



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**GOVT DEGREE COLLEGE UTNOOR**

**K.B COMPLEX, UTNOOR. ADILABAD DIST. TELANGANA.504311  
504311**

**<https://gdcts.cgg.gov.in/utnoor.edu>**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**(Draft)**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

The Govt. Degree College, Utnoor was established in 2007 by the erstwhile undivided Government of Andhra Pradesh to cater to the needs of under graduate students in and around the ITDA region of Utnoor. The college is affiliated to Kakatiya University, Warangal with and is catering the educational needs to the poor Tribal people and other weaker sections of this rural and hilly region. Located in peaceful ambience and functioning on its own campus, ours is an institution for higher education that promises academic excellence of the students by ensuring quality education towards fulfilment of their dreams of employment both in government and private sectors. With its committed and dedicated faculty, the college aims not only to mould future citizens of India with societal responsibilities but also to equip them with knowledge and skills necessary for their employment in the globalized context. The college focuses on strengthening the morale of the students in the present-day competitive world.

The growth and progress of the college is going steadily year by year for the past 13years and presently the college is offering three under graduate courses in B.A, B.Com., and B.Sc. in both Telugu and English media.

Our college is located at a distance of about 2 km from the Utnoor town and is surrounded by greenery of farm lands and hillocks. At present, the college building has 20 wide and well ventilated rooms. The College has one Computer Laboratory comprising 20 computers, one spacious Library with more than 4000 books and also six Digital Classrooms, one Seminar Hall, Office Room, Staff Room, Principal Chamber, Ladies' Restroom, Examination Branch Office and one MANA TV / T- SAT room.

Majority of the people who belong to this place are Scheduled Tribes. They all are from socially, economically poor back ground. People who live here are dependent on small businesses and on agriculture. Keeping all this in view, we have made vision of our college as to create right platform for the opportunity to acquire necessary knowledge and life skills thereby become successful in life.

### **Vision**

*To provide quality education with commitment to the values of student success and excellence both in academic and values.*

### **Mission**

The institution strives to focus all its efforts to realise its vision through the following mission statements:

- To inculcate moral values and leadership qualities in students for high ethical standards in personal, social and public life;
- To provide students with best opportunity for the growth and career enhancement; and
- To provide quality education to the students to encourage research at higher levels of study.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- Located in peaceful ambience
- Committed and dedicated faculty
- Telangana Skills and Knowledge Centre with Full Time Mentor for training in employability and soft skills
- Scholarship to SC,ST,BC & EBC Students:
- Career and Counselling Cell for creating awareness among students for different employment opportunities and career options.
- Remedial coaching for academically weaker students
- Co-curricular and extra-curricular activities for fostering all-round development among students.
- Innovations and Best Practices encouraging students' active participation in teaching-learning process.
- A great source of Higher Education for Rural Students
- Encouraging Students' progression to higher studies and employment opportunities.
- Fostering academic competencies among rural and semi-urban students
- Offering good variety of course combinations.
- Faculty Forum for research development and inter-disciplinary interaction
- Ragging-free campus.
- Library with approx 4000 books.

### Institutional Weakness

- Research Outcomes such as publications, particularly in UGC recognized journals are not up to the true potential of the Institute.
- More active participation of Alumni Association is needed.
- College building is Located 2kms inside from mainroad. Hence it is difficult for students to come by bus for students who come from other areas.

### Institutional Opportunity

- Scope for providing employment opportunities to students through the platform of TSKC.
- Scope for starting study centres of open universities on the college campus.
- Most of the faculty are well-qualified and have been recruited by State Public Service Commission. They can work in collaboration with various bodies in industry and society and explore inter-disciplinary research.
- The Institute can introduce more number of value-added courses, short-term courses which are aimed at developing new skill-sets and knowledge.
- Students can be encouraged to take up more number of study projects under “Jignasa”
- Students can be trained to perform better at state level in “Yuvatarangam” (Cultural, Literary and Sports Competitions)
- Improvement in results can be done

- More number of Inter-Departmental Programmes.

### **Institutional Challenge**

- There is a strong unhealthy competition from the near-by private colleges and Distance Education Centres which pose a big threat and thereby considerably reduce the intake of students.
- Students are very poor and their socio-economic status leads them to take up part-time jobs to fulfil their livelihood needs. This has adverse effect on students' attendance and on total teaching- learning and evaluation processes.
- The quality of students, especially in the science groups is not satisfactory due to massive pull of intermediate students into engineering courses.
- Most of the students joining the computer courses are not aware of computer fundamentals; it is a great challenge to complete the curriculum in time for university exams, as most of time is spent on teaching fundamentals.
- The institute is located in rural area with no industries or research centres in the surroundings. Taking the students for field trip and linkages with industries and academia is a challenge.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Being affiliated to Kakatiya University, Warangal, the college follows the prescribed curriculum and strives for its effective implementation. As per the instructions of the Commissionerate of Collegiate Education, Telangana, Hyderabad, regular teachers attend the Orientation and Refresher Courses and other Faculty Development Programmes conducted by Human Resource Development Centres (formerly known as Academic Staff Colleges) of various Universities in Telangana for professional enrichment and effective handling of the curriculum. Teaching diaries, attendance registers and other academic records as prescribed by the Commissionerate of Collegiate Education, Telangana, Hyderabad are maintained properly. Choice Based Credit System was introduced in all the programmes of the institution from the academic year 2016 – 2017 with provision for electives in the 5th and 6th semesters. Environmental Studies, Gender Sensitization, Communication Skills in English, Computer Basics and Automation, Water Resource Management, Banking and Insurance and Soft Skills, and Human Values and Professional Ethics are some of the cross-cutting subjects which have been integrated into the curriculum. The curriculum of Telangana Skills and Knowledge Centre (TSKC), a skills training wing of the college contains elements of soft and life skills. Students also participate in field projects under the programme “*Jignasa*”. Curriculum will be updated by incorporating additional inputs wherever necessary to suit the job-market needs of the students. Feedback is also collected from students every year. It is analyzed and action is taken accordingly.

### **Teaching-learning and Evaluation**

Students opting for this institution hail from different backgrounds in terms of culture, language, and locality. Most of the students are of tribal and from poor economic background. The college is making a lot of efforts to increase the enrolment percentage. Canvassing, distribution of pamphlets in nearby Junior Colleges, establishment of Student Help Desk, Flexi banners, etc. are used to increase admissions. From the year 2016-17, the admission process is being done online through <https://dost.cgg.gov.in/> website as per the policy

of the Telangana state government. The reservation policy of the State Government is strictly followed by the institution for admissions. Remedial classes are arranged for slow learners to catch up with others, and additional assignments and project works are given to advanced learners for their further academic advancement. The student teacher ratio of the institution is **20:1**. Student-centric methods such as problem solving, question-answer method, group work and activity based teaching, communicative approach are used in teaching-learning. Teachers have been able to effectively integrate ICT Tools such as PPTs, Digital Boards and open resource material available on the Internet in their teaching. Students have access to MANA TV or T SAT lessons, both live and recorded, for more effective learning through ICT.

The use of audio-visual aids, real world experience through field trips, project works are used in teaching for innovation. A number of teachers are pursuing their Ph.Ds. and are in the process of submission of their theses. The institution has well-experienced faculty. One of our senior teachers received the Best Teacher award at district level. Teacher quality is ensured by taking steps towards professional enrichment of the faculty. All regular lecturers have attended Orientation Courses and Refresher Courses. Teachers are encouraged to keep themselves abreast of the latest developments in their subjects, to be used as additional inputs during classroom transaction. Continuous Evaluation System (CIE) is followed. Internal assessment is done at regularly intervals as per academic calendar of the affiliating university. Continuous and comprehensive evaluation is made besides formal examination system in terms of Unit tests, term examinations and University examinations.

### **Research, Innovations and Extension**

As the institution confines itself to offer undergraduate programmes, the scope for research activity on the part of students is limited. Two of our faculty members have completed their in-service Ph.D. in the year 2019. And three faculty members have registered into Ph.D. programme recently and are continuing with their Ph.D. research work. Our faculty members have been attending national/international seminars and conferences and are also publishing in national and international journals. Though there is no straightaway research work on the part of the students, research oriented thinking and aptitude is inculcated among them. Every year since 2017, the students have been participating and presenting study projects in *Jignasa*, a flagship programme initiated by the state government to encourage research skills in under graduate students. Faculty members act as mentors and help the students in completing their study projects.

### **Infrastructure and Learning Resources**

The institution has facilities such as classrooms, computer laboratories, digital classrooms, classrooms equipped with projector. Volleyball court, shuttle badminton court, kho-kho, Kabaddi courts are available for students to play.

Total 06 classrooms are installed with smart boards for effective teaching learning activity. The institution has sufficient computers with one computer Lab. The various committees have been setup to take up the issues related to maintaining the facilities. Women's rest room is also available in our college.

Library facility is available in the college with nearly 3000 books covering different subjects and disciplines. Besides general library, departmental library facility is also available for all departments. Library is kept open and the books are issued to the students during college timings.

## **Student Support and Progression**

The State Government sanctions scholarships to the students from SC/ST/OBC/EBC and Minority sections of society. Capability enhancement programmes such as guidance for competitive exams, Counselling, Remedial coaching have been taken up. Remedial coaching is being provided to slow learners and students of comparatively low academic performance. Students are sensitized about different competitive examinations they are going to be eligible for once they finish their graduation. TSKC imparts training to the students in English and communication skills useful for different competitive examinations and interviews. The TSKC committee maintains a record of students' progression to higher education and employment. In this area, there is a tendency among most of the students to opt for defence services, and many students of the college have been successful in their efforts. Grievances and redressal committee takes up students' grievances. No grievances of ragging and sexual harassment have been reported in the institution till now. Internal Complaints Committee is also maintained to look into women issues in the college. A number of students are progressing to PG courses and getting selected in State Government and Central Government Jobs. College students have participated at university level, zonal level and a few at the state level both in games & sports and cultural activities. Students from this college are represented on various committees of the institution.

Every year games and sports, cultural and literary competitions are organized at the institution level under the programme named *Yuvatarangam*. These are conducted at College, Cluster, and State level. Students from the institution have participated at District and State levels.

## **Governance, Leadership and Management**

The top management i.e. the Commissionerate of Collegiate Education (CCE), Telangana issues instructions and guidelines regarding academic and administrative activities for their effective execution and implementation at college level under the administrative control and leadership of the Principal, who is executive head of the institution. IQAC under the Chairmanship of the Principal is responsible for academic governance and internal academic audit of the college. External academic audit is conducted from time to time by the academic wing of the Commissionerate of Collegiate Education.

The Institution has a Staff Council and various other committees. The faculty members, students and members from local community are represented on these committees. The committees meet at regular intervals and minutes of resolutions are maintained. The welfare measures for teaching and non – teaching staff are governed by state government rules. Faculty members are provided with insurance, health cards, provident fund and other welfare measures by state government. On Duty facility is provided to faculty members who attend conferences/workshops.

College grooms leadership among students through academic activities like class seminars, and competitions like debate and elocution and through cultural activities like celebration of annual day, fresher's day etc. Community activities are carried out by NSS, and consumer club of the college.

### **Institutional Values and Best Practices**

- Teachers are encouraged to use teaching aids, news paper clippings, subject specific video clippings downloaded from Internet for better transaction of content.
- English Department has started a free Certificate Course in Communicative English for students mostly of final years. It is going on successfully.
- Students of our college are encouraged to provide awareness on construction of lavatories in their house, and awareness on Swachh Bharat mission.
- All the days of national and international importance like National Integration Day, National Youth Day, World Aids Day, Human Rights Day, Consumers' Day, and International Women Day, Ekta Diwas, Voters' Day, etc., are observed and students take very active part.
- Solid waste is gathered and put in a garbage pit. Liquid waste is made to flow out through drainage.
- Yoga classes are taken on every month end for one hour.
- Our institution has constituted Career Guidance Cell, Placement Cell, Internal Complaints Committee, Eco Club and Consumer Club.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVT DEGREE COLLEGE UTNOOR
Address	K.B Complex, Utnoor. Adilabad Dist. Telangana.504311
City	UTNOOR
State	Telangana
Pin	504311
Website	<a href="https://gdcts.cgg.gov.in/utnoor.edu">https://gdcts.cgg.gov.in/utnoor.edu</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	M. Swamy	08731-274441	9949745845	-	gdc.utnoor55@gmail.com
IQAC / CIQA coordinator	Ravikiran	-	7702157284	-	jravikiran4u@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	06-12-2007



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

State	University name	Document
Telangana	Kakatiya University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	18-06-2012	<a href="#">View Document</a>
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
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**Recognitions**

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

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	K.B Complex, Utnoor. Adilabad Dist. Telangana.504311	Tribal	6	3657.6

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/ Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BCom, Commerce	36	Intermediate passed	Telugu	60	0
UG	BCom, Commerce	36	Intermediate passed	English	60	0
UG	BA, Arts	36	Intermediate passed	Telugu	60	0
UG	BA, Arts	36	Intermediate passed	English	60	0
UG	BSc, Bsc Physical Sciences	36	Intermediate passed	English	60	0
UG	BSc, Bsc Physical Sciences	36	Intermediate passed	Telugu	60	0
UG	BSc, Bsc Life Sciences	36	Intermediate passed	English	60	0
UG	BSc, Bsc Life Sciences	36	Intermediate passed	Telugu	60	0

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				17			
Recruited	0	0	0	0	0	0	0	0	11	3	0	14
Yet to Recruit	0				0				3			
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			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				8
Recruited	6	2	0	8
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
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**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	10	2	0	12

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
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

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	97	0	0	0	97
	Female	59	0	0	0	59
	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	1	3	8	9
	Female	3	4	1	7
	Others	0	0	0	0
ST	Male	74	34	53	132
	Female	24	36	52	91
	Others	0	0	0	0
OBC	Male	3	0	5	4
	Female	2	0	2	3
	Others	0	0	0	0
General	Male	0	1	1	1
	Female	0	0	0	0
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		107	78	122	247

**Institutional preparedness for NEP**

1. Multidisciplinary/interdisciplinary:	The Vision of National Education Policy, to provide high quality education to develop human resources in our nation as global citizens, is well taken by the university. A discussion among the faculty members
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	<p>were initiated on the key principles of NEP such as diversity for all curriculum and pedagogy with technological innovations in teaching and learning, encouraging logical decision making and innovation, critical thinking and creativity. In view of the NEP, university has initiated new interdisciplinary centres integrating different departments in addition to the existing inter/multidisciplinary research and academics. Academic programmes are redesigned to include Multidisciplinary /Interdisciplinary courses as electives. All programmes are designed in such a way that students get maximum flexibility to choose elective courses offered by other Departments. It can be said that the University is proactively working towards implementation of the suggestions given in the NEP.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>Govt. Degree College Utnoor which is affiliated to Kakatiya University and the university is an official member of the National Academic Depository which is a government endeavour to offer an online repository for all academic awards under the Digital India Programme. From 2021 onwards, CUSAT is uploading students mark sheets and degree certificates through the nad.digitallocker.gov.in platform. The National Academic Bank of Credits (ABC) portal has now been integrated into the nad.digitallocker.gov.in platform and is currently live for the academic year 2021-22. Our college follows a choice-based credit system for all of its programmes and is now in the process to pass a resolution related to the ABC in the Academic Council after our University. Our college will formally register in the ABC portal as soon as the resolution is being approved by the higher academic bodies of the university.</p>
<p>3. Skill development:</p>	<p>We are trying to have an MOU with the nearby ITI centre and also SBI RSETI, both of them gives training on skill development courses. Generally our ten students of our college are send to RSETI to learn any one of skill development course. They provide it for one month and gives certificate to the students after course completion after passing practical and theory tests. SBI offers loan to the certificate holders where they can start MSME. The focus is towards integrated knowledge acquisition and upgrading human skill towards creating a new league of employable youth. All these steps are marching</p>

	<p>towards the implementation of NEP in the real sense. Their programme offers multiple entry and exit options to students where each exit point is linked to a specific job role.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>Our college encourages learning of national language of Hindi and regional language Telugu and apart from that our lecturers prepare online tutorials of their concerned subjects in Telugu, Hindi and English. Programmes including Hindi language and Telugu language cultures are imbibed in their curriculum for three years. Further, Business Ethics in curriculum teaches cultural values in Indian tradition so a business students imbibe value orientation while in business.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>All our programmes are offered as outcomes-based education(OBE) which are designed keeping in mind the regional and global requirements. All courses are designed with outcomes centred on cognitive abilities namely Remembering, Understanding, Applying, Analysing, Evaluating and Creating. Apart from the domain-specific skills, learning outcomes at all levels ensure social responsiveness and ethics, as well as entrepreneurial skills so that student contribute proactively to economic, environmental and social well-being of the nation. All course syllabus have been designed with due consideration to macro-economic and social needs at large so as to apply the spirit of NEP.</p>
<p>6. Distance education/online education:</p>	<p>Due to Covid -19 pandemic, educational institutions in the country has increasingly involved in using the digital platforms for engaging classes, conducting conferences and meetings. Keeping aside the negative impact of lack of face to face learning, online education has broken the geographical barriers creating interaction of experts and students from distant geographies. Opening up of the economy including that of educational institutions has paved the way of adopting hybrid mode of education called as 'PHYGITAL' combing online and offline resources. This can be considered as the new normal, which is envisaged in New Education Policy as well. Due to the experience gained during the closure period of Covid-19, access to online resources by teachers and students will not be a constraint anymore.</p>



## 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
76	76	50	41	31
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
6	5	5	5	5

### 2 Students

#### 2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
341	307	447	647	810
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 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
156	107	78	122	247

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

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

2019-20	2018-19	2017-18	2016-17	2015-16
78	122	247	278	285

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 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
14	16	15	15	15

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

#### Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
17	19	15	15	15

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 14**

**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
2.85	2.33	4.5	30.1	18.6

**4.3**

**Number of Computers**

**Response: 45**

**4.4**

**Total number of computers in the campus for academic purpose**

**Response: 30**

## 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:

Since Government Degree College Utnoor is an affiliated institution, it is not authorized to prepare curriculum on its own. The curriculum is provided by the affiliating university, i.e., Kakatiya University, Warangal, to which the college has been affiliated. However the college ensures effective curriculum delivery through a well- planned and documented process. In order to achieve this, an Institutional Plan is prepared taking cognizance of the aims and objectives of the curriculum, the almanac of the affiliating university and the Academic and Curricular Activities calendar issued by the Commissionerate of Collegiate Education, Telangana. At the department level, each department prepares department action plan which, in turn, is subjected to unit/topic-wise, month-wise and day-wise micro level lesson planning for systematic and effective transaction to students. We use the academic formats provided by our Commissionerate of Collegiate Education, Telangana in this regard.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

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

###### Response:

The Institution takes necessary action for the conduction of internal assessments in the prescribed time frame provided by the Almanac of the affiliating university. The evaluation of internal assessments is carried out and uploaded in the university website within the given timeframe. Apart from this, our institution also follows continuous evaluation process by concentrating on the levels of the learners and takes necessary steps to enhance their ability.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

##### 1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the 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	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>

## 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: 6

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

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

**Response:** 0

#### 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
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 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:** 0**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
0	0	0	0	0

**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:**

Some courses with cross cutting issues like Gender Studies and Environmental Education are made compulsory and introduced into the UG Curriculum itself. In spite of the prescribed syllabus, our institution is paying utmost concentration to inculcate awareness on environmental issues by conducting eco-friendly programmes and lectures. Water resource management is also added as an elective in curriculum itself. Along with this, steps are also taken to provide awareness on human values and professional ethics by organising special Lectures.

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

**1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years****Response:** 6.89**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
14	3	2	2	1

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

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

**Response:** 0

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

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

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

**Response:** C. Any 2 of the above

<b>File Description</b>	<b>Document</b>
Any additional information (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

### 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:** C. Feedback collected and analysed

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 49.93

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

2019-20	2018-19	2017-18	2016-17	2015-16
156	107	78	122	247

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

2019-20	2018-19	2017-18	2016-17	2015-16
240	300	300	300	300

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

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

**Response:** 99.41

##### 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
154	107	77	122	246

#### 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:**

The advanced learners are identified based on the marks scored by them in home and University exams and based on their classroom evaluation by the teachers during the teaching-learning process. Such active students are selected and encouraged to participate in seminars, group discussions, group projects, quiz competitions etc. Coaching classes are conducted for PG entrance and competitive exams. The advanced students are also encouraged to have access to internet for additional inputs on the concepts. They will be encouraged to develop research-oriented tendency in the concepts of their interest and choice. Blue print, short answer questions, long answer questions and objective type questions are identified and communicated to the students. University question papers of previous years and model papers are given to the students for practice. Reference books made available in the departmental libraries to enhance their knowledge so as to excel in their field of study.

The institution collects the data of irregular students from the attendance register and parents will be intimated of the irregularity of their students to the college, including displaying the lists of absentees on the notice board. In case of girl students, the Women Empowerment Cell counsels and explains them on how women attain empowerment through education. Special classes are conducted for slow learners to improve their performance. The slow learners are identified basing on their performance in the internal examinations conducted from time to time in the college. Analysis of the university results is done at the beginning of the academic year itself and intensive remedial classes are conducted for those who have failed in the university examinations. Counselling sessions are conducted to encourage slow learners towards registering good performance. Study material is provided for meet their examination needs.

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

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

**Response:** 24:1

## 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 Pedagogy adopted by the college faculty is student centric involving the learners at all the levels of teaching learning process providing an enriched learning experience to students.

The teaching process is the interaction between the students and the teachers. In the college the teachers

create a congenial learning environment. The college teachers always try to make the teaching-learning process effective and learner centered. Though they largely rely on the traditional direct teaching method and lecture method, they also make use of the interactive method of teaching which consists of orals and group discussions.

- Lecture Method
- Seminars/Group Discussions
- Interactive/QA Method
- Tours and Field trip Assignments are given
- Lecture cum interactive method of teaching is followed.
- ICT enabled classes are conducted.
- Mana TV[ SAPNET] for students easy understanding

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

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

#### Response:

All the teachers of the institution use ICT enabled tools for effective teaching-learning process. There are six smart boards. And there is one projector with screens also with the facility of internet connection are available in three class rooms. Our recent addition to the existing ICT facilities is a Virtual Class Room. An LCD television is used for satellite lessons for the students. All the teachers use these facilities according to the time table. apart from these, there are about 30 computers in the institution to assist ICT enabled education for students. Power point presentations are the most commonly used ICT method for most of the teachers. Virtual classes are also being conducted. Internet can be accessed through digital boards and projectorboards for any additional information needed by the students in the class room. Subject related videos, documentaries; short films can be viewed within the classroom setup.

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

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

**Response:** 24:1

### 2.3.3.1 Number of mentors

Response: 14

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
Mentor/mentee ratio	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

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

**Response:** 93.31

File Description	Document
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 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:** 1.43

#### 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
1	0	0	0	0

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

### 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:** 2.86

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

Response: 40

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

## 2.5 Evaluation Process and Reforms

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

#### Response:

The following are some of the measures adopted by the institution for maintaining transparency in internal assessment

\*The students can apply for recounting and revaluation of their answer scripts of both internal assessment and semester end examinations by paying the prescribed fee.

\*The students can get a photo copy of the assessed answer book after the declaration of the results by paying the prescribed fee.

\*In CBCS the credit based system of evaluation is followed.

\*The institute strictly follows the affiliating university norms and guidelines for conducting semester examinations as well as internal assessments.

\*The university appoints observers and squad teams during the semester end exams for preventing malpractices and for the conduct of exams in a fair manner. The squad team can debar students who indulge in malpractices in examinations. \*The debarment can range from one to three years depending upon the seriousness and nature of malpractice.

\*The institution has an examination branch for the smooth conduct of examinations. The examination committee with controller of exams and additional controller of the exams at the affiliating university will supervise both conduct of exams and evaluation.

\*The faculty of the college is being released on time for duties related to evaluation, conduct of examinations and observer and squad duties

\*Internal assessment is done as per the schedule given by examination committee

\*CCTV cameras have been installed in the college corridors, exam rooms and at the entrance.

\*The performance in seminar presentations and assignments and the percentage of attendance are considered for internal marks. Assignments are given well in advance in each semester and the timely submissions are ensured by the departments.

\*The behavioural traits, aptitude for independent learning and communication skills of students are reflected in their presentations, tutorial sessions, regular attendance and timely submission of assignments.

\*The heads of the department hand over attendance and internal marks lists of the students to the examination section of the college

By conducting slip tests, student seminars, group discussions, quiz programmes and analyzing the results the entry level behavior is compared with the exit level behavior. Evaluation is continuous and

comprehensive. It is done in the classroom during the teaching-learning process as formative criteria. It is also summative as follows:

- Slip tests
- Internal examinations
- Practical Examinations.
- Assignments.

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

#### **Response:**

Our college maintains a time-bound frame work which is fair and efficient to deal with examination related grievances.

Our College has Examination Branch which has efficient staff and which is always handy to students to solve their exam related problems.

By the time examination date is announced, syllabus is completed and a clear idea of conduction of examination with Question paper model is discussed with students, time table of examination is displayed on the Notice board and instructions are given to the students about their examination dates. Hall tickets are issued in time and if any issues related to students arise, they are solved by communicating to the Controller of Examinations and it is ensured that, a fair and transparent method of conduction of exams is followed.

## **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:**

The syllabi and classroom activities are scheduled and the same are followed. In addition to curriculum, special awareness programmes such as coaching classes for competitive exams, PG common entrance tests are conducted. Study material will be provided to students accordingly.

Every faculty members has their own departmental vision, mission, course file, outcomes, timetable and curriculum.

Programme outcomes, programme specific outcomes and course outcomes of all the programmes offered by the institution are communicated to both teachers and students as follows:

- With the commencement of academic year a meeting headed by Principal with all the Departments is carried out to discuss the relevant issues on semester syllabus, action plans and outcomes of the programmes.
- Monthly meetings with IQAC Co-ordinator is arranged to review the feasible extent of attainment of said targets.
- Evaluation and attainment of outcomes are reviewed in departmental meeting with Principal at the end of every semester.

The Mechanism adopted to communicate to students are :

- At the beginning of the Ist Semester an induction programme for students and parents is arranged to explain the PO's, PSO's and CO's.
- Students are always reminded of their motives, objectives to be reached by the faculty members.
- Mentor-Mentee system is developed to create a bonding system between teacher and students and perceive all the issues related to their mentees in expectations of outcomes.
- Copy of syllabi booklets are made available to students in concerned departments.

File Description	Document
Upload COs for all courses (examples from Glossary)	<a href="#">View Document</a>

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

#### Response:

In the Academic meetings of the Institution headed by Principal, under the guidance of IQAC Co-ordinator prepares the Action plan for extracting the outcomes from the students to mould up them into a complete personality.

A motto is set by the Institution to attain the targeted outcomes. All the faculty members with their action plan engage in extracting the capabilities from the students in each and every field.

Skill development and knowledge extracting programmes like field trips, student seminars, project works, Celebration of days with their importance which are in reach of student are conducted. Career guidance programmes to make the students to know their future aspects are conducted.

Under the guidance of W.E.C. (Women Empowerment Cell) awareness programmes to women students like gender equality, programmes to know their legal rights and also their rights in the society are conducted to make them stand strongly in the society both physically and mentally to face the challenges of today's world.

Continuous evaluation of the students performance in all the activities along with their semester examination is done frequently by the faculty members and discussed in the academic meetings and action plan for improving the results is taken.

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 56.71

#### 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
68	66	146	120	114

#### 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
78	122	247	278	285

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:**

<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

NAAC



## 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

Institutional data in prescribed format

#### Document

[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 programmes

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

#### File Description

Institutional data in prescribed format

#### Document

[View Document](#)

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

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](#)**3.2 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:** 0.4**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
0	2	4	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:** 0.8**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
2	1	4	5	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.3 Extension Activities

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

**Response:**

- The college promotes institution-neighborhood-community network through National Service Scheme (NSS), women empowerment cell.
- As part of special camping, NSS volunteers in association with local youth and villagers organize rallies and meetings, on several social evils, AIDS awareness, Health education , Literacy, Human rights, community development etc.
- **Swachh Bharat Programme** : In consonance with the Prime Minister's initiative for Clean India, our collage has also adopted the prestigious Swachh Bharat Programme. A Swachh Bharat institutional committee was constituted to see that the programme is strictly observed in the campus every month. Swachh Bharat orientation was conducted to bring about awareness among the students about the importance of keeping the surroundings clean. Students campaign and sensitize the public on the significance of this programme.
- **Observation of National Voters' Day** : National Voters' Day is observed every year on 25th January. Students conduct rally to sensitize the public about true spirit of Indian Democracy and the significance of the right to vote. Eligible students get themselves enrolled in the voter's list and campaign for public enrollment also
- **Consumer's Day** is also observed with the same spirit of social responsibility to bring about awareness among the public on the consumers' rights.
- **Aids Day**: Awareness on AIDS is created among the students and encourage them to spread it among their villages.

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

**Response: 1****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
1	0	0	0	0

**File Description****Document**

Institutional data in prescribed format

[View Document](#)

e-copy of the award letters

[View Document](#)**3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years****Response: 2****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
1	1	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: 6.31****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
52	50	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 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: 3**

**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
1	2	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of linkage related Document	<a href="#">View Document</a>

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

**Response: 3**

**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
3	0	0	0	0

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
e-Copies of the MoUs with institution./ industry/ corporate houses	<a href="#">View Document</a>

NAAC

## 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:**

The Government Degree College, Utnoor is spread over 6 acres and the built up area is 6752 Sq. Mts.

The institute has 16 spacious, well furnished, well lit and ventilated classrooms with wide corridors.

There are 05 Science laboratories.

The computer lab is well equipped with 30 computers of high configurations available for the students. The students are motivated and guided for effective usage of e-resources.

The Smart classrooms offers new ways for students to listen and interact with inspiring, engrossing, and effective lectures on various subjects and issues.

*The institute offers the students the facility of live lesson learning through T-SAT Nipuna. It is the Education Live Classes channel. Besides regular lectures and discussions on topics related to syllabus, it also focuses on Current Affairs and subjects related to Competitive Exams.*

The institute has spacious seminar hall with a captivating ambience different from usual classroom atmosphere for our students and staff presentations, Extension lectures by external faculties and for other cultural and academic programmes.

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

**Response:**

Our Institute encourages cultural activities, sports, indoor and outdoor games and Yoga. Each year students participate in “Yuvatarangam”- a cultural, literary and sports festival organized in all the government degree colleges of Telangana state, under the supervision and support of the Commissioner of Collegiate Education, Hyderabad. Students are selected first at college level and then at cluster level and finally at state level in grand way. Sufficient budget is provided by the government for the successful conduction of Yuvatarangam. The institute has a separate room for physical education. Indoor game facility like Carrom Boards, Chess Boards and Outdoor game facility for sports like Kabbadi, Cricket, Volleyball, Throwball, Handball, Tennikoit are made available for the players. Proper training and facility is provided to students participating in athletics. Students are motivated to do yoga and some of our faculty practice yoga with students on regular basis.

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

#### 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:** 42.86

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

Response: 6

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

**Response:** 0

##### 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
0	0	0	0	0

File Description	Document
Upload audited utilization statements	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

**Response:**

**Our institution recognizes the fact that library is the heart of any knowledge hub. At present the college library has around 3000 books. Most of these books are reference books and text books. Also there are many books for competitive exams like Groups, RRB, Banks, Constable , TTC etc.**



Students along with their academic knowledge, they also study these competitive books parallelly and make themselves ready for future goals. News papers and magazines of Telugu, English and Hindi are available for the students in the library. We are planning to automate our library with Integrated Library Management system. though our library is not automated using Integrated Library Management System. We are planning to do so in coming future.

#### 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)	<a href="#">View Document</a>

#### 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:** 0.96

##### 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	0	2.8	0.48	1.5

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

#### 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:** 4.23

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

Response: 15

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

**4.3 IT Infrastructure****4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

The institute has 45 computers. Though there is wifi in the campus but systems are not having WIFI dongle to all systems. Only some systems have given wired connections. Also systems are connected through mobile hotspot. Students use this wifi facility in their mobiles which help for the completion of their study works. The broad band connection is 100Mbps connected with optical fibre to a few systems. We also have one virtual classroom which is connected through internet, where virtual labs are conducted. All systems are updated automatically with the internet connected. Some systems are updated using the mobile hotspot.

**4.3.2 Student - Computer ratio (Data for the latest completed academic year)****Response:** 11:1

File Description	Document
Student – computer ratio	<a href="#">View Document</a>

**4.3.3 Bandwidth of internet connection in the Institution****Response:** A. 250 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

**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:** 0

**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
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

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

The Institute has well established mechanism for the maintenance and up-keeping of infrastructural facilities and equipment. The need of regular maintenance and upkeep are proposed and ascertained by the College Planning and Development Committee (CPDC), chaired by the Principal. The committee deals with issues like planning for infrastructure, up-gradation, repairs and maintenance of the facilities.

For Science Laboratories, a store keeper and a museum keeper are employed for proper maintenance and up keeping of the equipments and related facilities. The stock in the labs is verified annually, and damaged ones are discarded. Electrical and Electronic equipment are checked regularly at the end of every semester. Cleaning and dusting of the lab material is done on work outsourcing basis by the local self help group members as per guidelines of the governing body.

The classroom facilities such as blackboards, electrical fittings and furniture, etc. are regularly monitored and timely repaired. The office subordinates do cleaning of classrooms on regular basis supported by the self help work outsourcing group and the same is monitored. Due care is taken for maintenance of books in library.

## 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: 87.04

##### 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
323	294	436	322	789

#### 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: 96.77

##### 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
330	296	432	633	779

#### 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	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 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:** 0.39

##### 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
3	2	0	1	2

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 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:** A. All of the above

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

## 5.2 Student Progression

<p><b>5.2.1 Average percentage of placement of outgoing students during the last five years</b></p> <p><b>Response: 1.48</b></p> <p><b>5.2.1.1 Number of outgoing students placed year - wise during the last five years.</b></p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>3</td> <td>0</td> <td>3</td> <td>0</td> </tr> </tbody> </table>					2019-20	2018-19	2017-18	2016-17	2015-16	3	3	0	3	0
2019-20	2018-19	2017-18	2016-17	2015-16										
3	3	0	3	0										
<p><b>File Description</b></p>		<p><b>Document</b></p>												
<p>Institutional data in prescribed format</p>		<p><a href="#">View Document</a></p>												
<p><b>5.2.2 Average percentage of students progressing to higher education during the last five years</b></p> <p><b>Response: 30.77</b></p> <p><b>5.2.2.1 Number of outgoing student progressing to higher education.</b></p> <p>Response: 24</p>														
<p><b>File Description</b></p>		<p><b>Document</b></p>												
<p>Institutional data in prescribed format</p>		<p><a href="#">View Document</a></p>												
<p><b>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)</b></p> <p><b>Response: 0</b></p> <p><b>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</b></p>														

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	<a href="#">View Document</a>

### 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: 1

**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	0	0	0	0

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

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

**Response:**

The Students are major part of the institution, the students too have a share in representations and decision making of the college.

The IQAC under its guidance has a student council consisting of one president and one representative from each class. These council members share their part in college decision. It meets periodically with the Principal, IQAC co-ordinator and various committee members and get the updates of the ongoing issues regarding circular and extracurricular activities and forwards its valuable suggestion. It acts as a bridge between the students and Authorities and with the help of redressal committee it tries to solve all the problems of the students. It gives its upper share in conducting the Institutional programmes through event management. It tries to maintain a brotherhood atmosphere in the college by spreading moral and ethical values in the Institution. Students are also part of some of our college committes like Grivience and redressel cell, Cultural and sports, student welfare and scholarship committe, harithaharam committe and women empowerment cell.

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

### 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:** 9

#### 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
15	15	15	0	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 5.4 Alumni Engagement

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



**Response:**

The institution has a functional and registered Alumni Association and it contributes significantly towards the development of the institution. Only very few members are associated with the alumni presently. All the developmental plans of the college are discussed with the alumni meetings and their advice is sought in the matters of importance. Our institution is planning to make the alumni association much stronger and bigger. Our alumni played an important role in bringing and setting up a new building for our college as classrooms were not sufficient. They made an initiative to meet our MLA madam and to sanction a new building.

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

**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:** To provide quality education with commitment to the values of student success and excellence both in academic and values.

**Mission:** To inculcate moral values and leadership qualities in students for high ethical standards in personal , social and public life

The governance of the Institution is effective in creating a conducive environment for teaching, learning and research. It relies up on extraction of quality and maintaining standards, formulating strategies for the development of the Institution.

The Principal as the strength of the Institution is responsible for smooth governance of the Institution with his outstanding, progressive and dynamic strategies. Under his hierarchy all the Institutional members relating to teaching and nonteaching works at their strength to put the institution in the Upper level. The Institutional requisites are fulfilled in each and every aspect where the students and teachers can use them to their helm and inculcate in them to achieve the Vision of the Institution.

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

**Response:**

Each department of the college is given operational autonomy and coordinated through various committees. Through operational autonomy provided to each department, the department concerned can take initiative to plan and conduct different departmental activities for the benefit of the students. Departments are also encouraged to start certificate courses and conduct seminars and exhibitions at college, regional and national level also. Each department is given freedom to observe and celebrate days of national and international importance related to their domain.

Also the college promotes a culture of participative management. Principal is the chairman of staff council in which all the teaching and non-teaching staff are members. Each committee is headed by faculty member and other members are drawn from faculty and students. Suggestions are also invited from the parents and alumni through the interactive sessions.

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

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

The college has a set of goals to accomplish and plans accordingly for the realization of the goals. The college has prepared a strategic plan to enhance academic environment, provide infrastructural support. These goals are set with extensive discussions with various stake holders.

#### Perspective/Strategic plan:

Encourage faculty to attend seminars, orientation and refresher courses.

Implement CBCS system.

Installation of CCTVs for 24x7 surveillance.

To procure computer systems with advanced configuration.

Establish digital class room.

Purchase of lab equipment to upgrade lab facilities.

To come into MOU with a company.

#### Accomplishment of the goals set by the college is as follows:

Faculty has attended orientation, refresher courses and presented papers in seminars.

100% implementation of CBCS system in practice.

10 CCTVs are installed at key locations

45 computers with latest configuration were purchased.

Six digital class rooms with smart boards are established.

A virtual class room has been established.

An MOU with TASK has been materialized.

### 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:****Governing Body:**

Principal

IQAC

Conveners of committees.

Staff Members

The whole of the Institutional activities are classified under Administration, Academics student affairs and examination.

Following is a brief description of the major committees.

IQAC co-ordinates the Institutional process.

Discipline: ensures smooth conduct of day-to-day activities.

Anti Ragging: Counselling for prevention of Ragging.

Finance Committee: Financial matters like Spl. Fee Collection, spending funds for college activities and celebration of National festivals.

Furniture Committee: ensures the college with requisite furniture.

Counselling to the students by the committee members is planned under the guidance of principal.

Students Redressal Committee: Redresses all the grievances and ensures a peaceful atmosphere in the Institution.

Examinations Committee: Timely implementation of the Internal Assessments and practicals within the given schedule by University. Notification of Exams along with timetable and fee structure is intimated to the students and also displayed on Notice board. Results of Exams are collected, intimated to the students and also for faculty members for their analysis.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

**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	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

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

**Response:**

Our Institution has welfare Benefits designed by Government itself which includes

Welfare measures:

- Employee group Insurance TSGLI
- CPS coverage
- Grant of Medical Leave
- Grant of maternity Leaves and paternity Leaves.
- Grant of Child care leaves for women.

Facilities and amenities:

- Well furnished rooms with Computers, Almirrahs, Steel Racks and Cupboards for placing books and Registers
- Rooms for Labs
- CCTV Cameras to ensure safety and security
- Provision of separate rest rooms for lady staff
- Library with books in reach

## Empowerment Strategies:

- professional development programmes
- Provision of ON Duty facility and Encouragement to participate in workshops/seminars of National and International interest.
- Encourage to undergo Orientation and Refreshers Course Trainings either by face-to-face or Online mode.
- Encourage for enrolling in Ph.D's/M.Phil's
- Felicitation of the faculty during teacher's day Celebration.
- Encourages for acting as Judges in Science Exhibitions for locally.
- Awards CAS after Completion of RC's and OC's and service conditions.

### 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)	<a href="#">View Document</a>

### 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)	<a href="#">View Document</a>

### 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:** 4.01

#### 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
1	1	1	0	0

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

**Response:**

To evaluate teachers, Self-Appraisal System based on the Academic Performance Indicator (API) developed by UGC is implemented in the institution. This annual API scores can be compounded prospectively as and when the teacher become eligible for CAS promotion to the next cadre with the multiplication factor of years of service required to apply for CAS promotion.

The college also has in place, Student Evaluation on Teacher. A questionnaire is given to the student at the end of the academic year and feedback is collected and recorded. Based on this observation, relevant discussions are held with teacher concerned in order to implement suggestion given by students and enhance the quality of teaching-learning.

The non-teaching staff is monitored regularly by principal and through the complaints received from stake holders.

- 

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

The principal as the head of the college has to deal with a variety of financial transactions in respect of running the college. He/she is solely responsible for and accountable for proper conduct of all financial matters. Hence, all financial aspects are dealt with utmost care. The lecturers who are in-charges of committees produce bills for the work as pertained to the office. Similarly all the bills/vouchers and cheques of purchases done by the office are recorded and registered by the clerical staff. Principal inspects the financial transactions on a regular basis. External audit is conducted by Accountant General and Internal audit by State Audit. The periodical inspections from the Commissionerate of Collegiate Education, Telangana also include verification of accounts and accounting procedures. There is complete transparency in financial aspects pertaining to the college.

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

Response: 0

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

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

#### File Description

Institutional data in prescribed format(Data template)

#### Document

[View Document](#)

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



**Response:**

Financial resources for the institution are provided by the state government, Telangana. The college has its own accumulated fund (the fees collected from the students are deposited into this fund). The accumulated funds can be used by the principal for the developmental and maintenance activities of the college by taking proper approval from the Commissioner of Collegiate Education, Telangana. Also scholarship amount (left over/unused amount) is also transferred to our college account. This amount also be used for college development. Tendering for the work is done through government agencies. Recently a virtual class setup worth about 5.6 lakhs has also been procured from the accumulated fund.

## 6.5 Internal Quality Assurance System

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

**Response:**

The Internal Quality Assurance Cell (IQAC) in the college is a catalyst for quality enhancement and it works with heart and soul to enhance quality across the parameters. The IQAC significantly contributed for institutionalizing the quality assurance with help of various strategies and continuous process during the last five years.

**Academic Calendar and Annual Action Plan:** In the beginning of every academic year, IQAC Coordinator along with the Academic Coordinator prepares the Annual Academic Calendar in accordance with the Academic Calendar issued by the CCE and Almanac issued by the affiliating University.

**Comprehensive Feedback Mechanism:** Every year Feedback is collected from the various stakeholders of the college such as students, parents, alumni, and faculty and is analyzed and action is taken to plug the loopholes in teaching, learning and evaluation and other issues.

**Internal Academic Audit:** The IQAC along with the Academic Coordinator conducted Internal Academic Audit for smooth and effective implementation of curricular, co-curricular and extra-curricular every year.

**Faculty Forums (FF):** With a view to provide a platform to discuss and to spread the light on latest developments in various subjects, the IQAC has introduced Faculty Forum at college level for teachers. A good number of faculty forums on current and relevant topics across the subjects have been conducted to share the knowledge among the teachers.

**Organizing Orientation Programs:** Every year the IQAC conducts the Orientation Program to all the first year students with a view to make them aware of the academic, physical facilities, learning resources and experienced teaching staff and vision and mission of the college.

**Evaluation of POs, PSOs, COs:** The IQAC encourages all the staff members to inform the students about Program Outcomes, Program Specific Outcomes, and Course Outcomes in order to give a crystal clear awareness about the program and course.

**Teaching Innovations:** The IQAC organized brainstorming sessions with the HoDs and Faculty members on the innovative Teaching–Learning methods including ICT methods. Interestingly, the teachers are putting their sincere efforts in using ICT enabled teaching methods to make the teaching - learning more effective and innovative

**Student study projects:** The IQAC suggested the Library to upload the JIGNASA Study Project Reports on the college website. The IQAC always encourages making the library fully automated.

**Best Practices:** The IQAC always encourages the faculty members to continue the previous best practices effectively and to come out with newer ones every year to make the teaching-learning more effective.

**Mentor-Mentee System:** The mentor-mentee system has been effective in the college through which Mentor tries to assess the potentialities of the mentees and offer suitable suggestion for an all-round development. The IQAC left no stone unturned in improving the quality teaching-learning-evaluation by devising suitable and innovative strategies from time to time and putting relentless efforts to stepping towards quality academic heights.

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

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( 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 IQAC has designed the pattern of review system and assessment of learning outcomes which is followed by the institution. It consists of two levels i.e. review at department level and at institutional level. The Institution reviews its teaching learning process through the following:

**Monitoring of classes:** The Principal monitors the timely conduct of classes and the adherence to the academic calendar and the almanac.

**Feedback from Students, Teachers and Parents:** The feedback has been collected through structured questionnaire using a rating scale from the students and parents about teaching-learning-evaluation process and about development of the college and analyzed to find out the gaps. This is considered to be the one of the best methods for reviewing the teaching-learning process and to plug the loopholes.

**Evaluation of Attainment of Program Outcomes (POs), Program Specific Outcomes (PSOs), Course Outcomes (COs):** A method for evaluating the attainment of POs, PSOs and COs has been designed and implemented. The method ensures the evaluation of the COs vis-à-vis the PSOs at the faculty level, evaluation of PSOs at the Head of the Department's level and the POs at the Principal level. These help in

assessment of the effectiveness of teaching –learning process.

**Reports on Teaching Methodologies:** With a view to monitor the quality of teaching- learning process, the IQAC conducted reviews on teaching methodologies implemented by the faculty periodically. The analysis of the reports help in assessing the types of teaching- learning methods, ICT methods and experiential learning etc employed by the teachers, their relevance and effectiveness vis-a vis the learning objectives and outcomes.

**Review of Examination Results:** The review of the examination results helps in assessment of the Departments and faculty members of concerned subjects. This enables to ascertain whether course outcomes are achieved or not and steps can be initiated in the form of remedial coaching to the slow learners.

**Internal Academic Audit:** The Internal Academic Audit is conducted once in a quarter of the year to review the academic processes including the curriculum, teaching, learning, evaluation processes and mechanisms, including the teaching plans adherence to academic calendar and almanac. It also verifies various teaching learning methods such a project works, practicals, internal assessment and external assessment rules and guidelines.

**Self-Appraisal Form:** The Self Appraisal form is a tool widely used to enhance teachers' quality. IQAC has collected API (Self Appraisal Form) from all the teaching staff during the last five years and encouraged and motivated the teachers to enhance their performance time and now. It is used to evaluate faculty up-gradation across defined parameters.

**The external academic audit:** It is conducted annually by the CCE by appointing the senior and well experienced faculty members as Academic Officers. During their visit they verify all the academic and development activities across the parameters and offer suggestions for further improvements in teaching-learning-evaluation process to impart quality education. They submit a copy of the academic audit to the CCE confidentially.

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

### 6.5.3 Quality assurance initiatives of the institution include:

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

**Response:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Upload e-copies of the accreditations and certifications	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

NAAAC

## 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:**

A two credit course in Gender Sensitization has been introduced for the first year students.

Women Empowerment Cell has been established in the institution to conduct awareness programmes on gender equity and look into the gender related grievances. The Women empowerment Cell also conducts counseling sessions for the women students who wish to dropout/discontinue their graduation programme due to issues like early marriage and other family problems. Parents of the women students are also invited to attend such counseling sessions.

Anti ragging committee is in place to check the incidents of ragging and misconduct towards women students. As part of anti ragging drive, Police personnel are invited to the college to give information about women safety laws.

Women students are given equal representation in all the student committees. Eminent personalities from the Judiciary are invited to the institution to conduct programmes on Legal Awareness.

The Women Empowerment Cell has conducted a series of lectures on legal rights of women for the students as a preparation for the competition. Students were encouraged to participate in the competition irrespective of the gender. Important days like International Women's Day, Women teachers day are celebrated in the institution.

Women students are given equal representation in all the curricular, co-curricular and extracurricular activities of the college. CCTV cameras are installed all over the campus for better surveillance.

**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

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

- **Solid waste management**

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

**Response:**

**Solid waste management:** Pits are dug in specified areas of the campus. The solid waste -left over food, kitchen garbage, dryleaves - that is generated in the campus is dropped into the pits. The leaves shed by the trees in the campus create a lot of solid waste. All these dried leaves are swept to make piles. These are also dumped in the pits daily. Burning of dried leaves and other solid material is prohibited in the campus as this creates a lot of smoke leading to pollution. There are specific dust bins kept in the corridor of the college for various types of trash like -metal, glass, plastic and paper. Students and staff are instructed to use the dust bins instead of littering around the campus

**Liquid management:** The liquid waste is transported out of the institution through pipes to the drainage. Leakages to pipes are fixed.

**E- Waste management:** Disposing, selling or auctioning of e-waste is managed through TSTS, a state government agency.

**Rain water harvesting and water recycling:** Two Soaking pits are there in the campus to recharge ground water. Excess water from the plants and washing area is also channeled into the soaking pits. A soaking pit is dug near the bore well and it will help in recharging ground water level.

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

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

**Response:** B. 3 of the above

**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

**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:** E. None of the above

**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:**

Every student has their own choice to join in the programme of their interest. All religious festivals and practices are given equal importance. Communal harmony is followed at our institution. Every decision or activity at institutional level is undertaken irrelevant to caste, creed and religion. No favouritism is practiced on socioeconomically grounds. Our Institution welcomes and inculcates the event participatory skills in all the students equally. Every student is given equal chance to participate in cultural, literary and sports events.

Telugu bhasha dinotsavam, Hindi divas and Urdu day is celebrated to encourage inclusiveness and linguistic tolerance.

Our Institution always works for the upliftment of students by extracting their talents irrespective of their religious, socio-economical background.

Every year a tribal festival is celebrated in our nearby village KESLAPUR and it is known as NAGOBA JATARA. It is celebrated for one week. Each year we take all our students to the festival to celebrate this tribal festival.

Batukamma festival is celebrated in our college every year, where we devote various kinds of flowers. This festival is celebrated exclusive in Telangana state only. Especially women and girls make a structure with nine kinds of flowers and devote them, dance around it and finally they are drowned in water.

Though our majority of the students are from tribal category, our institution celebrates all festivals peacefully.

File Description	Document
Any other relevant information.	<a href="#">View Document</a>

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

##### **Response:**

Our Institution with its ethical values utilises every chance to convey and sensitize the students and employees their rights, duties, constitutional obligations and responsibilities. Our Institution observes constitutional day, human rights day, Voters day etc.

By celebrating constitutional day, a clear picture of how and when constitution is formed is memorised. The frame work of constitution, its importance for balancing the society is explained. Its features are put forth and ideas regarding the articles are shared among the students. Inculcation of responsibilities by explaining the need of constitution to our society.

Students are made to realize about their rights and the extents and limits of their usage is conveyed by observing Human rights day.

By Celebrating voters day their responsibility for choosing right leaders for the development of nation is reiterated.

#### **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:** D. 1 of the above

File Description	Document
Code of ethics policy document	<a href="#">View Document</a>

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



**Response:**

It is indeed a great privilege in celebrating national festivals, commemorating legendary personalities of our mother land. India is a collection of astonishingly diverse cultures, languages, regions and religions that are united as one body by spirit of nationalism. Along with the national festivals, the institution also observes important events and days related to science, environment, health and education. The national festivals celebrated are a token of this spirit of oneness. A true testimony to the power of the free human spirit was embodied in India's struggle for independence. To bind all the people together as one force was indeed impossible without the leadership of visionary, proactive personalities. By commemorating the birth and death anniversaries of those great Indian personalities and celebrating national festivals we try to inculcate the spirit of nationalism, oneness, and valour in our students. Our whole effort is to make students imbibe the virtues and transform into responsible citizens of this country.

Commemorative days celebrated in our college:

1. International Womens day- 8th March
2. May day- 1st May
3. World Environment day - 5th June
4. World AIDS day - 1st December
5. Human Rights day- 10th December
6. National Voters Day- Jan 26
7. National Science Day- Feb 28
8. International Yoga day- June 21
9. Teachers day- Sep 05
10. Independence Day- Aug 15
11. Republic day- Jan 26

Festivals celebrated in our college:

1. Batukamma festival
2. Pre Christmas
3. Ganesh Chavithi
4. Eid

File Description	Document
Any other relevant information	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:**

**Title: The Admission campaign**

**Objectives:**

- To Create awareness among Junior college students of Utnoor area about the facilities available in the Government Degree College, Utnoor.
- To personally show them the serene atmosphere in college campus away from the hustle and bustle of the town centre.
- To educate parents about the need for admitting their children in our college for all-round development.
- To educate students to utilize the services of well experienced, qualified lecturers and resources available in college.
- To counter the unhealthy atmosphere created by the malicious campaign of private institutions to gain admissions.
- To give the students firsthand experience of the quality of education in the institution.

**The Context:**

The finest quality of teachers with the highest possible educational qualifications is recruited into the government degree colleges. And the government colleges are provided with state of the art teaching learning resources. Yet, they are lagging behind in terms of admissions when compared to the private institutions. Reason being, the government institutions with all their well qualified staff and state of the art educational facilities do not promote themselves.

It would be a monumental loss to the society, if we could not reach the larger sections of people and make

them aware of the educational facilities available free of cost in the government institutions. Only a good number of admissions can make the institution run with its full potential.

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

The Practice:

- To achieve our goal we had extensive discussions and deliberations with staff and devised plans to visit junior colleges in and around Utnoor.
- The faculty of the institution visited the junior colleges and interacted with the students, months before the completion of Intermediate course and highlighted the resources available in our institution.
- Flexi boards, pamphlets are printed from the contribution of staff members. Flexi boards are placed in key locations for catching the attention of students.
- On the final day of the intermediate public exam all staff members personally interacted with students and briefed them about college.
- During summer vacation and before the commencement of the new academic year, all the staff members, divided into small groups, visited the neighbouring villages and conducted admission campaign. The students and their parents are given information about the college in the comfort of their homes.
- The students who discontinued their education after intermediate are convinced to continue with their studies by joining our college.
- Counselling is offered to the parents, especially to the parents of girl students who do not want their child to go for higher studies.
- Student bio-data forms are collected for future correspondence.
- During online admissions, the registration fee of the students who opt for our college is borne from the fund collected from the staff members.
- In some exceptional cases the technical staff of the college visited the homes of the students to complete the process of online admissions at their doorstep.

## Evidence of Success

All our efforts yielded fruitful results. First year admissions into the college have increased year by year.

### **Problems Encountered and Resources Required**

- The college is situated at a distance of two kilometres from the town. The location and distance of the college is the main drawback in attracting the students and their parents towards the college. Parents, especially, are reluctant to send their children to our college.
- Unhealthy competition from some private degree colleges who indulge in unfair means to attract admissions. It was difficult to contact students in holidays.
- Lack of proper transport facility to reach distant places is also a problem.
- More funds are required for an extra intensive campaign.

### **Title of the practice: Skill Development Certificate Courses for Girls:**

#### **The Objectives of the Practice:**

1. To provide a job oriented programme to girl students
2. To create awareness on small scale industries.
3. To inculcate self confidence among girl students.
4. To learn the girl students to face all kinds of economic challenges in life.

#### **The Context:**

Because of the situation prevailed in Agency area, Uttnoor that there is no big town for the girls students to look for a job after their graduation, the knowledge and the skills that they learn through Skill Development Certificate courses will certainly help them to stand on their own.

#### **The Practice and its Uniqueness:**

Our Goal is to provide additional skill, knowledge and certificate to effect that the girls students shall have confidence in facing all kinds of economic challenges in life. With the collaboration of Rural Self Employment Training Institute RSETI, SBI, the Women Empowerment cell of our college has started certificate courses in alternative employable skills in 1. Embroidery, 2. Knitting 3. Maggam work 4. Tailoring, by the time the girl student leave the college she will be expert in these skills and she will also have certificates in her hand. Also they may get loan very easily and swiftly with this certificate in hand to make a start up in their life. We send ten students each year, preferably second year students. Though the total intake is 50 per batch, but the management of RSETI has limited it to (as quota) 10 for our college

students.

**Evidence of success:**

Many of our girl students have started their own small scale business in their hometown itself. Also each and every year the number of girl students showing interest in this activity is increasing.

**Problems encountered/Resources required:**

1. The number of intake in each course is limited.
2. Some girl students are getting married very early hence they are not able to complete the course.
3. Some Parents are objecting their child to do such practice.
4. More awareness needed especially to parents of the students.

**Notes (Follow up):**

As the interested number of girls students is increasing we are requesting RSETI, SBI authorities to increase the number of intake and also to introduce new courses so that more number of girl students get beniffited from this practice.

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

### 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:**

We take pride in enlightening students through education. Majority of the Students who join our institution are first generation learners from rural areas in and around Utnoor. They hail from socio- economically deprived sections of the society. The performance of the institution is to provide high-quality transformational education to all sections of students for holistic development by inculcating scientific temper, quest for excellence, moral values, social responsibility for a successful career and character building to serve the nation as responsible citizens. Our priority is to serve all sections of students and our thrust is holistic development of students.

**Distinctiveness of our college:** As per demographic equations, Utnoor and its near by villages has more than 70% of Tribal population. Most of the Tribal students due to their socio and economic backwardness cannot offerd education in private colleges and ours is the only government college in Utnoor which provide quality education in free. Ourthrust of providing equal opportunities to all the sections of the society irrespective of religion and linguistic barriers has yielded great results by fulfilling the higher education dreams of most of the tribal students.

NAAC

## 5. CONCLUSION

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### **Additional Information :**

To regulate admissions in the degree colleges of all government, private and aided managements in the state of Telangana the Telangana Higher Education Council has introduced DOST (Degree Online Services Telangana) from the year 2016-17. It is useful for the students to get admission in any college of his interest from anywhere. Our college offers free registration into DOST for poor students. It is appreciated by the students, parents and academicians from all over the state.

The commissioner collegiate education has introduced CAIMS (College Administration and Information Management System). It helps the institution to manage the administration and share the information online. Quick and reliable communication is enabled through this system. In the academic year 2018-19, collegiate education has incepted online internal academic audit system. It is very useful to the faculty members of our college to upload the details and maintain accordingly.

The virtual classroom is initiated in the year 2018-19 to enable the students to learn their selected courses through online. The students can virtually contact with the lectures of other colleges and participate in the teaching-learning process.

The collegiate education has introduced the e-office system in the year of 2018-19. It enables the institution to enhance transparency, accountability, Assure data security and data integrity. Through this paperless administration work is adopted with more accuracy and rapidly.

### **Concluding Remarks :**

Government Degree College, Utnoor has been working since its inception in various ways for the development of students future through qualitative education. Although college has some shortcomings, the natural resources helps to build the environment for society need. Government Degree College, Utnoor has been presented the Self Study Report for the assesment and accreditation process. Government Degree College, Utnoor has thus presented the Self Study Report(SSR) with all the requisite information which the institution for consideration of the esteemed NAAC Committee.