

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

AQAR for the year (for example 2013-14)

2016-17

#### 1. Details of the Institution

1.1 Name of the Institution

SUJATHA DEGREE & PG COLLEGE FOR WOMEN

1.2 Address Line 1

5-9-161

Address Line 2

CHAPEL ROAD, ABIDS

City/Town

HYDERABAD

State

TELANGANA

Pin Code

500 001

Institution e-mail address

sdc99@rediffmail.com

Contact Nos.

040 – 23387607 040 - 23296000

Name of the Head of the Institution:

DR. ARUNA SINGH

Tel. No. with STD Code:

040 – 23296000 23387607

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

**OR**

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

1.5 Website address:

Web-link of the AQAR:

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

### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C	1.8	2015	5 Years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :DD/MM/YYYY

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

- i. AQAR 2015-16 ----- 07 Sep 2016 (DD/MM/YYYY)4
- ii. AQAR \_\_\_\_\_ ----- (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ ----- (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ ----- (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Osmania University

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

Autonomy by State/Central Govt. / University	<input type="text"/>		
University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other ( <i>Specify</i> )	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="07"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="17"/>
2.10 No. of IQAC meetings held	<input type="text" value="03"/>

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff/Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
 If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
To conduct State level Seminars & Workshops.	Succeeded in conducting two State level Workshops and 4 at Institution level.

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No   
 Management  Syndicate  Any other body

Provide the details of the action taken

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	3		3	
UG	2		2	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	5		5	
Interdisciplinary				
Innovative				

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4
Trimester	
Annual	1

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

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

*\*Please provide an analysis of the feedback in the Annexure*

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

Yes, by the affiliating University in First Year B.Com / B.Sc / M Sc / M Com

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

—

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
37	33	03	01	---

2.2 No. of permanent faculty with Ph.D.

03

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
37	--	--	--	--	--	--	--	37	---

2.4 No. of Guest/ Visiting/ Temporary/ Part-time faculty

02

01

01

02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	04	05
Presented papers	01	04	04
Resource Persons	--	--	--

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

- 1) Segregating the slow learners and holding special classes for them.
- 2) Use of ICT & arranging Guest Lectures & Training Programmes on Personality Development, Soft skills, etc.,

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

225

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

Bar Coding, Double Valuation, Answer book Photocopy, Online Question Paper by the Affiliating University

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

05

03

01

2.10 Average percentage of attendance of students

87

2.11 Course/Programme wise

distribution of pass percentage : -- Annexure ---

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com		6	64	19	---	89
B.Sc		3	51	16	---	70

Note: PG results are yet to be announced by the Affiliating University

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

IQAC interacts with students & teachers regularly to assess the progress of academic work & keeps track of schedules.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	02
Faculty exchange programme	
Staff training conducted by the university	02
Staff training conducted by other institutions	05
Summer / Winter schools, Workshops, etc.	04
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	--	--	--
Technical Staff	06	---	--	--



## Criterion – III

### 3. Research, Consultancy and Extension

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

Teachers are being urged to undertake research. Special permission & adjustments in time table are offered to teachers who wish to pursue Ph.D on a part-time basis. The response has been good and teachers have come forward & initiated steps to take up Ph.D on part-time basis.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

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

#### 3.4 Details on research publications

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

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

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

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number			02		4
Sponsoring agencies			Electronics Dept & FDP		Self

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

3.13 No. of collaborations

International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
			01			

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them



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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

### 3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

- Exhibition, poster presentation, lectures were arranged in neighbouring Govt. High Schools on awareness of Health issues.
- 

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1023 Sqmts	---	---	1023 Sqmts
Class rooms	30	---	---	30
Laboratories	10	--	----	10
Seminar Halls	01	---	----	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	---	ICT	Management	----
Value of the equipment purchased during the year (Rs. in Lakhs)	----	Rs. 5,10,000/-	Management	----
Others	----	----	----	----

#### 4.2 Computerization of administration and library

Library is completely automated. Administration is also Automated & Computerized.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7220	6,76,337	95	47,800	10,217	7,24,137
Reference Books	2902					
e-Books						
Journals	05	14,500	--	---	05	14,500
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others Lib
Existing	90	03	60 Mbps	All		4	4	02
Added						1		
Total						5		

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

There are 10 computer systems connected to Internet available for staff. There are 80 systems in Labs with Internet access for students whenever they need it.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs.1,25,000/-
ii) Campus Infrastructure and facilities	Rs.10,15,000/
iii) Equipments	Rs. 3,50,150/-
iv) Others	---

**Total :** Rs. 14,90,150/-

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Announcements of deadlines for Scholarships, Events, competitions, Bus passes, Train Passes, Fee concessions to deserving students  
Campus Recruitment Training, Industrial Visits, College Magazine.

#### 5.2 Efforts made by the institution for tracking the progression

Mainly the tracking of progression is through Alumni data. After the final exams, student details are collected and updated every 6 months and during Alumni meet twice a year.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
787	195	---	---

(b) No. of students outside the state

30

(c) No. of international students

---

Men	No	%	Women	No	%
	--			--	

Last Year							This Year						
General	minority	SC	ST	OBC	Physically Challenged	Total	General	minority	SC	ST	OBC	Physically Challenged	Total
669	195	26	4	45		935	753	187	30	7	5		982

Demand ratio

Dropout % 1%

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

Efforts have been initiated to offer coaching for CA-CPT & CS after the college hours for B.Com students.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

5.6 Details of student counselling and career guidance

The placement cell & the counselling officers interact with students regularly & hold meeting to create an awareness about career opportunities for them. Student counselling is done by every teacher seriously and teachers are allowed a set number of students who are counselled every fortnight.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
5	322	31	10

5.8 Details of gender sensitization programmes

Establishment of Grievance Redressal Cell & Committee against several harassment.

5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level

National level

International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	170	2,55,000
Financial support from government	324	26,50,290
Financial support from other sources	--	--
Number of students who received International/ National recognitions	01	--

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_ Nil \_\_\_\_\_

## Criterion – VI

### **6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Imparting holistic education for empowerment of women. To make our students academically strong, physically fit morally upright & socially responsible.

6.2 Does the Institution has a management Information System

Yes. Management Information System is in place.



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

#### 6.3.1 Curriculum Development

Enrichment of curriculum is done at the college level by arranging guest lectures & holding seminars in appropriate topics.

#### 6.3.2 Teaching and Learning

Maximum usage of ICT is being done to make Teaching & Learning more effective. This includes the use of LCD Projectors, OHP & Internet & well stocked automated Library

#### 6.3.3 Examination and Evaluation

Monthly Unit tests, Quarterly, Half-yearly, Pre-final exams are conducted regularly to assess the students.

#### 6.3.4 Research and Development

Teachers are urged to undertake Ph.D on part-time basis with relaxation in timings & adjustments in time-tables without detrimental to their academic work.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The Library is finally automated which makes issues/returns/searches very easy & effective. ICT is used to an optimum level to enhance the performance of the teachers in class-rooms. Well established labs & extremely comfortable class rooms makes the students feel comfortable & relaxed & concentrate on what is being taught therein.

#### 6.3.6 Human Resource Management

- 1) All staff can avail leave as per rules.
- 2) The Principal takes care of all the activities by allocating work to people based on their aptitude to complete the assigned task.

#### 6.3.7 Faculty and Staff recruitment

Recruitment of staff is done by a panel of University Professors appointed by the affiliating university. The duly appointed teachers go through a series of demo classes & interviews after which their appointments are confirmed.

#### 6.3.8 Industry Interaction / Collaboration

The college is in close collaboration with organisation like Genpact, Wipro, Hetero Drugs & other MNC s for campus recruitment. Some organisation also provide free CRT to all students before the recruitment process. Alumni interactions help develop interactions with the industry.

### 6.3.9 Admission of Students

All admissions to UG & PG courses are being done online through counselling conducted by Centre for Good Governance & Osmania University.

### 6.4 Welfare schemes for

Teaching	ESI, PF
Non teaching	ESI, PF
Students	Concession in fees for deserving students. Scholarships, Bus/Train passes.

### 6.5 Total corpus fund generated

### 6.6 Whether annual financial audit has been done

Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University	Yes	Management/IQAC
Administrative	Yes	State Govt	Yes	Management/IQAC

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

The University has introduced online question paper for all UG & PG exams. All answer booklets come with bar coding & other security features to avoid frauds. Students are made available a photo-copy of their valued answer booklet on demand. Revaluation & Recounting facility is available. Double valuation is in place for PG courses.

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

Those college with permanent affiliation have been given the option of acquiring autonomy. The autonomy gives academic & administration freedom to institution. This institution is also planning to obtain permanent affiliation & apply for autonomy.

### 6.11 Activities and support from the Alumni Association

The alumni association helps in organising campus Recruitment Training to present students & helps in conducting campus placements by the organisations they are working for. The association also helps by creating an awareness of the requirements of the present industry.

#### 6.12 Activities and support from the Parent – Teacher Association

The PTA supports all the academic, co-curricular & extra curricular activities conducted in the college. Parents encourage the students to take part in NSS, NCC and other Service related activities.

#### 6.13 Development programmes for support staff

All the supporting staff is covered by Employees State Insurance Scheme & Provident Fund accounts have been opened in their names. Some of them are given training in the MS Office & Data Entry so that they can operate a Computer system. All Salaries are paid by online transfer to their bank accounts.

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

The consumption of electricity was drastically reduced by the installation of Solar Panels on the roof top of our college premises. About 20,000 watts of electricity is being generated on all sunny days and also transmitted to the state electricity grid. Artificial light is not used in class rooms as they are well ventilated to allow air and sun light.

### Criterion – VII

#### **7. Innovations and Best Practices**

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

Installation of Solar Panels on the roof – top of our premises is generating 20,000 watts of electricity. The extra electricity generated is passed on to the Govt. Electricity grid, when usage is not in the college. The electricity bills have been reduced by 50%, since the usage of solar energy.

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

Most of the activities which were planned at the beginning the academic year were taken up and executed. A few activities that could not be executed were because of certain circumstances beyond the control of the institution.

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

Annexure

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

7.4 Contribution to environmental awareness / protection

All the students are taken to deer park sanctuary every year to understand the relationship of flora & fauna Use of artificial light is restricted as all class rooms are well lit & ventilated. Students are instructed to switch off lights, fans & electrical equipment, when not in use. They also instructed to save every drop of water. Events are conducted on World Environment Day & Swachh Bharat etc.

7.5 Whether environmental audit was conducted? Yes  No

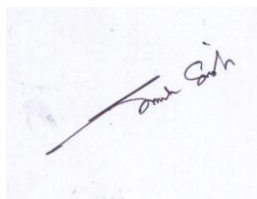
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

The Institution lacks playground for outdoor games : This deficiency has been overcome by hiring the playground of Nizam College on payment basis whenever used. This college is only 200 mts away & is a constituent college of Osmania University. All indoor games are conducted in the Multipurpose Hall on the 5<sup>th</sup> floor of the college premises

**8. Plans of institution for next year**

We have to gear up for new challenges as the affiliating University has introduced semester system at UG level from last academic year with CBCS. Faculty has to be trained to the new system & hold faculty development programmes to make this change successful & fruitful.

Name *G. Manohar Singh*



*Signature of the Coordinator, IQAC*

Name *Dr. Aruna Singh*



*Signature of the Chairperson, IQAC*

\*\*\*

<b>BSC III rd YEAR</b>							
	<b>TOTAL ( Appeared)</b>	<b>Absent</b>	<b>PASS</b>	<b>Promoted</b>	<b>FAIL</b>	<b>Ist Division</b>	<b>Pass/PERCENTAGE</b>
<b>BSC MGC IIIYR</b>	<b>22</b>	<b>-</b>	<b>14</b>	<b>-</b>	<b>8</b>	<b>10</b>	<b>63.6</b>
<b>BSC MBC III YR</b>	<b>16</b>	<b>-</b>	<b>7</b>	<b>-</b>	<b>9</b>	<b>7</b>	<b>43.7</b>
<b>BSC MSCS III YR</b>	<b>30</b>	<b>-</b>	<b>20</b>	<b>-</b>	<b>10</b>	<b>19</b>	<b>66.6</b>
<b>BSC MECS III YR</b>	<b>6</b>	<b>-</b>	<b>4</b>	<b>-</b>	<b>2</b>	<b>4</b>	<b>66.6</b>

### **DEGREE RESULT ANALYSIS-2017**

#### **SCIENCE- DEPARTMENT**

### **DEGREE RESULT ANALYSIS-2017**

#### **COMMERCE- DEPARTMENT**

	<b>TOTAL</b>	<b>Absent</b>	<b>PASS</b>	<b>Promoted</b>	<b>FAIL</b>	<b>Ist Division</b>	<b>PASS/Percentage</b>
<b>BCOM GENERAL IIIYR</b>	<b>28</b>	<b>-</b>	<b>24</b>	<b>-</b>	<b>4</b>	<b>21</b>	<b>85.7</b>
<b>BCOM COMP IIIYR</b>	<b>107</b>	<b>1</b>	<b>95</b>	<b>-</b>	<b>11</b>	<b>87</b>	<b>89.6</b>

# BEST PRACTICES

## “Prepare, Plan, Practice, Preach”

### 1. The Practice

This concept of dissemination of knowledge with the help of lectures, models, posters, exhibitions sounded interesting and feasible at the beginning. Students got ready with their models and charts and started practicing their verbal and visual presentations for several days. The main challenge before them was how to simplify the concepts to suit the young minds and make it understandable and palatable. Under the able guidance of faculty a “PPPP” Plan for student presentation was developed - “Prepare, Plan, Practice, Preach”. Once the teachers were sure that the “4P” plan was perfected by all the participating students, then they were put on the launch pad and taken to the real field. The transition from virtual to real was an exhilarating experience for the participants. The school children responded with the same kind of interest in events, as the topics discussed therein touched the hearts of all children as they were concerned about most of the issues which were contemporary.

Every topic of discussion chosen was presented in the form of lecture, model, poster which made communication easy. The 20 topics chosen in the first spell are as follows:-

- Learning disabilities
- Improvement of memory
- Global warming
- Malnutrition
- Diseases spread by mosquitoes
- Ebola
- Water harvesting
- Soil erosion & plantation
- Vitamin deficiency
- Meditation
- Cell phones a social menace
- Disposal & Biodegradation of waste
- Antibiotics & their abuse
- Menstrual hygiene & girl education

- Child safety
- Vaccines & their importance
- Healthy habits
- Road safety
- First aid
- Career plan

We felt that this kind of “knowledge Adoptions” would go a long way in spreading awareness and knowledge amongst the school children in building their personality and character. It’s true that regular curriculum is being taught to them in the class rooms but discussion on topics and areas other than those in the text books, is beyond the scope of teaching schedule. This limitation with the school curriculum prompted us to adopt these two schools for elucidating these extracurricular topics. The schools were chosen after a formal survey and it was then decided to initiate our act of Institutional Social Responsibility by adopting two schools, one for boys and one for girls, Government Model High School for Boys, Aliya and Government Mahbubia Girls High School, Hyderabad.

## **1. The Practice**

The Management is sensitive to the issues of electricity utilization & its shortages with frequent shutdowns and with escalating costs of electricity, running the college curriculum was becoming difficult. It was then that the Management decided to go for installation of solar panels on the roof top of the college building. To improve the electricity generation, a tracking device was also installed which helps the solar panels to face the sun from sunrise to sunset, thereby increasing the generating power by about 30%. Since the cost of installation of solar panels is too high, the Ministry of New and Renewable Energy, Government of India has extended a small subsidy. The solar panels installed can generate about 20 KW (20,000 watts) of electric power which is sufficient to meet the needs of the college in the day time. To bring down the cost of the installation, storage devices (Batteries) were avoided as electricity was not required in the college after sunset. After the installation of these solar panels the electricity bills were cut down drastically. More important, it gave a moral satisfaction to us that we are producing pollution free electricity without causing any damage to the environment or contributing to global warming. The State Electricity Department reimburses the money for contributing electricity to citys grid.

**However, the most remarkable feature of this project undertaken is that, while there is a mechanism for utilization of electricity generated by the Solar panels on all working days, there is built-in system in the machinery which transmits the electricity produced to the City's Electric Grid on holidays, Vacation and after closure of the college in the evening. This act on our part is in accordance with "Institutional Social Responsibility".**

The quantity of electricity produced and contributed to Grid for public use could be small, but is very significant. The power transmitted to the Grid is measured and money is paid to the institution by the Electricity Department, Government of Telangana for producing and sharing electricity.

The Management strongly believes that every unit of electricity saved is one unit of electricity produced. But here is an instance that literally we are acting as electricity generating station and contributing our mite to overcome the shortages faced by our city.