Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**SUJATHA DEGREE AND PG COLLEGE FOR WOMEN**
Name of the head of the Institution	**Dr ARUNA SINGH**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**04023296000**
Mobile no.	**9393493001**
Registered Email	**sdc99@rediffmail.com**
Alternate Email	**singhsdc99@yahoo.com**
Address	**5-9-161, Chapel Road,Abids**
City/Town	**HYDERABAD**
State/UT	**Telangana**
Pincode	**500001**
2. Institutional Status	

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**G.MANOHAR SINGH**
Phone no/Alternate Phone no.	**04023296000**
Mobile no.	**9849019850**
Registered Email	**sdc99@rediffmail.com**
Alternate Email	**gmanoharsingh@yahoo.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://sujathacollegeabids.com/wp-content/uploads/2022/09/AQAR_17-181.pdf

4. Whether Academic Calendar prepared during the year

Yes

if yes,whether it is uploaded in the institutional website: Weblink :	http://sujathacollegeabids.com/wp-content/uploads/2022/09/AQAR_17-181.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C**	**1.86**	**2015**	**15-Jun-2015**	**14-Jun-2020**

6. Date of Establishment of IQAC

14-Jun-2014

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
Academic/Administrative Audit, Feed back from all Stake Holders.	**18-Jul-2018** **3**	**200**

	View File

8. Provide the list of funds 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
Nill	Nill	Nill	2019 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:	**No**
Upload latest notification of formation of IQAC	**No Files Uploaded !!!**
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

• **Preparation of Academic Plan • Listing various activities to be taken up • Planning Guest Lectures, Seminars, Workshops. • Working on the Inventory of the Labs ^ Library • Planning cocurricular extracurricular activities.**

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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
Completion of Syllabi Activities	Desired results were manifested
View File	

14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body	09-Aug-2018

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	2018
Date of Submission	05-Apr-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	? Data base of all students has been computerized ? Data base of all teachers has been computerized ? Attendance of all students is recorded and communicated to parents every day through SMS ? Fee Collection is computerized printed automated receipts are generated issued ? Salaries of all staff are through online banking and credited to their accounts ? Biometric attendance for all teachers is in place

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

IQAC of the College has been constituted to take care of all the academic co-curricular and extra-curricular activities to be taken up during the Academic year 2018-19 with all the old members of the IQAC retained for this year also. It has also been decided to convene atleast four meetings of IQAC during the Academic year 2018-19 to monitor all the activities to be taken up during the year. All the stake holders will be taking part in these meetings and their opinion will be considered, if found effective. It has also been decided to hold Guest lectures at regular intervals in all subjects by inviting a prominent people in the respective fields. Similarly, it has also been decided to hold Workshops at the state level by inviting local colleges from Telangana State to take part in it. Alongwith these activities side by side co-curricular and extra-curricular activities will be taken up particularly by the NSS unit of the College comprising nearly 100 students. It has been planned to conduct all important events like Swachatha Diwas, the Independence day, Republic Day, Womens' Day, Teachers' Day, etc… in the College campus and also organize Rallies to create an awareness on Cleanliness with emphasis on Swachh Bharat. A special rally highlighting our fight against Climate change is also planned in

1.1.2 – Certificate/ Diploma Courses introduced during the academic year					
Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nill	Nill	07/06/2018	0	Nill	Nill

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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
BCom	Nill	11/07/2018

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

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
BSc	Genetics	50
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
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

Every year the Feedback from all stakeholders, particularly the students, teachers, parents, employers alumni is taken and forwarded to the Management

and Governing body of the College which is headed by 2 representatives of affiliating University who are appointed by the ViceChancellor. The findings of the feedback are analysed and measures are taken, if any adverse remarks are encountered there. The feedback of the teachers from the students is taken twice a year Semesterwise and analysed by the Governing body for any remedial action.

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
BSc	Life Science/General Science	200	142	142
BCom	Commerce	180	176	176
MSc	Maths/Electronics	70	54	54
MCom	Comemrce	48	44	44
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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
2018	318	98	25	12	10

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	Numberof smart classrooms	E-resources and techniques used
37	20	4	4	4	4
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The Academic progress of all the students is monitored constantly and regularly by way of oral test and written test. These tests include periodical exams comprising Halfyearly and Prefinal in addition to the Internal Assessment exams conducted by the University twice in every Semester. To monitor the students very closely every teacher has been assigned 15 to 20 students to monitor and mentor them. Counseling is also a part of student mentoring, wherein the teacher draws information from students who are facing problems in Academics or otherwise. Such students are counseled by the Senior and Experienced Mentors who try to dispel fears from the minds of the students.

Number of students enrolled in the	Number of fulltime teachers	Mentor : Mentee Ratio

institution		
1100	50	1:22

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
50	40	10	10	4

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
2018	MS AFIFA	Assistant Professor	Best Teacher Award received from Gandhi Bhavan Statelevel

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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
BCom	UG	I III V / 201819	17/04/2019	24/06/2019
BSc	UG	I III V / 201819	17/04/2019	24/06/2019
MCom	PG	II IV / 201819	03/05/2019	25/07/2019
MSc	PG	II IV / 201819	03/05/2019	25/07/2019

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

The Academic progress of all the students is monitored constantly and regularly by way of oral test and written test. These tests include periodical exams comprising Halfyearly and Prefinal in addition to the Internal Assessment exams conducted by the University twice in every Semester. To monitor the students very closely every teacher has been assigned 15 to 20 students to monitor and mentor them. Counseling is also a part of student mentoring, wherein the teacher draws information from students who are facing problems in Academics or otherwise. Such students are counseled by the Senior and Experienced Mentors who try to dispel fears from the minds of the students

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

The Academic Calendar for every semester is notified by the Affiliating

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)

http://www.sujathacollegeabids.com

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
UG	BCom	Commerce	107	97	90
UG	BSc	Life Science/General Science	126	80	63
PG	MCom	Commerce	40	36	90
PG	MSc	Maths/Maths	38	29	78
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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)

http://www.sujathacollegeabids.com

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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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
Nill	Nill	14/08/2018

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
Nill	Nill	Nill

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			

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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
No Data Entered/Not Applicable !!!	

View File

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 !!!						

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

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				

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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
No Data Entered/Not Applicable !!!			
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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 !!!			
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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 activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
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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
No Data Entered/Not Applicable !!!			
View File			

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
Inspire Gym	**06/06/2018**	**Physical Fitness**	**50**
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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
10	10

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Existing
Class rooms	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing

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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
KOHA	Fully	2015	2015

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9000	500000	500	100000	9500	600000

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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 !!!			

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	100	3	100	100	100	6	5	100	0
Added	0	0	0	0	0	0	0	0	0
Total	100	3	100	100	100	6	5	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)	
100 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
Nill	http://sujathacollegeabids.com/#

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 incurredon maintenance of physical facilites
5	**5**	**10**	**10**

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 college has a mechanism for maintaining the physical academic and support facilities every year during the IQAC Meetings involving the governing body members, the budget for the academic year is demarcated. The management provides the funds that are required to maintain the physical structure, for upgrading the laboratories, for the purchase of new books for the library, purchase of computers and peripherals, and purchase of sports material

www.sujathacollegeabids.com

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
No Data Entered/Not Applicable !!!			
View File			

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
Yoga and Meditation	**11/07/2018**	**200**	**Brahma Kumaries**
Soft Skill Development	**20/08/2019**	**300**	**Skill Development Corporation**
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling	Number of students who have passedin the comp. exam	Number of studentsp placed

		activities		

No Data Entered/Not Applicable !!!

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Genpact, Wipro, Air India, Hetiro Drugs, LV Technologies etc	400	50	Wipro, Genpact	50	10

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	50	BSc, BCom	Commerce, Life Science	Osmania University	MSC, MCOM

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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

No Data Entered/Not Applicable !!!

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

Activity	Level	Number of Participants
Swimming, Wrestling, Boxing	State and National	3

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for	Number of awards for	Student ID number	Name of the student

				Sports	Cultural		

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No Data Entered/Not Applicable !!!

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

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The Students are nominated on all the academic and administrative bodies/Committies which are formed for the smooth functioning of the institution. The Openion of all the stake holders including the students is examined before taking further steps. The student counsel helps the administration in conducting various curricular, cocurricular and extra curricular events that are undertaken in the college. These students join hands with the NSS volunteers in helping the administration in conducting academic as well as social and cultural programms

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5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The alumni association was started in the year 2015 and former students of UG and PG are enrolled in this body. This alumini association has been registered with the state govt. and a bank account to deal with all the contributions and expenditure of the association

5.4.2 – No. of enrolled Alumni:

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200

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

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10000

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5.4.4 – Meetings/activities organized by Alumni Association :

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Every Year in the month of October, all the members of the alumini association are invited to the college for a one day program the members of the alumni association interact with the present students and give them valuable guidance for placing themselves in the corporate world. Besides this the members also emphasize the skills the students must have inorder to seek employment in the industry.

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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)

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1. Depts have been given the rights to purchase the required equipment and library text books and reference books with the approval of management 2. Depts have been advised to hold meetings every Saturday and suggest problems faced by students/staff 3. Teachers have been given the liberty of identified the academically weak students and provide special coaching for such students separately

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

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Yes

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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 Curriculum is designed by Osmania university to which we are affiliated. The Changes in the curriculum are done by the university after conducting several departmental meetings involving the faculty from constituent and affiliated colleges. These changes are implemented by the college as stipulated by the affiliating university.
Teaching and Learning	Several Methods under teaching and learning are adopted to benefit the students . Inputs from the faculty development programs conducted during the academic year are utilized to make teaching and learning more effective and fruitful.
Examination and Evaluation	The Examination and evaluation at the end of the semester is managed by the affiliating university. However the internal assessment exams and the pre final examinations are conducted in the college to find out the strengths and weakness of the students and offer remedial solutions subsequently
Research and Development	teachers are motivated and encouraged to undertake research under part time basis while continuing their job. provision is also made to permit the teachers to present papers in conferences and workshops.
Library, ICT and Physical Infrastructure / Instrumentation	The college library is fully automated and all issues and returns are managed by scanning the bar codes. The KOHA Software that is being used helps in searching the books author wise or title wise or topic wise, thus enabling students and staff to have easy access to the text books and reference books. ICT is widely used in the college to supplement the standard teaching and learning methods. there are nearly 100 computers with internet access which felicitates the various activities to be undertaken by the students The physical infrastructure is maintained properly to make the students comfortable in the campus. Maintenance of the building is done at regular periods to maintain the structural stability of the building beside aesthetic looks, and providing safety and security to life and property

Human Resource Management	The administration takes care of the human resource management by entrusting the responsibility of various jobs to people with the right attitude and aptitude for completing the task to the satisfaction of all stake holders
Industry Interaction / Collaboration	the college has entered into collaboration with a few industries and organizations for internships and placements. MOUs have been signed by a few partners to enable our students to interact with various organizations outside the college. We have entered into an MOU with Nizams College OU for utilizing their play ground for conducting our sports activities. Another MOU has been signed between the college and a couple of hospitals in the neighborhood for taking care of our students in case of emergencies. An MOU with a nearby GYM Inspire helps our students and staff to utilize the facilities at a discounted price. an MOU with VAKHYA Technologies has been signed for project guidance by the dept of Electronics for the PG Students
Admission of Students	All the admissions to the UG Courses is being done centrally by the university through degree online services Telangana [DOST]. All admissions to the PG Programs are being done by the university after conducting an entrance examination for admitting students in the various pg courses run by the college

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

E-governace area	Details
Planning and Development	All the planning and development activities are done through egovernance which helps the management to keep track of the planning even in their absence and not available on the site due to exigencies.
Administration	The administration is managed as for as possible by written orders or oral orders and most of the activities in the administration are remotely managed through egovernance.
Finance and Accounts	All the finance and Accounts are managed by the accounts officer and the chartered accountant who takes care of filing the returns and the financial statements of the college and send them to all stakeholders online

Student Admission and Support	After the admissions are done the student details are automated to help the administration in attendance management, fee collection, messaging service etc. Support to students is provided to all the eligible students by processing and forwarding the scholarship forms of state and central govts issue of bus passes and train passes etc.
Examination	All the semester end examinations and evaluation are conducted by the university as per their schedule. however the record of marks and results are entered electronically and saved as soft copies as well as hard copies in the college records.

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
2018	Mrs Vijaya Laxmi	Computerized Accounting	Dept of commerce OU	500
2018	DR Veerbadar Rao	Professionalization and globalization	Dept of commerce OU	500
2019	Mrs Chandrika	Commerce Lab	ST Anns Degree College	500
2019	Mrs Vijaya Laxmi	GST	keshav Memorial College	500
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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 staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	YOGA DAY	YOGA DAY	21/06/2018	21/06/2018	50	20
2018	Meditation	Meditation	25/06/2018	25/06/2018	50	20
2018	FDP	Nill	05/07/2018	05/07/2018	50	Nill
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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
FDP	50	05/07/2018	05/07/2018	01

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
37	37	20	20

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
All the staff are brought under the scheme of provident fund, employees state insurance in addition to this leave is granted as per rules and all govt and public holidays are declared as holidays. In addition to this term holidays and summer holidays are also declared	All the staff are brought under the scheme of provident fund, employees state insurance in addition to this leave is granted as per rules and all govt and public holidays are declared as holidays. In addition to this term holidays and summer holidays are also declared	After the admissions are done the student details are automated to help the administration in attendance management, fee collection, messaging service etc. Support to students is provided to all the eligible students by processing and forwarding the scholarship forms of state and central govts issue of bus passes and train passes etc.

6.4 – Financial Management and Resource Mobilization

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

internal financial audit is conducted by the auditor and the chartered accountant appointed by the college to prepare the balance sheet at the end of the year and also monitor the daily cash transactions. External audit is being done by the inspecting committee which visits the college once a year for audit. This committee is appointed by Osmania University and the academic audit ensures proper evaluation and inspection of the records and also keeps track of the various financial activities taken up by the college

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
No Data Entered/Not Applicable !!!		

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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	Director, Academic Audit OU	Yes	IQAC
Administrative	Yes	Director, Academic Audit OU	Yes	IQAC

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

The parent's teacher meeting is scheduled at least twice a year in order to get a feedback from them. The parents are requested to attend a session with the teachers to know the progress of their wards. in this meeting specific grievances are addressed and sorted out as much as possible.

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

All the support staff are brought under the scheme of provident fund, employees state insurance and uniforms are provided to them. in addition to this leave is granted as per rules and all govt and public holidays are declared as holidays for support staff also

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

1.Having identified the weakness of the institute emphasis was put on these shortcomings and try to overcome them 2. The students and the staff were motivated to do better as they have to maintain the reputation of being accredited by NAAC 3. Every effort is being made to improve on the grade awarded by NAAC in Cycle I

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Nill
c)ISO certification	Nill
d)NBA or any other quality audit	Nill

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
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

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
Several Solar panels have been fixed on the roof top of the building which generate 20kw of power. This electricity which is generated by the solar panels is enough to run the institution on all sunny days. After college hours and during holidays the electricity generated by the solar panels is contributed to the state electricity grid through net metering. The Electricity dept pays us an amount equivalent to the quantity of electricity contributed by us to the state electricity grid. There by we have become a producer of electricity and not a mere consumer. All the class rooms are well ventilated and do not need artificial light on all sunny days.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	5
Ramp/Rails	Yes	5

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
No Data Entered/Not Applicable !!!							
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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)
Rules for Staff and Students	11/06/2018	At the beginning of the year all the students and staff are told about the professional ethics and the code of conduct to be followed in the college an individual handout has been given to all the stakeholders with a request that the rule should be followed scrupulously

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Moral Values by Brahma Kumaries	18/07/2018	23/08/2018	500
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. All the Class rooms are well ventilated and do not need artificial lights on all normal days 2. Students and staff are advised to switch off lights and fans

when not in use 3. Saplings are planted regularly by the NSS unit of the college under Haritha Haram Scheme 4. All the necessary prints are taken out on paper that has been printed in one side, thus saving the use of paper. 5. As far as possible all messages and circulars are done electronically to save paper

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Every Semester students who have backlogs are segregated and teachers are instructed to take special classes for such students to overcome the difficulties faced by them 2. By Harnessing solar energy we are able to save 50 of the electricity that is normally consumed by the institution. Through net metering the 20 KW of electricity generated on all sunny days is being transmitted to the state electricity grid on all holidays and after college hours. This activity gives a lot of satisfaction from the fact that from a mear consumer of electricity, er have become producers of electricity

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

http://sujathacollegeabids.com/

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

The vision and mission of the college is to provide quality education to the students particularly from middle classes at an affordable fee. Women empowerment and provision of safety and security of our students is a priority in the institution as a consequence of this several measures have been taken in this direction. provision of lady security guards and CCTV cameras in all strategic locations helps us in achieving our motive. Most of the beneficiaries of our efforts are students from Muslim minority who constitute nearly 75.

Provide the weblink of the institution

http://sujathacollegeabids.com/

8.Future Plans of Actions for Next Academic Year

IQAC of the College has been constituted to take care of all the academic cocurricular and extracurricular activities to be taken up during the Academic year 201819 with all the old members of the IQAC retained for this year also. It has also been decided to convene atleast four meetings of IQAC during the Academic year 201819 to monitor all the activities to be taken up during the year. All the stake holders will be taking part in these meetings and their opinion will be considered, if found effective. It has also been decided to hold Guest lectures at regular intervals in all subjects by inviting a prominent people in the respective fields. Similarly, it has also been decided to hold Workshops at the state level by inviting local colleges from Telangana State to take part in it. Alongwith these activities side by side cocurricular and extracurricular activities will be taken up particularly by the NSS unit of the College comprising nearly 100 students. It has been planned to conduct all important events like Swachatha Diwas, the Independence day, Republic Day, Womens' Day, Teachers' Day, etc… in the College campus and also organize Rallies to create an awareness on Cleanliness with emphasis on Swachh Bharat. A special rally highlighting our fight against Climate change is also planned in the near future.