

# UNIVERSITY COLLEGE FOR WOMEN

(Autonomous)

Koti, Hyderabad  
Telangana State - 500095  
NAAC Accredited 'A'

## Constituent College of Osmania University



### Annual Quality Assurance Report (2015-2016)

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

## 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

#### 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	<a href="mailto:ucwkoti@gmail.com">ucwkoti@gmail.com</a>
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:	Dr. P. Anantha Lakshmi
Mobile:	9849711487
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(SC)/06/RAR/158- Dt- May 01,2015

(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  
2015-16.doc](http://www.oucwkoti.ac.in/AQAR2015-16.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	1 <sup>st</sup> Cycle	5 star		1999	5 years
2	2 <sup>nd</sup> Cycle	A		2005	5 years
3	3 <sup>rd</sup> Cycle	B		2013	5 years
4	3 <sup>rd</sup> Cycle	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)**

2015-16

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

- i. AQAR\_2012-13\_\_\_\_\_ (January 2015)  
 ii. AQAR\_2013-14\_\_\_\_\_ (January 2015)  
 iii. AQAR\_2014-15\_\_\_\_\_ (December 2018)  
 iv. AQAR\_2015-16\_\_\_\_\_ (December 2018)

**1.10 Institutional Status**
 University      State       Central       Deemed       Private 

 Affiliated College      Yes       No 

 Constituent College      Yes       No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI) Yes  No

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

#### 1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

Osmania University – UCW is a  
Constituent College of OU

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

## 2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="11"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="--"/>
2.4 No. of Management representatives	<input type="text" value="--"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="--"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="--"/>
2.8 No. of other External Experts	<input type="text" value="3"/>
2.9 Total No. of members	<input type="text" value="17"/>
2.10 No. of IQAC meetings held	<input type="text" value="6"/>
2.11 No. of meetings with various stakeholders:	<input type="text" value="6"/>
Faculty	<input type="text" value="4"/>
Non-Teaching Staff	<input checked="" type="checkbox"/>
Students	<input checked="" type="checkbox"/>
Alumni	<input type="text" value="1"/>
Others	<input type="text" value="1"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes      No
If yes, mention the amount	<input type="text" value="--"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text" value="-"/> International <input type="text" value="-"/> National <input type="text" value="-"/> State <input type="text" value="-"/> Institution Level
(ii) Themes	<input type="text" value="--"/>
2.14 Significant Activities and contributions made by IQAC	
✓ IQAC with the help of Research Committee monitors the research activities undertaken in various Departments.	
✓ 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
<ul style="list-style-type: none"> <li>✓ To introduce CBCS pattern for all UG Courses w.e.f. Academic Year 2015-16</li> <li>✓ To provide rules and regulations for the hostel in order to regulate the working of hostels</li> <li>✓ To provide the students with various skills required to improve their employability and to enhance the knowledge of the faculty</li> </ul>	<ul style="list-style-type: none"> <li>✓ CBCS pattern has been introduced w.e.f. academic year 2015-16 as a result of workshop being conducted on CBCS bringing clarity on CBCS.</li> <li>✓ A draft of the Hand Book for the Hostel Rules &amp; Regulations has been finalized</li> <li>✓ Skills Development Programs given below were organised               <ul style="list-style-type: none"> <li>• Android Applications in collaboration with ARK Techno Solutions and IIT Chennai Amalgam, was organised wherein the students were taught the basic and essential components of android programming, architecture of android, installing the software and coding and the use of software to develop various apps.</li> <li>• Food Safety to the non-teaching staff of the college was offered by the II year students of Food Science &amp; Management</li> <li>• Graphic Designing course was conducted (45 hour course) in “Graphic Designing” for the students of all faculties in collaboration with Eenadu Vasundhara.</li> <li>• National Workshop on “Developing Digital Libraries” using D Space 5.2” was successful in reaching out to librarians and system programmers and encouraging them to develop their own digital libraries at their respective institutions.</li> <li>• “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.</li> </ul> </li> </ul>

\* 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

- ✓ Talk to the Scholar Programme
- ✓ Consumer Club

Part – B

**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	--	-	--	1
<b>Total</b>	34	-	15	1

Interdisciplinary	1	-	1	-
Innovative	-	1	1	-

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

**Open options (UG); CBCS (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\*

Students  Alumni  Parents  Employers

**(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.

**Yes,** The syllabus of the UG I year Second Language/Modern Language (TELUGU) was revised and approved by BOS.

**Telugu:** The syllabus was revised as per the norms of the State Government to throw light on the works of the literary stalwarts in the history of Telangana. Focus on all forms of literature, Scope for research orientation is the major criteria.

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	Asst. Professors	Associate Professors	Professors	Others
	65	47	6	12	

2.2 No. of permanent faculty with Ph.D. 57

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V

2.4 No. of Guest and Visiting faculty and Temporary faculty -- -- 133

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	9	31
Presented papers	7	28	6
Resource Persons	-	-	1

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 especially in life sciences.
- Field trips, Industrial tours, surveys, case studies& projects as a part of the course curriculum provides as 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)

- ✓ CBCS was introduced
- ✓ Continuous internal assessment, announcement of examination & evaluation schedule, multiple choice questions & fill up the blanks are a part of the examination system.
- ✓ Assignments were also made part of assessment
- ✓ External practical exams for even semester are adopted.

Title of the Programme	Total No. of Students appeared	Division								
		Distinction%	I	I %	II	II%	III	III%	Pass	Pass%
B.A.	207	==	167	80.67	20	9.66	==	==	02	0.96
B.Com.	210	==	196	93.33	05	2.38	==	==	==	==
B.Sc.	480	==	459	95.62	02	0.41	==	==	==	==

- ✓ Double valuation at PG level.
- ✓ 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 45

2.10 Average percentage of attendance of students 70-80%

2.11 Course/Programme wise distribution of pass percentage :

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 analysed and guidance is given to the Departments in taking appropriate action. T
- he 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 analysing 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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	2
HRD programmes	-
Orientation programmes	3
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	23
Others	1

### 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	9	2	-	-
Technical Staff	29	4	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

##### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	03	05	
Outlay in Rs. Lakhs	6lacs			

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	03	04	
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	27	42	
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 DST FIST DST SERB UGC	6.8 lacs 50 lacs 6lacs 6 lacs	
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects ( <i>other than compulsory by the University</i> )				
Any other(Specify)		ICSSR	40 lac	
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/Workshops/Seminars organized by the Institution	Level	International	National	State	University	College
	Number			18		
	Sponsoring agencies			UGC;ICSSR		

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
			04			

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:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="11"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="6"/>	State level	<input type="text" value="4"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="3"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="1"/>
		Any other	<input type="text" value="-"/>

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

**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		More Cameras installed; 6 rooms in Hostel		

4.2 Computerization of administration and library

--

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1,04,768	57,61,720	1677	8,42,622	1,06,445	66,04,342
Reference Books	13,761		312		14,073	
e-Books	-	-	-		-	
Journals	90	3,98,170	13	30,890	103	4,29,060
e-Journals						
Digital Database	-					
CD & Video	125		06		131	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	151	07		01				
Added	04	-						SCI-FINDER in library
Total	155	07		01				

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

4.6 Amount spent on maintenance in lakhs:

i) ICT

-
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ii) Campus Infrastructure and facilities

590697
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iii) Equipments

797258
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iv) Others

256449
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**Total :**

1644404
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**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

5.2 Efforts made by the institution for tracking the progression

5.3 (a) Total Number of students

UG	PG	Ph. D	Others
3228	1658	-	-

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

(c) No. of international students

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
516	465	255	1350	8	2594	571	556	231	1854	16	3228

Demand ratio

Dropout %

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

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
7	240	136	-

5.8 Details of gender sensitization programmes

## 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	-	-
Financial support from government	2732	3,05,82,854
Financial support from other sources	-	-
Number of students who received International/ National recognitions	32	-

### 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

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.
- ✓ Food adulteration practical in the second semester are conducted on the food samples obtained by the students from their houses to carry out quality analysis. This practice will create awareness about various brands of foods thereby increasing their horizon of learning.
- ✓ In the third semester the students are asked to collect samples of various packaging materials used for foods for food packaging practical. They have to display the same in the form of a scrapbook along with a brief note. This helps them to identify various packaging materials and legislature involved with it. This practice creates market awareness as well as societal consciousness and is assessed for 10 marks.
- ✓ Samples prepared and developed by students in semester III food preservation and sensory evaluation are preserved and carried over to semester IV for carrying out practical. Students carry out microbial analysis for their samples. By this practice they know the actual meaning of preservation which is different from preparing a tasty dish. Shelf life is one of the major aspects of value addition which is the most sought after factor in food sustainability.
- ✓ The basic aim of this optional subject is to develop awareness about food, its quality, preservation, packaging, safety and commercialization. Entrepreneurial development paper is taught in theory. Students are made in to two groups, they are asked to develop two products for which they contribute money .Every factor involved with production and marketing are experienced by them. This helps in encouraging in self employment and real vocationalization of the subject.

### 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

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

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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.

- ✓ A decision has been taken to conduct Instant exam, Completion test for final year registered students who have failed, so as to help the students to complete the course.
- ✓ A Graduation ceremony for foreign students much before the mini convocation ceremony to enable them to return to their country with degree certificate.

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

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6.11 Activities and support from the Alumni Association

**Alumni Association:**

The College has a College Liaison Committee 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.

- ✓ The annual Alumni meet was conducted on 25<sup>th</sup> January 2015. All the alumni were very glad to see the restored Doll House (mini Durbar hall).
- ✓ Alumni from the year 1989-92 instituted a cash award for toppers in BA.
- ✓ An alumnus who is an advocate by profession organized a legal awareness camp for the students.

**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

- ✓ Under Swacch Bharat, our students have taken massive clean and green programme.
- ✓ The college has planted various saplings under clean & green program to fall in line with the C.M's initiative "Harithaharam".
- ✓ As a mark of respect to the great visionary, A.P.J. Abdul Kalam, students planted saplings and named after him.
- ✓ **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.

##### Skill Development Oriented Workshops

- ✓ Various programs on “Android Applications Development”; 3 D Gaming was conducted, wherein in collaboration with ARK Techno Solutions and IIT Chennai Amalgam, NADC-2016. The students across the faculties were taught the basic and essential components of android programming, architecture of android, installing the software and coding and the use of software to develop various apps; Graphic Designing program was offered as a short term certificate course to the students.
- ✓ UGC-sponsored Workshop on “Developing Digital Libraries” using D Space 5.2” was conducted on 5<sup>th</sup> & 6<sup>th</sup> February 2016. About 100 participants from OU, SVU, KU, UOH, KLU, Vijayawada, VITS-Vellore, Karnataka, Khammam, Medak, Karimnagar etc, have attended the workshop. The Workshop was successful in reaching out to librarians and system programmers and encouraging them to develop their own digital libraries at their respective institutions

The following are the other activities:

1. “CONSUMER CLUB” with about 100 faculty and student members is initiated for bringing awareness about the consumer rights and other related issues.
2. “Save oil & gas conservation fortnight” was organized to bring awareness on conserving cooking gas.
3. An Awareness programme on “Food Safety” to the non-teaching staff of the college was offered by the II year students of Food Science & Management as optional subject, who developed a training module and displayed it on 16<sup>th</sup> February 2016. A skit was enacted in regional language (Telugu) depicting the good hygiene practices. The gathering was addressed by Mr. Sudhakar, Retd. Food Safety Officer.
4. A Unique programme “Talk to the Scholar” was conducted for the top 25 students of B.Sc I & III year and B.Com I & III year students. The scholars interacted with the students and instilled academic interest in their chosen subjects and also gave career guidance to the students.
5. Short Term Modular Courses (two credits) in Baking and Photography; Certificate Course in Insurance are conducted. Four credit Entrepreneurship Skill Oriented Courses in Baking, Sericulture, Mushroom Cultivation, Fruit & Vegetable Preservation, Desktop Printing, Electronic Devices: Assembling & Testing and Graphic Designing; etc are offered to the students as additional modules.
6. Activity based science training was provided by our teachers to school teachers from various districts of the State. As Reach Out programs science departments periodically organize exhibitions and provide hands on experience to school students particularly the students from government schools.
7. A “CONSUMER FEST” was celebrated on 10<sup>th</sup> March 2016 to celebrate and bring awareness to the common man on consumer rights in view of World Consumer Rights Day (15/03/2016). Faculty and students of all the departments of UCW took part in educating the consumers in various aspects of consumerism. (Innovative outreach Programme/Practice)

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

- ✓ The college introduced CBCS pattern for all UG Courses w.e.f. Academic Year 2015-16.
- ✓ Reintroduced B.A. MES Course w.e.f. Academic Year 2015-2016

## **7.3 Give two Best Practices of the institution**

### **Best Practices**

#### **7.3.1 Give details of any two best practices which have contributed to better academic and administrative functioning of the College. Best Practice:**

##### **1. Title of the Practice: TALK TO THE SCHOLAR**

##### **2. Objectives of the Practice:**

Talk to the Scholar programme proposes to arrange specialized mentoring for students in Under Graduate programmes in arts, science and commerce to provide guidelines for their career. It was initiated by the Research & Innovative Programmes Cell of the College. Talk to the Scholar is introduced as a new initiative to mentor and inspire young and talented students with the following objectives:

- ✓ to introduce the idea of mentoring and building the concept of mentor as a “Guide”
- ✓ aims at giving necessary orientation to needy students
- ✓ to prepare them for employment and give them necessary guidance, motivation and necessary mental support to identify appropriate areas for higher study as well as employment
- ✓ planned to identify the opportunities available and the areas suitable for them
- ✓ envisages in making the students competent to proceed and to evolve ways to achieve their targets of knowledge acquisition and employment

##### **3. The Context:**

An undergraduate objective is to obtain knowledge and to contribute knowledge to a field of study and begin to function as a member of a profession. Even though he or she may be passionate about a particular subject, the ultimate goal for pursuing an advanced degree may still be evolving. They are often unaware or confused about their future pursuits whether to take up higher studies or to take up employment. They also lack the orientation and need guidance to choose appropriate area of study or employment. Often some of the students who are under privileged and those who come from rural background are unaware of the latest developments in education and employment. They require necessary guidance, motivation and orientation to identify the area of their interest and necessity. Talk to the Scholar provides an opportunity where a scholar as a mentor assists an undergraduate with that evolution.

##### **4. The Practice:**

Talk to the scholar programme has been initiated as an unique and innovative learning programmes and was conducted to the top 25 students of B.Sc I & III year and B.Com I & III year students. The students are mentored by the both the faculty members as internal mentors and the Scholars outside the parent institution as external mentors. The programme is unique since it enables both the students and the faculty to

- ✓ engage the curiosities and energies of fresh minds
- ✓ keep abreast of new research questions, knowledge, paradigms, and techniques

- ✓ cultivate collaborators for current or future projects
- ✓ identify and train graduate assistants whose work is critical to the completion of a research project or successful course offering
- ✓ prepare the next generation of intellectual leaders in the disciplines and in society
- ✓ enjoy the personal and professional satisfaction inherent in mentoring relationships.
- ✓ The scholars interacted with the students and instilled academic interest in their chosen subjects and also gave career guidance to the students. The Programme was focused on motivating the students to think beyond the text book theory and develop an aptitude towards understanding the subjects in terms of their practical applications. Thus awareness was created among the students on the importance of basic sciences. This would in turn develop the research activity and lead to the technological development in all walks of life. The students were given career guidance and informed of opportunities available in various areas under each individual faculty of Arts, Science and Commerce. This guidance helps to understand how their discipline has evolved as a knowledge enterprise; recognize novel questions; identify innovative ways of engaging undergraduate students.

### **5. Evidence of Success:**

Talk to the Scholar programme fostered by activities such as guiding students to recognize what constitutes focus, coherence, and rigor in intellectual pursuits giving extensive interactive sessions. Scholars from Research institutions, Academic institutes and Industries were invited across the three faculties of Sciences, Commerce and Arts & Social Sciences. Most of the students had a complex of being a science graduate over the engineering graduate. This programme helped them to change their outlook on this notion when the speaker explained them on the scope of the course in the development of technology and in the job market. Thus it was an encouraging opportunity for the students to have an interaction programme. The scholars had given them assignments at the end of the sessions giving a scope for extended interaction with the students. They continued to interact with the scholars through e-mail correspondence in clarifying their doubts. Feedback was taken from all the students who participated in these sessions and the students expressed their desire to have more such interactive programmes and they appeared to be satisfied after the session with some clarity and interest towards their subjects. Some of the students of science came up with the interest in joining the summer research programmes offered by the prestigious institutes such as IISC, JNCASR, IITs and Univ. of Hyderabad with a fellowship offered by the Indian Academy of Sciences after the awareness created through this programme of Talk to the Scholar. Some of the students also expressed their desire to pursue research in the fields of Chemistry, Biotechnology, Nanotechnology, Physics, Zoology etc.

### **6. Problems Encountered and Resources Required:**

Mentoring through the Talk to the Scholar programme enables graduate students to

- ✓ acquire knowledge and skills
- ✓ learn techniques for collaborating and networking
- ✓ gain perspective on how a discipline operates academically, socially, and politically
- ✓ develop a sense of scholarly citizenship by grasping their role in a larger educational enterprise
- ✓ deal more confidently with the challenges of intellectual work.

However, practically it was observed that not all of the students continued to show the interest in further interacting with the scholars who could mentor them through the next two years of their stay in the college. Also it was observed that since it may involve activities such as guiding students to understand what is involved in developing and pursuing intellectually coherent programs of study over the course of a career and engaging in ongoing conversation about how students want to market themselves and what is required to achieve that. In this regard a one to one mentoring or mentoring by a team of scholars seems to be required to address the individual interests of the students across various disciplines. To conduct more practical interactive sessions and some



collaborative work to be done, a certain financial assistance is required in order to provide necessary infrastructure and facilities. Further short term courses or workshops are needed to be arranged as a part of the programme utilizing the expertise of the scholars of the industry and research institutions for which again financial assistance is required.

### **1. Title of the Practice: INITIATION OF CONSUMER CLUB**

#### **2. Objectives of the Practice**

What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100 words)?

The following are the objectives:

- ✓ Bring Awareness and realization about duties and responsibilities as young Citizens of India
- ✓ Spread Awareness about the rights and responsibilities of Citizens and Consumers as provided in the constitutions of India, Consumer Protection Act, 1986 and other Indian Laws
- ✓ To enable students to work together as self help groups and as a team with local communities to evolve caring, responsible and honest citizens
- ✓ Mobilize and instil right-consciousness, confidence to question violations of citizens and consumer rights and fight for justice
- ✓ Impart knowledge about real life situations and to enable to develop skills to handle citizen and consumer issues
- ✓ Instil concern for environment around us as citizens and consumers and sustainable consumption habits

The underlying principles of consumer club activity are

- ✓ To guide students in budgeting their money and to distinguish needs from wants
- ✓ To help students obtain all the information available to make a good decision based on a variety of choices so as to get value for their money
- ✓ To develop critical awareness when purchasing goods, especially food
- ✓ To develop an understanding of the benefits of nutritious foods
- ✓ To instil a sense of hygiene needed and that can be demanded while eating outside
- ✓ To help students take action when things go wrong

#### **3. The Context**

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

UCW has adopted CBCS system w.e.f the academic year 2015-16, which has enabled us to give assignments or group activities to students that can be assessed across the disciplines. Academic autonomy helped us to explore novel techniques to enable real life learning in absolute practical manner. This was implemented by FOOD SCIENCE AND MANAGEMENT an optional subject offered by DEPT OF CHEMISTRY a paper titled FOOD ADULTERATION in IV<sup>th</sup> semester. However the students of the Consumer Club are taught Consumer protection Act, duties and responsibilities and were made to carry out consumer club activities.

#### **4. The Practice**

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

The club was initiated on 21<sup>st</sup> December 2015. Two teachers were in charge of the club. A number of hundred students from various faculties were initially enrolled with nominal fees of one rupee. The

uniqueness of the programme is, it is managed and maintained by students. They plan activities, design and execute.

Consumer education is basically aiming at bringing in behavioural changes in a person while buying anything in the market. It is the process of gaining knowledge and skills needed in managing consumer resources and taking actions to influence the factors which affect consumer decisions. Consumer education addresses four issues i.e. consumer decision making economics, personal finance, rights and responsibilities.

Several other activities were taken up by the students in order to fulfil the objectives of starting up Consumer Club in the College.

## 5. Evidence of Success

Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.

An Institution where learning in chosen subject offered with a main motto of employment and productivity with sustainability, student's participation in activities with social responsibility cannot be under weighed. Activities taken up right from inception in December 2015 are:

- ✓ Know your food campaign by students – students have carried out qualitative tests to foods such as milk and its products, fats and oils, spices and condiments beverages, sweets and confectionary and miscellaneous foods. This programme was conducted for five weeks. Faculty and students brought samples of various brands and got them tested on paying nominal charges. **Sahaja farms of Visakhapatnam and Zeal biologicals** have sent samples for testing.
- ✓ Celebration of National Consumer Day 2016
- ✓ Celebration of World Consumer Rights Day 2016 which was supported by LIC of INDIA
- ✓ Consumer Fest 2016
- ✓ Save gas and fuel campaign in 2016 duly supported and funded by H P gas and Indian Oil limited
- ✓ World Consumer Rights celebration in March, 2016
- ✓ Activities for each back ground students have been planned. For ex; electrical appliances maintenance by physics students and banking awareness campaign by B Com students etc were taken up by the students
- ✓ No plastic day, save gas and fuel and conducting essay writing and elocution in consumer related topics were taken up

Organizing events in the college is to create awareness among students so as to enable them to evolve as responsible citizens. Students could conduct such campaigns at their native places and residential complexes with the help of local government bodies and mahilamandals. These programmes have received attention in localities and covered in many regional news papers. Viniyogatarangini magazine of consumer care centre has published the news along with photographs.

## 6. Problems Encountered and Resources Required

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

- ✓ Time and manpower are first issues in any such programmes. So far this is under the control of faculty of Food science, Dept. of Chemistry, University College for Women, Koti. This club has to be registered in government website, so that all activities taken up by government will be informed to institution and they can be taken up basing on the feasibility
- ✓ Consumer monitor fund will be sponsoring projects to the maximum of 3- 5lakhs. Maximum amount that can be expected is one crore.

- ✓ One administrative staff should be allocated so as to maintain documentation.
- ✓ Online forums can be conducted by a group of students and faculty.

Some of the problems are:

<b>Challenges faced</b>	<b>Solutions sought while implementing</b>
Activities of students are limited to college	We have chosen Consumer care centre, Narayanaguda, Hyderabad as our external resource centre so that activities can be taken up on a bigger platform
Carrying activities require monetary assistance	Membership ship amount has been increased to Rs.10/. Food testing is charged.
Awareness of general interest	No plastic day, save gas and fuel and conducting essay writing and elocution in consumer related topics were taken up.

#### **7.4 Contribution to environmental awareness/ protection**

Environmental Protection and sustainability has always been the priority of UCW as the institute is committed to the cause of Environmental protection and management.

Moving forward in this direction, it has taken a number of positive steps to reduce the environmental impact with regard to degradation and over exploitation of resources. Making the best use of the available resources the College has under taken several eco-friendly and environment conscious activities on a continuous basis such as Paper recycling, Tree Plantation Programs, Vermi- Composting , Animal House, Green House , Botanical Gardens, Eco- Clubs etc.

7.5 Whether environmental audit was conducted Yes (✓) No ( )

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

8 Plans of the institution for next year

- ✓ To conduct training programmes for women across various fields
- ✓ To organise a inter disciplinary seminar on Pulses in the light of Food and Agricultural Organisation declaring 2016 as the international Year of Pulses

Name \_\_\_\_\_

Signature of the Coordinator, IQAC

P.V. Anantha Lakshmi

Name \_\_\_\_\_

Signature of the Chairperson, IQAC



## UG ALMANAC 2015 - 2016

### Commencement of Classes

III/V Semester:	15th June 2015
I Semester:	22nd June 2015
Last day of instruction:	26th Sept. 2015
Commencement of Practical Exams:	28th Sept - 09th Oct. 2015
Short vacation:	12th Oct - 24th Oct. 2015
Semester End Exams:	26th Oct. 2015

### Commencement of Classes

II/IV/VI semester:	18th Nov. 2015
Short vacation:	10th - 16th Jan. 2016
Last Day of Instruction:	05th March. 2016
Practical Exams:	07 <sup>th</sup> - 16th. March 2016
Semester End Exams:	21st March 2016