



Yearly Status Report - 2016-2017

Part A

Data of the Institution

1. Name of the Institution		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
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	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)	https://ccets.cgg.gov.in/Uploads/files/buttonDetails/9013.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://ccets.cgg.gov.in/Uploads/files/buttonDetails/8299.pdf

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

6. Date of Establishment of IQAC	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
Organised a One-day	23-Jul-2016	80

Workshop on Choice Based
Credit System (CBCS)

1

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	XII Plan	UGC	2016 1	524710
Institution	RUSA	Central Government	2016 1	500000
IQAC	Financial Aid	State Council for Higher Education Telangana	2016 1	20000
Institution	Annual Budget	State Government	2016 1	427660
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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 :

3

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?

Yes

If yes, mention the amount

20000

Year

2016

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

A Workshop on CBCS on 23.07.2016 with financial assistance from the State Council for Higher Education, Telangana State

Research Promotion : 4 MRP Completed 1 MRP going on

Faculty encouraged to register for resulting in 9 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	Achivements/Outcomes
National Seminar and workshop planned	Done
Sending faculty for Refresher Courses	Done
Extension activity by NSS, Red Ribbon Club, Women Empowerment Cell Planned	Conducted
PG Entrance guidance/coaching and coaching for competitive examinations planned	Coaching classes conducted
Attending /Submission of papers at National seminars by faculty	Done
Publication of Papers by faculty	15 papers published
Faculty Forum formed	Lectures Conducted on specific topics
Publishing college magazine	Published
Preparation and submission of AQAR to NAAC	Submitted
Conducting Cultural and Literary Activities	Conducted
Preparation of Academic Performance Indicators (API)	Prepared
Preparation of Annual Curriculum plans	Prepared
Completion of Syllabus planed	Completed
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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 ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2017

Date of Submission

03-Feb-2017

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 Commissionarate 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/entreprene	Skill Development
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			urship	
Tally Certification Course ERP 9.0	27/01/2017	45	Employment	Accounting Skills
Certificate Course in Hardware and Networking	02/11/2016	25	Employment	Hardware and networking Skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Botany, Zoology, Chemistry (E/M)	01/06/2016
BA	History, Economics, Political Science (T/M)	01/06/2016
BA	History, Economics, Computer Applications	01/06/2016
View File		

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
BA	History, Economics, Political Science (T/M)	01/06/2016
BA	Economics, Political Science, Public Administration (T/M)	01/06/2016
BA	History, Economics, Computer Applications	01/06/2016
BCom	General (E/M)	01/06/2016
BCom	General (T/M)	01/06/2016
BCom	Computer Applications	01/06/2016
BCom	Computers	01/06/2016
BSc	Mathematics, Physics, Chemistry (E/M)	01/06/2016
BSc	Mathematics, Physics, Chemistry (T/M)	01/06/2016
BSc	Mathematics, Physics, Computer Science	01/06/2016
BSc	Botany, Zoology, Chemistry (E/M)	01/06/2016
BSc	Microbiology, Botany, Chemistry	01/06/2016

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

	Certificate	Diploma Course
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Number of Students

70

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
No Data Entered/Not Applicable !!!		
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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
No Data Entered/Not Applicable !!!		
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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 stake holders 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	18	18
BA	EPP	60	60	56
BA	ETP	60	35	31
BA	HEP	60	70	51
BA	HECA	50	13	13
BCom	Computer Applications	30	23	22
BCom	Computers	50	59	49
BCom	General	50	19	18
BSc	MPC	30	35	29
BSc	MBBC	30	30	24
BSc	MPCS	30	35	28
BSc	BZC	30	24	21
MA	Economics	40	40	40
MA	Telugu	40	40	40
MCom	Commerce	40	40	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
2016	360	120	20	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	12	6	5	1	6

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
360	20	1:18

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	20	15	1	6

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 receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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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	2016/17	06/05/2017	12/06/2017
BA	111	2016/17	06/05/2017	12/06/2017
BA	114	2016/17	06/05/2017	12/06/2017
BA	129	2016/17	06/05/2017	12/06/2017
BA	555	2016/17	06/05/2017	12/06/2017
BCom	405	2016/17	06/05/2017	12/06/2017
BCom	402	2016/17	06/05/2017	12/06/2017
BCom	401	2016/17	06/05/2017	12/06/2017
BSc	441	2016/17	06/05/2017	12/06/2017
BSc	458	2016/17	06/05/2017	12/06/2017
BSc	467	2016/17	06/05/2017	12/06/2017
BSc	445	2016/17	06/05/2017	12/06/2017
MA	313	2016/17	11/05/2017	22/06/2017
MA	014	2016/17	11/05/2017	22/06/2017
MCom	408	2016/17	11/05/2017	22/06/2017

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

The College 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, semester end 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. Internal Assessment Test consists of 20 marks (15 marks for written tests and 5 marks for Assignment) and is conducted twice in each subject, in every semester. And the remaining 80 marks are for semester end written examinations.

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 semester end 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/9030.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
111	BA	EPP	75	64	85
405	BCom	Computer Applications	19	7	36
402	BCom	Computers	61	39	63
441	BSc	MPC	36	12	33
458	BSc	MBBC	17	5	29
467	BSc	MPCS	32	11	34
313	MA	Economics	40	40	100
014	MA	Telugu	40	40	100

408	MCom	Commerce	40	40	40
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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
Minor Projects	2	UGC	97500	97500
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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
Hardware Workshop	Computer Science	01/10/2016

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 !!!				
View File				

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 !!!					
View File					

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)
National	Political Science	2	0
National	Commerce	1	0

National	Economics	4	0
International	Economics	1	0
National	English	1	0
View File			

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
Commerce	1
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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
No Data Entered/Not Applicable !!!						
View File						

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
No Data Entered/Not Applicable !!!						
View File						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	5	5	0
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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
Field visit	Physics to ISRO EXPO at Siddipwt	5	70
Library week	Department of Library	4	230
International Yoga day	Physical education	5	150
Haritha haaram	NSS Units	5	200
Fundamental skills and coaching	Vyayama kalavedika	4	300

Harivillu	NSS units	5	100
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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
No Data Entered/Not Applicable !!!			
View File			

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
Swachh Bharath and Hobby day	NSS units	Swachh Bharath and Hobby day	4	100
International literacy day	Department of Library Science	International literacy day	5	70
Library week	Department of Library Sciences	Library week	6	50
International Yoga day	Physical Education	International Yoga day	3	70
Health camp to conduct blood test	Bhagya and Department of Microbiology	Health camp to conduct blood test	4	100
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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
Training Kit	TSKC and Sun Skills Institute	TSKC Budget	30
Spoken tutorial online course	TSKC, CCE and IIT Mumbai	College Budget	30
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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
No Data Entered/Not Applicable !!!					
View File					

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
No Data Entered/Not Applicable !!!			
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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
3135662	3031087

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing

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 patially)	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	10917	1443761	1207	200734	12124	1644495
Journals	26	17487	6	5885	32	23372
e-Books	3	15000	1	5750	4	20750
CD & Video	20	500	0	0	20	500

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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
No Data Entered/Not Applicable !!!			
View File			

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	127	4	4	4	0	4	14	10	0
Added	3	0	3	0	0	0	0	0	0
Total	130	4	7	4	0	4	14	10	0

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

10 MBPS/ GBPS

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
No Data Entered/Not Applicable !!!	

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
2000	2000	579117	579117

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.

<https://ccets.cgg.gov.in/Uploads/files/buttonDetails/8866.pdf>

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	907	7632485
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 implemetation	Number of students enrolled	Agencies involved
Guidance for Competitive exams	01/08/2016	50	Faculty, Government Degree Collge Gajwel
Career Counselling	05/01/2017	85	Faculty, Government Degree Collge Gajwel
Soft Skill Development	01/11/2016	22	IIT MUMBAI
Remedial Coaching	16/08/2016	554	Faculty, Government Degree Collge Gajwel
Language Lab	08/08/2016	48	TSKC, Government Degree College Gajwel
Bridge Course	02/07/2016	143	Faculty, Government Degree Collge

			Gajwel
Personal Counselling	11/08/2016	368	Faculty, Government Degree Collge Gajwel
Yoga and Meditation	21/06/2016	74	NSS Units, Government Degree College, Gajwel
View File			

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
2016	Guidance for competitive examinations	50	0	0	0
2017	Career counselling activities	0	85	0	0
View File					

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
4	4	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
View File					

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
2017	7	B Com	Commerce	Govt. Degree College, Gajwel	M Com
2017	1	B Com	Commerce	Stand ford College, Bhongiri	M.B.A

2017	3	B Com	Commerce	Kasturiba gandi college, Hyd.	M Com
2017	1	B Com	Commerce	Mahatma Gandi University, NLG	M.B.A
2017	3	B Com	Commerce	CMR College, Hyd.	M.B.A
2017	2	B Com	Commerce	Indur college, Siddipet	M.B.A
2017	1	B Com	Commerce	Secunderabad PG College, Hyd.	M.B.A
2017	1	B Com	Commerce	BMR College, Siddipet.	M Com
2017	3	B Com	Commerce	Govt Degree College -Gajwel	M.A. Telugu
2017	1	B Com	Commerce	Palamuru University, MBN	M Com
2017	1	B Sc	Physics	university college of science, osmania university, Hyd.	M.Sc. Physics
2017	1	B Sc	Physics	university college of science, osmania university, Hyd.	M.Sc. Physics
2017	1	B Sc	Physics	Koti Women's College, Hyderabad	M.Sc. Physics
2017	1	B Sc	Mathematics	Kasturba Degree & PG College West maredpally,h yd	M.SC Mathematics
2017	1	B Sc	Mathematics	Saint Pauls PG college Hyderabad	M.SC Mathematics
2017	22	B.A.	Economics	Govt Degree College -Gajwel	MA Economics
2017	2	B.A.	Economics	kakathiya university,	MA Economics

				WL	
2017	6	B.A.	Political Science	Osmania university	M.A. Political Science
2017	1	B.A.	Political Science	Central university of Gujarath	M.A. Political Science
2017	3	B.A.	Political Science	Kakathiya University, WL	M.A. Political Science
2017	1	B.A.	Public Administration	Palamuru university, Mahabubnagar	M.A. Public Administration
2017	1	B.A.	Public Administration	Kakathiya University, WL	M.A. Public Administration
2017	3	B.A.	Public Administration	Mahatma Gandhi University, NLG	M.A. Public Administration
2017	4	B.A.	Public Administration	Osmania university	M.A. Public Administration
2017	2	B. Sc	Microbiologu	Osmania university	M.Sc.Microbiology
2017	1	B. Sc	Computer Science	Jagruthi College, Narayanaguda, Hydedrabad	M.Sc.Computer Science
2017	1	B. Sc	Computer Science	Hyndavi Degree & PG college ,Bharkathpura, Hyderabad	M.Sc.Computer Science
2017	1	B. Sc	Chemistry	Nizam College,O.U, Hyd.	M.Sc Chemistry
2017	1	B. Sc	Chemistry	Sarojininayudu Vanitha Vidhyalaya, Nampally,O.U, Hyd.	M.Sc Chemistry
2017	1	B. Sc	Chemistry	Jagruthi Degree & P.G .College, Yadadri-Bhongiri.	M.Sc Chemistry
2017	1	B. Sc	Chemistry	Osmania university, Hyd.	M.Sc Chemistry

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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
SET	4
NET	1
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Vollyball	COLLEGE	36
Kabaddi	College	40
BALL Badminton	College	8
Carrom	College	24
Chess	College	16
Table tennis	College	8
RUNNING	College	42
KHOKHO	College	60
CRICKET	College	64
shatfoot	College	17
long jump	College	35
SHUTTLE BADMINTON	College	16
View File		

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
No Data Entered/Not Applicable !!!						
View File						

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 it 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:

400

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association of the college is one of the strengths of the institution. 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. When the college is under construction in new location, the Association visited the place and estimated the pros and cons of the construction

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/Convener 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 examinationrelated 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
Curriculum Development	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.
Teaching and Learning	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.

Examination and Evaluation

The College 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, semester end 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. Internal Assessment Test consists of 20 marks (15 marks for written tests and 5 marks for Assignment) and is conducted twice in each subject, in every semester. And the remaining 80 marks are for semester end written examinations.

Research and Development

The institution has a UGC Committee and a Research Committee which usually monitors and guide the faculty on research related 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 well furnished 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, well equipped laboratories.

<p>Human Resource Management</p>	<p>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 UGC Human 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.</p>
<p>Industry Interaction / Collaboration</p>	<p>The institution works towards the goal of industryacademia 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 handson experience in the industries. Reciprocally, the staff members share their expertise in their knowledge domain with the industries.</p>
<p>Admission of Students</p>	<p>The college ensures wide publicity and transparency in the admission process 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. From 201617, the Government of Telangana adopted online process of admissions into the UG Colleges in the state. Since the college is a public funded institution, admissions are invariably made through Degree Online Services, Telangana (DOST) from 2016.</p>

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 Accounts Management (AMS) dealing with financial aspect of the institution.</p>
<p>Student Admission and Support</p>	<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</p>

provides access to the students to pursue education in the institution of their choice across the state. 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.

Examination

Examination fees collected and submitted to the university through online Examination Application Form. 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.

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
No Data Entered/Not Applicable !!!				
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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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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staff

No Data Entered/Not Applicable !!!

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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
Research Methodology and Methods of Research	1	29/08/2016	12/09/2016	14
Orientation Programme (Mathematics)	1	11/06/2016	08/08/2016	29
Human Values and Professional Ethics	1	18/08/2016	20/08/2016	3
National Integration Camp NSS	1	22/09/2016	28/09/2016	7
TSKC Coordinator Training	1	04/11/2016	07/11/2016	4
Workshop on Gender Sensitization	1	01/12/2016	03/12/2016	3
Physics Refresher Course	1	08/02/2017	28/02/2017	21
Computer Science Refresher Course	1	27/02/2017	18/03/2017	20

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
20	31	6	10

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Rest Room for Women Staff members	Rest Room for Women Staff members	Rest Room for girl students, Midday Meals provided

6.4 – Financial Management and Resource Mobilization

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

The Government Degree College, Gajwel has a strong belief in the principle of transparency in all its academic and administrative functions. The same is the case with the affairs of finance. Since the college is a public funded institution, and in order to ensure financial accountability, the institution has devised an internal mechanism and is subjected to various external financial authorities in the form of audit. Internal financial audit: The institution has devised an internal mechanism to help in maintaining appropriate records related to financial management of the college. The internal mechanism consists of various committees and senior members of the staff who are experts in the field of accounting and financial aspects, especially from the Department of Commerce are drafted. In the college there are the Staff Council, Internal Audit Committee, Pay Fixation Committee, and Income Tax Calculation Committee are involved in the process. The committees meet and discuss various issues of financial prudence. However the committees are advisory in nature and work under the overall supervision of the college Principal. External financial audit: There is a formal and well established mechanism in conducting the external audit of the institutional financial matters. The External Audit is periodically conducted by the Regional Joint Director, Collegiate Education, Warangal, the Commissionerate of Collegiate Education (CCE), Telangana State, and the Accountant General (AG). Especially at the time of the retirement or superannuation of the Principal, the AG/RJD CE conducts an indepth financial audit

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
Government and philanthropists	176000	Midday Meals provided for 32 days
View File		

6.4.3 – Total corpus fund generated

0

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	Commissionerate of Collegiate Education (CCE), Telangana , RJD CE, Osmania University	Yes	Principal IQAC Coordinator
Administrative	Yes	Midday Meals provided for 32 days	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. 4. The use of Social Media Apps and their impact on the students and the ways to minimize their use is also a part of the meetings. 5. The Association also takes up the developmental aspects of the college, such as meeting the public representatives and bring the developmental works that need to be taken up in the college.

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
2016	One Day Workshop on CBCS with financial Assistance from Council for Higher Education, Telangana	23/07/2016	23/07/2016	23/07/2016	80

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
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			Female	Male
Health Checkup Programme for Girl Students	25/08/2016	25/08/2016	350	0
Woman Equality Day	26/08/2016	26/08/2016	100	50
International Women's Day	08/03/2017	08/03/2017	350	120

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
<p>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.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Rest Rooms	Yes	1

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
2017	0	1	02/01/2017	7	NSS Winter Special Camp at Sangupally	Clean and Green, Awareness against Social Evils, Rally against AIDS	200
2016	1	0	18/06/2016	1	Telangana ku Harithaharam	Plantation of Trees	150
2017	0	1	20/01/2017	1	Rally to Create	Road Safety	350

					Awareness on Traffic Rule and Road Safety		
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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 Stakeholders	26/05/2016	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
Youth Leadership Training Programme	31/01/2017	31/01/2017	35
Vanamahosthava Week	01/07/2016	07/07/2016	100

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

BEST PRACTICES OF THE DEPARTMENT OF MATHEMATICS

1. Title of the Practice: **EVERYDAY A PROBLEM RELATED TO ARITHMETIC OR REASONING IS DISPLAYED ON THE NOTICE BOARD OF THE DEPARTMENT**

2. Objectives of the Practice:

- It is very much use for competitive examinations and also regular courses.
- The students get more IQ by practicing regularly.
- This mathematics is applicable in daily life of the students.
- By practicing the students they solve the problems easily.

3. The Context: The class room is not only place to learn even the notice board can be a place to learn. Not only the students of mathematics but also the students of Non mathematics can learn some arithmetics and reasoning for competitive examinations purpose.

4. Evidence of Success: The outcome of the practice can be very interesting almost of the students are observing. The benefit shared by students in discussions. Some of the students secured admissions into various P.G courses

5. Problems Encountered and Resources required: By practicing the arithmetics and reasoning the number of students getting seats in higher education like P.G and Competitive exams like Po's ,RRB is increasing. It indicates that this practice is useful for changing the lives of the some students.

6. Other relevant information: On the whole it can be said that this practice has created interest among the students toward mathematics. Government Degree College Gajwel, Siddipet District

BEST PRACTICES OF THE DEPARTMENT OF ZOOLOGY

1. Title of the Practice: **NEWSPAPER CLIPPINGS ON NOTICE BOARD**

2. Objectives of the Practice: This awareness plays a vital in quality of animal human life. This can give an idea about zoological issues. Emphasis is laid on environment vermin composting , various diseases and other applied topics such as apiculture, sericulture, lac culture and aqua culture.

3. The Context: Creative activity support major academic knowledge, measures to be taken to ensure innovative excellence, adopted to become leadership qualities in advancing zoological views.strategic planning and ensure research learning excellence. Meet the challenges of the rapid advancement in the zoology

4. Evidence of Success: The outcome of the practice can be very interesting almost of the students are observing. The benefit shared by students in discussions. Some of the students secured admissions into various P.G courses .

5. Problems Encountered and Resources required: The students can find the difficulty to collect various news paper cutting , clipping due to their various problems, Xerox copies , photo copies displayed on zoology departmental notice board. This practice and innovation can give the idea of improving their curiosity in zoology

6. Other relevant information: Knowledge and understanding of various zoological News, always create skill awareness empowerment. Therefore displaying the daily news paper cuttings/ clippings is much needed to improve quality in zoological education.

THE DEPARTMENT OF COMMERCE BEST PRACTICE I.

Title of the Practice: 'Financial Literacy Awareness Initiatives'

II. Objectives of the Practice: Following are the main objectives of this initiative.

1. To imbibe the Financial Literacy among the students, parents and general public of this region
2. To organize a few campaigns, rallies', short term awareness programs and workshops on financial literacy components.
3. To encourage the students to equip with all the elements of the financial literacy.
4. To through the light on various government aiding welfare schemes and educate the participants of the practice to know their Expected Economic Value of Life (EEVL).

III. The Context: Through this novel practice of the department, we educate the students, general public and other members of the society on conceptual Framework, Meaning, Definition and characteristics of Financial System of our Country. We also take initiative to organize awareness and training programs on organized and unorganized Financial Institutions prevailed in India and their Meaning, Types, Composition plus their Functions. Elements of Financial Literacy, Savings Types, Bank Accounts Types, Loans Types, and other ingredients of Financial Literacy are

also included as contents in training programs. Role of various Financial Institutions In promotion of Financial Literacy RBIPolicies Expected Economic Value of Life (EEVL), its Meaning, Definition And characteristics of EEVL process of computation of EEVL Methods for improvement of EEVL are other core areas included in this most carefully designed unique practice. IV. The Practice: Financial literacy refers to skills and knowledge with regard to financial aspects to make informed to choices of resources and income. Most of the studies in this area (Standards Poor2014) reveal that Indian population is very poor on financial literacy, more than 50 are with ill education and 76 percent of adults are even not able to understand the elements and components of finance and its planning, policies and procedures. Hence department of commerce presumed that if we provide at least minimum education on such things they may imbibe with the abilities of designing their own financial plans pertaining to domestic, occupational and other allied areas which either directly or indirectly connected with economic and finance aspects. The department also opined that the people of semi urban and urban have good amount of access with financial planners to plan their financial matters relating to various activities and events but in rural area, either studying students or general public lack this facility. Hence keep the need and significance, the department has started this program as its best practice. Though it is well applauded activity of the department, it has been suffering with certain limitations, such as financial aid to meet minimum requirements while organizing training and awareness programs, lack of needy ICT and getting On Duty facility on training days, if they leave for other places, other than the head quarters. V. Evidence of Success: Though this practice has been followed for last couple of years, the department has witnessed plausible evidence of success in the activities of students, their parents and other participants who attends the training and coaching programs on the practice. A few can be presented as under: 1. Students, their parents and other participants were able to identify the financial decision situations and their rationality. 2. They were quite equipped with the skills and knowledge of financial institutions, by which they are now directly accessing instead approaching the middle men. 3. They were also well versed in preparation of the statements of financial preferences, their utility and expected yield. 5. It was also recognized by the faculty of the department about their spending variations, saving options and investment proposals. 6. Eventually they have also learned the valuing the money, freeing themselves from vicious circles of unorganized financial lenders and coupe up with changes. VI. Problems encountered and resources required: Conceptually the initiated practice has its own richness but during implementation and practicing phase, it has been suffering with certain challenges, as listed under: 1. Faculty members were struggling to impart the very basic elements of the core concepts in participants' vernacular language. Therefore translation of oral presentation and written documents are very basic and primitive challenge facing. 2. Sometimes the attendants of the program are not exactly the decision makers of the family regarding financial matters. 3. Not possessing ICT equipment, like LCD projector, OHP and needy electronic devices in one hand and availability of internet access on the other hand are other problems encountered by the trainers. 4. Many a times participants of the training program are expecting monetary benefits and financial aids directly from the faculty, who are training them. 5. The other most frequently faced problem is participants are attending the programs with huge complaints on financial institutions, government and other agencies. If either host institution, government or any other philanthropists extends their warm cooperation and support by providing required ICT tools devices and minimum financial support generously, majority of the above problems/challenges will be addressed very positively and proactively. VII. Other relevant information: Knowledge and understanding of financial concepts by the composition of workforce always create financial awareness and empowerment. Education on

financial services, make the country free from many financial maladies. Making financial education campaigns, runs, organization of awareness events and short term training programs certainly results financial education and financial inclusion very strong. Therefore nurturing the financial literacy and financial literature among the people makes consumers more qualitative and productive on their Wealth, risk and invest management decisions.

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

<https://ccets.cgg.gov.in/Uploads/files/buttonDetails/9001.pdf>

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, i.e., 201718 which includes the following aspects of academic quality enhancing measures. The institution strives hard • To provide a holistic approach method of education by providing enthusiastic environment in the college campus and teaching via using ICT technology which will create an easy understanding of subject i.e through animations or chart preparations etc tools, • To send the proposals to the District Collector, Siddipet District for financial assistance for conducting workshops in the Departments of Microbiology, Chemistry and Physics, • To strengthen the B.Sc. programme with the combination of Botany, Zoology and Chemistry (BZC) Specialization which has been introduced this academic year. • To visit the research laboratories in the Hyderabad and other cities in order to provide exposure to the current status of the research trends as well as create interest among the students, • To adopt the Choice Based Credit System (CBCS) at UG level, • To create awareness about the CBCS among students and faculty, a state level workshop shall be conducted. • To conduct certificate course programmes for the students, • To conduct the life skill programs or training programs for employability skills • To organize and participation in the seminars and workshops relating to National/International/State at our college and attend at other colleges or universities • To enhance the number of smart class rooms in the departments. • To encourage the teachers to participate and present MANA TV/ TSAT live telecast lessons • To give PG entrance coaching to the students, • As the construction of the new building in the proposed Boys' Education Hub at the Sangapur Road, Gajwel, is in the final stages, necessary arrangements shall be made for the shifting without affecting the academic activity.