whereas the respective state government will contribute 14% of basic + DA per month.

Table showing the details of welfare schemes available to the staff and % of employees availed the benefit in the institution.

Welfare Schemes Available	% Ben
Health Insurance/ Medical Reimbursement	40
Group Insurance	100
Telangana State Government Life Insurance Scheme (TSGLI)	100
Provident Fund	100
Earned Leave Encashment	30
Maternity Leave& Child Care Leave for Women Staff	40
Paternity Leave for Male Staff	-
Medical Reimbursement to theMembers of the Family	20
Housing Loans	-
Loans for Purchase of Vehicles, Computers and Other Electronic Equipment.	-
Financial support for meeting the marriage expenditure of the children of the employees	
Leave Travel Concession facility	-
Annual festival advance for the non-teaching Staff	-
Provision for seeking loans and part – time withdrawal on the deposits made by the employees towards their provident fund	30
Faculty Development Programmes provided by UGC	-
On-duty facility to attend seminars/conferences/workshops	70
Financial support for meeting the funeral expenditure of self and members of family of the employees	10

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

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

Response: 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

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

Response: 7.17

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

2019-20	2018-19	2017-18	2016-17	2015-16
2	6	1	0	0

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

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

Response:

The institution adopts a credible and transparent mechanism for performance appraisal of members of teaching, non-teaching staff, principal and the entire functioning of the college.

- **Students' feedback: The students give their feedback on the teachers on set parameters as given in a questionnaire. 20 questions are to be answered by the students on a rating scale of 1 to 5.**

- **Academic Audit:**

Internal Academic Audit: The principal constitutes committees to audit the academic records/registers/files/documents of each member of the faculty. A set of records and registers are designated to be maintained by each member of the faculty and the department on the lines of NAAC specified seven criteria. The committee scrutinizes all these records and submits a report to the Principal. The CQAMS (IQAC) discusses these issues with the concerned faculty and department.

External Academic Audit: The Academic Cell of the office of the CCE nominates two peer evaluators to each college to make an academic audit on the teaching, non-teaching members of staff. The team evaluates the performance of the principal of the college and the college too. The entire process is taken up on a set of pre designed parameters keeping in view the NAAC accreditation process. The entire process is automated on College Administration Information Management System (CAIMS) and the reports/ATRs are to be submitted to the CCE. The data/information pertaining to the external academic audit is available on the CAIMS portal.

Academic Performance Indicators (API):

The College follows the academic performance indicator (API) norms set by the University Grants Commission (UGC) and office of the Commissioner of Collegiate Education, Telangana State, Hyderabad for the Career Advance Scheme (CAS) of teaching faculty. The API score of the previous three years is to be submitted to the O/o. CCE through the Principal for the award of CAS to the faculty. An individual member of the faculty has to score a minimum of 75 points out of the maximum 125 points in Category – I (Lecturers) area that includes theory and practical. Apart from that, an individual has to score 15 out of 50 points in Category – II area that includes the co-curricular, extension and professional development related activities. On the whole, 90 points are to be scored out of 175 score points to succeed for being awarded with CAS.

The Category - III is related to research and academic contribution. The third category is not applicable to the faculty working in degree colleges. However, if any lecturer acts as guide to any

research scholar that will be an added advantage in securing CAS. Taking up major and minor research projects also come into this category. Publication of books, articles in referred journals recognized by UGC have weightage.

Initially, the individual lecturer awards oneself the API Score. At a later stage, the principal of the college awards API Score on the basis of assessment. The score awarded by the principal remains final. The entire process is dealt by the CQAMS (IQAC) of the college.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The financial sources of Government Degree College, Hayatnagar can be broadly categorized into

1. Special Fee & Additional Special Fee collected from the students.
2. State Government budgets.

All the transactions pertaining to these two categories are recorded at appropriate files, cash books, bank pass books and statements. The principal, administrative officer and superintendent make sure that all the incomes and receipts, expenses and payments are recorded under different heads and in appropriate books. All financial transactions pertaining to the college are through banks.

The college undergoes two types of audits: 1.Internal Audit: The institution adopts a mechanism for internal audit. Committees are constituted to verify

1. Stock in the department
2. Receipts and payments of all departments.

The committees submit the verification reports to the principal. The principal, senior faculty and office staff cross check the verification reports with cash books of the departments and bank transaction statements issued by the banks.

External Audit:

1. The external audit is held whenever the head of the institution retires on superannuation from the institution on account of attaining the age of superannuation. The pensionary and other benefits to such incumbents are settled only after a thorough verification by the accountant general (AG) of the state government and audit department of the office of the commissioner of collegiate education. The remarks made by the audit team are taken into serious consideration and compliance must be submitted in the stipulated time. The last audit by the state government audit department was conducted during the year 2018.
2. External chartered accountants audit the accounts of NSS Units. The accounts with the funding agencies will be settled only after a clearance is secured from the external auditors.

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

Response: 1.14

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0.76500	0.37500	0

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

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

Response:

The head of the institution, the principal plays a key role in chalking out strategies for mobilization of funds and the optimum utilization of resources. Standing committees like CPDC and strategic planning and development committee meets at the end of the academic year to devise perspective plans for mobilization and utilization of funds required for the next academic year. At the beginning of the next academic year, staff council and coordinators of different wings meet and discuss the allocation of funds depending on requirement and urgency. Funds are then allocated accordingly.

The special fee and additional special fee collected from the students is the major source of funds to the institution. Almost all the expenditure of the college is met from these funds. Special fee collected from the students is utilized in the following manner

S.No	Name of the head	Details of the purpose for which the fund may be utilized
1	Curricular	**Teaching Aids, Lab, Reading Room & Library, Audio visual Aids, Internal Exams**
2	Co-curricular and Extra-Curricular	**Games & Sports, Magazine & Hand Book, Cultural Programmes**
3	Administration/ Maintenance	**ID Cards & Progress Reports, Stationery, Website Maintenance, College Maintenance**

		Medical Aid, Sanitary Napkins, Incinerators, Machines, Insurance.	**Napp**
4	**Student Welfare**		

The State Government of Telangana also allocates funds for the development of the institution for construction of buildings, procurement of infrastructure etc., The government has sanctioned Rs.2.25 crore for the construction of building for the degree college out of which Rs.1.10 crore has been released. The building is in a semi-finished state. Additional special fee collected from the students can be spent only with the prior permission obtained from the commissioner of collegiate education through a standard procedure. The CCE accorded permission to procure furniture, green boards and ICT equipment amounting to Rs.10.00 lakh in the year 2018-19.

The college approaches local representatives, philanthropists, elite and alumni for mobilizing funds. The efforts have not been futile in the past wherein computer systems were procured from the MP Local Area Development Funds.

The Member of the Legislative Assembly of Lal Bahadur Nagar constituency Sri.Devireddy Sudheer Reddy along with the local leaders visited the college and promised to take up the following works.

1. **Road from the main gate to the college.**
2. **Rest Rooms for Women (Students & Staff) – 11.**
3. **Rest Rooms for Men (Students & Staff) – 11**
4. **RO Water Purification Plant**
5. **Walking Track in the College Campus.**
6. **Lawns for beautification.**

The works are in progress and expected to be completed by December, 2020.

The members of the staff also contribute their mite for institutional development. Along with the local philanthropists, members of the teaching faculty contributed to the mid-day meal scheme that was taken up for two years, 2016 -17 and 2017 - 18.

File Description	Document
Upload any additional information	[View Document](#)

6.5 Internal Quality Assurance System

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

Response:

The institution was established in the year 2008-09. An Internal Quality Assurance System(IQAS) by forming a cell with the acronym CQAMS- College Quality Assurance Management System. This cell was established in the year 2018-19 keeping in view the proposal for applying for NAAC Accreditation and to initiate quality measures in all areas of the institution. Right from its inception the cell has been

involved in the process of quality enhancement and sustenance through different strategies. The cell has been consistently working on to magnify the quality culture in all spheres of the college activities through channelized efforts towards promoting holistic academic excellence. The cell monitors the implementation of vision and mission of the college. It prepares perspective plan of development for the college and executes it in the strategic plan of every year. It has been trying to institutionalize number of quality assurance strategies such as digitization of academic and administration facilities, gender equality, strengthening extension activities etc. Such two initiatives are as follows

Practice – 1 – Developing quality culture among teachers and students:

The quality management system of the institution has been promoting initiatives to establish quality culture in the overall activities of the college. The institution has a geographical advantage as it is in close proximity of the capital city of the state – Hyderabad. The quality assurance cell took this as an advantage and requested the Commissioner of Collegiate Education, State Government of Telangana and the affiliating university to introduce more number of programmes. Steps were initiated to enroll more number of students into the institution. The CQAMS (IQAC) of the college took an initiative of getting more number of teaching and non teaching staff posts sanctioned. Consequently, the student strength and faculty strength of the college rose to a great level. CQAMS(IQAC) initiated several quality measures adding to the many activities of the institution that were taken up from the inception of the college. Among the 34 members of faculty 18 hold Ph Ds among who three(03) members of the faculty have been awarded Ph Ds while working in this college. The number of students taking up student study projects has been increasing steadily thus promoting research temperament on the campus. The CQAMS(IQAC) was also instrumental in enhancing the infrastructure facilities in the college in the form of furniture, ICT aids, lab equipment etc.

Practice – 2 Quality enhancement and sustenance through academic and administrative strategies.

Internal Academic Audit: The Principal constitutes committees to audit the academic records/registers/files/documents of each member of the faculty. A set of records and registers are designated to be maintained by each member of the faculty and the department on the lines of NAAC specified seven criterions. The committee scrutinizes all these records and submits a report to the Principal. The CQAMS (IQAC) discusses these issues with the concerned faculty and department.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives   )

Response:

The institution believes that "Knowing oneself is the beginning of all wisdom". Self-introspection and maintenance of the feedback chennel enables our institution to alter the policy decisions to enrich the teaching-learning process. The quality policies and action plans are formulated to achieve the aims and objectives as stated in the mission statement. The IQAC takes all necessary steps for

the effective implementation of the quality policy and action plan. The cell formulates action plans for all operations and incorporation of the same into the institutional strategies. Meetings are held with faculty, non-teaching staff, students, parents, alumni, CPDC and other stakeholders to strengthen the implementation of policies and action plans that lead to the overall development of the college.

Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders are made.

The CQAMS (IQAC) takes into consideration the geographical social and economic conditions of the stake holders while formulating policies for realization of the stated goals and objectives of the institution.

The IQAC pre dominantly believes in continuous learning to enhance the horizons of knowledge on contemporary issues and excel in all the fields. The leadership at all levels initiate incessant endeavours towards the establishment of culture of excellence in all dimensions and facets of the institution. The cell has a crystal clear vision for the achievement of stated goals and objectives of the institution. Taking cognizance of the action and the institutional strategic plans the leadership adopts stimulating innovative practices that ensures organizational change leading to achievement of excellence.

6.5.3 Quality assurance initiatives of the institution include:

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

Response: C. 2 of the above

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

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

The institution acknowledges the fact that today India is the youngest nation in the world with **69 percent of its population between 18 and 35 years of age. This demographic dividend that India achieved has to be harnessed for the progress of the nation.**

Ergo, the institution is very keen on identifying the desires and aspirations of the new generation and the measures to enrich the abilities and professional skills of both boys and girls, without any discrimination. The institution rightly guides the students from their long journey from *"human beings to being human"* by sensitizing them on issues like gender, social harmony and tolerance.

1. **Safety and Social Security:**

Keeping the present societal scenario in mind the institution observes that "At the end of the day, as stated by *Jodi Rell* *"The goals are simple: safety and security"*. The institution accords utmost priority to the safety and security of not only the students but also of the staff, and ensures a fool proof vigilant system so that every student, especially girl students, will feel secured and protected to pursue their educational endeavors. In this regard myriad initiatives have been taken by the institution to foster gender equality and gender sensitization programs, thereby to ensure safety of girl students. To have a hawk eye, the institution installed CC (Close Circuit) cameras at key places in the campus and also in all the class rooms for a round the clock vigilance. In the beginning of every academic year personnel from "She Teams" are invited and an awareness program is organized to all the students on legal protections relating to girl's security. The institution has different committees such as Anti – Ragging Committee, Students Grievance Committee and Discipline Committee which are on heels to provide quick relief to the students and to ensure the maintenance of decent and moral atmosphere within the campus.

1. **Counseling:**

As it is said *"as is our confidence, so is our capacity"* the institution's relentless effort is to build confidence among the students to bring out the innate talents hidden in them. The institution identified that counseling can make a profound impact on the psyche of the students and helps them to navigate difficult life situations.

To pursue this avowed objective, the college adopted 'Mentor – Mentee' system as the first step towards confidence building among the students. Each faculty is assigned with specific number of students to cater to their psychological and emotional needs.

C. Common Room:

A common room with an attached wash room is the primary facility required for the girl

students to meet to their personal needs. As such the institution has provided a common room to the girl students with adequate seating facility. News Papers and Magazines are made available to the girls in the common room.

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

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

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

Response: D. 1 of the above

File Description	Document
Geotagged Photographs	[View Document](#)

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

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

Response:

- **To manage waste from its inception to its final stage of disposal is one of the primary responsibilities of the institution. All the stake holders of the institution are made the partners in this avowed objective. Waste generated on the campus is segregated as solid, liquid and e-wastes.**

Solid waste management:

- **Management of waste, keeping the campus clean and hygienic and contributing to protection of environment are the initiatives taken by the institution to imbibe the values of civic sense and social responsibility among the students.**

  Keeping in mind the menace caused by plastic to the environment, the institution as a priority decided to make the campus plastic free and environment friendly. In this regard the institution came out with an innovative program to clear plastic not only within the campus but also in the areas nearby. As a part of this endeavor the institution launched a program called "Zero Plastic with Fantastic Nursery". To put it into practice, institution for the last 3 years is maintaining a nursery with the plants donated by the students. Anyone, either a student or any resident

  from nearby area, who comes with one kilogram of plastic is bartered with one plant of his choice. The plastic collected for one month is handed over to the used plastic disposing agent at Kuntloor. The amount gained from the sale of plastic is again spent on purchasing the plants. The institution constituted a committee with faculty and students to monitor this program.

Liquid waste management

- **Water, sanitation, and hygiene (WASH) directly impact human health and have far reaching consequences when ignored. Used water from laboratories, wash rooms and rain water accumulated on the roof top is channelized in such a way that the plants in the institution get adequate water and the remaining water is diverted to water harvesting pits so as to improve the ground water level.**

Biomedical waste management

- **Our institution provides for conventional courses at Under Graduate level, hence no biomedical waste is generated. Though, chemical waste is produced from chemistry, botany and zoology laboratories. In this regard the institution has taken utmost care to see that the chemical waste is channelized into the drainage canals preventing it from draining into the ground and polluting the ground water.**

Waste recycling system

- **As ours is an under graduate institution, and the waste produced is too meager, our institution did not adopt any waste recycling system. Though, measures are taken to collect the natural waste like dried leaves and food waste to dump in a pit to convert it into manure. This manure is mixed with vermin compost to enrich soil nutrients in the college.**

  Hazardous chemicals and radioactive waste management.

- **The curriculum of science subjects at under graduate level does not include any laboratory work involving the radioactive chemicals like uranium or thorium. Students acquaint themselves with the radioactive elements in their theory classes. the institution ponders on every possible measure to keep the premises safe from the hazardous chemicals discharged from science laboratories.**

File Description	Document
Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

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

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)

7.1.5 Green campus initiatives include:

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

Response: C. 2 of the above

File Description	Document
Geotagged photos / videos of the facilities	[View Document](#)

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

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

Response: E. None of the above

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: D.1 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

Indian sub-continent, since times immemorial, is known for its uniqueness of its diversity. As it is said 'variety is the spice of life' India is abounding with wide variety of cultures, languages, faiths, traditions and customs that make it a world in miniature.

The institution identifies it as her primary responsibility to initiate an inclusive environment so as to imbibe among the student's empathy and tolerance towards other cultures and diversities.

Rational and scientific temper is inculcated among the students by organizing different activities on social harmony and peaceful coexistence.

An inclusive environment is one that creates a supportive environment for all learners, including those with learning differences, and students from all backgrounds and cultures, by building a more responsive learning environment.

The institution devised a Supportive Peer Learning culture as part of teaching learning practice. This collaborative learning empowers the learners to respect and trust each other, making empathy and caring 'fashionable' and reinforcing positive and pro-social attitudes by encouraging learners to help each other.

The institution takes keen interest to see that all cultures get fair representation in all the events organized in the college. This helps the students to acquaint themselves with other cultures and also to develop apathy towards diversities and contradictions.

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

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

Response:

Constitution is considered as the fundamental law of the land. 'Rule of the law' is the central theme of constitutionalism that adheres supreme position to the law, rather than whims and fancies of the rulers. As it is said in Indian tradition that "Dharmo Rakshati Rakshitah"the institution takes keen interest to infuse among the students respect towards the constitution. Towards this end the institution has initiated various activities as follows.

1. National Voters Day is celebrated every year on 25th of January since 2011 to commemorate the Golden Jubilee of establishment of Election Commission of India in 1951. On this day both the faculty and students take Voter's Pledge to abide by the responsibilities as a voter.

2. Voters Club is maintained in the institution to identify the new eligible voters and help them to enroll themselves as voters.

3. The Preamble of the Constitution is read out as a prayer song/pledge during all important occations/ gatherings.

4. NSS & NCC wings of the institution organize different programs like Winter Camps, Seminars and Debates creating a platform for the students to learn about their rights, duties and responsibilities as a citizen.

5. As Aristotle said 'good citizens make a good state'the institution endeavors to cultivate the qualities of ideal citizen and inturn play her part in creating a good state.

6. National festivals like Independence Day and Republic Day are celebrated with dignity and grandeur to infuse the fervor of nationalism and patriotism among the students.

7. Debates and group discussions are organized in such a way that the students are educated to accept contradictions and conflicting opinions arising within the society. This helps the students to adopt rationalistic and wider outlook towards life

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

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

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

Response: C. 2 of the above

File Description	Document
Code of ethics policy document	<u>View Document</u>

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

Response:

Fundamental Duties in IV part of the Indian Constitution states to 'cherish the noble ideals of freedom struggle'. The institution deems her responsibility to imbibe among the students the spirit of patriotism, positive nationalism and fraternity.

1. **NATIONAL FESTIVALS:**

Independence Day:

Independence Day is annually celebrated with faculty and students. The Program starts with a guard of honour by NCC Naval Wing, Flag hoisting followed by various cultural & sports activities. The event is addressed by the principal, lecturers and students. This is followed by cultural activities like songs, dance, mono action etc.

Republic Day:

Republic Day honors the date on which the Constitution of India came into effect on 26 January 1950 replacing the Government of India Act as the governing document of India. Our college celebrates this day with Students parade, Flag Hoisting followed by various cultural & sports activities. Sports and competitions in cultural and linguistic activities are conducted in advance and prizes are distributed on Republic Day.

1. **Birth/Death Anniversary:**

Telangana Formation Day:

Telangana Formation Day is celebrated on 2nd of June. Flag hoisting is done by the Principal which is followed by speeches and cultural activities.

Teachers Day:

5th September, the birth date of the second President of India Dr. Sarvepalli Radhakrishnan is celebrated as Teachers Day. On this day students organize various cultural activities and competitions for teachers. Events like Youth Parliament, students enacting like teachers and other activities are organized.

Jayashankar Jayanthi:

Prof. Kothapalli Jayashankar Jayanthi is organized on 6th of August. Prof. K. Jayashankar was a leading ideologue of Telangana Movement and is considered as Father of Telangana. He was the former Vice-Chancellor of Kakatiya University, Warangal. On this day a seminar is organized by inviting an eminent academician or social activist.

Kaloji Jayanthi:

On 9th September Kaloji Jayanthi is organized in our college. Kaloji Narayana Rao was a great poet, freedom fighter and a political activist of Telangana. On this day a Seminar is organized to commemorate the contribution of service rendered by Kaloji to the social cause.

National Voters Day:

Every year National Voters Day is on 25th of January. It is celebrated to mark the foundation day of Election Commission of India. On this day the lecturers and students together take the pledge to abide by the duty of proper utilization of vote. Competitions like essay writing, elocution and singing are organized and prizes distributed to the students on Republic Day.

International Women's Day:

Women's Day is celebrated on 8th of March every year to commemorate the cultural, political, and socio-economic achievements of women. On this occasion many programmes are conducted for the girl students. Women Empowerment Cell of the institution organizes a seminar by inviting eminent and successful women from different professions .

Constitution Day:

Our institution celebrates Constitution Day on 26th of November every year to commemorate the adaptation of the constitution of India by the Constituent Assembly on 26th November 1949. On this day a special program is organized to imbibe among the students the ethos of constitutional government.

File Description	Document
Geotagged photographs of some of the events	[View Document](#)

7.2 Best Practices

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

Response:

"Quality is never an accident; it is always the result of intelligent effort" said John Ruskin. Taking cue from the above statement the Institution made quality education as its sub structure around which the super structure of the educational frame work that involves curricular and co-curricular activities are built. To identify and maximize the capacity of each student is the central objective of the institution. As it is known that the learners of today inherit the future, the institution has modeled her teaching and learning process to impart quality, holistic and relevant education to the students equipping them with skills and confidence to conquer the global challenges.

To reach the summit of quality education, the Institution has adopted myriad best practices like 'Vishvambhara' and 'Student Progression Report'. Joining hand in hand, all the departments of the institution too came out with a best practice of their own to help the students to explore and excavate new horizons of knowledge and wisdom.

The best practices consistently practised by different departments are as follows:

1. **Pledge against Plastic – Department of Zoology.**

2. **Commerce Clinic – Department of Commerce**

3. **Voters Club – Department of Political Science**

4. **QR Code to Plants in the Campus – Department of Botany.**

5. **Free PG Entrance Coaching - Department of Economics.**

6. **Vishvambhara – Department of Telugu**

7. **Vermicompost unit - Department of Botany**

8. **Free coaching for Competitive Exams – Department of Mathematics.**

9. **Moodle Online Platform – Department of English.**

10. **Awaress programme on food aldulteration – Department of Chemistry**

BEST PRACTICE - 1

WARD COUNSELING & STUDENT PROGRESSION REPORT

1. **Title of the Practice:**

Ward Counseling & Student Progression Report

1. **Objectives of the Practice**

- To monitor the progress of the students in the three years of under graduation course.
- To assess the holistic and all round development of the students.
- To help the students to make self assessment and thereby adopt corrective measures to streamline their progress through mentor-mentee counseling.
- To enable the parent to have knowledge about the trajectory of progress of his/ her child.
- To assess the progression of the student even after the completion of the degree program [Alumni Record]

1. **The Context**

As our institution is located in the outskirts of the city, it attracts students from rural and remote areas especially from economically and socially backward classes of the social strata. Majority of the students are first generation literates in their families. Parents and the society bestow unconditional confidence on the educational institutions to chisel the students into perfect shape with academic and emotional capabilities.

In this context, the institution intends to provide a parental, scientific and systematic overview of the progress of the students. The institution monitors every aspect of the student from academics to emotional development of the students.

The Practice

- This practice is launched during the academic year 2018-19.
- The Student Progression Report records the performance of the students in university examinations in all the six semesters.
- It also records the month wise attendance of the students. Every quarterly the report is sent to the parents on the basis of this report.
- This report also includes a column which displays the participation of the student in co-curricular and extracurricular activities like NSS, NCC, Sports, Eco Club, Vishvambhara etc.

Evidence of Success

- This practice is a huge success because the faculty had a clear cut data available to assess the progress of the students.
- This helped in identifying the slow learners and fast learners and thereby helped the institution to mould its approach and strategies to help the students according to their capacities.
- Peer learning is adopted according to the capabilities of the students which resulted in the students helping each other towards individual and collective excellence.
- Parents too are provided with this information that enabled them to monitor and guide their children.
- Many of our students were able to get set seats in Post Graduation courses and other technical courses.

Problems Encountered and Resources Required

- This practice requires the printing of 'Student Progression Report' cards that involves expenditure

to be spent from the special funds of the institution.

- Faculty are expected to take extra responsibility of updating the report every month.

Notes (Optional)

- Student Progression Report is the flagship program of the institution that helped as a thermometer to gauge the performance of the student and institution as well. This developed fighting spirit among the students and promoted healthy competition among them. In three years time the student is able to assess himself and thereby alter his approach towards one's career.

 BEST PRACTICE - 2

Vishvambhara

1. **Title of the Practice:**

- **(Universalization of Telugu language)**

1. **Objectives of the Practice**

- **To strive for growth and enrichment of Telugu language and literature.**
- **To make efforts to excavate and compile archived literature in Telugu.**
- **To make a collection of noteworthy books of Telugu literature.**
- **To infuse among the students admiration towards Telugu language.**
- **To inculcate communication skills and personality development skills in the students.**
- **To mine out the inherent talents and skills in the students.**
- **To organize seminars, debates and symposiums to introduce to the students the new insights and works in Telugu literature.**

The Context

- **Telugu is the most spoken Dravidian language. It is spoken predominantly in the Indian states of Andhra Pradesh, Telangana (where it is official) and in the Union Territories of Puducherry (Yanam) and the Andaman and Nicobar Islands by the Telugu people. It stands alongside Hindi and Bengali as one of the few languages with primary official language status in more than one Indian state. It is one of the six languages designated as a classical language of India by the country's government. Telugu ranks fourth among the languages with the highest number of native speakers in India with 6.7 percent at the 2011 census and 15th in the Ethnologic list of most widely-spoken languages worldwide.**

But the recent survey shows that, Telugu is not the third most spoken language in India anymore; it has been replaced by Marathi. There are 8.1 crore Telugu speakers and 8.3 crore Marathi speakers. Also, Telugu is the fourth in the list of slowest growing languages at the rate of 9.65 per cent. Hindi and Bengali continue to be the most widely spoken languages and the fastest growing, followed by Kashmiri.

In this context, the team of 'Vishvambhara' thought that this is the right time to save Telugu language and literature. As English medium education is more prevalent the modern generations are

least attracted towards vernacular languages. It's the dire necessity of the education system to preserve its language that has been for centuries a harbinger of civilization.

The Practice

- **Vishvambhara has a governing body/Executive Body that consists of a president, convener, chief advisor, special sdvisor, secretary, deputy secretary and treasurer.**
- **The chief advisor and special advisors would be from among the faculty and president, general secretary, deputy secretary and treasurer will be from the students.**
- **The meetings of the executive body are conducted quarterly, which shall be chaired by the president.**
- **The activities taken up by Vishvambhara are diverse like, organizing seminars, guest lectures, debates and discourses to enrich Telugu language and literature.**
- **Telangana Bhasha Dinotsavam that is Telangana Language (Telugu) Day is organized every year on 3rd of September.**
- **It celebrates festivals like Ugadi, Bathukamma and Sankrathi which are related to Telugu culture.**

Evidence of Success

- **This endeavor is a huge success with many of the students coming forward to pursue their Masters Degree in Telugu literature.**
- **Students were able to learn specialized skills in poetry writing and story writing.**
- **It enhanced the quality of imagination and creativity among the students.**
- **State level 1st Prize has been secured in Story Writing category (Telugu) in YUVATARANGAM – 2018 & 2019.**

Problems Encountered and Resources Required

- **As English has become the most sought-after language by the younger generations, it was difficult to reorient the students towards protection and preservation of their mother tongue.**
- **After the emergence of Telangana state, much research needs to be done in Telangana literature.**

Notes (Optional)

- **The success of Vishvambhara can be attributed to devolution of responsibility and making the students the main stakeholders in this project. This has**
- **Enhanced the leadership qualities among the students and also developed a feeling of belongingness towards the project and also towards the institution.**

File Description	Document
Best practices in the Institutional web site	[View Document](#)

7.3 Institutional Distinctiveness

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

Response:

NAYA DAUR

Relocation to Online Revolution

"Change is the only constant" said Heraclitus. The present century has heralded a paradigm change in technology and science resulting in betterment in all the fields of life including environment protection. paperless, cashless and travel less transactions through internet is the wave that hit the shore of human civilization in the recent times.

The aim of our institution also is to maroon off the outdated administrative practices and to relocate to the new internet revolution, thereby join hands to protect the environment by reducing the use of paper. Right from admissions process to the issue of transfer certificate to the student, paper is replaced with online technology. In this direction the institution has come out with a couple of green initiatives. The primary goal of the green initiatives of our institution is to minimize the use of paper and shift to soft technology.

Green Initiatives by the institution:

1. **Degree Online Services, Telangana (DOST) Platform:**

According to this initiative, the student will apply for admission online. All the information of the student is uploaded online instead of filling the same in the application form.

1. **Biometric attendance:**

Biometric attendance to both students and staff has brought a paradigm shift from paper to online technology.

1. **CAIMS Platform:**

This academic year the institution took a huge leap in this direction by the introduction of a utilitarian initiative called CAIMS (College Administration Information Management System). This software is designed to processstudents data, academic and financial information and also helps in issue of certificates like Bonafide and Transfer Certificates. CAIMS has 05 criterions which are as follows:

1. **SIMS   : Student Information Management System.**
2. **MMS   : Marks Management System**
3. **CMS   : Certificates Management System**
4. **AAMS   : Academic Audit Management System**
5. **AMS   : Accounts Management System.**

1. **Paperless Bank Service:**

Recently all the colleges in the state of Telangana collaborated with tthe HDFC bank to provide paperless bank service to the students that includes deposit and dispersal of scholarship/ stipend, payment of college special, tution and examination fee through Qfix online softwere.

1. **E-newspapers:**

E – Newspapers are also forwarded to staff online so as to gradually habituate them to ready the daily news on screen thereby an attempt may be made to discourage the news paper in the near future.

1. **'BHAROSA' Online Counseling Desk:**

This online initiative is launched by the institution to provide to the students counseling for their emotional, career and health related queries. This desk incorporates few members from the staff and other professionals in mental health. The desk also provides guidance to contain the spread of COVID-19.

1. **Video Classes:**

The recent pandemic has brought revolutionary changes in teaching learning process. Different online platforms like ZOOM, Microsoft.teams, Screen Recorders, YouTube etc enabled the faculty to take the class room on to the screens of mobiles and laptops of the students.

STUDENT AS HARBINGER OF MODERN INDIA

Student – the key stakeholder is the top most priority of our institution. As Aristotle said 'Good citizens make a good state' , so are the good citizens carved out of an effective education system. In this regard the all round development of body, mind and spirit of the student and inculcation of rationalistic outlook among them is the avowed objective of the institution. To mould our students as professionally competent and morally sound underlies all our curricular and co-curricular activities.

We believe that 'inquisitive mind is the fertile soil for innovation'. To harness the quality of questioning and the zeal to learn among the students and to channelize their enthusiasm, our institution left no stone unturned to provide to the students the greener pastures for basics of research. In this direction a huge leap is "JIGNASA" program. This program is launched to encourage the students to come up with study projects of their interest. Concerned faculty is nominated to guide the students on the basics of research like synopsis, hypothesis, research findings etc. The Student Study Projects in Computer Science and Zoology received state wide recognition.

Student Centric teaching & learningand learning is made student centric, and myriad measures are taken to armor the slow and fast learners with required skills to equip themselves and reach their cherished goals. Excellent teaching based on the ICT, Field Visits and Peer Team Learning are extensively adapted to gear the students achieve core capabilities to face global challenges.

- **Free Coaching for Competitive Examinations**

The Career Guidance and Competitive Cell of our institution has taken up free coaching for competitive examination during the academic year 2018 – 19 to 94 students (2019 – 20 to 74 students) who were intern selected on the basis of an entrance exam. This coaching was scheduled and the syllabus is planned for 3 classes per day for 100 days that amounts to 300 teaching hours. These classes were conducted before the college hours and nearly 18 lecturers came forward to render their service to the students by taking the classes. During the scheduled period coaching was given to the students on all the subjects relevant to competitive exams.

- **Avenues beyond academics:**

1. **Over Seas Deployment**

Development sans limits. Per se the holistic development of the students is the professed objective of our institution. We harbor two NSS units, one each for boys and girls, and one NCC Naval Wing for the students to explore the new avenues. The hard work of the institution has paid dividends in the form of our students attaining towering achievements. Few of our students participated in National Republic Day Parade and even won an Gold Medal as a battalion. The feather in the cap of our institution is our student Mr. V. Charan Kumar Reddy was the only one selected from sister states of Telangana and Andhra Pradesh to participate in 'Overseas Deployment' wherein he got an opportunity to sail 05 countries through Naval War ships.

2. **Global Volunteer:**

Our student Mr. B. Bharath of B.Com (CA) II year participated as 'Out Going Global Volunteer'in a very prestigious event at Turkey called "Global Volunteer" sponsored by AIESEC, an international non-governmental and non-profit organization for a period of 06 weeks from12/01/2019 to 24/02/2019.

5. CONCLUSION

Additional Information :

The college at a young age of 13 years has set clear cut perspective and strategic plans to ensure the development of the institution. In the process, the IQAC that is the topmost body of the institution takes lead in all the aspects related to the college. The wing

- **Formulates the policy statements and action plans for fulfilment of the stated mission.**

The mission of the institution is 'Education for Emancipation'. The quality policies and action plans are formulated to achieve the aims and objectives as stated in the mission statement. The leadership takes all necessary steps for the effective implementation of the quality policy and action plans.

- **Interacts with stakeholders.**

Meetings are held with faculty, non-teaching staff, students, parents, alumni, and CPDC to strengthen the implementation of policies and action plans that lead to the overall development of the college. Feedback is collected, analysed and action taken on the issues focussed by the stake holders.

- **Provides proper support for policy and planning through need analysis, and consultations with the stakeholders**

The leadership takes into consideration the geographical, social and economic conditions of the stake holders while formulating policies for realization of the stated goals and objectives of the institution. Prioritized areas are identified, and inputs are provided in consultation with the various stake holders.

- **Reinforces the culture of excellence**

The institution predominantly believes in continuous learning to enhance the horizons of knowledge on contemporary issues and excel in all the fields. The leadership at all levels initiate incessant endeavours towards the establishment of culture of excellence in all dimensions and facets of the institution.

- **Champion organizational change**

The leadership has a crystal-clear vision for the achievement of stated goals and objectives of the institution. Taking cognizance of the action and the institutional strategic plans the leadership adopts stimulating innovative practices that ensures organizational change leading to achievement of excellence.

Concluding Remarks :

Educational institutions must play a proactive role and lay emphasis not only on curricular aspects but also in many dimensions with a human face to serve the society at large. In these days of modernization, the very existence of an institution depends very much on its effective and efficient functioning in diverse fields. Hence, it is imperative that the institution submits herself for a systematic assessment of her activities by an external body to know her strength, weakness, opportunities, and challenges so as to improve her performance in proper

direction from time to time. National Assessment and Accreditation Council provides a golden opportunity for an educational institution in higher education to get assessed objectively. Inspired by the core values of NAAC, Government Degree College, Hayatnagar submits her Self Study Report for assessment and accreditation

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.1.3	**Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years** 1. **Academic council/BoS of Affiliating university** 2. **Setting of question papers for UG/PG programs** 3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses** 4. **Assessment /evaluation process of the affiliating University** Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: C. Any 2 of the above Remark : As per the documents provided by HEI, only the invitation letter from affiliating university should be considered.
1.2.3	**Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years** 1.2.3.1. **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
44	0	0	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
60	0	0	0	0

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

2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
570	498	228	160	100

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16

 |

361	266	152	145	100

Remark : As per data clarification received from the HEI, following input is suggested.

2.4.3	**Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)** 2.4.3.1. **Total experience of full-time teachers** Answer before DVV Verification : 76.8 Answer after DVV Verification: 62 Remark : As per data clarification provided by the HEI, following input is recommended.
2.6.3	**Average pass percentage of Students during last five years** 2.6.3.1. **Total number of final year students who passed the university examination year-wise during the last five years** Answer before DVV Verification:

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
68	44	54	21	44

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
70	44	66	19	39

2.6.3.2. **Total number of final year students who appeared for the university examination year-wise during the last five years**
Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
120	105	81	63	93

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
119	86	69	51	85

Remark : As per data clarification provided by the HEI, following input is suggested.

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

government agencies during the last five years

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

3.1.2.2. **Number of departments offering academic programes**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
3	3	3	3	3

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	4	4	4

Remark : As per data available in IIQA document, following input is recommended.

3.1.3	**Number of Seminars/conferences/workshops conducted by the institution during the last five years**

3.1.3.1. **Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
5	1	1	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
2	1	1	0	0

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16

13	6	0	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
5	5	0	0	0

Remark : As per data clarification provided by the HEI, following input is suggested.

3.3.4	**Average percentage of students participating in extension activities at 3.3.3. above during last five years** 3.3.4.1. **Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
900	507	0	0	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
339	401	0	0	0

Remark : As per data clarification provided by the HEI, following input is recommended.

4.1.3	**Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.** *(Data for the latest completed academic year)* 4.1.3.1. **Number of classrooms and seminar halls with ICT facilities** Answer before DVV Verification : 4 Answer after DVV Verification: 3 Remark : As per data clarification provided by the HEI, following input is recommended.

4.1.4	**Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)** 4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
7.66194	10.32371	0.44368	127.1479	0.6052

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
7.92	11.41	1.32	228.2764	0.6052

Remark : As per data clarification provided by the HEI, following input is suggested.

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
546	458	265	187	173

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

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

Answer before DVV Verification : B. 3 of the above
Answer After DVV Verification: C. 2 of the above

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

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

Answer before DVV Verification : C. 2 of the above
Answer After DVV Verification: C. 2 of the above

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1	4	15	5	7

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1	4	14	5	7

Remark : As per data clarification received by the HEI, following input is recommended.

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
107	87	59	76	103

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	1	1

Remark : As per data clarification provided by the HEI activities conducted in one time frame should be considered as one Event, following input is recommended accordingly

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
26	13	5	4	4

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16

2	6	1	0	0

Remark : As per the clarification received from HEI, input is recommended

6.5.3	**Quality assurance initiatives of the institution include:** 1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements** 2. **Collaborative quality intitiatives with other institution(s)** 3. **Participation in NIRF** 4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)** Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: C. 2 of the above
7.1.5	**Green campus initiatives include:** 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants** Answer before DVV Verification : A. Any 4 or All of the above Answer After DVV Verification: C. 2 of the above Remark : As per the documents provided by HEI option 1 and 4 are considered.
7.1.7	**The Institution has disabled-friendly, barrier free environment** 1. **Built environment with ramps/lifts for easy access to classrooms.** 2. **Divyangjan friendly washrooms** 3. **Signage including tactile path, lights, display boards and signposts** 4. **Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment** 5. **Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: D.1 of the above

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of courses offered by the Institution across all programs during the last five years** Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
22	16	7	7	7

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Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
110	110	110	110	110

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
723	666	317	317	317

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
453	412	192	192	192

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
68	44	38	18	40

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
121	86	69	51	85

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
34	30	11	9	9

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
33	29	11	9	9

3.2	**Number of sanctioned posts year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
40	34	9	9	9

	Answer After DVV Verification:				
	2019-20	2018-19	2017-18	2016-17	2015-16
	37	31	9	9	9

4.1	**Total number of classrooms and seminar halls** Answer before DVV Verification : 20 Answer after DVV Verification : 18

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
9.24936	12.5374	0.9362	128.29396	1.64699

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
9.51	13.63	1.81	229.422	1.64