



## Yearly Status Report - 2013-2014

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		GOVERNMENT DEGREE COLLEGE GAJWEL
Name of the head of the Institution		Dr. V. Venkateswara Rao, M.A., Ph.D.
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		08454232748
Mobile no.		9848161319
Registered Email		gajwel.jkc@gmail.com
Alternate Email		gajwel.naac@gmail.com
Address		Main Road, Gajwel, Siddipet District
City/Town		Gajwel
State/UT		Telangana
Pincode		502278
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr.M.A. Malik
Phone no/Alternate Phone no.	08454232748
Mobile no.	9849585332
Registered Email	gajwel.naac@gmail.com
Alternate Email	gajwel.jkc@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://gdcts.cgg.gov.in/gajwel.edu#">http://gdcts.cgg.gov.in/gajwel.edu#</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://ccets.cgg.gov.in/Uploads/files/buttonDetails/8296.pdf">https://ccets.cgg.gov.in/Uploads/files/buttonDetails/8296.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	72.25	2006	21-May-2006	20-May-2013
2	B	2.34	2013	25-Oct-2013	24-Oct-2018

<b>6. Date of Establishment of IQAC</b>	01-Jun-2006
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Workshop on Quality Maintenance at Colleges	05-Feb-2014 1	120

**8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Annual Budget	State Government	2013 1	562850
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

Making NAAC Peer Team Visit a successful one

Research Promotion: 4 MRPs. and 5 Ph.D. Registrations

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achievements/Outcomes
Completion of Syllabus planed	Done
Writing Teaching Diaries and Teaching notes	Done
At least 5 PPT Classes for each paper	Done
Sending faculty for Refresher Courses	Done
National Seminar planned	Done

Preparations for NAAC Peer Team visit	Successfully completed
Facilitating scholarships to all eligible students	Done
Preparation of Annual Curriculum plans	Done
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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	19-Sep-2013
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2014
Date of Submission	17-Oct-2014
17. Does the Institution have Management Information System ?	No

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The motto of the institution 'thamaso ma jyothir gamaya' taken from the Shanti Mantra means knowledge is the force that leads one from darkness to light - darkness symbolizing ignorance and light symbolizing enlightenment and emancipation. The goals and objectives aim at providing opportunities for accessibility, equity, employability for the emancipation of the individual and development of the nation. The institution also aims at inculcating human values among the students in order to make them as better and informed human beings. Government Degree College, Gajwel had its humble beginning in 1997 offering only a very limited number of courses, especially the self-financed ones with a meagre strength of about 150 students. It has taken nearly two decades to flourish into a centre of learning offering as many as 12 groups in three streams at undergraduate level - B.A., B.Com. and B.Sc. It also started offering three self-financing Post Graduate courses, namely M.A.(Telugu), M.A.(Economics) and M.Com. from 2015. From the academic year 2016-17 the institution is offering all the courses in accordance with the Choice Based Credit System(CBCS). Up to 2017-18 the institution was a co-education institution. The establishment of a separate government degree college exclusively for women in the academic year 2016-17 had a considerable impact on the admissions of the institution. But still it could attract about 1000

students during the academic year 2018-19. The institution has been following the curriculum prescribed by Osmania University, Hyderabad ever since its inception in 1987. The university also issues an almanac in the beginning of every academic year specifying the dates of commencement and last date of instruction, conduct of examinations, both internal and term-end as well as term vacations. As some of the members are the Members of Board of Studies of various departments of the affiliating university, i.e. Osmania University, the academic requirements such as introduction of new courses are well represented at the University level. The institution devises an academic calendar of its own in consonance with the almanac of the affiliating university and the calendar issued by the Commissionerate of Collegiate Education (CCE), Telangana State. The faculty of the institution prepare their respective departmental plans and individual academic plans to achieve the desired goals and objectives. The courses concentrate on experiential learning through Field Work, Seminars and Student Study Projects. Academic flexibility is provided by way of offering options to choose electives in most of the core papers. The teaching learning process is augmented with various other courses as Communication Skills and Basic Computer Skills as well as Courses related to Commerce and Accountancy, under the auspices of Telangana Skill and Knowledge Centre and the English Language Lab. All the documents related to all the exams - both internal and term-end - are maintained by the departments concerned as well as by the Examination Branch. The results are analysed to find out slow-learners so that they can be provided with remedial teaching.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
<b>No Data Entered/Not Applicable !!!</b>					

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
<a href="#">View File</a>		

#### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
<b>No Data Entered/Not Applicable !!!</b>		

#### 1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

### 1.3 – Curriculum Enrichment

#### 1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>		
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#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
<b>No Data Entered/Not Applicable !!!</b>		
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#### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

Feedback Obtained
<p>At the end of each academic year feedback is obtained from the students by administering a questionnaire. The questionnaire is administered by the members of faculty of the department other than the one to which the students belong to. The students are not required to disclose their identity anywhere in the questionnaire thus administered. This way the students are free to express their feelings freely without any inhibition. The feedback is obtained from all the stakeholders of the institution, viz. Students, Parents and Alumni as well as from the Teachers. The questions in the questionnaire range from curriculum, delivery, methodology, evaluation, the use of ICT and infrastructure. The feedback thus obtained is studied and analyzed in order to identify if there are any suggestions for improvement of the college in terms of infrastructure, curriculum and pedagogy. If there are any significant remarks or observations with regard to any of the criteria cited, action is initiated in this direction. If there is a demand for a new course, the same is represented with the affiliating university and it is ensured that such course is offered in the college in subsequent years. The IQAC of the institution ensures the curricular and cocurricular aspects by monitoring all the activities that take place on the campus. The IQAC, in consultation with the Principal, makes an analysis of the feedback obtained from the stakeholders mentioned earlier. At a later date a meeting is convened by the Principal to discuss the outcomes of the analysis. The teachers who secure considerable points are appreciated. and suggestions are made to those who secure lesser points.</p>

### CRITERION II – TEACHING- LEARNING AND EVALUATION

#### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	EPMM	30	50	33
BA	EPP	60	100	83
BCom	Computer Applicatoins	30	60	42
BCom	Computers	50	100	76
BSc	MPC	30	70	39

BSc	MBBC	30	30	24
BSc	MPCS	30	60	40
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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2013	337	0	19	0	0

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
19	10	8	5	0	5

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has devised a mechanism for providing academic, personal and psychosocial support and guidance services for the benefit of the students. In order to provide professional counselling, mentoring and academic advice, the institution adopted the MentorMentee System. As part of the system, the students are allotted to a teacher who will personally guide the students and maintain proper register of the counselling provided to the students. The MentorMentee System that is being in practice in the institution has the following characteristics: 1. Each teacher acts as a Mentor to a certain number of students who are known as mentees and the teacher is responsible to look into the socio, economic and personal and psychological aspects of the learners under his or her guidance. 2. The Mentor teacher maintains a register for recording the details of the students and the various academic and personal life. 3. The mentor is also supposed to record the progress of the students under his or her charge and is held responsible for the progress of the mentees. 4. The duty of the mentor is to closely observe each and every activity of the students and intervene whenever there is need for such intervention. 5. Another responsibility of the mentor is to be in contact with the parents of the students and update them about progress of their ward. 6. There is a provision in this system to bring to the notice of the Principal personally or telephonic about the situation of any extreme in nature which tends to affect the students personally or academically. 7. The Mentor – Mentee System also provides a platform to know the practical problem of the students and works as a grievance redressal mechanism.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
337	19	1:19

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
35	19	16	0	5

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers	Designation	Name of the award,
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	receiving awards from state level, national level, international level		fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	370	201314	11/04/2014	06/06/2014
BA	111	201314	11/04/2014	06/06/2014
BCom	405	201314	11/04/2014	06/06/2014
BCom	402	201314	11/04/2014	06/06/2014
BSc	MPC	201314	11/04/2014	06/06/2014
BSc	MBBC	201314	11/04/2014	06/06/2014
BSc	MPCS	201314	11/04/2014	06/06/2014

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Performance evaluation and assessment of students, as well as faculty is pivotal and an integral element in teaching and learning process of any higher educational institution. As an important task and productive educational strategy, our College too adopts this Continuous Internal Evaluation (CIE) System to value all components and aspects of students' growth and development on a very continuous basis throughout the academic year. For this in the beginning of the academic year itself college organizes couple of induction cum orientation programs by assembling all the students in college conference hall. College principal, Academic coordinator, IQAC coordinator and other senior faculty will make their talks and lectures, by which Students are made aware of the evaluation process through the following initiatives: ? Good number of orientation programmes, awareness lectures and invited talks at the beginning of the academic year are organized through public address system of the college in its conference hall. ? All teaching staff are instructed to prepare their teaching plans and include the initiatives of continuous evaluation procedures of their respective students. ? Institutional Academic Calendar is prepared with the integration of all departments action plan with that of CCE and parental university issued schedules. with CIA Exam dates ? Good number of display boards at highly visible corners and places at various departments and across the College premises are made available. ? College notice board is also regularly monitored and updated with every needy information and details, pertaining to the teaching learning aspects of the college. For this college appoints a lecturer as an in charge, who regularly supervises it and act as linking pin between students and college administration. ? College also posts the documents of teaching learning in its ever updating website and students and staff are instructed to visit the website regularly. ? All departments also have watsup groups in which their students, staff and college administrative people are members. Hence College encourages those departments to post the required information such as assignments dates, internal examination schedules, university circulars besides staff prepared subject related handouts. Other



initiatives of Continuous Internal Evaluation: College always strives positively for adopting better initiatives as integrative endeavors of its Continuous Internal Evaluation. Making results analysis of various tests and examinations conducted for the students, conducting of periodical review meetings with class in charges and head of the departments and offering necessary feedback and instructions to the faculty are its regular practices. Department level assessment of students progress is also practiced in the college, by which students are very closely and regularly monitored and provided with necessary remedial measures for their performance improvement. Indeed the remedial classes arranged for the students helps a lot, to those struggling learners, absentees, NSS volunteers who attend for their camps and others who absent for the college for various medical and personal reasons. Therefore this encouraging practice may aid the students to update their subject knowledge and helps them to catch up with their peers.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

In the beginning of every academic year, the Commissionerate of Collegiate Education (CCE) issues Academic and Activities Calendar specifying timeline for both academic and other cocurricular and extracurricular activities scheduled for the year. In addition, the affiliating university, Osmania University also issues an almanac with the details of various types of assessment, such as Internal Assessment Tests and Practical Examinations. The university almanac also specifies dates of semesterend examinations. The institution prepares an Academic Calendar in consonance with the Almanac of the university and the Academic and Activities Calendar of the CCE strictly adhering to the examination schedule specified. The departments and teachers plan their teaching and other related academic activities according to the college Academic Calendar so as to organise the Internal and practical examinations as specified by the affiliating university. Similarly, the students also prepare for the examinations by keeping the calendar in mind. Considering the importance of the Academic Calendar in the academic progress of the students, the Principal places the Calendar on the College website.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://ccets.cgg.gov.in/Uploads/files/buttonDetails/8909.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
370	BA	EPMM	19	13	68
111	BA	EPP	78	67	85
405	BCom	Computers applications	39	18	46
402	BCom	Computers	68	22	32
441	BSc	MPC	31	13	41
445	BSc	MBBC	10	4	40
467	BSc	MPCS	38	16	42

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://ccets.cgg.gov.in/Uploads/files/buttonDetails/8995.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
<a href="#">View File</a>				

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
<a href="#">View File</a>				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
<a href="#">View File</a>					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
<a href="#">View File</a>			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
<b>No Data Entered/Not Applicable !!!</b>	
<a href="#">View File</a>	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
<b>No Data Entered/Not Applicable !!!</b>				
<a href="#">View File</a>				

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Clean and Green	NSS	6	350
Aids Awareness Programme	NSS	6	420
<a href="#">View File</a>			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Aids Awareness	NSS	Aids Awareness	8	240

Rally

Rally

[View File](#)**3.5 – Collaborations**

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
<b>No Data Entered/Not Applicable !!!</b>			
<a href="#">View File</a>			

**CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES****4.1 – Physical Facilities**

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
457000	324591

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Newly Added
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added

**4.2 – Library as a Learning Resource**

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0 OF UGC INFLIBNET	Partially	2.0	2011

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	8645	1058202	1868	57991	10513	1116193
e-Books	1	5000	0	0	1	5000
Journals	0	0	6	3783	6	3783
CD & Video	20	500	0	0	20	500
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	77	4	4	4	0	4	0	10	0
Added	15	0	0	0	0	0	0	0	0
<b>Total</b>	<b>92</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>10</b>	<b>0</b>

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS
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##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
<b>No Data Entered/Not Applicable !!!</b>	

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
22350	22350	540500	540500

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory,

library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The policy of the Institution is to provide adequate infrastructure that facilitates teaching and learning. Accordingly, the institution tries its best to provide necessary infrastructure for the smooth run of academic activities. For this the institution has a committee to review the physical infrastructure which meets periodically. The committee suggests policies and initiatives to be taken by the institution. The institution also gives priority for the creation and enhancement of infrastructure in annual budget allocation. Physical facilities ? The institution has 14 spacious and well ventilated class rooms for regular college activity and 4 other classrooms for B.R. Ambedkar Open University activities. ? The institution also has 8 laboratories with advanced equipment. ? Every department has well furnished staff room ? The institution has a central library and reading room ? The college has technology enabled class rooms such as MANA TV/TSAT room which provides educational audio - visual programmes ? The college also makes use of LCD projectors and OHP for teaching ? Seminar hall with projector ? Waiting hall for girls and women staff ? Restrooms : Separate restrooms for girls, boys, male and female teaching staff ? NSS Room ? Examination Branch room For the optimum utilisation of the resources in the institution, various committees have been constituted comprising the Principal as the Chairman, senior members of the faculty as Convenors and other teachers as members. These committees meet on regular basis to discuss issues related to their respective committees so as to ensure the optimum utilisation of the facilities on campus. In order to utilise the facilities to the maximum extent, representatives from students are nominated as members in each of these committees. Support facilities such as hostel accommodation is provided to the students. Students hailing from far off places are given priority while allotting accommodation. Healthcare facility is available to the students. The services of the doctors available locally are utilised to create health awareness among students. The incharge of each facility (Librarian, Physical Director etc) maintains stock and issuance registers. These registers are verified annually by the Annual Departmental Verification Committees. These Committees are constituted by members of faculty related to other departments. The Academic Audit Cell of the affiliating university inspects all the records annually. The university renews affiliation to the existing courses and sanctions new courses based on the report of the Audit Cell. Apart from this, the Academic Guidance Cell of the Commissionerate of Collegiate Education(CCE), Telangana State conducts academic audit every year to ensure the optimum utilisation of the resources.

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## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	EPass (Electronic Payment and Application system of Scholarships) Post metric Scholarship services	760	4885060
Financial Support from Other Sources			

a) National	NIL	0	0
b) International	NIL	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Guidance for competitive exams	05/08/2013	35	Faculty, Government Degree Collge Gajwel
Career counselling	02/01/2014	40	Faculty, Government Degree Collge Gajwel
Soft Skill Development	03/05/2014	149	TSKC, Sun Skills institute
Remedial coaching	02/09/2013	120	Faculty, Government Degree Collge Gajwel
Language lab	06/08/2013	40	TSKC, Government Degree College Gajwel
Bridge Course	01/07/2013	70	Faculty, Government Degree Collge Gajwel
Personal Counselling	13/08/2013	15	Faculty, Government Degree Collge Gajwel
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2013	Guidance for competitive examinations	35	0	0	0
2014	Career counselling activities	0	40	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
1	1	0

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	NIL	0	0
<a href="#">View File</a>					

### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2014	3	B.Com	COMMERCE	A.V college, Hyderabad	M.Com
2014	2	B.Com	COMMERCE	Badruka college, Hyderabad	M.Com
2014	1	B.Com	COMMERCE	OU PG College, Secunderabad	M.B.A
2014	1	B.Com	COMMERCE	Marri laxma reddy college	M.B.A
2014	1	B.Com	COMMERCE	A.V college, Hyderabad	M.B.A
2014	1	B.Com	COMMERCE	Malla reddy college	M.B.A
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### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
<b>No Data Entered/Not Applicable !!!</b>	
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### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Volleyball	College	14
Kabaddi	College	16
Badminton	College	10
Carrom	College	20
Chess	College	16
Table tennis	College	20
Athletics	College	27
Tenne Calet	College	15



KhoKho	College	35
shatfoot	College	12
long jump	College	14
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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Yes, the College has a student council which is constituted with 7 Members out of which four are girls. The students are nominated by the Principal of the college taking into view of their commitment to study and participation in various curricular and extracurricular activities. The council takes part in the planning and execution of most of the events like sports and cultural meets and Clean and Green activity etc. The college believes in inclusiveness in the administration for the development of the institution. Students from various social and economic backgrounds are made part of each and every aspect of the institution. The student members contribute to the smooth functioning of the college by attending all the meetings and voicing the views of the student fraternity. Each of the committees comprises about 6 teachers as members of which one will act as the Convener and a representative from the students. These committees meet periodically under the Chairmanship of the Principal. Sometimes they meet whenever there is a specific activity related to the purview of the committee. The following are some of the committees with student representation: ? Internal Quality Assurance Cell (IQAC) The members of the committee participate more actively than the rest of the students starting from making arrangements till the valedictory ? NAAC Committee This committee is constituted especially with reference to the NAAC accreditation process. The members' participation is highly useful in administering questionnaires such as Student Satisfaction Survey. ? Library Fee Committee It oversees the collection of fee paid towards the library expenditure ? Library and Reading Room Committee It offers suggestions in the selection of periodicals to be subscribed and books to be purchased on the basis of the views expressed in their classes. It also ensures proper discipline is maintained in the Reading Room. ? ParentTeacher Committee The members of the committee coordinate between the institution and the parents and assist the Faculty in conducting ParentTeacher meetings. ? Games Committee It helps the department of Physical Education in organizing of various sports and games events on the occasion of national festivals such as Independence Day and Republic Day Similarly the Student Members of various committees work proactively with regard to the following committees: • Audiovisual Committee • Literary and Cultural Committee • Stationery and Teaching Aid Committee • Timetable and Institutional Calendar Committee • Social Responsibility Committee • Academic/ Examination Committee • Magazine Committee • AntiRagging Committee • Women Empowerment Committee • TSat Committee • Central Purchasing Committee Apart from these committees, there are committees for each department to monitor and review the activity related to that particular department. Further, student representatives are members of various Clubs such as Eco Club, Red Ribbon Club, Consumer Club and Cells such

as Grievance Redressal Cell, Career Guidance and Employment Cell, Minority Cell, OBC Cell and SC, ST Cell. All these Committees work with a single mission - the prosperity and glory of the institution.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association of the college is one of the strengths of the institution. It comprises people from almost all walks of life, teachers, lawyers, business persons and people pursuing various other occupations. The Executive Body of the Association is proactive and extends its full support to its alma mater in the form of financial assistance by raising funds and also by the word of mouth at the time of admissions. With the amount contributed by the Association a parking shed for bicycles and motorcycles was constructed. In the first week of every new Academic Year a meeting of Alumni Association is called for wherein various issues related to the development of the college. The opinions and suggestions made by the Association are noted well and due respect is paid to them while taking up any activity or measure in the college. With the help of alumni, the institution gets information regarding the performance and contribution of the students to society in various fields so that the college is able to estimate the yield of enriched curriculum. The alumni also help the institution by influencing industries and other agencies in getting placement tests for the students of the institution wherever possible. The composition of the Executive Body of the Alumni Association, registered under Societies Registration Act (Reg.No. 764 of 2005) is as follows: Executive Body of Alumni President : T. Hemanth Kumar Vice - President : V. Pravenn Kumar General Secretary : D. Ravinder Joint Secretary : T. Laxmi Narsimha Reddy Treasurer : G. Srinivas. The institution remains ever grateful to the Alumni Association for its unflinching and unconditional support for its development in all aspects.

5.4.2 – No. of enrolled Alumni:

300

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association has assembled in the month of July, 2013 and deliberated on various issues pertaining to the college. They congratulated the staff on the being awarded Grade Bin the 2nd Cycle of Assessment and Accreditation and pledged support in all developmental matters of the college.

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The top leadership of the institution strongly believes in the principle of decentralization and participatory democracy in its function. In consonance with the principle, the college follows many practices to implement the leadershipnurturing methods. Here are the two most widely used practices of decentralization and participatory democracy in management affairs of the institution. 1. Constitution of various Committees with Faculty Members and Students: In the beginning of the academic year, various committees related to academic, administrative and managerial affairs are constituted. The Principal

of the college acts as the Chairman of all the committees. However the actual work of these committees is done by the Coordinator/Convenor of the Committee, who is usually a senior member of faculty. Almost all the members of the teaching and nonteaching staff are provided representation on one committee or the other. It is ensured that representatives from students are nominated in each and every committee. The Staff Council which is the most important committee in formation of policies and their implementation at the college level consists of all the senior members of the teaching staff. The Staff Council meetings are held periodically under the Chairmanship of the Principal. Usually a senior member of the faculty is nominated as the Academic Coordinator to deal with academic activities and examination related work as per the almanac of the affiliating university. Another senior member of faculty acts as the Coordinator of the Internal Quality Assurance Cell (IQAC) to look after the quality enhancing and sustenance initiatives in the college. The Principal convenes meetings with the incharges of the departments to discuss and arrive at certain decisions with a view to improve teaching learning processes and to keep pace with the latest developments in the field. Similarly, the Convener of the Infrastructure Committee looks over infrastructure, the Convener, Sports Committee deals with sports and games, the Convener, Cultural Committee deals with cultural activities. Similarly, UGC committee, Women Empowerment Cell, etc., act with autonomy in their operation of activities and develop leadership. The incharges of various departments play a crucial role in formation and implementation of the College Action Plan. Some senior members of the faculty are on the College Planning and Development Committee (CPDC) which is in the forefront in the development of the college.

2. Delegation of Powers to Vice Principal: The most senior member among the teaching staff is nominated as Vice Principal who looks after the college affairs in the absence of the Principal. Sometimes, the responsibility of issue of student bus passes, study certificates, etc. to the students is entrusted with the Vice Principal. The Vice Principal also represents the college at various forums on behalf of the Principal in the latter's absence or unavailability and also takes some situational decision with due permission of the Principal. The college works in the spirit of common and collective leadership and has put in place appropriate mechanism of decentralization and participative management to develop institutional leadership by nurturing the staff members as leaders.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Examination and Evaluation	The Examination Branch deals with all types of examinations and evaluation both internal and external. The college strictly adheres to the evaluation schedules prescribed by the affiliating university in its almanac. The Evaluation includes both internal assessment in the form of assignments, slip tests, Computer Based Test (CBT for English) and yearend/semesterend examination. The evaluation of the answer scripts is carried out by the university. The college is proactive in redressing the grievances of the students, if any, related to

	examinations.
Research and Development	The institution has a UGC Committee and a Research Committee which usually monitors and guide the faculty on researchrelated issues. The committees encourage the faculty to take up research programmes/research projects and register for Ph.D. As the result, some members of teaching staff have registered in the Ph.D. Programme and some of them have also submitted proposals for Research Projects. Further, the laboratories of the college are equipped with adequate research facilities which are conducive to research. The faculty members who intend to submit their research papers at National Level Seminars are encouraged with On Duty facility.
Library, ICT and Physical Infrastructure / Instrumentation	The college is well equipped library with over 10000 books and journals on wide variety of subjects. It is wellfurnished and digitalization is in process. The library is situated in a spacious hall with adequate ventilation. It is an ideal place for reading and writing. The college also has the Information and Communication Technology (ICT)enabled teaching and learning facilities such as computer labs, internet, etc. The seminar hall which can accommodate about 400 people is equipped with an LCD Projector and audio system. Other facilities include a well equipped gymnasium, rooms for sports and games, wellequipped laboratories.
Human Resource Management	The college strongly believes that the development of the institution is dependent on Human resource and their effective management. In the light of the Objectives, the teachers are provided with opportunities to update their knowledge and skills through Faculty Development Programme (FDP), Orientation Programmes and the Refresher Courses organized by the UGCHuman Resource Development Centre (HRDC)/ the Academic Staff Colleges (UGC ASC) of various universities within the state and in other states. They are also encouraged to participate in seminars, conferences, workshops, etc. of state and national level, so as to update their academic and research knowledge and skills.

Curriculum Development	<p>The institution, being an affiliated college, is not empowered with the curriculum development. However, the college plays a role in the curriculum development. The affiliating university, i.e., Osmania University conducts Annual Departmental Conferences to discuss the curriculum and its implementation and frames the curriculum. A few of the members of the teaching staff such as Dr. Ramesh, Assistant Professor of Economics, Dr. Ramesh Babu, Assistant Professor of Telugu are Members of the Board of Studies of the University who represent the current trends in the respective subjects and contribute in the designing of the curriculum from time to time.</p>
Teaching and Learning	<p>At the institution level, teaching and learning procedures are organized as per the schedules of the Almanac circulated by affiliating university. Every teacher prepares Annual Academic/Curricular Plans and the Departmental Action Plans in the beginning of each academic year. Assignments, monthly tests, prefinal examinations are conducted as per the almanac and marks are posted in the Departmental Marks Register. Teaching Notes, Dairies are updated every day and are signed by the incharge of the department concerned once a fortnight which in turn are duly countersigned by the Principal at the end of the month.</p>
Industry Interaction / Collaboration	<p>The institution works towards the goal of industry-academia collaboration. Towards that end, the college encourages all the departments to collaborate with the industrial firms or firms located in the region. Consequently, the various departments of the college have executed Memoranda of Understanding (MoUs) or Collaborative Arrangements with various institutions/organizations. The yearwise MoUs are uploaded in the QnM templates. The collaborative arrangements are of mutual interest, as they help the students hands-on experience in the industries. Reciprocally, the staff members share their expertise in their knowledge domain with the industries.</p>
Admission of Students	<p>The college ensures wide publicity and transparency in the admission process</p>

through: • Banners/Posters • Pamphlets  
 • Advertisements • Alumni Association •  
 Institutional Website Selection lists  
 are prepared by respective committees  
 constituted for the purpose. Lists are  
 displayed on the notice board  
 specifying relevant dates. The  
 selection is made on the basis of merit  
 scrupulously following the rules of  
 reservation.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>The institution corresponds with the Commissioner of Collegiate Education and with the affiliating university through their respective emails and websites. The details of the institution are updated from time to time through these platforms. In turn, these bodies also issue orders and circulars online. The details of the courses offered and facilities available in the institution are posted on the college website.</p>
<p>Administration</p>	<p>The activities carried out in the institution are monitored by the Commissionerate through mails. Particulars of student admissions and staff are uploaded on the website of the Commissionerate every year. Further, circulars related to various review meetings are sent through mails to which the institution responds in turn. The College Administration and Information Management System (CA IMS) came into effect from 201819. The information about the students and faculty is made available on CAIMS which has five modules to provide services in different areas of services offered in the college.</p>
<p>Finance and Accounts</p>	<p>Most of the financial transactions, such as payment of salaries to staff through eKuber, payment of bills pertaining to purchase of various contingencies, collection of admission fees, payment of scholarships and reimbursement are made online. The College Administration and Information Management System (CA IMS) came into effect from 201819. The information about the students and faculty is made available on CAIMS which has five modules to provide services in different areas of services offered in the college, including Finance and</p>



	Accounts Management (AMS) dealing with financial aspect of the institution.
Student Admission and Support	<p>Up to 2016 the admissions were made offline, on the basis of merit. Ever since the government of Telangana has adopted online system for admissions through 'Degree Online Services, Telangana'(Dost), the first of its kind in the country, the admissions in the institution are made online. DOST provides access to the students to pursue education in the institution of their choice across the state.</p> <p>Application and sanction of Student Scholarships is carried out through Electronic Payment and Application System of Scholarships (ePASS) Internet facility is provided to students on campus. The college library has an information centre with five computers with internet connectivity. The students are allowed to use online learning resources such as inflibnet and online journals. Students make use of computer systems available in the college to apply for admission into various universities. Bus passes issued by Road Transport Corporation are processed in the college and are forwarded for approval.</p>
Examination	<p>Examination fees collected and submitted to the university through online Examination Application Form.</p> <p>Question papers for Semesterend/ Yearend examinations are downloaded by the examination branch on receiving a password from the university 30 minutes before the commencement of the examination. Marks of internal examinations are posted in the website of the university by the dates specified. From the academic year 201819 Digital Onscreen Evaluation system has come into effect. The students can get a photocopy of their valued answer script, if they want, on paying fee stipulated.</p>

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2013	No one	No One	No One	0

2014	No One	NA	NA	0
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
<b>No Data Entered/Not Applicable !!!</b>						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Human Value and Professional Ethics	3	22/07/2013	25/07/2013	4
Orientation Programme (English)	1	17/10/2013	16/11/2013	30
Orientation Programme (Physics)	1	21/10/2013	19/11/2013	30
Political Science Refresher Course	1	15/11/2013	05/12/2013	21
Training and Orientation Course for NSS POs	1	15/07/2013	21/07/2013	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
23	18	7	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Regular Health Checkup, Employee Health Scheme, Medical Reimbursement, GPF Loans, Housing Loan, TSGLIF Loan	Employee Health Scheme, Medical Reimbursement, GPF Loans, Housing Loan, Vehicle Loan, TSGLIF Loan, Festival Advance	Scholarships, Fee Reimbursement, Concessional Bus Passes



## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Audit is done by the Staff Council, Internal Audit Committee, Pay Fixation, Income Tax calculation External Audit is generally conducted by the RJDCE, CCE, Accountant General

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
CPDC	1951762	College Development
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

1951762

## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Commissionarate of Collegiate Education (CCE), Telangana State and Affiliationg University Osmania University, Hyderabad	Yes	Principal, and IQAC Coordinator
Administrative	Yes	Commissionarate of Collegiate Education (CCE), Telangana State and Affiliationg University Osmania University, Hyderabad	Yes	Principal

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The institution had a Parent Teacher Association which meets yearly twice and discuss the issues directly related to the students's academic, and personal issues which affect the allround progress. The following issues dominate the proceedings: 1. The regular attendance of their children is most important issue discussed during these meetings. 2. The examinations - related aspects such as fee details, last date of payments of semester wise examination fee, certificate issue, etc. 3. The career guidance, future prospects, personal guidance, and other student progression issues.

6.5.3 – Development programmes for support staff (at least three)

The institution takes up various developmental programmes for the support staff, such as medical reimbursement, vehicle loans, home loans, festival advances etc.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

The institution has taken up the following many post accreditation initiatives in order to sustain the quality enhancement and improvement: 1. The Internal Quality Assurance Cell (IQAC) meets regularly and initiates encouraging programmes to inspire the departments to take up academic activities for the progress of the students. 2. In order to promote zeal in research among the students, the institution has been conducting the Jignasa Student Study Projects on regular basis and yielding good results 3. The IQAC encourages the individual teachers to enrol for Ph.D. programmes and the members of the staff who have completed their research to prepare proposals for MRPs, and other research related activities. 4. The seminars, workshops, symposia are being organized on regular basis. 5. Preparing Annual reports to NAAC for the 3rd Cycle of Assessment and Accreditation.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2013	Workshop on Quality Maintenance	05/02/2014	05/02/2014	05/02/2014	120

**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Internal Womens Day Celebration	08/03/2014	08/03/2014	190	150

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The institution is environmentally conscious and takes many green initiatives such tree plantation drive every year as part of the NSS activities. The college is also at forefront in water harvesting during rainy season. In order to reduce the power consumption, the institution believes in the motto 'power saved is power produced' and has taken the following possible measures towards the sustainable and alternate energy initiatives such as: 1. Class rooms in the college are wellventilated, as a result of which natural air and sun light reduces the consumption of electricity. 2. LED bulbs are installed in the

Principal's Chamber and Administrative Block which is very much helpful in cutting down the electricity bill. 3. The institution has dug two water harvesting pits on the campus during the year. 4. Two Photovoltaic solar panels with capacity to produce 1 kVA, Inverter, and two batteries have been installed as a measure of sustainable energy initiative.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2
Rest Rooms	Yes	2
Scribes for examination	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2014	0	1	03/01/2014	888	NSS Winter Special Camp	Aids Awareness, Social Evils etc.	200

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Students, Teachers, and Parents	15/05/2013	The institution gives top priority to character building of the students. In order to achieve the objective, measures such as the course such as Human Values and Professional Ethics (HVPE) has been introduced and well received by the students and teachers. Similarly, every year a handbook containing the courses offered in the college, the physical, academic and student support facilities available on the campus, other useful information pertaining to the college. It also includes rights and obligations of the stakeholders.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
National Integration Day celebrated by NSS Units	19/11/2013	19/11/2013	160
International Human Rights Day	10/12/2013	10/12/2013	145

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The College ground is fully filled with trees. We have a team of teachers, who regularly monitor the garden maintained by students. Clean and green programs are conducted regularly to maintain green and healthy environment of the college campus. Under the green initiatives and waste management as already pointed out, paperless office correspondence is being carried out to a large extent. In the classrooms most of the solid waste is in the form of papers. Paper waste causes release of methane which in turn causes damage to the people's health. In order to avoid this, the students are taught with the help of ICT techniques and also video lessons. Under the MOOCS online education program, the students are provided with internet link pertaining to the concerned subject video classes. Thus the method of teaching also provides unique learning experience to the students. Thus method also improves communication skills of the students. As a part of green initiatives and beautification of the campus, potted plants are places in the front yard of the campus. Plants with flowers are adding beauty and serenity of the campus.

#### 7.2 – Best Practices

##### 7.2.1 – Describe at least two institutional best practices

GOVERNMENT DEGREE COLEGE GAJWEL DEPARTMENT OF ENGLISH BEST PRACTICE Title of the Practice: Wrappers To Riches The Objectives of the Practice: As English has become lingua franca in many countries in the world, especially in multi lingual countries like India. This situation demands on the part of advertisers and manufactures to promote their products in every corner of the world by choosing English as medium of their advertisements. The advertisements are mainly printed on the wrappers of the products. The practice has been implemented in the institution with the following objectives. 1. To establish the fact that English language is available everywhere, particularly outside of the classroom. 2. To promote the use of wrappers used in the advertisements as a realia to learn English language. 3. To encourage learners of English to pay attention towards the language of wrappers to learn English 4. To include the wrappers of different products in daily language classroom transaction for teaching and learning English 5. To motivate the teachers and learners to gain mastery over the four English language skills: listening, speaking, reading and writing through constant following of advertisements. 6. To use Wrappers of household articles up to their potential in language classrooms and even in outside for learning English language. 7. To make use of the wrappers as the cheapest means of teaching and learning English by the teachers and learners

The context: The present day learners are techsavvy and are living the technologydriven age. Teaching them English is a challenging task. Especially, holding their attention to what is discussed in the classroom is much more difficult endeavor. It is in this context, the Department of English has started the practice of collecting and using the wrappers of household article such as soaps, salts, chocolates, pens, etc., for teaching and learning English vocabulary. The use of wrappers of household articles will focus on the benefits of advertisement in learning English language in classrooms and in real life. After a thorough analysis of the data, it is found that wrappers are a great source of English language. They are handy in improving English

vocabulary (word power), phrases, clauses and sentences. Though English textbooks are prepared after considering all the approaches and methodologies underlying language learning However wrappers are much more interesting and appealing to the learners. And hence they can be exploited further to promote learning taking place in the language classroom. The Practice and its Uniqueness: The novel idea got its origin in the attractiveness of the vivid and colourful wrappers used in packaging industry by spending huge money in producing them. With a much closer look at the otherwise waste litter that every busy costumer wants to throw away opens up an opportunity to learn English. Almost all wrappers used to pack the daily house articles are printed with the details mainly in English and are readily available material for imparting English language skills. And hence the institution has adopted the unique practice. Language plays an important role in the preparation of wrappers for product advertisement. The use of catchy, interesting and relevant vocabulary, phrases, clauses, idioms and sentences enhances the chances of the ad to reach the target group. Problems Encountered / Resources required: The wrappers are everywhere and easily accessible. Moreover they are available always. There is absolutely no problem in collecting them. The only resource that is needed to use them is interest and resourcefulness in using them in an appropriate manner. Hence no cost but valuable in learning English. In the modern times, English has emerged as a dominant medium of many advertisements. In this context, one can learn a lot of English language through constant and conscious exposures to the wrappers used in packaging industry. Almost every wrapper contains a catchy motto/slogan/tagline in English. These mottos are a great source of English language learning. The students and teachers need to be aware of the fact that the English language is available not only in the classroom but also in real life situations outside the classroom. Hence the students are encouraged to exploit the wrappers to their fullest manner to learn English. Government Degree College, Gajwel Department of Public Administration BEST PRACTICE Title: Reading of newspaper clippings and handouts Objectives ? To make the students to understand the public services delivery mechanism. ? To know the empirical knowledge of public welfare programmes. ? To enable the students about people's interaction with officials. ? To acquire the knowledge of citizen grievances redressal. ? To understand the role of bureaucracy in policy implantation. ? It enables the students in improving vocabulary, learning new words, awareness on current developments in the subject. ? To make the students visualize transparency and accountability in governance. Context Since we identified that the students are lacking knowledge of practical administration. Practice Throughout the week the student's collet the subject related news clippings and at the end of the week they will be made to read, analyze and discuss the issues they have learnt. They will ask the teacher queries and get them clarified. The teacher also poses them some questions. Thus, it will be an interactive session which enables the students learn both reading and speaking skills Evidence of success The students can understand how the various policies and programmes of the governments are implemented at gross root level. The also came to know how to access various public services available for them. They are able to represent their grievancesto their local representatives. Problems Since most of the students are lacking language skills initially, they showed reluctance to this practice. But by looking at the performance of the students who participated actively they also developed interest in the practice. As per as resources are concerned, it is not a problem since not much of monetary implication is involved. Conclusion This practice makes the students to learn the practical administration and how to approach the administration for their redressal of grievances.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

### 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

As the process of fulfilling India's educational obligations the State Government of the then Andhra Pradesh has established the Government Degree College at Gajwel in the erstwhile Medak district of Andhra Pradesh in the year 1997 on the initiatives of the then local MLA Dr. Vijaya Rama Rao. Since the inception, this institution has been providing needbased higher education at an affordable cost to the rural youth from far. It was accredited by NAAC with "B" Grade in the year 2006 in the 1st Cycle of NAAC Assessment and Accreditation was reaccreditation again with "B" in the 2nd Cycle in the year 2012. And now the institution is preparing for the 3rd Cycle of NAAC Assessment and Accreditation. The college has well defined Vision, Mission and Core Values which reflect the unique characters of the Institution, needs of the students and value orientation. They are communicated to all its stakeholders. The college was established to bring out the innate potential of the rural poor of Gajwel, a small town in Siddipet District. The mission of the college is to provide quality education to students from all strata of the society. The College, being affiliated to Osmania University, has to conform to the norms set by the State in matters of administration and instruction within the broad framework of a set curriculum. The college addresses itself to a wide range of students' needs by introducing new selffinanced courses to meet the ever changing requirement and employability through the B.A., B.Com., and B.Sc. programmes with specializations and with different courses combinations. The Vision, Mission and Core Values and even the emblem of the institution reflect the commitment of the college towards social change and nation's progress.

VISION To provide an enabling educational environment in which individuals realize their innate potential and transform themselves into knowledgeable, skilled leaders with humane and societal commitment MISSION The GDC Gajwel is committed • To create an enabling educational environment using effective pedagogical methodology and advanced technological means • To transform the students into a globally competitive human beings with required knowledge, skills and values • To sensitize the young minds towards the universal values of truth, non violence, honesty, integrity and universal brotherhood • To foster an unwavering faith in harmony between humanity and nature and environment • To provide a platform to develop the students into a multifaceted human resources CORE VALUES • Foster the service motto • Strive for excellence • Inculcate ethics and values • Foster universal brotherhood • Respect for nature and environment INSIGNIA The college logo consists of the Rising Sun in the backdrop symbolizing enormous energy giving light and enlightenment the 'Purna Kumbha' symbolizing prosperity and completeness the Veena, representing goddess Saraswathi - goddess of education and learning and two branches of leaves representing love for nature and environment. The logo comprises a line extracted from the Shanti Mantra from the Brhadaranyaka Upanishad 'Thamaso ma jyotir gamaya' which means "From darkness, lead me to light". This Upanishadic line is adopted

Provide the weblink of the institution

<https://ccets.cgg.gov.in/Uploads/files/buttonDetails/9009.pdf>

### 8.Future Plans of Actions for Next Academic Year

The Government Degree College prepares a Plan of Action for the next academic year which includes the following aspects of academic quality enhancing measures. The institution strives hard To prepare College Academic Calendar and organize academic, cocurricular and extracurricular activities accordingly To uphold



continuously good academic performance To inculcate learner centric and effective teaching learning process To ensure transparency and credibility in the process of students' evaluation and To develop a comprehensive system of student mentoring and student support To strive for the Autonomous status for the college, To train the students in democratic traditions by exposing them to various community outreach programmes, To adopt ICT in teaching and learning methods and procedures in the classroom transaction To organize and sent the memebers of the teaching staff to attend national semniars, workshops, symposia and to the training programmes, such as Orientation Programmes, Refresher Cources, and Faculty Development Programmes. To encourage the students to be scientific in temper and respect nature and environment, and To take feedback from all the stake holders and analyze it and take necessary action.