OSMANIA UNIVERSITY COLLEGE FOR WOMEN

(Autonomous)

Koti, Hyderabad
Telangana State - 500095

A Constituent College of Osmania University

Annual Quality Assurance Report
(2014-2015)

Submitted to
The Director
National Assessment and Accreditation Council (NAAC)
An Autonomous Institution of University Grants Commission
P.O.Box No. 1075, Nagarbhavi, Bangalore - 560072

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

1. Details of the Institution

1.1 Name of the Institution	University College for Women (Autonomous)
1.2 Address Line 1	Koti
Address Line 2	Hyderabad
City/Town	Hyderabad
State	Telangana
Pin Code	500095
Institution e-mail address	ucwkoti@gmail.com
Contact Nos.	040-24657813 & 040-24737692
Name of the Head of the Institution:	Prof. B.T. Seetha, Principal
Tel. No. with STD Code:	040-24657813
Name of the IQAC Co-ordinator:	Prof. Jitendar Kumar Naik
Mobile:	7893495406
IQAC e-mail address:	iqacoucwkoti@gmail.com

1.3 NAAC Track ID
(For ex. MHCOGN 18879)

APCOGN10006

1.4 NAAC Executive Committee No. & Date

EC/62/RAR/063- Dt. January 05.2013

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

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

1.5 Website address:

www.oucwkoti.ac.in

Web-link of the AQAR:

http://www.oucwkoti.ac.in/AQAR 2014-15.doc

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	1st Cycle	5 star		1999	5 years
2	2nd Cycle	A		2005	5 years
3	3rd Cycle	B		2013	5 years
4	3rd Cycle Re Assessment	A		2015	5 years

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

2006

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

2014-15

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC
   (*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*
   i. AQAR _2012-13_____ _____(January 2015)
   ii. AQAR_2013-14_____ _____ (January 2015)
   iii. AQAR_2014-15_____ (December 2018)

1.10 Institutional Status

University   State √   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ☐   No √

Constituent College Yes √   No ☐

Autonomous college of UG   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-ai [ ]   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) [.MCA]

1.12 Name of the Affiliating University
     (for the Colleges)

Osmania University -UCW is a Constituent College of Osmania University

1.13 Special status conferred by Central/ State Government—**UGC**   /CSIR/DST/DBT/ICMR
     etc
     Autonomy by State/Central Govt. / Universit [Central]

University with Potential for Excellence [--]   UGC-CPE [√]

DST Star Scheme [--]   UGC-CE [--]

UGC-Special Assistance Programme [-]   DST- FIST [--]

UGC-Innovative PG programmes [--]   Any [--]

UGC-COP Programmes [--]

2. IQAC Composition and Activities

2.1 No. of Teachers [11]

2.2 No. of Administrative/Technical staff [2]

2.3 No. of students [--]

2.4 No. of Management representatives [--]

2.5 No. of Alumni [1]

2.6 No. of any other stakeholder and
     Community representatives [--]

2.7 No. of Employers/ Industrialists [--]

2.8 No. of other External Experts [3]

2.9 Total No. of members [17]

2.10 No. of IQAC meetings held

| 6 |

2.11 No. of meetings with various stakeholders: | 5 |

Faculty | 3 |

Non-Teaching Staff | √ | Students | √ | Alumni | 1 | Others | 1 |

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 | 1 | National | | State | | Institution Level | |

(ii) Themes | CBCS |

2.14 Significant Activities and contributions made by IQAC
- ✓ IQAC with the help of Research and Innovative Programme Cell organises various seminars.
- ✓ The members of the IQAC coordinate with the Students Advisors in organising the co-curricular activities for the students.
- ✓ The IQAC along with the various Student Support Committees checks & monitor the quality control in the hostels, maintenance of the rest rooms, Library & Cyber Cafe upgradation.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	**Achievements**
To introduce CBCS pattern for all UG Courses w.e.f. Academic Year 2015-16	The Examination Branch organised a one day workshop on *Choice Based Credit System: Relevance, Review and Implementation;* during which there were meticulous and exhaustive deliberations.

Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body   Yes | √ | No | |

Management | | Syndicate | | Any other body | |

Provide the details of the action taken

| Entrepreneurship Development Courses encouraged and courses initiated. |

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PG	20	-	9	-
UG	8	-	3	-
PG Diploma	3	-	2	-
Diploma	1	-	--	-
Certificate	2	-	1	-
Others				3
Total	34	-	15	3

Interdisciplinary	1		1	-
Innovative	-	1	1	-

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

Open options (UG); (PG) Elective option (UG&PG)

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	28
Trimester	--
Annual	4 (Certificate & Diploma)

1.3 Feedback from stakeholders*

Alumni [√] Parents [√] Employers [√] Students [√]

(On all aspects)

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

*Please provide an analysis of the feedback in the Annexure

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

✓ It is proposed to introduce CBCS at UG level for all the Courses with effect from the Academic Year 2015-16 where in the students are given a choice to select from the options and add on courses offered and credits would be assigned to each course. The evaluation would be based on SGPA and CGPA.

✓ Evaluation Pattern would be from 80:20 Ratio to 70:30 for External and Internal Exams respectively w.e.f. Academic Year 2015-2016.

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

Criterion – II
2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Assistance Professors	Associate Professors	Professors	Others
67	**47**	**6**	**14**	**--**

2.2 No. of permanent faculty with Ph.D | 59 |

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

Assistance Professors		Associate Professors		Professors		Others		Others	
R	V	R	V	R	V	R	V	R	V

* The Recruitments are done by the Osmania
University

| | | 133 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	**3**	**17**	**12**
Presented	**14**	**54**	**9**
Resource Persons	**-**	**-**	**5**

2.6 Innovative processes adopted by the institution in Teaching and Learning:
   Interactive learning:
   Class room Lectures are made effective with the use Modern Technology such as multimedia, LCD Power Point presentation.
   Collaborative learning:
   ✓ Hands on training workshops and certificate courses are offered by various departments to strengthen the Course Curriculum.
   ✓ Field trips, Industrial tours, surveys, case studies& projects as a part of the course curriculum provide wide exposure to the practical aspects of the subjects concerned

2.7 Total No. of actual teaching days during this academic year | 180 |

2.8 Examination/ Evaluation Reforms initiated by
     the Institution (for example: Open Book Examination, Bar Coding,
     Double Valuation, Photocopy, Online Multiple Choice Questions)
   ✓ Under RTI Act, the candidate will be provided the photocopy of her theory answer scripts on payment of Rs. 1000 after the declaration of results within 15 days time. The request for this will be accepted at the

examination branch and the photocopy of the answer script will be sent to the candidate by post in a month's time from the last of submission.
- ✓ Continuous internal assessment, announcement of examination & evaluation schedule, multiple choice questions & fill in the blanks are a part of the examination system.
- ✓ External practical exams for even semester are adopted.
- ✓ Revaluation at UG level on application by the students.
- ✓ Project works & report evaluation
- ✓ Bulletin Board

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

95

2.10 Average percentage of attendance of students

70-80%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total No. of Students appeared	Division								
		Distinction%	I	I %	II	II%	III	III%	Pass	Pass%
B.A.	168	==	126	75	22	13.09	==	==	==	==
B.Com.	218	==	198	90.82	08	3.66	==	==	==	==
B.Sc.	369	==	336	91.05	12	3.25	==	==	==	==

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:
- ✓   IQAC helps the various Departments to organize Seminars/Workshops/Conferences and publish research based papers.
- ✓   The feedback from the various stakeholders is analyzed and guidance is given to the Departments in taking appropriate action.
- ✓   The members of IQAC coordinate with the Students Advisor in organizing the co-curricular activities for the students.
- ✓   Some of the members of IQAC are also the members of the Examination Committee who monitor the performance of the students while analyzing the results and suggest academic programs for maintaining the quality checks.
- ✓   The IQAC provides the information to the Departments relating to the inputs/skills required by the various organizations which have visited the College for the Campus placements so that the same may be included either in the course curriculum or organize the lectures/workshops for the same and train the students accordingly. One such action taken is organization of Personality Development and Communication skills classes.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	2
UGC – Faculty Improvement Programme	10
HRD programmes	-
Orientation programmes	5

Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
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	10	1	-	2
Technical Staff	32	2	-	-

Criterion – III
3. Research, Consultancy and Extension

3.1 The College has a Research Committee and also a Co-ordinator to look into the UGC affairs. IQAC monitors the working of the Committee and collects data as and when available. The Research Committee encourages the teachers to take up minor/major research projects and updates the Departments by providing the information relating to the various upcoming proposals under UGC/CSIR/research bodies. It monitors the infrastructural and administrative procedures.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	04	0	
Outlay in Rs. Lakhs	6lacs	15		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	04	0	
Outlay in Rs. Lakhs	2			

3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	66	02
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range [-]   Average [-]   h-index [-]   Nos. in SCOPUS [-]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	15-18	UGC MJRP	6.8 lacs	

		DST FIST DST SERB UGC	50 lacs 6lacs 6 lacs	
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)		ICSSR	40 lac	
Total				

3.7 No. of books published   i) With ISBN No. | 01 | Chapters in Edited Books | 14 |

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [1]   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				25	
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons | 03 |

3.13 No. of collaboration 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	01
	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

20

60

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   300   State level   5

National level   2   International le   -

3.22 No. of students participated in NCC events:

University level   5   State level   -

National level   -   International level   -

3.23 No. of Awards won in NSS:

University level   5   State level   2

National level   6   International level

3.24 No. of Awards won in NCC:

University level   -   State level   -

National level   3   International level   -

3.25 No. of Extension activities organized

University forum   2   College forum

NCC   NSS   Any other   6

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

- ✓ Continuous Paper cycling, Tree plantation, Green and clean Campus.

- ✓ Green House energy conservation, rain water harvesting, diet counseling& health camps

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	42 acres			
Class rooms		04		
Laboratories				
Seminar Halls	04			
No. of important equipments purchased (1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others		Cubicles for office staff ; New furniture was added to the mess; Electric Wiring in the old hostel was revamped		

4.2 Computerization of administration and library

Library is automated with "New Gen. Lib' software

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1,03,920	52,59,265	848	5,02,455	1,04,768	57,61,720
Reference Books	13,341		420		13,761	
e-Books	-	-	-		-	
Journals	70	3,48,070	20	50,100	90	3,98,170
e-Journals						
Digital Database	-					
CD & Video	3+115		10		125	
Others (specify)						

Note: All e-Journals of OU library will be accessed.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Dept	Others
Existing	**146**	**07**		**01**				
Added	**05**	**-**				**Renovated ; A room marked for records in IT block**		**Cyber café and Library upgraded**
Total	**151**	**07**		**01**				

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

Computers & access to internet are provided to many departments and cyber cafe provides these facilities to the students free of cost. As a part of the course curriculum students of B.Com computers are given training in net working for their internship.

4.6 Amount spent on maintenance in lakhs:

   i) ICT   -

   ii) Campus Infrastructure and facilities   15,00,000

   iii) Equipments   2,55,180

   iv) Others   3,98,322

                                 Total :   2153502

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The College has student support service like PRO, Anti-Ragging Committee, student Advisors, Hostel Committee, etc. The IQAC along with these committees' checks and monitor the quality control in the hostels; maintenance of the Rest Room, Library and Cyber centre upgradation.

The respective departments have class mentors/representative who interact with the faculty and take up various responsibilities. The college has Student Welfare Fund which is utilized for various student activities. Moreover, Student Advisors and Student Counselors provide academic, personal, professional advice or any kind of support to the students.

5.2 Efforts made by the institution for tracking the progression

The institution has motley of students from all sections of society, with all levels of learners. Special care is provided for the "slow learners". In this regard, remedial classes for slow and disadvantaged students are held for a period of 1 month in all the disciplines. Reading material, handouts are provided to these students so that they can prepare for the exams. ☐Concept clarification and problem solving exercises, make the students understand the subject easily.☐ Bilingual explanations and discussions, ☐Provision of course material and question banks, detailed revision sessions of theory and practical ☐are some of the techniques used to enhance their skills. Information relating to college activities and placements are communicated through their mail Ids/SMS.

5.3 (a) Total No: of Students

UG	PG	Ph. D	Others
2751	1270	-	-

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

(c) No. of international students   40

	Last Year					**This Year**					
General	**SC**	**ST**	**OBC**	**Physically Challenged**	**Total**	**General**	**SC**	**ST**	**OBC**	**Physically Challenged**	**Total**
UG 516 PG 171	**296 159**	**255 55**	**1350 881**	**8 4**	**2425 1270**	**571 206**	**55 6 18 6**	**306 119**	**178 680**	**96 -**	**3228 1191**

Demand ratio   Dropout %   %

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

   Coaching classes for the competitive exams like NET, JRF, and CSIR are conducted and the
   books required for the competitive exam are procured for the library.

   No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET   SET/SLET   GATE   CAT

IAS/IPS etc   State PSC   UPSC   Others

5.6 Details of student counselling and career guidance

The members of the Student Welfare Committee and Student Advisors organize academic and personal counselling sessions. The officials from various institutes viz., CA, ICWA, CS and Time Institute, Banking Institutes provide career guidance in the respective fields for the Commerce students. The members from scientific organisations viz., NIN, HLL, IICT, and CCMB provide guidance on the scope for research. Soft skills/life skills training programmes are organised for the students by the department of Psychology.

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
7	424	110	

5.8 Details of gender sensitization programmes

The CASH- Committee against Sexual Harassment of the College deals with gender sensitization programmes, if any.

5.9 Students Activities

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

   State/ University level   30   National level   10   International level   3

   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   National level   02   International level   1

Cultural: State/ University level   National level   -   International level   -

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	2250	2,85,59,936
Financial support from other sources	-	-
Number of students who received International/ National recognitions	40	6,80,110

5.11   Student organised / initiatives   NIL

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 | 07 |

5.13 Major grievances of students (if any) redressed: _____

Criterion – VI
6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

State the vision and mission of the College.
VISION: Strive to be a College of Excellence Empowering Women.
MISSION: Make young women strong and confident by imparting transformational education that is intellectually stimulating and academically inspiring and address the issues of gender in all their complexities in an effort to achieve optimum empowerment.

OBJECTIVES:
- ✓ To offer quality education to women and contribute to their overall development.
- ✓ To provide an environment conducive to realization of the students' full potential.
- ✓ To empower girl-students with information and awareness that enables them to cope with the challenges at various levels and in different spheres.
- ✓ To train them for varied skilled roles and professions.
- ✓ To enable students grow into socially aware, independent, able and responsible individuals and global citizens.
- ✓ To sensitize and equip learners with skills, attitudes, and habits of learning that would help them to adapt themselves to the ever changing needs and demands make them handle   fluctuating complexities of life.
- ✓ To strive for excellence in the fields of teaching, research and employment.

Objectives Realised Through:
- ✓ Scientifically conceptualize and diligently planned Undergraduate, Postgraduate and Diploma courses. These courses are periodically reviewed, evaluated and upgraded as per the needs and demands of the stakeholders.
- ✓ Short term courses which provide skill oriented expertise and value added approach to learning.
- ✓ Extension activities like Literary and Co-curricular programmes, Sports, NSS and NCC which provide learners a healthy approach and attitude towards life and an overall development of their personality.
- ✓ Remedial classes and Placement services provide linkages between courses, college and stakeholders.

6.2 Does the Institution has a management Information System:

The college posts the activities undertaken on the facebook immediately serving the purpose of communication to stakeholders; though there is no formal management system. Communication of information relating to any activity of the college is through meetings, circulars, notices, e-mail, SMS, phone calls, student and staff assembly. Daily programmes are displayed digitally in the Administrative Block.

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

6.3.1   Curriculum Development

Curricular Aspects:
In its unstinted efforts to provide quality and value added education to the women students, The Departments revise and update the syllabus from time to time keeping in pace with the market demand.

- ✓ ICT and e- learning modules are incorporated in the syllabi for making the curriculum both inclusive and exhaustive.
- ✓ Department of Commerce as a part of the Internship Program to the B.Com II year Taxation students continues to organize a one week program on Taxation- Concept and Scope, Calculation, Computation and Compliance in collaboration with Income Tax Department. The department was successful in bringing Tax Officials, Academicians and the students on the same platform for interaction.
- ✓ The Department of FSM continues to practice of providing practical orientation with the theory taught in the class.

6.3.2 Teaching and Learning:

The teaching methods adopted by the faculty for effective teaching learning process are ICT enabled teaching, computer assisted learning, case studies, field trips, Seminars, industrial tours, projects, assignments.

6.3.3 Examination and Evaluation:

The automation of the Examination Branch enabled the branch to conduct the exams smoothly and maintain confidentiality and declare the results on time.

6.3.4 Research and Development

Research has always been the integral part of this institution. The staff never deter from continuous upgradation of knowledge. They actively participate in the workshops, seminars, Conferences, orientation programs, publication of articles in the reputed journals and pursue major and minor research projects.

- ✓ Some of the faculty members have a collaborative research programs with leading scientific research institutes like NIN, IICT, ICRISAT etc with the enhanced knowledge and skills they are successful in contributing to the knowledge based education to the students.
- ✓ The department of Botany maintains a Green House for the cultivation of medicinal plants which is constructed with temperature and humidity control. The well maintained Botanical Gardens and Green House of the department are very useful for the laboratory and research studies and enables the students to carry out live experiments and facilitates campus field works by students from other institutions.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ✓ Barcode printers and scanner, new genlib –library software inflibnet, Automation software at the library enables to access the library information on line e-journals are accessed with OU websites.
- ✓ 146 computer systems with WIFI facilities.

6.3.6 Human Resource Management

The teaching, learning analytical skills of the teachers are enhanced by attending orientation and refresher courses and other curricular development programmes.

6.3.7 Faculty and Staff recruitment

Posts are sanctioned and filled up by OU as per UGC norms.

6.3.8 Industry Interaction / Collaboration

- ✓ Industry representative is one of the members of BOS.
- ✓ Campus placements to various industries
- ✓ Students visit industries/organisations for their internship programme/projects.

6.3.9 Admission of Students

- ✓ The application fee increased from Rs.200 to Rs.220.

- ✓ Admissions are given on merit basis duly following State Govt. Rules and all the admission rules, courses offered, fee structure, attendance rules, examination, evaluation system are provided in detail in the hand book/Prospectus given to the applicants along with the application form. A transparent admission process is adopted.
- ✓ College notice boards provide information on admission schedule.

6.4 Welfare schemes for

Teaching	Cooperative society loans
Non teaching	Festival advance, House loans
Students	Health Insurance

6.5 Total corpus fund generated   ---

6.6 Whether annual financial audit has been done   Yes | √ | No | -- |

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	University
Administrative			Yes	University

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

For UG Programmes   Yes | √ | No | |

For PG Programmes   Yes | | No | |

PG Exams and Results declaration are made by Osmania University.

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?
The college has an examination committee which meets before and after the exams to take important decisions relating to exams.

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

6.11 Activities and support from the Alumni Association
Alumni Association:
The Alumni Association of the College is taking an active part in bringing the students from various walks of life to meet on a common platform. For establishing a broad network of former students with the College, a College Liaison Committee is constituted, for involving the former students present in the field of academics across the nation in Faculty and Student Development Programs by channeling the state of the art knowledge bases.

Social Responsibility Initiative:
- ✓ Students from different faculties along with NSS volunteers have taken up massive tree plantation program to increase the green coverage in the campus.
- ✓ In response to develop community based Nutrition screening initiative, protocols have been built up for the periodical screening of the community, for Blood Hemoglobin levels , Blood RBC count, Blood Pressure, Random Blood Sugar, Percent Body Fat estimate and to develop a supportive framework by giving a free

Healthy Diet Prescription and to enhance appreciation and understanding of the importance of nutrition in healthy living and to strengthen commitment and capacity of the communities to identify nutritional risk.

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

- ✓ The support staff is trained in computer as work in exam branch and library were automated.
- ✓ The office staff was given training at OU in Accounting and Auditing to improve their accounting skills.

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

Energy conservation:
The new class rooms are constructed in such a manner that they are properly ventilated and reduce the usage of lights. The air conditioners in the labs are switched on only when the classes go on; their usage is minimized and is properly maintained. Utmost diligence is taken in installing energy power rated (5 * & 3*) electronic goods such as Air Conditioners and Refrigerators in the departments and office. Solar lamps are used in the mess, kitchen and the corridors in the hostel.

- ✓ **Plantation:** Vanamahotsava – A major tree plantation program in collaboration with the forest Department, involving NSS, NCC, Staff and all students is carried each year, soon after the arrival of monsoon.

The tree plantation programs are regularly organized by the College, earmarking important occasions. The department of Botany maintains a botanical garden in about two acres of land out of five acres earmarked for the purpose. The garden has a wide range of collection of plants of one forty species approximately, consisting of medicinal plants, angiospermic flowering plants, besides many endangered plants. Plants are labeled and numbered. It also maintains water ponds for growing aquatic flora. For enriching Botanical Garden the department of Botany conducts periodically tree plantation programs by purchasing them from various centers. It plays an important role in reconnecting people with the world of plants, educating them, neutralizing the effect of pollution apart from creating an ambience rich with greenery.

- ✓ **E-waste management:** It is done by a centralized scrap management (ICT and other scrap disposal) committee.

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.

- ✓ The students of Physics who were trained in "**ROBOTICS**" got selected at zonal level in a competition on "**ROBOTICS**" conducted by **IIT, Mumbai** and went up to the semifinal level.
- ✓ In keeping with the tradition of academic autonomy, Short term modular courses are being taken up by some departments. We conducted an entrepreneurship course along with skill development; about 39 students have been trained in DTP, Baking and Assembling and Repairs of Basic Electronic Goods. A two day National Robotics Championship was organized in collaboration with IIT Bombay. Two teams of our college qualified for the next round at IIT Bombay in the first week of April.
- ✓ Use of library is encouraged by providing latest books and INFLIBNET facilities. Prizes are given to those who use library frequently and participate in the activities organized by the library.
- ✓ A National seminar on Digital Humanities and Core Technologies, Dept. of Genetics and Biotechnology organized a National conference on New Frontiers in Biotechnology Prospects and Challenges.
- ✓ Dept. of Botany organized a conference on New Frontiers in Medicinal Plants Research. All these academic activities enable the teacher and the taught to periodically update their knowledge in emerging areas of study.
- ✓ A Workshop on Skill Test in Experimental Physics in collaboration with DRDO and Chaitanya Bharati was conducted by the dept, of Physics. Workshops on e-Resources and Data Collection conducted by the department of Commerce with support from ICSSR involved a large participation of research scholars.

- ✓ ICT and e- learning modules are incorporated in the syllabi for making the curriculum both inclusive and exhaustive
- ✓ Department of Commerce as a part of the Internship Program to the B.Com II year Taxation students has organized a one week program on Taxation- Concept and Scope, Calculation, Computation and Compliance in collaboration with Income Tax Department. The department was successful in bringing Tax Officials, Academicians and the students on the same platform for interaction.
- ✓ The Department of Commerce has started a Commerce Club wherein the talents of the students in the area of commerce are brought to the forefront. The various activities of the club are conducting programmes like Commerce Antakshari, Just a Minute, Power Point Presentation, Product Launching, Role Play, Dumb Charades etc.
- ✓ A certificate course in communication skills development with 100 hours of teaching is offered twice every year by the English department for the students of the college and also for the female entrepreneurs who wish to improve their communication skills. There is a language lab with 30 computers and OHP for conducting these classes.
- ✓ A combination offering 'Humanities with Computers' is available for students of B.A. who wish to hone their computer skills.
- ✓ The institution also started a Music Club with the enrollment of sixty students. They meet once in a week and get trained in patriotic songs, light music, folklore and other songs.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year
- ✓ UCW marked the completion of 90 years (1924-2014) through Navathi Celebrations on 18th – 20th September 2014. *Navathi* gave the institution an opportunity to think beyond and move forward towards the Centenary year marking the decade with not only academic excellence but also need based relevant courses and training in professional competence, personal / inter-personal and societal skills by identifying a theme for each academic year starting from the year 2014.
- ✓ A beginning was made with Entrepreneurship Development Program for the year 2014-2015
- ✓ Literary Club, Art and Theatre Club, Science Club, Commerce, Informatics Club and Music Club were started to provide a platform to students for bringing out their talents in extended activities.

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

BEST PRACTICES

1. **Title of the Best Practice: RESEARCH & INNOVATIVE PROGRAMMES CELL**
2. **Objectives of the Practice:**

- ✓ To increase the awareness of students of the specific needs and opportunities of the future development of industry and society and to make them conscious of their social responsibility for technologies contributing to competitiveness, quality of life, sustainable development, and the solutions of grand societal challenges
- ✓ To stimulate cooperation and sharing of best practice among students towards strengthening the institution as an attractive location for excellent and relevant research in international environments and for advanced education and enriched learning
- ✓ To provide necessary research infrastructures and promote them also as meeting places for cooperation with industry and other innovation actors
- ✓ To work with industry and other societal bodies towards strengthening innovation and to develop advanced approaches for smart, sustainable and inclusive growth and global competitiveness utilizing also the potential of open innovation approaches
- ✓ To enhance both the hard and soft skills of the students for the active participation in innovative, integrated and inclusive approach towards the requirements of the society through Entrepreneurial Development Programmes.

3. **The Context:**

Research is thought to be a cup reserved for scientists and academicians are only meant to teach. This has been the perception and practice of several educational institutions. But in fact, the global record shows that many major breakthrough research activities came out of the academic institutions. The two major problems that are identified for the low performance index of the academic institutions are:

1. The lack of proper infrastructure and funding in academic institutions.

2. Lack of aptitude towards research & innovation among the faculty and the students.

Measures to develop and enhance the research capabilities in faculty and students are necessary to achieve a better quality of research in academic institutions.

Further, the employability of a student after his graduation/post-graduation seems to be at a stake even after attaining a qualification, again due to lack of proper aptitude and skill based knowledge.

With this intention of motivating and encouraging the teachers and students to take up research and enhance skill based knowledge in students, University College for Women has set up a Research & innovative Programmes Cell that promotes the research and innovation through various programmes.

The Practice:

Globalization of higher education and multidimensional expansion of knowledge in all domains pose challenges to the educational institutions to innovate and explore practices that are innovative and those which can place their pupils in forefront competing globally with other students. There has always been a gap between the education imparted to the students and their employability. The employers constantly complain that students lack the necessary skills required whether it is soft skills or technical skills. There is an utmost need to address these issues.

Thus, Research & Innovative Programmes Cell (R &IP) ever since its inception is striving to bridge the gap between the academics and research. It endeavours to encourage, enrich, educate, facilitate and practice innovative and improved quality of research among the teachers and students. Also, R & IP has been conducting several training programmes to improve the skills of the students. Workshops on Robotics, Android Applications, 3D game designing etc were conducted for students periodically to create awareness and train them in the latest software applications.

Programmes that can orient them towards the societal concerns and towards encouraging them to take up Entrepreneurship were also taken up like Food safety, Promotion of Pulses through awareness programmes, recipe contests and rural camps. These kind of programmes also enhance the soft skills and leadership qualities among the students.

National workshops such as D-space for digital libraries, Promotion and Utilization of Pulses, Scientific and Rational thinking for teachers have been conducted to encourage research aptitude and enhancing the teaching skills of the faculty and highlighting the significance of learner centric education.

Newer concepts of teaching and learning such as "Talk to the Scholar" and "Peer to Peer teaching" were also conducted by R & IP Cell. In the Unique and Innovative Learning Programme of "Talk to the Scholar", the scholars interacted with the students and instilled academic interest in their chosen subjects and also gave career guidance to the students. In *Peer Teaching Programme,* the interested and talented students as Peers shall conduct classes to their junior students on certain chosen/fundamental topics of expertise of the Peer and of interest to the students.

As an innovative outreach programme the faculty of Food Science of the department of Chemistry under the R & IP Cell conducted a one week training programme on "Fruit Preservation" sponsored by SBH & DRDA to

the unemployed rural women to educate, train and encourage them to take up entrepreneurship programme.

4. **Evidence of Success:**
R & IP Cell through its various awareness and skill enhancing programmes had succeeded in inculcating the awareness and interest among the students and teachers towards learning and research. This has been evidenced from some of the following:

★ The students who have participated in the workshop on Robotics, Android Applications and 3D Game Designing went up to the finals of the National Level Challenge held at IIT Mumbai competing with the professional engineering students of IITs.

★ Awareness programme conducted by the students of Food Science on "Food Safety" to the non-teaching fraternity of the college under R & IP Cell.

★ Both UG & PG students of sciences, management and social sciences have participated in the National Seminar on Pulses very actively presenting their posters which shows that the programme initiated by R & IP was successful in sowing the seeds of research aptitude and a multidisciplinary approach in understanding the issues related to the society.

5. **Problems Encountered and Resources Required:**
The main problems encountered are the insufficient infrastructure facilities and funding necessary to initiate the research or entrepreneurial development programmes. R & IP Cell is working with a long term objective of setting up central research facility to encourage the faculty and students to take up research projects and to set up an incubation centre to nurture the entrepreneurial skills and interest among the students. R & IP Cell also aims to establish a knowledge centre to promote the interest towards higher education and studies among the deprived students being a University College and an institution catering to the women empowerment. However, all these shall require certain basic infrastructure and financial support to establish the research labs, instrumentation labs, incubation centre etc. From time to time R& IP had conducted the programmes with the financial support from the government and non-government organizations but that amount was smaller to meet the targets mentioned above and thus require stronger financial support from the UGC/DST/Any other funding agency in this regard.

Best Practices
1. **Title of the Practice: Entrepreneurship Program**
2. **Objectives of the Practice**
To make a beginning DTP; Baking; Assembling and Repairs of Basic Electronic Goods programs were offered to the students across the disciplines with the following objectives

✓ To introduce the students to the knowledge of various concepts and practical application
✓ To impart skill of the technical inputs required
✓ To develop knowledge and basic skills in Financial Accounting
✓ To acquire the knowledge of financial assistance towards establishing a Self Enterprise

3. **The Context**

Baking is erroneously considered as a different form of cooking which is difficult to master but, on the contrary, this art can be easily acquired and mastered even by the less educated and unprivileged ones. The skill can be advantageously utilized for income generation apart from adding to the variety at domestic and commercial level. Hence there is scope in promoting this skill as an opening in entrepreneurship.

DTP operator plays a vital role in giving a new look to various print media like pamphlets, magazines, journals and to the books of various schools, colleges and universities also. With increasing knowledge and awareness in the masses of every new product whether it is consumable or any kind of services needs to be with the information brochure in an attractive way. DTP operator's role is to bring the required information in most comprehensive and understandable manner before the consumers.

Training is provided in repairing the basic electronic goods such as kits, motherboard, and basic circuit designing to enable the learners to equip themselves with the necessary skills to handle basic repairing.

Thus, a need is felt to impart these training skills exclusively for women in baking, Desk top publishing; Assembling and Repairs of Basic Electronic Goods business plan to educate the unemployed or school dropouts, or to those, who can in turn extend the training to others or further master this knowledge to fully utilize the skill learnt as a self enterprise for income generation.

A business or an organization needs a tool to communicate its financial results and position to the stakeholders, a tool that is commonly understood by all. Thus, accounting serves as the 'language of business". This course aims to provide the basic knowledge in accounting so as to maintain their business accounts.

The module of these courses are designed with the objectives to provide information, knowledge and motivation techniques used and to encourage the students by creating opportunities for entrepreneurship and women empowerment, and the Module of 'FinancialAccounting' is designed to equip the students with the fundamental knowledge of Accounting and its application.

4. The Practice
The Course covered various aspects of Baking and Accounting through
- ✓ Classroom Lectures
- ✓ Lab practicals
- ✓ Computer Lab practical (Tally Accounting Package)
- ✓ Guest Lecture from the Financial Institutions (Banks/Small Scale Industries)
- ✓ Visit to various Unit
- ✓ Project Proposal for sanction of the Loan and filling up of the Loan Application form

5. Evidence of Success

By the end of the course the student has been equipped with
- ✓ Skill of selecting the material - quality testing and use
- ✓ Skill of preparation, technical do's and don'ts
- ✓ Identify the faults and making necessary remedies to get a good product/ outcome
- ✓ Skills of costing and fixing the selling price
- ✓ Skill of preparing the Final Accounts
- ✓ Use of Tally package

6. Career Opportunities
The students would be exposed to various aspects which include Business Development, Product Development, Marketing, Project Management, and Financial Analysis, Customer/Supplier relations or Counseling.

If one aspires to operate their own business within the Industry, this value added course provides you with the fundamentals with an added advantage of learning the maintenance of Accounts. At the end of the Program, the student will be in a position to prepare a Project Proposal for sanction of the Loan to set up a small enterprise.

Problems Encountered and Resources Required

The problems encountered initially include
- ✓ The timings of the course – after college hours, (due to space constraints)
- ✓ Also to facilitate all the candidates not to be disturbed from their regular timings

IQAC along with the Space Committee Members and Time Table Committee resolved the class room and timings issues by accommodating these class hours in the timetable without disturbing the regular classes. However the college is putting in all the required efforts in bringing additional infrastructure so as to make the optimum utilization of resources.

7.4 Contribution to environmental awareness / protection

In compliance with the principle of Green Audit the College has undertaken the following initiatives:
- ✓ **Planting of the trees:** In its drive to inculcate the environmental consciousness in the staff and students, the college undertakes the tree plantation programs on regular basis. The campus is bestowed with wide range of plants and trees which are maintained by the full time gardeners.

- ✓ **Green and clean campus:** The NSS volunteers have undertaken campus cleaning program in different phases towards the ecological sensitization. The trees were planted, painted and numbered, weeds and grass were plucked by nearly 300 students of the NSS units of the college.
- ✓ **Plantation:** Vanamahotsavam – A major tree plantation program in collaboration with the forest Department, involving NSS, NCC, Staff and all students is carried each year, soon after the arrival of monsoon.

The tree plantation programs are regularly organized by the College, earmarking important occasions. The department of Botany maintains a botanical garden in about two acres of land out of five acres earmarked for the purpose. The garden has a wide range of collection of plants of one forty species approximately, consisting of medicinal plants, angiospermic flowering plants, besides many endangered plants. Plants are labeled and numbered. It also maintains water ponds for growing aquatic flora. For

enriching Botanical Garden the department of Botany conducts periodically tree plantation programs by purchasing them from various centers. It plays an important role in reconnecting people with the world of plants, educating them, neutralizing the effect of pollution apart from creating an ambience rich with greenery.

7.5 Whether environmental audit was conducted?   Yes √   No

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

UCW marked the completion of 90 years (1924-2014) through Navathi Celebrations on 18th – 20th September 2014.Hon'ble Governor of State, also Chancellor of our University,Sri E.S.L.Narasimhan inaugurated a three day All Faculty Exhibition and inspired students appreciating their passion for life and learning. *Navathi* gave the institution an opportunity to think beyond and move forward towards the Centenary year marking the decade with not only academic excellence but also need based relevant courses and training in professional competence, personal / inter-personal and societal skills by identifying a theme for each academic year starting from the year 2014. A beginning was made with Entrepreneurship Development Program for the year 2014-2015 Literary Club, Art and Theatre Club, Science Club, Commerce, Informatics Club and Music Club were started to provide a platform to students for bringing out their talents in extended activities.
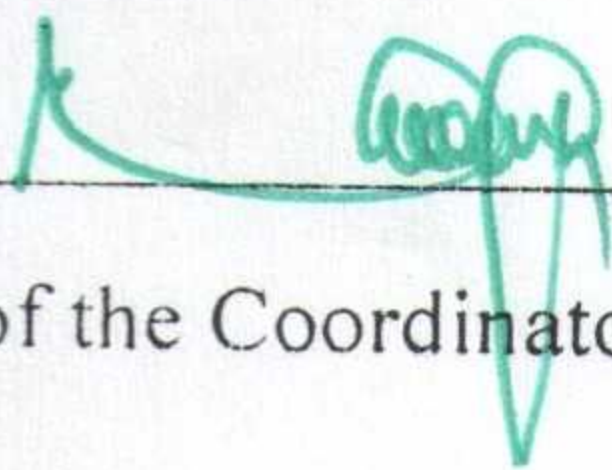
The College Song was composed by the Coordinator of the Music Club and students of the choir group were trained.

8. Plans of institution for next year:

✓ To introduce CBCS pattern for all UG Courses w.e.f. Academic Year 2015-16
✓ To reintroduce B.A. MES Course w.e.f. Academic Year 2015-2016

Sd/-   Sd/-

Name Prof. Jitendra Naik   Name Prof.B.T.Seetha,
   Coordinator, IQAC   Chairperson, IQAC

_____   _____

Signature of the Coordinator, IQAC   Signature of the Chairperson, IQAC

                              ***
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UG ALMANAC 2014 - 2015

Commencement of Classes

III/V Semester:	9th June 2014
I Semester:	23rd June 2014
Last day of instruction:	27th Sept. 2014
Short vacation:	28th Sept - 5th Oct. 2014
Commencement of Practical Exams:	7th Oct - 20th Oct. 2014
Semester End Exams:	27th Oct. 2014

Commencement of Classes

II/IV/VI semester:	17th Nov. 2014
Short vacation:	10th - 15th Jan. 2015
Last Day of Instruction:	21st Feb. 2015
Practical Exams:	23rd Feb – 3rd March 2015
Semester End Exams:	16th March 2015