



Yearly Status Report - 2018-2019

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	GOVERNMENT DEGREE COLLEGE GAJWEL
Name of the head of the Institution	Dr. A. Srinivas Reddy, M.Sc., Ph.D.
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	09440379380
Mobile no.	9440379380
Registered Email	gajwel.jkc@gmail.com
Alternate Email	gajwel.naac@gmail.com
Address	Men's Educational Hub, Sangapur 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	Mr. Kumaraswamy Dasari
Phone no/Alternate Phone no.	09959709377
Mobile no.	9959709377
Registered Email	gajwel.naac@gmail.com
Alternate Email	gajwel.jkc@gamil.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://ccets.cgg.gov.in/Uploads/files/buttonDetails/9057.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/8301.pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	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	Date & Duration	Number of participants/ beneficiaries

IQAC		
Orientation Programme on NAAC A & A	24-Sep-2018 1	30

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	RUSA	Central Government	2018 2	6000000
Institution	Annual Budget	State Government	2018 1	230012
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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 :

6

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)

Reconstitution of the new IQAC in view of the General Transfers

Constitution of Criterion wise Committees in order to prepare for the NAAC 3rd Cycle Assessment and Accreditation

Encouraging staff to organize Workshops

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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
Preparation of Annual Curriculum plans	Prepared
Completion of Syllabus planed	Completed
Sending faculty for Refresher Courses	Done
Extension activity by NSS, such as Harithaharam and Green Initiatives	The Educational Hub for Men was planted with hundreds of Saplings
Setting up of Virtual Classroom	One Virtual Classroom was set up, besides three digital classrooms
Conducting Jignasa Student Study Projects and Student Seminars for the advanced learners	Department of Botany won State st Prize in the JignasaStudent Study Project
Preparation and submission of the previous academic years AQAR to NAAC	Due to General Transfers, all the staff members got transferred resulting in then nonsubmission of AQAR
Yuvatharangam Sports Cultural competitions at College and State level	Organized at college level and Participated in the State level events
Feedback from Stakeholders to be collected and analysed to take appropriate action	Collected and analysed
Preparation of SSR for Third Cycle A & A	Due to non-submission of two previous years AQARs and Continuous Election duty to the staff members, SSR not prepared
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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	2018
Date of Submission	29-Dec-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	The institution has a comprehensive college administrative and information system, namely, CAIMS which stands for the College Administration and Information and Management System. The CA IMS has four modules: 1. Student

Information Management System (SIMS) provides the information related to students information, acknowledgements of Documents received and generate reports such as Bonafide Certificates, Transfer Certificate, Admission Certificate, Statistical Reports, ect. 2. Accounts Management System (AMS) deals with Cash Book Day wise , month wise and year wise, Receipts and Payments, Cheque Details and Head wise Payments and Receipts. 3.Marks Management System(MMS) module will makwe the marks management system easier for the teachers and students and will generate marks registers 4. Certification Management System (CMS) is a module which provides certificates like transfer, bonafide and other certificates 5. Academic Audit System (AAS) is the fifth module deals with the academic audit by CCE

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-fincncing Post Graduate courses, namely M.A.(Telugu), M.A.(Economics) and M.Com. from 2015. From the academic year 2016-17 the institution is offering all the courses in accordance with the Choice Based Credit System(CBCS). Up to 2017-18 the institution was a co-education institution. The establishment of a separate government degree college exclusively for women in the academic year 2016-17 had a considerable impact on the admissions of the institution. But still it could attract about 1000 students during the academic year 2018-19. The institution has been following the curriculum prescribed by Osmania University, Hyderabad ever since its inception in 1987. The university also issues an almanac in the beginning of every academic year specifying the dates of commencement and last date of instruction, conduct of examinations, both internal and term-end as well as term vacations. As some of the members are the Members of Board of Studies of various departments of the affiliating university, i.e. Osmania University, the academic requirements such as introduction of new courses are well represented

at the University level. The institution devises an academic calendar of its own in consonance with the almanac of the affiliating university and the calendar issued by the Commissionerate of Collegiate Education (CCE), Telangana State. The faculty of the institution prepare their respective departmental plans and individual academic plans to achieve the desired goals and objectives. The courses concentrate on experiential learning through Field Work, Seminars and Student Study Projects. Academic flexibility is provided by way of offering options to choose electives in most of the core papers. The teaching learning process is augmented with various other courses as Communication Skills and Basic Computer Skills as well as Courses related to Commerce and Accountancy, under the auspices of Telangana Skill and Knowledge Centre and the English Language Lab. All the documents related to all the exams - both internal and term-end - are maintained by the departments concerned as well as by the Examination Branch. The results are analysed to find out slow-learners so that they can be provided with remedial teaching.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Certificate Course in Entrepreneurship Development	0	21/01/2019	30	Employability / Entrepreneurship	Skill Development
Basic Computer Skills and MS Office	0	01/08/2018	45	Employability	Skill Development
Hardware and Networking	0	21/01/2019	45	Employability	Skill Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	History, Economics, Political Science E/M	01/06/2018
BCom	General E/M	01/06/2018
BSc	Botany, Zoology, Chemistry T/M	01/06/2018
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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	01/06/2018
BA	History, Economics, Political Science E/M	01/06/2018
BA	Economics, Political Science, Public Administration T/M	01/06/2018

BA	History, Economics, Computer Applications E/M	01/06/2018
BCom	Computer Applications E/M	01/06/2018
BCom	General T/M	01/06/2018
BCom	General E/M	01/06/2018
BSc	Mathematics, Physics, Chemistry (E/M)	01/06/2018
BSc	Botany, Zoology, Chemistry E/M	01/06/2018
BSc	Botany, Zoology, Chemistry T/M	01/06/2018
BSc	Microbiology, Botany, Chemistry E/M	01/06/2018
BSc	Mathematics, Physics, Computer Science E/M	01/06/2018

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

	Certificate	Diploma Course
Number of Students	76	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
BA	Culture Studies	6
BSc	Microbiology	5
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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
At the end of each academic year feedback is obtained from the students by administering a questionnaire. The questionnaire is administered by the members of faculty of the department other than the one to which the students belong

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

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	EPP	25	23	23
BA	HEP	25	60	51
BA	HPP	25	1	1
BCom	Computer Applications EM	120	81	81
BCom	Computer Application TM	60	0	0
BCom	General TM	60	14	12
BCom	General EM	60	6	6
BSc	MPC EM	60	25	23
BSc	MBBC	30	18	17
BSc	MPCS	60	25	23
BSc	BZC EM	30	13	13
BSc	BTBC	30	5	5
BSc	BTZC	30	6	6
BSc	BZC TM	30	9	9
BSc	MZC	30	5	5
MA	Economics	40	36	36
MA	Telugu	40	37	37
MCom	Commerce	40	37	37

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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	271	110	17	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
17	16	16	12	4	8

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
271	16	1:16

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
30	17	13	0	12

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	111	2018/19	08/05/2019	14/06/2019
BA	129	2018/19	08/05/2019	14/06/2019
BA	156	2018/19	08/05/2019	14/06/2019
BCom	405	2018/19	08/05/2019	14/06/2019
BCom	405	2018/19	08/05/2019	14/06/2019
BCom	401	2018/19	08/05/2019	14/06/2019
BCom	401	2018/19	08/05/2019	14/06/2019
BSc	441	2018/19	08/05/2019	14/06/2019
BSc	458	2018/19	08/05/2019	14/06/2019
BSc	467	2018/19	08/05/2019	14/06/2019
BSc	445	2018/19	08/05/2019	14/06/2019
BSc	572	2018/19	08/05/2019	14/06/2019
BSc	489	2018/19	08/05/2019	14/06/2019
BSc	445	2018/19	08/05/2019	14/06/2019
BSc	457	2018/19	08/05/2019	14/06/2019
MA	Economics	2018/19	17/05/2019	21/06/2019
MA	Telugu	2018/19	17/05/2019	21/06/2019
MCom	Commerce	2018/19	17/05/2019	21/06/2019

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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, semesterend examination. The evaluation of the answer scripts is carried out by the university. The college is proactive in redressing the grievances of the students, if any, related to examinations. 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 semesterend 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 semesterend examinations. The institution prepares an

Academic Calendar in consonance with the Almanac of the university and the Academic and Activities Calendar of the CCE strictly adhering to the examination schedule specified. The departments and teachers plan their teaching and other related academic activities according to the college Academic Calendar so as to organise the Internal and practical examinations as specified by the affiliating university. Similarly, the students also prepare for the examinations by keeping the calendar in mind. Considering the importance of the Academic Calendar in the academic progress of the students, the Principal places the Calendar on the College website.

2.6 – Student Performance and Learning Outcomes

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

<https://ccets.cgg.gov.in/Uploads/files/buttonDetails/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
370	BA	EPMM	9	1	11
111	BA	EPP	30	5	16
129	BA	HEP	29	9	31
114	BA	ETP	19	5	26
555	BA	HECA	6	0	0
405	BCom	Computer Applications	15	5	33
402	BCom	Computers	25	12	48
401	BCom	General	8	3	37
441	BSc	MPC	23	17	73
458	BSc	MBBC	24	15	62
467	BSc	MPCS	28	24	85
445	BSc	BZC	13	4	30
313	MA	Economics	36	36	100
014	MA	Telugu	37	37	100
408	MCom	Commerce	37	37	100

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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/9030.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	Total grant	Amount received
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		agency	sanctioned	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
2. Network theorems and construction of logic gates by using discrete components state level	Physics	02/11/2018
1. Qualitative analysis of compounds using pH metry, conductometry, potentiometry and analysis of spectral data of organic compounds	Chemistry	02/03/2019

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	Sponsored 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
3000	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
Nil	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)
International	Chemistry	1	0654
International	Principal	1	0
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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
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Commerce	4
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 !!!						
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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
Presented papers	1	0	0	0
Resource persons	0	1	3	1
Attended/Seminars/Workshops	0	3	2	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
Voting awareness on EVM and VVPAT	NSS and RDO, Gajwel	6	230
30th Road safety week	NSS and Police department	14	260
Mock Polling	Political Science and NSS	8	100
Organ donation	NSS, Zoology and Gandhi Hospital	10	235
Awareness programme on voter enrollment and its importance in democracy	NSS	4	450
Surgical strike day awareness program	NSS	4	300

Preparation of Handicrafts by the students	NSS and Women Empowerment Cell	8	230
Blood donation camp	NSS and Life science Department	12	150
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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
Telugu Saahithyam	Keerthi Puraskaram	Telugu University, Hyderabad	45
NSS	Best NSS Program officer Award	Osmania University	50
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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 activities	Number of students participated in such activities
Haritha Haaram	NSS Units	Haritha Haaram	4	150
Swatch Bharth	NSS Units	Gandhi Walk	4	100
Nethaji subhash Chandra Bose birthday celebrations	NSS Units	Nethaji subhash Chandra Bose birthday celebrations	4	190
Preparation of Handicrafts by the students	NSS Units and WEC	Preparation of Handicrafts by the students	4	30
Celebrations of National youth day	NSS Units	Celebrations of National youth day	4	150
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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
Work shop on Qualitative analysis of compounds using pH metry, conductometry, potentiometry and analysis of spectral data of organic compounds	MARS India International PVT LTD	GADA and Collectorate funds	1
Bio Diveristy Act 2002	Bio Diversity Board-Telangana	Biodiversity Board Telangana	1

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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
On job training	Industrial training	Government Polytechnic College, Gajwel	05/12/2018	04/05/2019	3

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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
Sri Sharada Vaidika Smartha Vidyalayam, Vargal	05/09/2018	To organise Skill Development programmes, Training	60
IIT Mumbai	01/08/2019	Spread IT literacy	200
Nandi Foundation	25/12/2018	To develop Employability skills among the students	110
Department of Business Management, Sri Balaji (MBA) college, Duddeda, Siddipet District	07/07/2018	Echange of latest development in the field of higher education in genereal and commerce and business management in particular	30
Ideal Rural Development Society	12/01/2019	To organise Skill development programmes to students, to through light on role of NGOs in social awareness programmes	50
Business Management College, Vinayaka group of Institutions, Kondapaka, Siddipet District	10/08/2018	To exchange human resources for sample collection and analysis of the data for the project works and other scholastic endauvours	80

Purushula Parapathi Sangham	20/12/2018	To conduct training programmes for both parties to equip with motive of self help, mutual cooperation, financial savings and implementation of effective auditing	40
Government Degree College Hanamkonda	10/07/2018	To exchange resources and knowledge in teaching and research in English Language and literature	305
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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
415950	384623

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	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	12418	1678872	0	0	12418	1678872
Journals	57	34652	0	0	57	34652
e-Books	5	26500	0	0	5	26500
CD & Video	20	500	0	0	20	500
View File						

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	130	4	130	4	0	4	14	10	0
Added	60	1	60	0	0	0	5	0	0
Total	190	5	190	4	0	4	19	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
46300	46300	477302	477302

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 facilitate 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. The college was

shifted from the old premises to the newly constructed building located in the Boys' Educational Hub in Survey No.68, Sangapur Road, Gajwel. The new building has three floors, one ground floor and two upstairs. Each floor has a carpet area of 30320 sft in each floor, making 90,960 sft altogether. There are 64 spacious wellventilated and wellfurnished rooms in all. Lecture Halls: 26 Department staffrooms: 10 Digital classrooms: 03 Equipped with an LCD projector each Virtual classrooms: 01 with projector and interactive setup Computer labs: 02 (with 96 computers) Commerce computer lab: 01 (with 17 computers) TSKC Lab and English Language Lab: 01(with 40 computers) Library: 01 (3 computers) Reading room: 01 Information Centre for students:1 (in the library with 5 computers) Conference Hall: 01 (Equipped with LCD projector and audio system) Laboratories: 09 Games and Sports office:01 Indoor games room: 01 IQAC Office: 01 Gymnasium: 01 Examination Branch: 01 Dr BRAOU: 01 Administrative Office:01 Principal's Chamber:01 Girls waiting room: 01 Restrooms: 10 Store rooms:03 Mana TV/ TSAT Hall:01 NCC Room: 01 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	235	1145900
Financial Support from Other Sources			
a) National	NIL	0	0
b) International	NIL	0	0
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
Guidance for Competitive exams	02/08/2018	42	Faculty, Government Degree Collge Gajwel
Career Counselling	08/01/2018	45	Faculty, Government Degree Collge Gajwel
Soft Skill Development	25/02/2019	110	Naandhi foundation, hyd
Remedial Coaching	03/09/2018	409	Faculty, Government Degree Collge Gajwel
Language lab	06/08/2018	50	TSKC, Government Degree College Gajwel
Bridge Course	13/08/2018	125	Faculty, Government Degree Collge Gajwel
Personal Counselling	08/08/2018	305	Faculty, Government Degree Collge Gajwel
Yoga and Meditation	21/06/2018	44	pathanjali yoga center, 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
2018	Guidance for competitive examinations	42	0	2	0
2018	Career counselling activities	0	45	0	2

[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

2

2

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
2019	14	BCOM	COMMERCE	Koti womens college	M.Com
2019	1	B.Com	COMMERCE	A.V. college	M.Com
2019	1	B.Com	COMMERCE	Govt Degree & PG College -Gajwel	M.A. Tel
2019	1	B.Com	COMMERCE	Bhavans college	M.Com
2019	1	B.Com	COMMERCE	Omega college	M.B.A
2019	3	B.Com	COMMERCE	Vathsalya institute of college	M.B.A
2019	1	B.Com	COMMERCE	Siddarth institute of science & Technology	M.B.A
2019	4	BSC	PHYSICS	university college of science, osmania university	M.Sc. Physics
2019	1	BSC	PHYSICS	university college of science, Saifabad.O.U	M.Sc. Physics
2019	1	BSC	PHYSICS	Nizams college,hyderabad	M.Sc. Physics
2019	1	BSC	MATHEMATICS	Univercity college of Science Saifabad	MSC MATHEMATICS
2019	1	BSC	MATHEMATICS	AMS college for Women,Hy	MSC MATHEMATICS

				derabad.	
2019	7	BA	ECONOMICS	Govt Degree & PG College -Gajwel	MA ECONOMICS
2019	1	BA	HISTORY	hyderabad central university	MA HISTORY
2019	1	BA	Public Administration	osmania university	MA Public Administration
2019	2	BA	Political Science	KAKATHIYA UNIVERSITY	MA political science
2019	2	BSC	Microbiology	Palamuru University	M.Sc.Microbiology
2019	2	BSC	Microbiology	Mahatma Gandhi University	M.Sc.Microbiology
2019	3	BSC	Microbiology	osmania university	M.Sc.Microbiology
2019	5	BSC	Microbiology	kakathiya university	M.Sc.Microbiology
2019	1	BSC	COMPUTER SCIENCE	Bhavan's sainikpure hyderabad	MBA
2019	1	BSC	COMPUTER SCIENCE	university of science,ou,hyderabad	M.Sc.computer science
2019	1	BSC	COMPUTER SCIENCE	koti womens college ,hyderabad.	M.Sc.computer science
2019	2	BSC	CHEMISTRY	B.M.R College, Siddipet, O.U	M.Sc.Chemistry
2019	1	BSC	CHEMISTRY	University college, Telangana	M.Sc.Chemistry
2019	1	BSC	CHEMISTRY	Sardar patel college,Padma Rao Nagar Hyderabad,O.U	M.Sc.Chemistry
2019	1	BSC	CHEMISTRY	Layola college,hyderabad Osmania University	M.Sc.Chemistry
2019	2	BSC	CHEMISTRY	OU P.G College, Siddipet	M.Sc.Chemistry
2019	1	BSC	CHEMISTRY	Gawel college of Education	B.Ed.

[View File](#)

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

[View File](#)

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

Activity	Level	Number of Participants
Volleyball	COLLEGE	60
Kabaddi	College	40
Chess	College	16
CRICKET	College	64

[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:

500

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

15000

5.4.4 – Meetings/activities organized by Alumni Association :

The institution has convened a meeting with the Alumni Association of the college in the month of August, 2018 to discuss various issues related to the development of the college. Especially the in view of the ensuing NAAC 3rd Cycle Reccreditation, the Alumni Association responded positively and expressed their willingness to extend all possible support in the process.

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 affaires 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)?

Yes

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, semesterend examination. The evaluation of the answer scripts is carried out by the university. The college is proactive in redressing the grievances of the students, if any, related to examinations. 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 semesterend 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 was shifted from the old premises to the newly constructed building located in the Boys' Educational Hub in Survey No.68, Sangapur Road, Gajwel. The new building has three floors, one ground floor and two floors upstairs. Each floor has a carpet area of 30320 sft in each floor, making 90,960 sft altogether. There are 64 spacious wellventilated and wellfurnished rooms in all. Lecture Halls: 26 Department staffrooms: 10 Digital classrooms: 03 Equipped with an LCD projector each Virtual classrooms: 01 with projector and interactive setup Computer labs: 02 (with 96 computers) Commerce computer lab: 01 (with 17 computers) TSKC Lab and English Language Lab: 01(with 40 computers) Library: 01 (3 computers) Reading room: 01 Information Centre for students:1 (in the library with 5 computers) Conference Hall: 01 (Equipped with LCD projector and audio system) Laboratories: 09 Games and Sports office:01 Indoor games room: 01 IQAC Office: 01 Gymnasium: 01 Examination Branch: 01 Dr BRAOU: 01 Administrative Office:01 Principal's Chamber:01 Girls waiting room: 01 Restrooms: 10 Store rooms:03 Mana TV/ TSat hall:01 NCC room: 01 For the optimum utilisation of the resources available, 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. In order to utilise the facilities to the maximum extent, representatives from students also are nominated as members

in each of these committees. Support facility such as hostel accommodation is provided to the students. Students hailing from far off places are given priority while allotting accommodation. Healthcare facility is also made available to the students. The services of the doctors available locally are utilised to create health awareness among students.

Human Resource Management

The college strongly believes that the development of the institution is dependent on Human resource and their effective management. In the light of the Objectives, the teachers are provided with opportunities to update their knowledge and skills through Faculty Development Programme (FDP), Orientation Programmes and the Refresher Courses organized by the UGCHuman Resource Development Centre (HRDC)/ the Academic Staff Colleges (UGC ASC) of various universities within the state and in other states. They are also encouraged to participate in seminars, conferences, workshops, etc. of state and national level, so as to update their academic and research knowledge and skills.

Industry Interaction / Collaboration

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.

Admission of Students

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 2016/17, 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.

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. College Administration and Information Management System (CA IMS) came into effect from 2018/19. 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 2018/19. The information about the students and faculty is made available on CAIMS which has five modules to provide services in different areas of services offered in the college, including Finance and</p>

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

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				

[View File](#)

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)
No Data Entered/Not Applicable !!!						
View File						

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
National Conference cum Workshop on Outcome Based Education (OBE)	1	19/11/2018	20/11/2018	2
Faculty Development Programme	1	27/05/2019	01/06/2019	6
Training Programme on RTI Act	1	28/02/2019	02/03/2019	3
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
17	25	7	12

6.3.5 – Welfare schemes for

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

6.4 – Financial Management and Resource Mobilization

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

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
CPDC Members	230012	College Developmental Activities
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	The Commissioner of Collegiate Education (CCE), Telangana State	Yes	Principal and IQAC Coordinator
Administrative	Yes	The Commissioner of Collegiate Education (CCE), Telangana State	Yes	Principal

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

1. Students Performance Review 2. Students Regular Attendance to college 3. Students Home study 4. Supervising their wards not to get addicted to the Social Media, such as Facebook, WhatsApp, etc.
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6.5.3 – Development programmes for support staff (at least three)

1. Providing On Duty facility for attending Seminars, Workshops and symposium 2. Medical Reimbursement 3. Encouragement for submitting proposal for MRP like
--

research activities 4. Encouragement for submitting proposal for Seminars, Workshops and symposium

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

Orientation Programme on NAAC A and A Regular Meetings in order to prepare for the NAAC 3rd Cycle Assessment and Accreditation Attending Workshops on Revised Framework Indicators

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
2018	Orientation Programme on NAAC A and A	24/09/2018	24/09/2018	24/09/2018	30

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
Savithri Bhai Phule Birth Anniversary Celebration	26/11/2018	26/11/2018	60	110
Food Festival on the International Women's Day	08/03/2019	08/03/2019	65	200
Health Awareness Programme for Girls	08/03/2019	08/03/2019	68	0

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

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

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

cutting down the electricity bill. 3. The institution has dug two water harvesting pits on the campus during the year. 4. Two Photovoltaic solar panels with capacity to produce 1 kVA, Inverter, and two batteries have been installed as a measure of sustainable energy initiative.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	4
Ramp/Rails	Yes	1
Rest Rooms	Yes	4

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
2019	0	1	30/07/2018	3	Telangana ku Harith aharam	Tree Plantation	300
2018	1	0	16/09/2019	1	Oozone Day Celebration	Environmental Awareness	120
2018	0	1	24/09/2019	1	Voter Awareness Rally at Mutrajpal ly	Voter awareness	150

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 the Stakeholders	18/05/2018	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
SVEEP Programme	18/03/2019	18/03/2019	180
Awareness on Organ Donation	29/03/2019	29/03/2019	250
National Voluntary Blood Donation Day	01/10/2018	01/10/2019	60
Surgical Strike and Implication	30/09/2018	30/09/2018	190
Voter Enrollment and Rally	23/09/2018	23/09/2018	230
Systematic Voter Enrollment and Electoral Participation Programme	24/09/2018	24/09/2018	120
Voter Awareness on Use of VVPAT	01/11/2018	01/11/2018	250
Flash Mob	19/11/2018	19/11/2018	220
Mock Polling	23/01/2019	23/01/2019	250

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 placed in the front yard of the campus. Plants with flowers are adding beauty and serenity of the campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

GOVERNMENT DEGREE COLLEGE, GAJWEL, SIDDIPET DISTRICT DEPARTMENT OF BOTANY BEST PRACTICE I. Title of the practice: A study on the solid waste management and its utilization. II. Objectives of the practice: The practice has been implemented with the following objectives. a. To make the students aware of the proper disposal of the waste. b. The waste dumped is useful as biofertilizers. c. The collected waste may be recycled. d. The waste is processed to yield economic products like biogas and biomanure. e. The proper disposal of the waste keeps away stinking problems. III. The context: Students of BSC group along with the staff members of the Dept. of botany did a field survey at

resource park, Mandapally, 10kms away from Siddipet and collected all the data from dump yard. It was found that the collected waste is segregated into dry and wet. • Dry items are sold out. • Wet waste is kept in heaps. These heaps in turn are processed for 3 different purposes of making of: a. Vermin compost b. Decomposing c. Biogas It is a 5step process: Step I Curing of heaps. Step II formation of black color compost. Step III Cutting of compost in small pieces. Step IV Mixing of earthworms. Step V Compost ready to be sold out(Rs 5/kg). The practice uniqueness: A novel idea introduced by municipality was brought out into society at both campus level and household level. Awareness is given continuously to all institutions at campus where pits measuring 33 feet can be dug and daily household wastes can be done, they are mixed with earthworms and curing is done for 100 days. In our campus hostel building is in vogue for this practice and they are preparing compost like this and utilizing for plants, which is a good source of biofertilizers. Such compost is rich in nutrients too. Resources required: More awareness should be bought by the municipality to the general public. ? Agricultural market, cooperatives can also cater to the program. ? The farmers should be encouraged for vermincompost. ? The utility of biogas should be explained to the people. ? People should be advised to separate dry and wet waste. Follow up work: Awareness program is done in our campus institutions to dig up their pits in the building and prepare the compost with left over's and the program is in continuous practice too.

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

The context: The present day learners are techsavvy and are living the technologydriven age. Teaching them English is a challenging task. Especially, holding their attention to what is discussed in the classroom is much more difficult endeavor. It is in this context, the Department of English has started the practice of collecting and using the wrappers of household article such as soaps, salts, chocolates, pens, etc., for teaching and learning English vocabulary. The use of wrappers of household articles will focus on the benefits of advertisement in learning English language in classrooms and in real life. After a thorough analysis of the data, it is found that wrppaers are a great source of English language. They are handy in improving English vocabulary (word power), phrases, clauses and sentences. Though English textbooks are prepared after considering all the approaches and methodologies underlying language learning However wrappers are much more interesting and appealing to the learners. And hence they can be exploited further to promote learning taking place in the language classroom. The Practice and its Uiqueness: The novel idea got its origin in the attractiveness of the vivid and colourful wrappers used in packaging industry by spending huge money in producing them. With a much closer look at the otherwise waste litter that

every busy customer wants to throw away opens up an opportunity to learn English. Almost all wrappers used to pack the daily household articles are printed with the details mainly in English and are readily available material for imparting English language skills. And hence the institution has adopted the unique practice. Language plays an important role in the preparation of wrappers for product advertisement. The use of catchy, interesting and relevant vocabulary, phrases, clauses, idioms and sentences enhances the chances of the ad to reach the target group. Problems Encountered / Resources required: The wrappers are everywhere and easily accessible. Moreover they are available always. There is absolutely no problem in collecting them. The only resource that is needed to use them is interest and resourcefulness in using them in an appropriate manner. Hence no cost but valuable in learning English. In the modern times, English has emerged as a dominant medium of many advertisements. In this context, one can learn a lot of English language through constant and conscious exposures to the wrappers used in packaging industry. Almost every wrapper contains a catchy motto/slogan/tagline in English. These mottos are a great source of English language learning. The students and teachers need to be aware of the fact that the English language is available not only in the classroom but also in real life situations outside the classroom. Hence the students are encouraged to exploit the wrappers to their fullest manner to learn English.

Department of Political Science Best Practice Title: Democratic and Citizenry Values Objectives: The practice is being implemented in order to achieve the following objectives: ? To inculcate Participatory Democratic, Citizenry values among the young minds. ? To create awareness about Constitution and its core values such as equality, liberty, justice, rights and duties. ? To educate about voter enrollment and electoral participation. ? To imbibe Public Policy making processes among the students. ? To create awareness about the functioning of democratic institutions such as Parliament and other legislative bodies. Context: India is the largest democratic country in the world. Democracy is considered as the best form of the government in modern times. The success of democracy depends on the active participation of the citizens. The vigilance of the citizens makes the democratic governments to formulate the policies which are useful for the betterment of the country as well as the people. In this context the department of political science has undertake the responsibility to create awareness about the importance of constitution, democratic institutions, and the active participation of the people in the policy making and implementation process. Its Practice: The department is organizing voter enrollment campaign in the campus and nearby community. It initiates actions to motivate the voters to utilize their right franchise in fair manner through rallies and public meetings. It gets involved in creating awareness about the facilities provided by the electoral authorities to accessible to all visiting State Legislative Assembly for practical knowledge and conducting mock polling, organize mock parliament.

Evidence of success: Here are many visible and concrete evidence of this practice: 1. The voter enrollment is improved both in campus and community. 2. Voting percentage improved. 3. Student's participation in the mock polling and mock parliament improved. Problems Encountered and Resources Required: While the practice is being implemented the following problems have been faced with: 1. Some times less response from the people. 2. Less response to cost their vote 3. Money, muscle, cast, and other corrupted practices 4. Inadequate Time 5. Support from officials, targeted community, media and other civil society organizations. The GDC Gajwel is a public funded institution and is always in the forefront in propagating the democratic principles. Every graduate institution has to open a Voter Enrollment Center in order to encourage to the students participate in all activities which are helpful to learn the democratic ideas and ideals.

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., 201920 which includes the following aspects of academic quality enhancing measures. The institution strives hard

- To request the RUSA State

Project Director, Telangana State for the revival of the RUSA Grants of Rs. 2 crore, • To send the proposals for the establishment of a Central Research Laboratory in the college to enhance the research aptitude and activity, • To send the proposals for the construction of a dining hall for students, • To encourage the students to come up with study projects for the Jignasa 201920 • To motivate the students to actively participate in the various events conducted as part of Yuvatharangam 201920, • Our College administration and Staff Council have planned to take initiatives on for both academic and technical collaboration with the nearby industries and other organization. This memorandum of understanding (MOU) is to conduct the training programs to the students apart from the study tour and knowledge sharing. MOU's will strengthen the collaborative activities between the two institutions with that benefit the ultimate stakeholders, i.e., the students. • To inculcate the research attitude students of UG and PG are encouraged to perform the research activities via project. • To create awareness about the recent trends in various subjects, the institute has a vision to plan to conduct the workshops and seminars. • To conduct the important day celebrations like earth day, ozone day and birth days of esteemed personalities • Conduct of elocution and essay writing competition to promote and improve analytical skills in the student community • To promote the clean and green campus via planting trees and maintaining cleanliness. • To conduct feedback evaluation system for both teaching and nonteaching faculty