

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution

Sarojini Naidu Vanita Maha Vidyalaya

1.2 Address Line 1

Exhibition Grounds

Address Line 2

Mukaramjahi Road, Nampally

City/Town

Hyderabad

State

Telangana

Pin Code

500001

Institution e-mail address

snvmv@redifmail.com

Contact Nos.

040-24603266

Name of the Head of the Institution:

Dr.B.Sandhya

Tel. No. with STD Code:

040-24603266

Mobile:

+919440404755

Name of the IQAC Co-ordinator:

Mrs.D.Shobhana

Mobile:

+919849527392

IQAC e-mail address:

iqacsnvanita@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

14104

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/61/RAR/20 dated 15.09.2012

1.5 Website address:

www.snvanita.org

Web-link of the AQAR:

<http://www.snvanita.org/pdf/AQAR-Report.pdf>

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	82	2005	2010
2	2 nd Cycle	A	3.12	2012	2017
3	3 rd Cycle				
4	4 th Cycle				

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

01.10.2005

1.8 AQAR for the year (for example 2010-11)

2013-14

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

i. AQAR – 19.09.2013

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

Osmania University

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	5
2.2 No. of Administrative/Technical staff	5
2.3 No. of students	2
2.4 No. of Management representatives	3
2.5 No. of Alumni	2
2.6 No. of any other stakeholder and community representatives	-
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	-
2.9 Total No. of members	17
2.10 No. of IQAC meetings held	4

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students	<input type="text" value="2"/>
Alumni	<input type="text" value="1"/>
Others	<input type="text" value="-"/>

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Extension Lecturers
- Science Exhibition
- Gurupoojostvam
- Open Day
- Sarojini Naidu Poetry Fest
- Musical Event
- FDP
- Voter Enrolment
- Sangeet Vanita
- Alumnae Re-union

2.15 Plan of Action by IQAC/Outcome

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

(Please find attached Annexure I for details)

Plan of Action	Achievements
<ul style="list-style-type: none"> • Extension Lecturers • Science Exhibition • Gurupoojostvam • Open Day • Sarojini Naidu Poetry Fest • Musical Event • FDP • Sangeet Vanita • Alumnae Re-union • Inter Collegiate Literary Competitions • Inter Collegiate Sports competitions • Valedictory Function of Golden Jubilee Celebrations 	<ul style="list-style-type: none"> • Extension Lecturers • Science Exhibition • Gurupoojostvam • Open Day • Sarojini Naidu Poetry Fest • Musical Event • FDP • Sangeet Vanita • Alumnae Re-union • Inter Collegiate Literary Competitions • Inter Collegiate Sports competitions

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

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

Provide the details of the action taken

- Emphasis on the improvement of results at the UG level
- Need for conducting more number of seminars and workshops

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	7		7	
UG	3		2	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	10		9	
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	7
Trimester	-
Annual	3

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

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

*Please provide an analysis of the feedback in the Annexure

(Please find attached Annexure II for details)

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

English II year text book revised

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

NA

Criterion – II

2. Teaching, Learning and Evaluation

Total	Asst. Professors	Associate Professors	Professors	Others
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2.1 Total No. of permanent faculty

25	11	14	-	-
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2.2 No. of permanent faculty with Ph.D.

14

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil	Nil	85
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	5	36
Presented papers	1	8	-
Resource Persons	-	-	10

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

LCD and Smart Boards

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

179

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

As per University norms

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

5	-	-
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2.10 Average percentage of attendance of students

65%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	63	3	15	16	8	66%
B.Sc	222	39	26	33	-	44%
B.Com	261	49	95	53	-	75.4%
M.A (English)	33	3	12	17	-	96.6%
M.Com	35	13	21	-	-	97%
M.Sc (Bot)	28	3	15	8	-	92.8%
M.Sc (Zool)	25	11	11	2	-	96%
M.Sc (Chem)	34	5	16	5	-	76%
M.Sc (Phys)	18	2	11	3	-	88.8%
M.B.A	57	11	46	-	-	100%

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

Principal and Vice-principal's inspection, feedback from the students, class representatives and assistant class representatives, parent-teacher interaction.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	7
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	8	18	-	18
Technical Staff	4	4	-	4

Criterion – III

3. Research, Consultancy and Extension

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

➤ Research Labs
➤ UGC Projects
➤ Other projects

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	-	Nil	2
Outlay in Rs. Lakhs	Rs.5,90,200/-		Rs.7,33,300/-	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	Nil	10	10	Nil
Outlay in Rs. Lakhs	Nil	Rs.20,80,000/-	Rs.48,25,000/-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	5	-
Non-Peer Review Journals	-	-	3
e-Journals	-	-	-
Conference proceedings	-	3	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2013-14	UGC	Rs.48,25,000/-	Rs.20,80,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total			Rs.48,25,000/-	Rs.20,80,000/-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	1	-
Sponsoring agencies				Exhibition Society	

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

3

10

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

3

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

JRF - SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level 1 State level 150

National level - International level -

3.22 No. of students participated in NCC events:

University level 23 State level 5

National level 1 International level -

3.23 No. of Awards won in NSS:

University level 1 State level -

National level - International level -

3.24 No. of Awards won in NCC:

University level 7 State level 5

National level 1 International level -

3.25 No. of Extension activities organized

University forum	-	College forum	2		
NCC	1	NSS	2	Any other	-

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

- Rain water harvesting
- Tree plantation

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	3.8	-	-	3.8
Class rooms	50	-	-	50
Laboratories	41	-	-	41
Seminar Halls	4	-	-	4
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	39 computers 7 LCD's 2 Smart Boards 40 CC Camers 1 Xerox Machine 1 Copy Printer 1 UPS 1 Generator	UGC & Development Grant from Exhibition Society	
Value of the equipment purchased during the year (Rs. in Lakhs)		26,02,911/-	UGC & Development Grant from Exhibition Society	
Others				

4.2 Computerization of administration and library

Library fully automated and partial administrative computerization

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	50901	67,48,844	1266	3,26,177	52167	70,75,021
Reference Books	12724	16,87,211	316	81,542	13040	17,68,753
e-Books	-	-	-	-	-	-
Journals	98	7,71,465	4	3,900	102	7,75,365
e-Journals	2	72,416	-	-	2	72,416
Digital Database	-	-	-	-	-	-
CD & Video	162	32,800	-	-	162	32,800
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	270	7	65	15	55	15	20	10
Added	39	-	60	2	-	2	-	-
Total	309	7	125	17	55	17	20	10

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

Non computer students imparted computer training, training to teacher to use smart boards

4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs.1,22,500/-

ii) Campus Infrastructure and facilities

Rs.5,86,447/-

iii) Equipments

Rs.8,400/-

iv) Others

Rs.1,57,680/-

Rs.7,35,741/-

Total :

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation programmes
- public address system
- Various committees
- Display boards
- Counselling
- Mentoring

5.2 Efforts made by the institution for tracking the progression

- Results
- Mentoring
- Remedial coaching
- Committees

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1787	615	-	-

(b) No. of students outside the state

5

(c) No. of international students

NIL

Men	No	%	Women	No	%
	-			2402	100%

No	%
2402	100%

Last Year	This Year
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General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
UG-737	230	34	702	1	1703	689	242	45	811	8	1787
PG-206	95	23	267	-	591	205	107	21	282	-	615

Demand ratio - 1:2 Dropout % - 12%

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

Civil Services coaching

No. of students beneficiaries

50

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Lectures organised and personal and career guidance

No. of students benefitted

150

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
8	1600	120	58

5.8 Details of gender sensitization programmes

NA

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	75	57,000/-
Financial support from government	1579	1,00,61,459/-
Financial support from other sources	19	1,15,672/-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Water problem
- Wash rooms
- Canteen

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION – Training Women for a Challenging Future through Value based education

Mission – Educate, Empower and Liberate

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

As the institution is affiliated to Osmania University it is as per the University norms, some of the faculty are board of study members

6.3.2 Teaching and Learning

Facilitating computer aided teaching aids like LCS's and Smart boards, conducting FDP's and Orientation programmes, seminars and Conferences and participation in Seminars, conferences and workshops and internet facility

6.3.

As per the University norms, faculty members are examiners for University and autonomous institutions, on line examinations

6.3.4 Research and Development

Facilitating through Recognised labs, procuring UGC funds, purchase of equipment and material , books and journals

6.3.5 Library, ICT and physical infrastructure / instrumentation

Upgradation through purchase of books, computers, equipment, automation, e-journals

6.3.6 Human Resource Management

Inter disciplinary approach and adhoc recruitment

6.3.7 Faculty and Staff recruitment

Enhancing basic salary from 6000/- to 8000/- and periodic increments

6.3.8 Industry Interaction / Collaboration

On campus training and recruitment facilitating off campus recruitment

6.3.9 Admission of Students

Merit based and through University counselling

6.4 Welfare schemes for

Teaching	P.F, ESI
Non teaching	P.F, ESI, Loans
Students	Scholarships, Fee Waiver fee payment

6.5 Total corpus fund generated

Rs.1,27,49,500/-

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	CCE & OGA	Yes	Academic Committee
Administrative	Yes	OGA	Yes	Registered Chartered Accountant

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

For UG Programmes Yes No

For PG Programmes Yes No

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

Projects, practicals, PG Semesters/Internals, on line exams

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

Discretion of the Management

6.11 Activities and support from the Alumni Association

Part funding for the Musical Event, Alumane Re-union, conduct of FDP

6.12 Activities and support from the Parent – Teacher Association

NA

6.13 Development programmes for support staff

NA

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

- ◆ Rain water harvesting
- ◆ Tree plantation
- ◆ Extension lectures on Environment

Criterion – VII

7. Innovations and Best Practices

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

CC cameras , LCD's and smart boards

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

Orientation, FDP, Science Exhibition, Extension lectures, Hindi Divas, Telugu Divas, Sanskrit divas, Sarojini naidu Poetry Fest, Gurupoojostsavam, Inter collegiate spots and literary competitions, Open day

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

Use of computer aided teaching techniques
Proactive management in enhancing quality education

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

Please find attached Annexure – III for details

7.4 Contribution to environmental awareness / protection

Through tree plantation and awareness lectures over conservation of electricity and water



7.5 Whether environmental audit was conducted? Yes No

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

INSTITUTIONAL STENGTHS	INSTITUTIONAL WEAKNESSES
<p>Long Existence</p> <p>ICT enables teaching/e-classrooms</p> <p>Good team work</p> <p>Well equipped labs</p> <p>Extension activities</p> <p>Decentralisation of Administration</p> <p>Awareness Programmes</p> <p>Transparency in Financial Transactions</p> <p>Infrastructural Facilities</p>	<p>Curriculum Design</p> <p>Industry / Academia tie-ups</p> <p>Maintenance of facilities</p> <p>Research activities and Standard Publications</p> <p>Exposure of Teachers to International Levels</p> <p>Non-filling up of large number of teaching posts due to ban on recruitment</p> <p>Training Technical and other staff in functional areas</p>
INSTITUTIONAL OPPORTUNITIES	INSTITUTIONAL THREATS/CHALLENGES
<p>e-learning</p> <p>Global initiatives</p> <p>Employment opportunities through JKC/Placement Cell. Career Counselling and Civil Services Coaching, Banking Service Coaching</p> <p>English Language Lab for improving Communication Skills</p> <p>Short term Certificate courses enhancing employable capabilities</p> <p>‘Earn while you Learn’ through entrepreneurial programmes</p> <p>Additional Scope for Alumane and Community participation</p> <p>Research and Development</p> <p>Women’s Study Centre</p>	<p>Academic collaborations</p> <p>Drop-out rate</p> <p>\retention of quality teachers</p> <p>Inculcating motivation for Research and Development of Research Culture</p> <p>Limited mobility of Faculty outside the State, minimizing academic collaborative work</p>

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8. Plans of institution for next year

Telugu Seminar, Valedictory of Golden Jubilee Celebrations, Open Day, Sarojini Naidu's birth anniversary celebrations, CCE workshop for high school teachers, Skill Development Centre, Civil Services Coaching, Banking Services Coaching, Sport Certificate Courses, Blood Donation and Data Collection, Industrial Visit, Educational Tours, Faculty interaction, Extension Lectures

Name **Mrs.D.Shobhana**

Name **Dr.B.Sandhya, Principal**

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

SAROJINI NAIDU VANITA MAHA VIDYALAYA:HYDERABAD

ACADEMIC SCHEDULE 2013-2014

Date	Activity/Plan of Action/Committee-in-charge
MAY & JUNE	Intermediate and Degree Admissions
3 rd June	Re-opening of College – Staff Meeting
5 th June	World Environment Day (Tree Plantation / NSS)
12 th June	Commencement of classes for II & III yr Degree students
14 th June	World Blood Donation Day – Medical camp by NSS
June Last week	Staff meeting (Review of curricular plans & conduct of academic

	activities & result analysis)
1st JULY	Orientation & Commencement of classes for I yr Degree students
July 6 th	Release of Magazine 'VANITA' by Office Bearers
July 1 st week	Anti Ragging activities meeting / Awareness & Orientation for students
July 2 nd week	Extension lectures
	Alumni Meeting – involves all stake holders in academic activities and explore ways of income generation.
19 th July	IQAC – Preparation of Action Plan
	UGC scheme funds – Action plan for utilization (FDP/Projects – application to be sent- Orientation and Refresher courses by ASC to be displayed
	JKC – Training lecturers for PG (Invite Mentors)
July 3 rd week	Class Representative election & meeting with Principal/V.P's/ Student Advisors/Sports/NSS/NCC Collection of Feed Back from C.R's Conduct of elections

contd...2...

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Date	Activity/Plan of Action/Committee-in-charge
July 2 nd or 3 rd week	Invite proposals from aspiring teachers for State Best Teachers Award
	Issue of Scholarship

20 th July onwards	Sports Competitions
22 th July	Guru Pournima (Felicitation to outstanding Teachers)
26 th July	Vanamahotsavam
29 th July	Telugu Dinostsavam (Telugu Dept.)
	Student centric activities (conduct programmes i.e., Seminars/ Study project etc. on Personality Development
July last week	Staff meeting (Review of academic and administrative aspects, Remedial classes for supplementary students
	Medical Camp for Degree students
	Commencement of General Education classes by respective Departments
	Nodal JKC Coordinators Meet (Review of curricular and activities – commencement of I Batch training)
31 st July	ELF Training / Orientation to newly recruited lecturers and existing young lecturers
AUGUST	Preparation of comprehensive database on admissions

Contd...3...

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2 nd /3 rd week Aug	Extension Activities (NSS/NCC/Sports)
22 nd August	Consumer Awareness Programme
	Career Counseling Programmes (Display of notified Corporate / Govt. etc on Notice Boards, lectures

24 th August	Commencement of II Batch JKC Training
24 th August	Degree Fresher's Party & Induction of CR/ACR's
26 th August	Women's Equality Day
Last Week	Staff Meeting (Review of academic and administrative matters)
SEPTEMBER	Teachers Evaluation (Collection of Feed Back) [Centralized system / Orient the students in filling the feedback forms in Auditorium] – Year wise on 3 days
1 st week Sept	Extension lectures
5 th Sept	Teachers Day celebration (Teachers need to be given a token of appreciation/ Student Celebration(Student Advisory Committee), Seminar for Lecturers
8 th Sept	International Literacy Day (NSS)
21 st Sept	Extension Lecture / seminars
14 th /22 nd Sept	Hindi Divas
24 th Sept	NSS Day
Last Week	Comprehensive Registers / Attendance
28 th Sept	Parent Teacher meeting (Degree)
Sept 3 rd week	Inter class literary competitions (9.00am to 10.00am & 3.00pm to 4.00pm)

Contd...4

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Sept 4 th week	Golden Jubilee Inter Collegiate Literary / Cultural competitions [for this prepare the schedule by 1 st week of Sept and send/display in different colleges]
	Extension Activities (NSS/NCC) – Fairs/Food festivals
30 th Sept	Staff Meeting [Plan for I Term examination & review of various activities by all committees and depts. Review of syllabus completed for I Term]
OCTOBER	
1 st week October	Half Yearly Exams
2 nd October	Gandhi Jayanthi & Lal Bahadur Shastri Jayanti
31 st October	National Integration Day – NSS and PG Depts.
October last week	JKC Training to JKC mentors by ILM
NOVEMBER	
1 st November	AP Formation Day
1 st & 2 nd November	Special training on placement drive
4 th November	Reopening of college after Degree supplementary exams
11 th November	National Education Day Literary Competitions or a seminar / lecture – Student Advisory Committee & Language Depts.
14 th November	Children’s Day / World Diabetes Day (Lecture for staff / students-to be organized by Nutrition Dept)
14 th to 20 th Nov	National Library Week

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16 th November	Vanita Alumne Golden Jubilee Re-union
21 st & 26 th Nov	Golden Jubilee Valedictory - Inter Collegiate Sports and Literary competitions, Science Exhibition
30 th November	Sports Day
Last Week Nov	Zonal Level Competitions-Annual Festival
Nov	Open day for school / Inter students
	Staff Meeting (Review of supplementary results & remedial coaching plan)
	Principal Review meeting (Review of Budget Utilization and preparation of proposals for UGC-XIII Plan)
	Training for Placement Drive
DECEMBER	
1 st December	World Aids Day (Lecture for students & Staff)
10 th December	Human Rights Day
2 nd /3 rd Week December	Annual Festival-State Level Competitions and presentation of awards during the festival
	JKC IPG Training
20 th /21 st Dec	College Annual Day
	Review of Financial Plan for utilization of allocated Budget
	Display of attendance before submission of Examination Forms to University

Contd...6

Date	Activity/Plan of Action/Committee-in-charge
	Commencement of JKC IPG Training
	Collection of Departmental Activities/Display of Research activities /Study Projects/achievements etc.,
	Staff Meeting (Review the completion of syllabus, review of academic activities, attendance of students etc.,)
JANUARY	
12 th January	National Youth Day
21 st January	Completion of syllabus
20 th to 22 nd January	Conduct of revision and remedial classes to the needy students Extension lectures, Picnic
25 th January	National Voters Day (HRC – Orientation/enroll to sensitize students on exercising the franchise)
26 th January	Republic Day
	Submission of student study projects to CCE
	JKC/Career counselling, Job fairs / Campus Recruitment
FEBRUARY	
1 st February	Open Day for school students
1 st & 2 nd February	Organizing job fairs and campus drives
3 rd February	General Education & Pre-finals

Contd...7

Date	Activity/Plan of Action/Committee-in-charge
13th February	Sarojini Naidu Birth Celebrations – Poetry Fest
3 rd Week February	Hostel Day
18 th February	Degree Farewell
MARCH	
March 1 st & 2 nd Week	Review of Academic and Financial aspects
8 th March	International Women’s Day
March 2 nd week	Commencement of University theory exams
March last week	Annual stock verification
Last week of Apr’14	JKC Training
May to Aug’14	Training of JKC Mentors (Communicative Language Teaching techniques)

Annexure II

FEEDBACK FORM ANALYSIS FOR THE YEAR 2013-14

Students had few complaints about some of the Science and Commerce faculty members.

1. Management should interact with the students.
2. Seniors also to interact with the juniors.
3. Examples to be correlated with daily experiences.
4. More practice in Universal language 'English'.
5. Remedial classes must be conducted
6. Need experienced lecturers who communicate and teach in English / Trained teachers for English (Prose).
7. Career counseling must be provided.
8. Monthly tests, Slip tests, quarterly, half-yearly tests to be conducted on a regular basis.
9. Library books should be issued for Board Exams.
10. Opportunity to be given for every student in all programs.
11. Disturbances during the class hours must be reduced / Announcement should be done in break hours.
12. Regular water facility / water supply to be provided on all floors and labs.
13. Information should be given in the beginning of the year regarding scholarships / Scholarship delay.
14. Provide more IT Classes / e - Class rooms.
15. Conduct seminars / seminar classes to develop our knowledge, overcome fears and improve skills.
16. Notes should be provided for writing records.
17. Limited questions have to be given to complete records.

18. Lab classes must be reduced.
19. Provide general knowledge / General education classes.
20. Relevant books (Commerce) are not available in the Library.
21. Facilities in the labs must be improved.
22. Train the non-teaching staff to be well mannered.
23. Reduction in the number of events.
24. Conduct of computer lab between 9:00 and 10:00 is not feasible for some students.
25. Apart from teaching students must be encouraged in other activities.
26. We are writing feedback from past two years but there is no change or improvement, then why do Management and Principal ask us to write feedback.
27. Apart from theory, teach students in practical way and not from exam point of view.
28. To reduce cultural activities and concentrate on education.
29. Conduct field / education trips and Picnics to different places should be organized.
30. Educational competitions must be encouraged in Science such as seminars, quiz's.
31. Cleanliness should be maintained in the college / class rooms.
32. No Blackboard in Urdu class room.
33. Provide convenient facility for payment of fees to avoid waiting for long hours.
34. Mirrors should be provided in wash rooms.

7.3 Annexure III

Best Practices of the Institution

➤ Use of ICT Aided Teaching Aids:

- The Institution has 11 LCDs and 2 Smart Boards to facilitate the Faculty in presentation of latest updated information to the students. The visual aids help the students in comprehending topics which cannot be captured through imagination. It also helps the teacher to access the latest information.

➤ Use of CC Cameras

- CC Cameras help the Principal to inspect and watch the developments in various parts of the institution.

➤ Proactive Management

- The Management of the institution is participative towards enhancing the quality education, improvement of results, providing modern teaching aids, infrastructure of the institution.
- The Management also interacts with the teaching and non-teaching staff and resolves grievances. Welfare measures are taken care of by the Management.

FEED BACK FROM MBA (PREVIOUS & SENIOR) STUDENTS

1. The students insisted for a dress code.
2. The students requested the staff to conduct Business quizzes and debates.
3. They should be exposed to outside environment by sending them to various seminars / workshops / conferences.
4. The class rooms should be more spacious as some of the rooms are very small.
5. Placement facility should be strictly provided.
6. Junior lecturers need to change their attitude towards the students.
7. The canteen should be neat and tidy.

FEED BACK FROM P.G. (PREVIOUS & SENIOR) STUDENTS

1. **M.Sc. (Zoology)** students complained that there is no water supply in the lab.
2. They requested for another lab as presently they are using one room as the class room-cum-lab and dining room.
3. They expressed their happiness about the faculty members.
4. They have written that the faculties are efficient in teaching and at the same time they try to suggest solutions for the students' personal problems.
5. **M.Sc. (Chemistry)** students also complained about lack of water in the lab.
6. **M.Sc. (Physics)** students complained about the teaching skills of junior staff.
7. **M.A.(English)** students expressed their satisfaction with regard to the teaching faculty.
8. **M.Sc.(Botany)** students thanked the senior staff members for their constant support in all aspects. At the same time they expressed their dissatisfaction with regard to junior staff members.
9. **M.Com.** students were very happy with teaching faculty.
10. The Commerce students complained about the drinking water Facility in the college.
11. The Commerce students expressed their agony with regard to maintenance of toilets.

