

**Internal Quality Assurance Cell (IQAC)  
and Submission of Annual Quality Assurance  
Report (AQAR) in Accredited Institutions**  
*(Revised in October 2013)*



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

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

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

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution	Singareni Collieries Women's Degree College.
1.2 Address Line 1	Opp. Municipal Office
Address Line 2	Near SCCL Head Office
City/Town	Kothagudem
State	Telangana
Pin Code	507101
Institution e-mail address	scwdc.kothagudem@gmail.com
Contact Nos.	08744-242492
Name of the Head of the Institution:	S. Sailaja Jhansi
Tel. No. with STD Code:	08744-240489
Mobile:	9491144572

Name of the IQAC Co-ordinator:

Smt.S.Sailaja Jhansi

Mobile:

9491144572

IQAC e-mail address:

scwdc.kothagudem@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879): APCOGN12872

1.4 NAAC Executive Committee No.

EC (SC)/05/RAR/067

1.4 Website address:

www.scwdegreeandpgcollege.com

Web-link of the AQAR:

<http://www.scwdegreeandpgcollege.com/AQAR201617.doc>

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	765/1000	2006	
2	2 <sup>nd</sup> Cycle	A	3.01	2015	
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC:

DD/MM/YYYY

24-07-2007

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

2016-17
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1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and

Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR ----- 2014 -15 ---- 01-04-2015 ---- (DD/MM/YYYY)
- ii. AQAR ----- ---- ---- ---- (DD/MM/YYYY)
- iii. AQAR ----- ---- ---- ---- (DD/MM/YYYY)
- iv. AQAR ----- ---- ---- ---- (DD/MM/YYYY)

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

. UGC add on diploma courses & UGC Certificate courses
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1.11 Name of the Affiliating University (*for the Colleges*)

Kakatiya University

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

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

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

2.1 No. of Teachers	<input type="text" value="5"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="3"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="3"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="2"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="20"/>
2.10 No. of IQAC meetings held	<input type="text" value="8"/>

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

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

1. National Seminar by department of political science titled “Democracy in India – Issues and Challenges” on 16<sup>th</sup> & 17<sup>th</sup> September, 2016

2. National Symposium titled “Communication-Life Skills” by Department of English on 28<sup>th</sup> January, 2017.

3. State level symposium titled “Emerging Trends and challenges in chemistry”  
On 24<sup>th</sup> January 2017.

4. State level symposium titled “Recent Trends in Algebra and analysis” by Department of Mathematics on 30<sup>th</sup> January 2017.

5. State level Symposium titled “Plant Resources and their Conservation Techniques” by Department of Botany on 22<sup>nd</sup> February, 2017.

6. State level symposium titled “Advances in Acquaponics, Health risk Assessment” by Department of Zoology on February 4<sup>th</sup>, 2017

7. State level Symposium titled “Foreign Direct Investment-A Key for Economic growth” by Department of Commerce on February 14<sup>th</sup>, 2017.

8.State level symposium titled “Telangana Armed Struggle and Telangana Dalitha Udyamalu” by Department of History on 11th August, 2016.

9.Career guidance programme on “Interview skills” by Muvva Srinivas from Anniebesant college Khammam on 10th November ,2016.

10. A programme on Heartfullness titled “Turn in words – a scientific approach” was conducted on 1st November, 2016 by Mr.A.P Dorai, Rtd. IPS, Chennai.

2.14 Significant Activities and contributions made by IQAC:

- 1.Organised National Seminar . 2.Organised National and State level Symposia
3. “Coaching classes for entry in services” for the students belonging to SC, ST, OBC and minorities
- 4..Certificate courses for i,ii &iii year students
- 5.Parent – teacher meetings
- 4.career guidance programmes
- 5.organised weekend cultural programmes
- 6.organised extension lectures at institutional level.
- 7.Remedial classes for 3 months.
- 8.Memamtha meeintiki programme.
- 9.organised field trips and Industrial tours.
- 10.skill development programmes.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. Arranging Faculty forum lectures.	Arranged one lecture per month.
2. Arranging parent-student-teacher meeting.	Arranged on 2-10-2016

3. Arranging Alumni meet.	Arranged on
4.Obtaining Feed back from students and parents	Obtained
5. Conducting Seminars, symposia and extension lectures for quality enhancement.	<p>1.National Seminar by department of political science titled “Democracy in India – Issues and Challenges” on 16<sup>th</sup> &amp;17<sup>th</sup> September,2016</p> <p>2.National Symposium titled “Communication-Life Skills” by Department of English on 28<sup>th</sup> January ,2017.</p> <p>3. State level symposium titled “Emerging Trends and challenges in chemistry” on 24<sup>th</sup> January2017.</p> <p>4. State level symposium titled “ Recent Trends in Algebra and analysis” by Department of Mathematics on 30th January2017.</p> <p>5. State level Symposium titled “Plant Resources and their Conservation Techniques” by Department of Botany on 22<sup>nd</sup> February,2017.</p> <p>6. State level symposium titled “Advances in Acquaponics,Health risk Assessment” by Department of Zoology on February 4<sup>th</sup>,2017</p> <p>7.State level Symposium titled “Foreign Direct Investment-A Key for Economic growth” by Department of Commerce</p>



	<p>on February 14<sup>th</sup> ,2017.</p> <p>8.State level symposium titled  “Telangana Armed Struggle and  Telangana Dalitha Udyamalu” by  Department of History on 11th August,  2016.</p>
<p>6. Continuing the Implementation of the  methods adopted in the previous year.</p>	<ol style="list-style-type: none"> <li>1. Innovative teaching methods like  power point lessons, class room  seminars, group discussions etc. for  teaching learning process.</li> <li>2. Dress code.</li> <li>3. To decrease drop outs “Memantha  mee intiki (We are all at your  house)”programme is adopted.</li> <li>4. Weekend cultural programmes are  arranged to make the students relieved  from stress and also to bring out their  hidden talents.</li> <li>5.Psycho-social counselling</li> <li>6.Mentoring</li> </ol>

<p>7.. Organising Field trips &amp; Industrial visits</p>	<ol style="list-style-type: none"> <li>1. Field Trip to Fisheries Research station, Paleru on 8-9-2016 by Dept. of Zoology.</li> <li>2. Field trip to ITDA, Gaimellapadu for attaining hands on experience on grafting techniques by department of botany and biotechnology on 15-11-2016</li> <li>3. Botanical tour to Kamalapuram beat, Annapareddypalli, Forest area on 29-11-2016.</li> </ol>
<p>8. Organising Skill development programmes</p>	<p>Career guidance and placement cell organised various skill development programmes.</p> <ul style="list-style-type: none"> <li>❖ Organized Awareness Programme on Online Examinations by Smt T.N.Jyothi Rani, Sr. Assistant, Employment Exchange Office in June, 2016.</li> <li>❖ Organized career counseling classes by K.Satish, IBS Director Khammam (ICFAI) Institute of Chartered Financial Analysts of India on 18th November 2016.</li> <li>❖ Organized career guidance program on 21st November, 2016 by ITM business school (Information Technology &amp; Management Business School).</li> <li>❖ Organized motivation class on career guidance by Sri Vivekananda Chary, Director IBS Hyderabad on 24th November 2016.</li> <li>❖ Organized career guidance programme on 21st September, 2016 by IBM Institute of Business</li> </ul>

	<p>Management. Sri Karunakar, ITM Faculty , N.Rajesh, Marketing Manager trained the students.</p> <ul style="list-style-type: none"> <li>❖ 72 students registered for Telangana Academy for Skill and Knowledge (TASK) organized by Telangana state government in the month of June 2016.</li> <li>❖ 32 students attended (TASK) Elico Health Care services at Khammam on 29th November 2016. Four students secured placements as Accounts Receivable Caller and Medical Transcriptionists.</li> <li>❖ For all the degree students career guidance classes were organized in the month of August by Sri T.Ramana Raju Communication skill Trainer Khammam. Aptitude and Reasoning classes by K.Satish Hyderabad and IT Skills by P.Ashok Kumar Hyderabad.</li> </ul>
10. Organising Extension lectures	<p>1. Department of English organized an extension lecture in connection with William Shakespeare Anniversary celebrations on 25th April ,2016</p> <p>2.Department of Sanskrit organized an Extension lecture on 23-9-2016 titled “Samskutham tho Samskruthi”.</p> <p>3.Department of English organized an</p>

	<p>extension Lecture on “Communication Skills” by Muvva Srinivas, Khammam on 10th November 2016.</p> <p>4. Department of Botany &amp; Biotechnology organized an extension Lecture on the account of “World Ozone Day” by SriV.Ravishankar, Environmental Engineer, Telangana State Pollution Control Board on 16-09-2016</p> <p>5. Department of Telugu organized an Extension lecture on Telugu Bhasha Dinotsavam on 29th August, 2016</p> <p>6. Department of Telugu organized an Extension lecture in connection with Kaloji Jayanthi on 9th September, 2016.</p> <p>7. In connection with “World Literacy Day” an extension programme on 8th September, 2016 by Dr. Abraham, Reader, SRAS, Kothagudem</p>
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Attach the Academic Calendar of the year as Annexure. (Annexure (i))

2.15 Whether the AQAR was placed in statutory body    Yes        No   

Management        Syndicate        Any other body   

Provide the details of the action taken

NA

## 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	3	-----	3	-----
UG	10	-----	5	2
PG Diploma	---	-----	-----	-----
Advanced Diploma	---	-----	-----	-----
Diploma	3	-----	---	3
Certificate	3	-----	---	3
Others	-----	-----	---	-----
<b>Total</b>	19	-----	08	08
Interdisciplinary	--	--	--	---
Innovative	---	---	--	-----

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

Pattern	Number of programmes
Semester	3(PG) & 1 -Year(UG)
Trimester	-----
Annual	II & III Year (UG)

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 (Annexure (ii))

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

CBCS Pattern is introduced to I Year U.G

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

--NO--

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
10	4	6	---	----

2.2 No. of permanent faculty with Ph.D.

2
---

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
33	----	----	----	----	----	----	----	33	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

4	-	4
---	---	---

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	18	18
Presented papers	01	18	18
Resource Persons	---	--	3

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

Group discussions, PowerPoint lessons, Class room seminars, peer tutoring method, Mentoring and psycho-social counselling. Memantha mee Intiki (We are all at your house), Faculty forum lectures.
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2.7 Total No. of actual teaching days during this academic year

189
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

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

02	--	--
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2.10 Average percentage of attendance of students

80%
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2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
III MPC	31	15	5	NIL	4	77.41
IIIMECS	22	5	6	NIL	1	54.54
III MPCS	36	4	13	1	5	63.88
III MSCS	35	9	7	1	3	57.14
III BZC(T/M)	28	6	9	NIL	3	64.28
III BZC (E/M)	42	8	13	5	7	78.57
III BTBC	13	3	3	2	1	69.23
IIIB.A	57	2	22	28	NIL	91.22
IIIBCOM(G)	54	8	26	10	4	88.88
IIIBCOM(C.A)	79	25	28	14	2	87.34
Total	397	85	132	61	30	73.25

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

In review meetings with IQAC and Staff council the following decisions are taken and implemented.

- Formative assessment tests ,classroom seminars are regularly conducted to make student centered classroom.
- Some students are irregular because of their socio economic conditions and counselling is given to such students to motivate them to increase their attendance.
- Drop outs are identified; staff members visit their houses and interact with their parents to encourage them to readmit their girls.
- Result analysis is done in IQAC meeting and remedial measures are suggested – Remedial coaching classes are taken during morning session before college hours for three months to increase the pass percentage.
- Feed back obtained from the students and parents is analysed and by taking the useful suggestions into consideration suitable changes are made in teaching learning process to increase the quality of education.
- Faculty forum lectures are arranged to motivate the staff members for upgrading their knowledge and teaching skills.
- Student formative and summative assessment test marks are timely posted to parent's mobile through SMS .

## 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	13
Staff training conducted by other institutions	04
Summer / Winter schools, Workshops, etc.	02
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	01	Nil	Nil	01
Technical Staff	01	Nil	Nil	Nil



## Criterion – III

### 3. Research, Consultancy and Extension

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

- Realising the importance of research and publications a research committee is constituted .
- The committee guides the students in preparing research papers for presenting in State/National seminars, workshops etc.
- A large number of extension lectures are organised by inviting eminent persons from all faculties to motivate the staff and the students.
- Educational tours, industrial tours, field trips, sample surveys are conducted to inculcate a sense of scientific temper and research culture.

#### 3.2 Details regarding major projects:

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

#### 3.3 Details regarding minor projects:

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

#### 3.4 Details on research publications:

	International	National	Others
Peer Review Journals	04	08	---
Non-Peer Review Journals	---	---	15
e-Journals	----	05	---
Conference proceedings	01	18	----

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

Level	International	National	State	University	College
Number	Nil	02	08	NIL	NII
Sponsoring agencies	Nil	UGC	UGC	NIL	NIL

Organized by the Institution

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	Nil
	Granted	
International	Applied	Nil
	Granted	
Commercialised	Applied	Nil
	Granted	

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

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events: NIL

University level   
National level  State level   
International level

3.23 No. of Awards won in NSS: NIL

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC: NIL

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="Nil"/>	College forum	<input type="text" value="3"/>		
NCC	<input type="text" value="Nil"/>	NSS	<input type="text" value="12"/>	Any other	<input type="text" value="5"/>

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

S.No.	Date	Name of the Activity
1.	23-04-2016	All India Radio Talk on "Shakespeare-the legend".
2.	05-06-2016	"World Environment Day"- organised Rally
3.	15-06-2016	In connection with World Environment Day organised rally under the aegis of Eco club.
4.	21-06-2016	On account of "International Yoga Day", one week yoga training programme was organised by yoga master Sri Gumalapuram Satyanarayana & Smt. Sunitha.
5.	29-06-2016	Organised National Statistics day.
6.	27-07-2016	A tree plantation programme "Haritha Haram" was held.
7.	05-08-2016	Participated in plantation programme.
8.	03-09-2016	NCC Cadets ,in collaboration with pollution control board participated in 2k run
9.	08-09-2016	World Literacy Day" an extension programme on 8th September, 2016 by Dr. Abraham, Reader, SRAS, Kothagudem.

10.	16-09-2016	In connection with “World Ozone day” conducted District level essay writing, painting and elocution competitions and organised “rally”.
11.	21-09-2016	In connection with “World Peace Day” a meditation programme was organized .
12.	24-09-2016	NSS Formation day is celebrated and conducted various competitions like Mehendi, Essay Writing
13.	01-10-2016	Organised rally on “Swachh Bharath”.
14.	1-11-2016	“Heartfulness” programme in co-ordination with Ramachandra mission by A.P.Dorai,Rtd I.A.S,Chennai.
15.	01-12-2016	AIDS awareness Rally is organized on “World Aids day”
16.	10-12-2016	Human Rights Day – Resource person Sri. Abraham,Lecturer in History ,SRAS Govt degree college,Kothagudem..
17.	11-12-2016	Awareness programme on “Hand wash day”
18.	23-12-2016	Organised “Medicinal plants exhibition” at Prakasam stadium.
19.	20-01-2017	In connection with “Voters day “ organised Elocution , Painting and Quiz competitions.
20.	05-02-2017	Lecture on Breast Cancer And Cervical Cancer on account of “World Cancer Day”
21.	28-02-2017	Celebrated national science day by conducting various competitions.
22.	08-03-2017	Celebrated International womens day.An extension lecture was organised by Smt.Geetha Mohan,Dgm,IT Dept,SCCL

### **Rangers:**

1. Smt.Ch.Pavani, Lecturer in Biotechnology along with 20 Rangers distributed clay Ganesh Idols at Singareni High School Kothagudem on 4th September 2016.
2. Smt.Ch.Pavani, Lecturer in Biotechnology along with 22 Rangers participated in a five day medical camp at S.C.Main hospital from 12th September to 16th September 2016.
3. Smt.Ch.Pavani, Lecturer in Biotechnology along with 30 Rangers participated in peace rally on account of International Day of Peace on 21st September 2016.
4. Smt.Ch.Pavani, Lecturer in Biotechnology and Smt. K.Rajya lakshmi,Lecturer in Botany along with 50 rangers visited 7Shaft mine (VK) to welcome Smt.K.Kavitha, M.P, Telangana Jagruthi founder.

5. Smt.Ch.Pavani, Lecturer in Biotechnology and Smt. K.Rajya lakshmi, Lecturer in Botany along with 30 rangers participated in 2k run on account of Singareni Day 2016 celebrations.

6.K.Ravikumari of IIBCOM(CA),G.Amulya of IIBCCOM(CA),

Y.Hindritha of I M.ECS and G.Geethika of I MECS attended National Jumboree camp held at Mysore,Karnataka from 29th December 2016 to 4th January 2017 and won professional badges in different activities and received A+grade certificate.

7. Smt.Ch.Pavani, Lecturer in Biotechnology and Smt. K.Rajya lakshmi, Lecturer in Botany along with 66 rangers participated in March past at parade ground, Prakasam Stadium on 26th January 2017.

## 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	10.25acres	--	--	10.25acres
Class rooms	25	--	SCES	25
Laboratories	17	--	SCES	17
Seminar Halls	02	--	SCES	02
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	11 (previous yrs)	(Greater than Rs 1 lakh)  ---	UGC & SCES	11
Value of the equipment purchased during the year (Rs. in Lakhs)	<b>Rs.18,80,000/-</b>	<b>10,58,223/-</b>  <b>(Items of less than Rs. 1 lakh)</b>	<b>-Do-</b>	<b>Rs.29,38,223/-</b>
Others	Nil	Nil	Nil	Nil

4.2 Computerization of administration and library:

Library is completely automated and Office is fully computerised and internet facility is provided.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7,000		75		7075	
Reference Books	18,000		637		18,637	
e-Books	Nil		Nil		Nil	
Journals	28		Nil		28	
e-Journals	Nil		Nil		Nil	
Digital Database	Nil		Nil		Nil	
CD & Video	50		Nil		Nil	
Others (specify)	Nil		Nil		Nil	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	171	4	5	73	5	10	10	---
Added	10	5	----	----	-----	----	----	5
Total	181	9	5	73	5	10	10	5

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

Diploma course in "web designing" for students

4.6 Amount spent on maintenance in lakhs: Different Departments of SCCL like Civil, Electrical, IT etc. take up maintenance work

i) ICT	-----
ii) Campus Infrastructure and facilities	-----
iii) Equipments	Rs. 61,000
iv) Others	-----
<b>Total:</b>	Rs. 61,000

## Criterion – V

### 5. Student Support and Progression

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

NSS, Red Ribbon Club, Eco Club, Science Club, Rangers, TASK, Women Empowerment Cell, Alumni Association ,consumer club,NCC,Psycho-Social counselling centre.

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

Separate sheet is enclosed. (Annexure (iii))

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

UG	PG	Ph. D.	Others
1437	183	Nil	Nil

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

	Men		Women			Last Year						This Year					
	No	%		No	%	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
	Nil				144+	241	428	443	01	1278	129	289	503	532	1	1454	
					21MM												

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

Nil



No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations Nil

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

5.6 Details of student counselling and career guidance:

- The Institution offers a *four tier counselling system* for addressing academic, career, personal and psycho- social issues.
  1. Tutorial system - Each tutor is entrusted with 30-35 students to monitor the students academic progression regularly.
  2. Mentoring system - Each mentor is entrusted with 40 students and she guides the students to address the problems related to stress, anxiety, examination phobia, and adjustment to changed environment.
  3. Psycho-social counselling –Students with slow academic progress are identified by the mentors and directed to the college Psychologist who counsels them and evaluates suitable strategies to bring them to the main stream.
  4. Memantha mee intiki (We all are at your house).—A team of lecturers visit the houses of irregular students and counsel the parents.
- *The career guidance and placement cell* guides the students towards various opportunities available and cope up with the job market for placement through TASK.
- *The placement cell* conducts workshops in developing skills that employer look for. High quality resource persons are invited to communicate latest developments and avenues available in different fields.
- It strives to impart Communication skills, Analytical skills, Technical skills, Aptitude and Reasoning to all the degree students to provide opportunity and to meet the global challenges.
- 72 students registered for Telangana Academy for Skill and Knowledge (TASK) organized by Telangana state government in the month of June 2016.
- 32 students attended (TASK) Elico Health Care services at Khammam on 29th November 2016. Four students secured placements as Accounts Receivable Caller and Medical Transcriptionists.

No. of students benefited

04

## 5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>	
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed	
5	32	04	04	

## 5.8 Details of gender sensitization programmes

- In connection with World Cancer day, an awareness programme was organised by Dr.RojaKiran, reputed Surgical Oncologist on 5-2-2017.
- International Women’s Day was celebrated on 08-03-17 and various competitions were organised to women teaching and non teaching staff. An extension lecture was organised and Smt.Geetha Mohan, Dgm, IT Dept, SCCL is the chief guest.
- Under Women Empowerment cell, girl students are trained with a certificate course in “Tailoring and Embroidery.”
- Government of Telangana, under CBCS pattern innovatively introduced “Gender Sensitization” paper as one of the subject in II semester.
- JanaVignana Vedika organised a programme titled “Equality of Gender” to students on 29-08-2016.

## 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	5(Poor Students fund)	Rs.12,282/-
Financial support from government	737 (SC ,ST,BC,EBC &Minority Scholarships)	Rs.24,09,860/-
Financial support from other sources	5	1,20,000
Number of students who received International/ National recognitions	1	Nil

### 5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="Nil"/>	National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>
Exhibition:	State/ University level	<input type="text" value="01"/>	National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No major grievances

## Criterion – VI

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

6.1 State the Vision and Mission of the institution

Vision: The College is situated in a semi urban location surrounded with tribal and rural areas, providing access for Higher Education to girl students. Our vision is transforming the institution into a centre for excellence.

Mission: “Women Empowerment through Quality Education”.

6.2 Does the Institution have a management Information System?

Yes

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

6.3.1 Curriculum Development

- College adopts the University syllabus and adds additional inputs to the curriculum based on recent advances in Higher education.
- This year CBCS pattern was introduced to first year students. Accordingly new syllabus is introduced.
- One National seminar and 9 Symposia were organised by various departments.
- Organising extension lectures on latest topics for updating knowledge.
- Innovative teaching methods such as Class room seminars, Brainstorming, Quiz, Group discussions, Workshops, PowerPoint teaching are followed apart from traditional teaching method.
- Industrial trips and botanical tours are organised for gaining hands on experience.
- Besides providing skill oriented programmes, TASK is established to impart Communication skills, Technical skills, Analytical skills, Aptitude and Reasoning.

### 6.3.2 Teaching and Learning

- The Institution ensures effective and efficient transaction of teaching learning process by recruiting highly qualified and competent teaching faculty and by providing ICT enabled teaching.
- Conventional classroom teaching is supplemented with innovative teaching methods like brain storming, role-play, group discussions, quiz; class room seminars, field work, study projects and assignments have become an integral part of Teaching and Learning.

### 6.3.3 Examination and Evaluation

- The examination branch with a coordinator and members from various departments monitors the implementation of the evaluation process under the supervision of the Principal and the Correspondent.
- The college adopts formative and summative evaluation approaches to measure the Academic progression of the students. Formative evaluation is done through unit tests, assignments, house exams and practicals. Summative evaluation ensures Student Progression Report of the program and gives a comprehensive idea about the students' academic achievements.

### 6.3.4 Research and Development

- A research committee was established to promote research outlook among staff and students. At present eight members of the faculty have registered for doctoral programme.
- Students are encouraged to present papers in National Seminars and are encouraged by instituting a prize for the best research paper submitted by the students.

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

- The college has a well-defined Policy of augmenting infra structural facilities as catalyst for ensuring academic excellence. New technical infrastructure is created and upgraded to enhance academic standards and to increase effective and quality teaching.
- Library is a good learning resource consisting of 4 sections namely, Reference section, Text book section, Journal section and new arrival section.
- A separate two storied building for college library was constructed. It is fully computerized with Internet connectivity, well stocked with over 22,508 books. The library subscribes to 28 journals and periodicals.
- The college library is completely automated, the total seating capacity 100 members in the reading room and it works from 8am to 7pm.
- The college conducts training sessions to the staff and the students on know-how of computers and working of all peripherals like printer, scanner etc.
- Digital class room was set up under UGC XI plan to facilitate computer aided teaching. All the departments have access to LCD Projectors for making Power Point Presentations and for having interactive sessions between the teachers and the student's .Students are given internet based study projects.

### 6.3.6 Human Resource Management

- The quality improvement strategies for human resource management include effective interpersonal relations, togetherness, leadership qualities, task oriented programmes which inculcates the sense of belongingness towards the institution.

### 6.3.7 Faculty and Staff recruitment

- The college has the required number of qualified and competent teachers to handle of all the courses. The faculty strength comprises of 06 aided, 04 unaided and 33 on contract basis working in full time.
- The Institution is a private Government aided and is run by SCES. Therefore the recruitment and other service matters are as per the rules and regulations of the Government of Telangana.
- Contract Lecturers are appointed in existing vacancies by SCES
- The vacancies are notified in News papers and in the college website. The appointment of lecturers is done by a duly constituted selection committee comprising of University Nominee. R.O.R is followed.

### 6.3.8 Industry Interaction / Collaboration

- The college is run by Singareni Collieries Education Society which is mainly a branch of Singareni Collieries Company Limited. SCCL provides industry institute interface.
- Educationalists and Industrialists from SCCL are the members of various committees of the college.
- Students are taken for industrial tours to get real time experience. Experts from industry are called for extension lectures.
- Various Departments of the college collaborate with different departments of SCCL in organising seminars/symposia/workshops.
- Collaborations ---1.Department of Chemistry –AP Pollution Control Board, Regional Office, Environment Cell, SCCL. and Dhanvantari Pharmacy Institute, Sujathanagar.  
2. Department of Botany – Environment Cell, SCCL, EPTRI, Department of Forestry  
3. Department of Zoology – Fisheries, Government of AP, SC Main Hospital,  
4.Department of Commerce-HRD financial Dept. of SCCL

### 6.3.9 Admission of Students

- As the college is a Private –Government Aided College, the admission procedure is followed as per the norms of Government and affiliating University.
- Wide publicity of admission process is ensured—1.Pamphlets, Banners and Posters highlighting the courses offered, the campus profile and facilities available in the hostel are sent to the door steps of prospective students. 2. The details of admission rules and procedures are printed in the prospectus and application form.
- Telangana government introduced Online admissions through DOST site following reservation policy of government.

6.4 Welfare schemes for :

Teaching	<ul style="list-style-type: none"> <li>• Staff is provided residential quarters with 24 hours water supply and power supply on free of cost.</li> <li>• Supply of free GAS cylinders</li> <li>• Free medical facility at S C Main Hospital.</li> </ul>
Non teaching	---do---
Students	<ul style="list-style-type: none"> <li>• Merit Scholarships, medals and cash awards to the meritorious students.</li> <li>• Remedial Teaching for slow learners</li> <li>• Spoken English classes</li> <li>• Fee reimbursement</li> <li>• Book bank facility</li> <li>• Grievance Redressel cell</li> <li>• Hostel facility</li> <li>• Canteen facility</li> <li>• Transportation</li> <li>• R.O.Plant for drinking water</li> <li>• Hot and Cool water dispensers.</li> <li>• Gym and Yoga classes</li> <li>• Free medical check up</li> </ul>

6.5 Total corpus fund generated

The college is private aided college and is run on par with Government colleges hence no corpus fund is generated. The expenditure is met by Singareni Collieries Educational Society which is ruled by S.C.Co. Ltd, a public sector undertaking.

6.6 Whether annual financial audit has been done    Yes     No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	CCE	Yes	Principal
Administrative	Yes	-do-	No	SCCL

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

Revised Guidelines of IQAC and submission of AQAR



For UG Programmes      Yes      No

For PG Programmes      Yes       No

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

The major examination reforms of the university that the institution has adopted are 1. Conduct of Internal practical examinations in English, History and Economics subjects. 2. Introduction of question banks for science practical. 3. Introduction of project work in final year science practical.

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

Nil

6.11 Activities and support from the Alumni Association

1. Alumni participated in five day programme "Heartfulness" organised in coordination with Ramachandra mission. 2. Visited the college on various occasions and gave lectures on various topics. The details are 1. Dr. Ume salma an ex student of the college gave a lecture on the topic "how to prepare for the competitive exams and how to face the interviews. 2. Dr. Jhansi Lakshmi, popular Gynaecologist (Ex student of BZC group) gave an extension lecture on "The gynaec problems faced by the adolescent children" 3. Alumni suggested to start the courses "Communication skills in English" and Diploma in computers for non computer students -- the two courses were started.

Alumni association deposited Rs.25, 000/- and interest accrued on the amount is given away as academic prizes for the toppers of each discipline every year.

6.12 Activities and support from the Parent – Teacher Association

- Parent teacher meetings are conducted --Parent feedback on curriculum and teaching methodology is obtained during meetings. Suggestions, recommendations acquired from the parents are communicated to the University in the form of inputs during Departmental conferences and Board meetings of Board of studies of University .
- On the basis of feedback acquired, new certificate courses are introduced; skill

#### 6.13 Development programmes to support staff

- Faculty members are periodically deputed to attend programs on new and emerging technologies.
- Arranging seminars, workshops, symposia and extension lectures by different faculty to disseminate information on current topics.
- College has a faculty forum which is a platform for updating the knowledge in inter disciplinary areas.
- In-house training is given to staff to use ICT methods.

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

- Effective functioning of Green Brigade – Eco Club.
- Rallies are organised on Ozone day and World environment day.
- Discouraging the use of thin Plastic carry bags with wide publicity about the danger.
- Encouraged students to celebrate Ganesh chaturdhi with clay Idols.
- Conducting many Environmental Awareness programmes.
- Staff and students are provided with common Transport facility that is vehicle pooling as a part of energy conservation.
- Students are trained in judicious use of power in the class rooms and in hostel rooms by displaying notice saying “Switch off lights and fans” when not in use.
- Waste water from the college hostel is used for gardening and rain water is collected and used as distilled water by all the laboratories.
- Every year “Vanamahotsav” is celebrated in the campus and massive plantation is taken up in and around the campus.

## 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.

- *Assembly with peer message*
- *Dress code* is continued to eliminate the economic disparities.
- *Separate identity cards* for day scholars to distinguish from hostel inmates so that the discipline of the hostel students can be regulated.
- *Undertaking from the parents* is taken for not giving cell phones to their daughters to maintain the good conduct of the students.
- To reduce absenteeism and dropout rate a programme "*Memantha Mee Intiki (We are all at your House)*" is innovated – A group of lecturers visit the houses of dropout students to counsel both parents and students.
- *Psycho-Social counselling cell* – To pursue the socio economic issues of the students a cell with one psychologist as a part of it is constituted.
- Establishment of *Digital class room* for ICT based teaching.

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

1. National Seminar by department of political science titled “Democracy in India – Issues and Challenges” on 16<sup>th</sup> & 17<sup>th</sup> September, 2016
2. National Symposium titled “Communication-Life Skills” by Department of English on 28<sup>th</sup> January, 2017.
3. State level symposium titled “Emerging Trends and challenges in chemistry On 24<sup>th</sup> January 2017.
4. State level symposium titled “Recent Trends in Algebra and analysis” by Department of Mathematics on 30<sup>th</sup> January 2017.
5. State level Symposium titled “Plant Resources and their Conservation Techniques” by Department of Botany on 22<sup>nd</sup> February, 2017.
6. State level symposium titled “Advances in Acquaponics, Health risk Assessment” by Department of Zoology on February 4<sup>th</sup>, 2017
7. State level Symposium titled “Foreign Direct Investment-A Key for Economic growth” by Department of Commerce on February 14<sup>th</sup>, 2017.
8. State level symposium titled “Telangana Armed Struggle and Telangana Dalitha Udyamalu” by Department of History on 11<sup>th</sup> August, 2016.
9. Career guidance programme on “Interview skills” by Muvva Srinivas from Annie Besant college Khammam on 10<sup>th</sup> November, 2016.
10. A programme on Heartfulness titled “Turn in words – a scientific approach” was conducted on 1<sup>st</sup> November, 2016 by Mr. A.P Dorai, Rtd. IPS, Chennai.

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

Enclosed (Annexure IV)

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

7.4 Contribution to environmental awareness / protection

Revis

- Greening of the campus by adopting Clean & Green programme.
- Adopting 5 R concepts i.e. Refuse, Reduce, Recycle, Reuse, and Resource policy.
- Conservation of power.

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7.5 Whether environmental audit was conducted?

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

Enclosed (Annexure (v))

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

- National Seminars -5
- State level symposia - 10
- National Workshops - 3
- Faculty forum lectures.
- Mailotsav-17 , a mega cultural event and District level Quiz Competition
- Field trips ,Botanical tours and Industry visits
- Parent teacher meetings and Feed back meetings.
- Skill development programmes.
- Arranging extension lectures.

Name: **Smt. S. Sailaja Jhansi**

Signature of the Coordinator, IQAC

Name: **Smt. S. Sailaja Jhansi**

Signature of the Chairperson, IQAC

**Annexure (i)**

## Academic Calendar:

<ul style="list-style-type: none"> <li>• All India Radio Talk</li> </ul>	April
<ul style="list-style-type: none"> <li>• Staff Meeting ( Annual curricular plans and Admissions)</li> <li>• Faculty forum lecture</li> <li>• World Environment Day</li> <li>• National Statistics Day</li> <li>• International Yoga Day</li> </ul>	June
<ul style="list-style-type: none"> <li>• Staff Council meeting( Review of annual results)</li> <li>• World Population Day</li> <li>• Faculty forum lecture</li> <li>• Haritha Haram</li> </ul>	July
<ul style="list-style-type: none"> <li>• Faculty forum lecture</li> <li>• Independence Day</li> <li>• Swachh Bharat Mission.</li> <li>• Plantation Programme</li> <li>• IA For I Year Students</li> </ul>	August
<ul style="list-style-type: none"> <li>• Parent Teacher Student Meeting</li> <li>• World Literacy day</li> <li>• World Ozone day</li> <li>• Faculty Forum Lecture</li> <li>• World Peace Day</li> <li>• NSS Formation Day</li> <li>• 2K Run</li> </ul>	September
<ul style="list-style-type: none"> <li>• Field trips and Industrial visits</li> </ul>	September and November

<ul style="list-style-type: none"> <li>• Swatch Bharat</li> <li>• Parent student teacher meeting</li> </ul>	<p>October</p>
<ul style="list-style-type: none"> <li>• Faculty forum lecture</li> <li>• National Integration Day</li> <li>• World Diabetes Day</li> <li>• Heart fullness Programme</li> <li>• II A For I Year Students.</li> </ul>	<p>November</p>
<ul style="list-style-type: none"> <li>• Skill development programmes</li> <li>• Faculty forum lecture</li> <li>• World Aids Day</li> <li>• Human Rights Day</li> <li>• HandWash Day</li> <li>• Medicinal Plants Exhibition</li> <li>• HalfYearly Examination</li> <li>• I Semester Exams</li> </ul>	<p>December</p>
<ul style="list-style-type: none"> <li>• Republic Day</li> <li>• Faculty forum lecture</li> <li>• College Day</li> <li>• Sports Day</li> <li>• Meeting with the Staff Council(Review of Half Yearly Exams Result)</li> <li>• Alumni meet</li> <li>• National Voter's Day</li> </ul>	<p>January</p>

<ul style="list-style-type: none"> <li>• Parent Teacher Student Meeting</li> <li>• Pre final Exams</li> <li>• World Cancer Day</li> <li>• National science Day</li> <li>• Practical final exams</li> <li>• III Internal Assessment</li> </ul>	<p style="text-align: center;">February</p>
<ul style="list-style-type: none"> <li>• International Women’s Day</li> <li>• IV Internal Assessment</li> <li>• Feedback from the students</li> </ul> <p style="text-align: center;">Theory Final Exams</p>	<p style="text-align: center;">March</p>



## Annexure (ii)

### Feedback Analysis:

- Alumni suggested to conduct more no. of seminars and to motivate the students to participate in good number so that they get acquainted with the latest technology through power point presentations.
- They also suggested that students should get enrolled in extra-curricular activities like NSS, NCC, Rangers, Cultural and Literary events etc. that may lead to the overall development of the students.
- Parents are very happy with the academic performance of their children and they appreciated the teaching staff for taking all the pains to achieve good results and to improve the students' knowledge & all types of skills.
- They requested to provide tiffins other than rice items in the breakfast for their children in the hostel.
- . The President and the Secretary, SCES reviewed the results and they satisfied with the results and advised the staff to strive hard for achieving more than 90% results.
- Feed back from the students is obtained. They expressed their satisfaction about teachers and their teaching and promised that they will work hard to improve their performance in future examinations.

### Annexure (iii)

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

- Skill development programmes -To enhance the knowledge, ability skills and positive attitude of the students and also to meet the global challenges the following skill development programmes are introduced.
  1. UGC sponsored add on course on “Communications Skills” by Department of English.
  2. UGC sponsored add on course on “WEB Designing” by the Department of Computer Science.
  3. UGC sponsored add on course on “Diploma in Plant Tissue Culture” by the Department of Botany.
- UGC Sponsored Certificate courses for I, II & III Year students.
  - Spoken English
  - Tailoring and Embroidery
  - Health and Hygiene
- The Institution offers a *four tier counselling system* for addressing academic, career, personal and psycho- social issues.
  1. Tutorial system - Each tutor is entrusted with 30-35 students to monitor the students’ academic Progression regularly.
  2. Mentoring system - Each mentor is entrusted with 40 students and she guides the students to address the problems related to stress, anxiety, examination phobia, and adjustment to changed environment.
  3. Psycho-social counselling –Students with slow academic progress are identified by the mentors and directed to the college Psychologist who counsels them and evaluates suitable strategies to bring them to the main stream.
  4. Memantha mee intiki (We are all at your house).—A team of lecturers visit the houses of irregular Students and counsel the parents.
- Career guidance and placement cell organised various skill development programmes.
- ❖ Organized Awareness Programme on Online Examinations by Smt T.N.Jyothi Rani, Sr.Assistant,  
Career guidance and placement cell organised various skill development programmes.

Employment Exchange Office in June, 2016.

- ❖ Organized career counseling classes by K.Satish, IBS Director Khammam (ICFAI) Institute of Chartered Financial Analysts of India on 18th November 2016.
  - ❖ Organized career guidance program on 21st November, 2016 by ITM business school (Information Technology & Management Business School).
  - ❖ Organized motivation class on career guidance by Sri Vivekananda Chary, Director IBS Hyderabad on 24th November 2016.
  - ❖ Organized career guidance programme on 21st September, 2016 by IBM Institute of Business Management. Sri Karunakar, ITM Faculty, N.Rajesh, Marketing Manager trained the students.
  - ❖ 72 students registered for Telangana Academy for Skill and Knowledge (TASK) organized by Telangana state government in the month of June 2016.
  - ❖ 32 students attended (TASK) Elico Health Care services at Khammam on 29th November 2016. Four students secured placements as Accounts Receivable Caller and Medical Transcriptionists.
- For all the degree students career guidance classes were organized in the month of August by Sri T.Ramana Raju Communication skill Trainer Khammam. Aptitude and Reasoning classes by K.Satish Hyderabad and IT Skills by P.Ashok Kumar Hyderabad.
- Students are motivated to participate in *National seminars* and necessary guidance is given to them.
  - *Remedial classes* are conducted for three months i.e. November, December & January.
  - *Seminars and Extension lectures* by Entrepreneurs from different Industries are organised to inspire the students and become prospective entrepreneurs.
  - Institution arranges *regular counselling* to final year students and provides information about the various institutions that offer PG courses and Research programmes etc.

## **Annexure(iv)**

### **Best practices:**

#### **1. Title of the Practice**

**“Mentoring and Memantha Mee Intiki (We are all at your house)”:**

#### **2. Goal & context**

Women education is not given due importance even after 68 years of Independence and some of the parents are not sensitized towards women education. Most of the students are from tribal villages around the town and twenty percent of the student work as servant maids and after completing the work they attend the college. They need counselling in psychological, career and family aspects.

In the above backdrop as one of the best practices of the college. Mentoring and Memantha Mee intiki (we are at your house) were introduced which was well appreciated by RJD and CCE and motivated the other colleges to follow it.

#### **3. The Practice**

In mentoring concept each faculty member is entrusted with 40 students. The faculty member is designated as mentor and extends mentoring and counselling services in all the aspects viz personal, family and career problems. So that proper direction, encouragement and motivation are provided to those students who have thought blocks and this system brings them to the main stream.

#### **4. Evidence of Success**

The change did not happen over night but gradually the practice resulted in victorious manner.

- This practice has sensitized the parents towards gender equality.
- The percentage of absenteeism, the dropout ratio is reduced.
- The regularity to the college enhanced the good result
- Care and concern shown by the faculty attracted the parents 'attention that led to the enhancement in gross enrolment ratio.

#### **5. Problems Encountered and Resources Required**

Women education is not given due importance and to convince illiterate parents about the importance of educating the girls is quite challenging and lot of time and energy are spent by the team members in bringing the desirable change. Resources are never a problem, transport facility is provided by the management and highly motivated and committed staff members are the backbone of the said program.

### **2. Cultural Weekend:-**

#### **1. Goal:**

To reorient the students towards academic schedule, to eliminate stress, to develop creativity and to identify the hidden talents, an initiative was taken by the Institution to introduce “Cultural Weekend”.

**2. Context:** The main objective of the college is to strive for the holistic development of the students. To fulfil this objective, this cultural weekend programme was introduced.

**3. Practice:**

Cultural weekend programmes are conducted on every Saturday from 2.30pm-4.30pm in the College Auditorium. Students from various groups participate in Dancing, Singing, Mono action, Elocution, debate & skits etc. Gradually students develop interest in participation, thus the absenteeism is abridged.

**4. Evidence of success:**

- Basically the inhibitions of the students get eliminated.
- Stage fear is reduced.
- Sportiveness and communication skills are developed.
- The students had shown interest to participate more number, thereby, brought laurels to our college from different Youth festivals outside the college such as Academic festival conducted by CCE, SETCOM, Yuvatharang, University level and state level competitions.
- It improved human relations along with Physical fitness, Mental and Psychological well being.

## Annexure (v)

### **SWOC Analysis**

#### **Strengths:**

1. The college is centrally located in the heart of the town
2. Beautiful campus with lot of greenery reflects the Eco-consciousness of the Institution.
3. Trust on quality, value based education through healthy practices like Saraswathi Pooja and daily prayer in assembly.
4. Adequate infrastructure and learning resources
5. Free Entry in to Services Coaching for SC,ST,BC students.
6. Highly supportive management providing adequate budget.
7. Committed and dedicated faculty for quality sustenance
8. Consistently good academic track records keeping highest pass percentage in Kakatiya University region since its inception.
9. A vibrant Alumni association "SAHACHARITHA"
10. Well designed tutorial and mentoring system taking care of all the needs of students for women Empowerment.
11. Team building & effective leadership to maintain bench-marking standards in all spheres.
12. Offering multiple centric programmes in curricular, co-curricular and extra-curricular activities for holistic growth.
13. Highly qualified and competent faculty extending consultancy services to the industry and others
14. Excelling in sports arena, bagging overall championship in sports and games for the past three decades in Kakatiya University.
15. Outreach programmes, women empowerment activities with a special focus on under privileged sections of society through NSS, Women Empowerment Cell, Eco Club, Science Club and Ranger Teams etc.
16. Counselling services extended not only to the girl students but to the society through family counselling wing of Police Department.
17. A centrally Air conditioned auditorium with a seating capacity of 1000, the one of its kind in the entire Kakatiya University region.

#### **Weaknesses:**

1. A large number of students are from under privileged, marginalized sections, Tribal, rural communities and are also first generation learners
2. As the college is affiliated college, academic flexibility is less- updating of curriculum is at a slow pace

3. Number of grant-in-aid posts (Permanent Lecturers) is dwindling. Hence, the College is forced to function with large number of lecturers working on Contract basis.

**Opportunities:**

1. As the Infrastructure is adequate, few Post Graduate courses were started and the institute is planning for some more.
2. The Alumni association can play an active role in promoting employability
3. The committed and dedicated faculty is striving hard for enhancing Gross Enrolment Ratio of girl students thus fulfilling the objectives of government.
4. By the virtue of 4 decades of successful and glorious history, the college is a natural choice of the girl students in the entire Telangana region.
5. The goals of the curricular, co-curricular and extracurricular activities are realized with the co-operation extended by our disciplined students.

**Challenges:**

1. The socio economic conditions of the students especially the customs prevailing like early marriage is the main factor for dropouts
2. To retain efficient and committed contract faculty
3. Limitation and constraint in government financial support
4. To achieve academic excellence despite very limited permanent staff.
5. Unhealthy competition prevailing from the new mushrooming, private un-aided colleges.

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