The Annual Quality Assurance Report (AQAR) of the IQAC (2013-'14)

SUBMITTED

TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

By

ST. MARY'S COLLEGE

(A Christian Minority Institution)

Affiliated to Osmania University, Hyderabad

23 September 2014

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

> St. Mary's College

1.2 Address Line 1

> Tahir Ville

Address Line 2

> Yousufguda

City/Town

> Hyderabad

State

> Telangana

Pin Code

> 500045

Institution e-mail address

> info@stmaryscollege.in

Contact Nos.

> O40-23545642, 040-23544300

Name of the Head of the Institution:

> Mr. D. P. Rama Rao

Tel. No. with STD Code:

> 040-23544300

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> +91 9618048036

Name of the IQAC Co-ordinator:

T. Joseph Christadoss

Mobile:

+91 9866132918

IQAC e-mail address:

iqac@stmaryscollege.in

1.3 **NAAC Track ID** (For ex. MHCOGN 18879) - APCOGN13634

1.4 Website address:

www.stmaryscollege.in

Web-link of the AQAR:

http://www.stmaryscollege.in/iqac201012.aspx

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

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.42	2008	Sep 2013
2	2nd Cycle	B	2.52	2014	Feb 2019
3	3rd Cycle				
4	4th Cycle				

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

10.12.2007

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

2013 -2014

1.8 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 _____ _____ (DD/MM/YYYY)
ii. AQAR_____ _____ (DD/MM/YYYY)
iii. AQAR_____ _____ (DD/MM/YYYY)
iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University   State [✓] Central [ ] Deemed [ ] Private [ ]

Affiliated College   Yes [✓]   No [ ]

Constituent College   Yes [ ]   No [✓]

Autonomous college of UGC   Yes [ ]   No [✓]

Regulatory Agency approved Institution   Yes [ ]   No [✓]

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

Type of Institution   Co-education [✓]   Men [ ]   Women [ ]

Urban [✓]   Rural [ ]   Tribal [ ]

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

Grant-in-aid + Self Financing [ ]   Totally Self-financing [✓]

1.10 Type of Faculty/Programme

Arts [✓]   Science [✓] Commerce [✓] Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [✓]

Others (Specify) | ·   -- |

1.11 Name of the Affiliating University *(for the Colleges)* | Osmania University |

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

No

Autonomy by State/Central Govt. / University

University with Potential for Excellence	NA	UGC-CPE	No
DST Star Scheme	No	UGC-CE	No
UGC-Special Assistance Programme	No	DST-FIST	No
UGC-Innovative PG programmes	No	Any other (*Specify*)	___
UGC-COP Programmes	No		

2. IQAC Composition and Activities

2.1 No. of Teachers   4

2.2 No. of Administrative/Technical staff   1

2.3 No. of students   1

2.4 No. of Management representatives   1

2.5 No. of Alumni   Nil

2. 6 No. of any other stakeholder and

   community representatives   1

2.7 No. of Employers/ Industrialists   Nil

2.8 No. of other External Experts   Nil

2.9 Total No. of members   8

2.10 No. of IQAC meetings held   15

2.11 No. of meetings with various stakeholders: No.   17   Faculty   13

Non-Teaching Staff Students [3]   Alumni [1]   Others [--]

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

   If yes, mention the amount   [---]

2.13 Seminars and Conferences (only quality related)

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

   Total Nos. [4]   International [--]   National [1]   State [--]   Institution Level [3]

   (ii) Themes
   - 'Quality Initiatives in Higher Education –Exploring New Frontiers' (National Seminar)
   - Orientation on NAAC Re-accreditation
   - Session on Personal Profiling

2.14 Significant Activities and contributions made by IQAC

   - Preparation of RAR for Reaccreditation
   - Preparation and implementation of Annual Plans
   - Preparation of Action Plan for the institution setting goals and bench marks in order to enhance quality.
   - Organization of guest lectures/ seminars for the staff, students and alumni on quality related themes as well as on NAAC accreditation process.
   - Organization of a National Seminar on 'Quality Initiatives in Higher Education – Exploring New Frontiers'.
   - Publication of all the Papers presented in the National Seminar in the book with ISBN (Quality Initiatives in Higher Education –Exploring New Frontiers-ISBN- 978-93-81006-68-9).
   - Preparation of AQAR.

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
Library to be revamped	Library was upgraded with new a software 'My class board' which replaced the then existing software 'Schoolmate'

Department of Commerce to conduct FDP	The Department organized a FDP, 'Exploring New Dimensions for Enrichment of Learning' on 24 th August 2013. Delegates were from a number of city colleges.
Research Committee to suggest some short term projects & research work for students and staff	Initiated a student project in the Department of Life Sciences.
Every department to implement all the planned activities and programmes	All the planned activities and programmes were conducted as per the records of the departments.
Personal Profile to be made by each faculty member	Personal Profiles were made by each of the faculty members
Computer labs to be upgraded by the Management	The Management could not upgrade the computer labs during this academic year and they promised to do it in the next academic year.
IQAC to conduct a National Seminar	IQAC conducted a Nation Seminar on 'Quality Initiatives in Higher Education – Exploring New Frontiers' on 3rd August 2014. The key note address was delivered by Mr. Ponmudiraj, Asst. Advisor, NAAC. The delegates were drawn from different parts of the country. The papers presented were edited and published with ISBN by the IQAC of the college.
The Annual results of the Department of English & Mass Communication is set as a benchmark for improving the results of other departments	A few departments have improved their results.

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes ✓   No ☐

Management ✓   Syndicate --   Any other body --

Provide the details of the action taken

The Management has fully committed itself to support the initiatives of the IQAC to enhance and sustain the quality standards in all aspects of the institution. With this end in mind the Management sponsored fully the National Seminar on' Quality Initiatives in Higher Education – Exploring New Frontiers' conducted by the IQAC.

Re The lab up gradation will be taken up during the academic year 2014-'15.

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
PhD	--	--	--	--
PG	--	--	--	--
UG	10	--	10	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	15	2	15	15
Others	--	--	--	--
Total	25	2	25	15

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

Pattern	Number of programmes
Semester	--
Trimester	--
Annual	10

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.

Since the institution is affiliated to Osmania University, the University periodically revises / updates the syllabi. The following changes were made during the academic year.

General English I – revised to include all contemporary writings by Indian Writers in English. An online listening comprehension test component for 15 marks and a continuous assessment of the student's language proficiency for 10 marks were also introduced.

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

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
46	46	NA	NA	NA

2.2 No. of permanent faculty with Ph.D.

2

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
6	6	--	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

10		Nil		Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	44	17
Presented papers	1	27	--
Resource Persons	--	--	--

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

- Hands on activities as a means of learning used especially in teaching practical aspects of a subject
- Using play way methods like cross word puzzles, scrabble etc to answer objective questions from a given subject.
- Use of multimedia tools like mind mapping, Prezi etc.
- Use of humour, anecdotes, cartoons etc to make the teaching -learning process more effective.
- Use of internet ready phones as a tool for ready reference.
- Role play.
- Peer teaching
- Using web tools- explanation like providing web links, online quiz and tests
- Case study of contemporary events
- Student projects

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)

As the college is an affiliated one, it is not in a position to initiate any reforms in examination / evaluation.

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

2	--	--

2.10 Average percentage of attendance of students

60%

2.11 Course/Programme wise
distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com General	115	--	44	28	--	72
B.Com Comp	108	--	36	26	--	62
B.Com voc	53	--	30	34	02	66
B.Sc MSCs	29	--	17	04	--	21
B.Sc MECs	27	--	26	--	--	26
B.Sc Bt.Bc. Ch	16	--	38	6	--	44
BA Voc	63	--	38	40	12	90
BBA	29	17	48	25	--	90

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

The following are the contributions of IQAC for enriching the teaching – learning process:

- The IQAC arranged a National Seminar on "Quality Initiatives in Higher Education". The seminar helped inculcating research culture among students and teachers, imbibing moral and ethical values, sensitising students and staff to environmental, social and general related issues.
- The number of papers presented in the seminar, discussed the road blocks in improving the quality which made all the staff members to think critically for solutions.
- The Seminar Papers were compiled and published which would serve as a permanent record of all the deliberations.
- After the seminar, there was a significant increase in the number of staff members attending/ presenting papers in the seminars.
- The Department of Commerce, the largest Department on the Campus as per the IQAC Action Plan of 2013-14, organized a Faculty Development programme for lecturers of Commerce. This resulted in inculcating the research culture among the participants.
- Student projects were undertaken by the Departments of Life Sciences and Statistics as a result of the initiative of IQAC and the Research Committee of the college.
  The findings of the projects were presented by the students at different national seminars. This gave the students an opportunity to interact with experts in their respective fields and gain valuable insight in their subjects of study.
- The IQAC also ensured that different departments conducted workshops for students in order to enrich the teaching – learning process. Three workshops were conducted during the academic year.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	2
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	14	--	--	--
Technical Staff	7	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

- The faculty members were encouraged to take up research and a few of them have registered for M.Phil and PhD.
- More number of faculty members participated and presented papers in various national and international seminars/ workshops. Many of these papers were also published in journals/ books.
- Few student projects were initiated and completed.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

	International	National	Others
Peer Review Journals	15	1	--
Non-Peer Review Journals	--	1	--
e-Journals	--	--	--
Conference proceedings	--	23	--

3.5 Details on Impact factor of publications:

Range   [--]   Average   [5]   h-index   [--]   Nos. in SCOPUS   [4]

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

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

Any other(Specify)	--	--	--	--
Total	--	--	--	--

3.7 No. of books published   i) With ISBN No. | 4 | Chapters in Edited Books | - |

ii) Without ISBN No. | -- |

3.8 No. of University Departments receiving funds from

UGC-SAP | | CAS | -- | DST-FIST | -- |

DPE | -- | DBT Scheme/funds | -- |

3.9 For colleges   Autonomy | -- | CPE | -- | DBT Star Scheme | -- |

INSPIRE | -- | CE | -- | Any Other (specify) | -- |

3.10 Revenue generated through consultancy | -- |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	--	1	--	1	--
Sponsoring agencies	--	By the college		By the college	

3.12 No. of faculty served as experts, chairpersons or resource persons | 2 |

3.13 No. of collaborations   International | -- | National | -- | Any other | 3 |

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 | 3.5 |

Total | 3.5 |

3.16 No. of patents received this year

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

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

Nil

Nil

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 | Nil | SRF | Nil | Project Fellows | Nil | Any other | Nil |

3.21 No. of students Participated in NSS events:

University level | 80 | State level | -- |

National level | -- | International level | -- |

3.22 No. of students participated in NCC events:

University level | -- | State level | -- |

National level | -- | International level | -- |

3.23 No. of awards won in NSS:

University level | -- | State level | -- |

National level | -- | International level | -- |

3.24 No. of awards won in NCC:

University level | -- | State level | -- |

National level | -- | International level | -- |

3.25 No. of Extension activities organized

University forum | -- | College forum | 6 |

NCC | -- | NSS | 8 | Any other | -- |

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

- Community Service Day- 31Aug, 2013- Places visited on that day: Thara Foundation, a home for street children, Mother Theresa Home for the Destitute, Ashray - Akruthi, School for Deaf and Dumb, Govt School, Freedom Foundation, a home for HIV + people, Home for the Aged. Funds were raised by students and staff to meet some of the needs of the above mentioned places. Students and staff spent the day with the residents of these institutions and also arranged some activities/programmes for them.

- Blood donation camp

- Health checks up camp for the women sub staff on the campus.

- "Soles for Souls", a campaign in association with Airtel for collecting used   wearable foot wear and distributing them to the needy.

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	3642sq.mts	--	--	3642sq.mts
Class rooms	30(600sft each)	--	--	30(600sft each)
Laboratories	9 (600sft each)	--	--	9 (600sft each)
Seminar Halls	1(3000sft)	--	--	1(3000sft)
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	Autoclave 1, 2 colorimeters, 2 computers, 1 printer, 1currency note counting	--	--	--

machine and detector			
Value of the equipment purchased during the year (Rs. in Lakhs)	1,42,185	8.0	Self	8.0
Others	--	5.0	Self	5.0

4.2 Computerization of administration and library

- The college library is fully automated. It was upgraded with new a software 'Myclassboard' which replaced the then existing software 'Schoolmate'. New references and arrivals are intimated through notices by the librarian. Staff and students access to internet, e-resources and reprography services. The librarian helps in locating the required books. Due date reminders are sent through SMS.

- Student records like fee details, attendance, marks, etc. are computerised. An automated SMS is sent to the parents of students who were absent.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2077	5,00,89.44	249	70,825.00	2326	5,71,715.44
Reference Books	431	2,05,310.98	139	47,412.00	570	2,52,722.98
e-Books (Through N-list)	77,000 (for 2012-2013)	6,500.00	97,000 (for 2013-2014)	5,000.00	97,000	11,500.00
Journals	--	--	--	--	--	--
e-Journals	7,000 (for 2012-2013)	1,100.00	6,000 (for 2013-2014)	--	6,000	1,100
Digital Database	--	--	--	--	--	--
CD & Video	19	8,284.00	8	4,084.00	27	12,360.00
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	196	3	196	Library, Labs & staff rooms	Labs and library	7 Computers, 2 printers	18	--
Added	10	--	10	6 in library	6 in library	2 computers, 1 printer, currency note counting machine and detector.	2	--
Total	206	3	206	--	--	--	20	--

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

- Basics in computers like MS-Office, E-mail, browsing etc. were taught by the Department of Computer Science for the sub staff.

- A course in Web Designing was conducted for students.

4.6 Amount spent on maintenance in lakhs:

i) ICT   2

ii) Campus Infrastructure and facilities   11

iii) Equipments   6

iv) Others   3

Total: 22

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The Cultural committee of the college organises various events on the campus which help the students to develop their skills in different areas. The committee publicises the conduct of various events and ensures student participation.

The NSS Programme Officer takes care of all the out reach programmes and strives to enhance awareness among students about their need to participate in all such events.

The Placement Cell conducts various support programmes for students as well as facilitates internships/placements.

The scholarship committee informs the students through notices and announcements, the various scholarships available on the campus.

Various departments conduct competitions, assign projects, and arrange events / programmes to develop various skills in the students.

The IQAC facilitates the planning of all such events in the beginning of every academic year, ensures sufficient publicity for all the events and monitors their implementation. The IQAC regularly monitors the notice boards, the college website and the Facebook page of the college to ensure sufficient awareness is created among the students about all the support services available to them.

5.2 Efforts made by the institution for tracking the progression

- Every class has a teacher as a mentor. The class mentors regularly monitor the progress of their students and take remedial action where it is needed.

- The teachers also keep a track of the progression of the students in the academics through slip tests, terminal examinations, class room interactions, quiz and other such activities.

- Departments conduct various competitions, assign projects/ assignments in order to help students progress in their areas of interest. This helps departments to evaluate the progress of their students.

- Few departments also keep track of the progression of their alumni

- The coordinator of Alumni Association, who is one of the faculty members, maintains information about the progress of the alumni

5.3 (a) Total Number of students

	UG	PG	Ph. D.	Others
	656 (Admitted in 2013-2014)	-	-	-

(b) No. of students outside the state

125

(c) No. of international students

58

Men

No	%
550	

Women

No	%
106	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
470	22	04	110	01	607	501	26	09	120	--	656

Demand ratio   1.25:1.0   Dropout % 0.5

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

- The Library facilities including the internet are made available to students who prepare for various competitive exams. Faculty members from the departments of English and Mass Communication and Political Science help students on the individual basis as well.

No. of students beneficiaries

50-60

5.5 No. of students qualified in these examinations

NET   --   SET/SLET   --   GATE   2   CAT   2

IAS/IPS etc   --   State PSC   --   UPSC   --   Others   --

5.6 Details of student counselling and career guidance

The class mentors regularly interact with the students of their class and sometimes on an individual level. They counsel the students when ever there is a need. The difficult cases are referred to the professional counsellor.

Career guidance support is provided by the departments as well as the Placement Cell. Various sessions on personality development, communication skills, soft skills, interview skills etc are regularly arranged.

No. of students benefitted | 160 |

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
11	415	119	05

5.8 Details of gender sensitization programmes

Women Empowerment Cell (WEC) organised two programmes for students on gender issues.

5.9 Students Activities

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

State/ University level | 5 | National level | -- | International level | 3 |

No. of students participated in cultural events

State/ University level | 27 | National level | -- | International level | -- |

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

Sports : State/ University level | 3 | National level | -- | International level | -- |

Cultural: State/ University level | 2 | National level | -- | International level | -- |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	158	30,39,240
Financial support from government	58	6,96,000
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11   Student organised / initiatives

Fairs   : State/ University level [--]   National level [--]   International level [--]

Exhibition: State/ University level [--]   National level [--]   International level [--]

5.12   No. of social initiatives undertaken by the students   [2]

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

The institution was founded on the principles of values and moral supported by the strength of dedication and commitment.

The institution looks forward to growing and evolving into a premier institutions of global standards imparting quality education and offering a variety of courses and diverse programmes that attract students not only from different regions in India but also from abroad.

The aim of the institution is to enhance the academic experience of students from all walks of life by inspiring them, by tapping and channelising their potential, and by enlightening them to become productive citizens and individuals of integrity.

MISSION

- To meet higher education needs of the community adequately through various programs.
- To identify and recruit the right kind of human resources training and motivating them for better performance continuously.
- To develop meaningful educational plans, compatible to the goals of the students and prepare them well for the career advancement and employment.
- To provide a stimulating environment for work, study and scholarly enquiry for students & faculty.
- To make maximum use of the resources and infrastructure.

Communication to students, teachers and other stakeholders through:

- Display on the college campus, the College website and the prospectus.
- Student-Parent orientation program soon after admission
- Various academic, social and cultural activities conducted by the departments
- Staff orientation programme for the new teachers
- Reiteration of the core aspects of vision and mission in the regular staff meetings.

6.2 Does the Institution has a management Information System

Yes. The MIS is used in the general administration of staff and students and accounts. The following are the features of the MIS
- Daily absent report of students
- Daily attendance of all staff with their reporting time
- Bulk SMS to parents - information regarding attendance, date of payment of college fee, examination fee , various examination dates etc
- Admission Management
- Fee management
- Library management
- Accounts management

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

      6.3.1   Curriculum Development

The college which is affiliated to Osmania University follows the curriculum prescribed by the Osmania University for all the courses offered. It has no role in curriculum development by the university except for the suggestions made to the Board of Studies through the Department meetings convened by the University

6.3.2 Teaching and Learning

In order to improve the teaching learning process the departments plan and implement a number of teaching methodologies and adopt appropriate strategies. These are evaluated periodically by the departments to access their effectiveness. Different methodologies are used keeping in mind the subject and the kind of students. Some of the methodologies adopted to improve and maintain the quality were:

- ICT to make the class more dynamic

- GD's, debates, quiz, seminars, presentations etc to stimulate the minds of learners and to make the teaching process more interactive.

- Industrial visits, field work, case study etc to give the learners a hands on experience

- Peer teaching- learning to bring about a sense of involvement.

6.3.3 Examination and Evaluation

Students are evaluated through class tests, assignments, terminal examinations and the pre final examinations. These examinations also help the students to familiarize themselves with the pattern of the Annual Examination conducted by the affiliating University. Feedback is given by the teachers in the class rooms through the evaluation of answer scripts of the examinations conducted by the college. The report of the internal exams are generated and sent by post to the parents. The result analysis at the level of individual lecturer, subject and department is done to make continuous improvements. The performance of students is also monitored by the class mentors.

6.3.4 Research and Development

The Research Committee of the college encourages the faculty members to present papers in the seminars and to publish them. In the academic year 2013-14, 38 papers were presented and published. 28 papers were presented. The faculty members are funded by the college to attend seminars/ workshops/ conferences. The college sponsored the publication of the book "Quality Initiatives in Higher Education-Exploring New Frontiers" (ISBN 978-93-81006-68-9) brought out by the IQAC. There were 3 in house faculty guided student projects and the publication of them.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The Library Committee which has 2 faculty members and the librarian ensures quality in the working of the library. The library is augmented with books that were recommended by the Heads of the Departments. New software "My Class Board" was installed to make the process in the library more effective. Some of the significant initiatives which have been implemented are the institutional membership with the British Council Library and membership in INFLIBNET - N-list.

Campus continues to have wi-fi connectivity. The generator has been upgraded to 162 KV sound proof system with latest features. The required software for various departments has also been upgraded.

Two rain water recharging pits have been made to help ground water recharging.

The institution continues to have dedicated housekeeping staff for the maintenance of the campus. They take care of the cleanliness and hygiene on the campus. The washrooms are kept impeccably clean. There is also supply of pure drinking water through the water filters and coolers provided on every floor.

6.3.6 Human Resource Management

The Institution has a well defined HR management policy. The Principal takes stock of human resources requirements at the end of every academic year and recruits personnel for the following academic year. The institution recruits faculty members and staff based on the guidelines provided by the University. The Principal in consultation with the Management plans in house professional development programmes for personnel development and seeks feedback for improvement. The lecturers are also given opportunities to develop themselves professionally by permitting them to attend national/international level workshops/seminars.   Effective system of appraisal is also in place. Schemes like "Tag a Friend", referral cash incentive has been introduced for the staff.

6.3.7 Faculty and Staff recruitment

The Principal takes stock of human resources requirements at the end of every academic year and recruits personnel for the following academic year. The institution recruits faculty members and staff based on the guidelines provided by the University. The positions are advertised through newspapers and consultants and qualified candidates are called for an interview. Different kinds of interview are conducted depending on the requirements of a particular position. For teaching positions, the Head of the department concerned along with the senior members from the department and the Principal conducts the subject/skills interview. This is followed by a demonstration test. The short listed candidates are interviewed by the Group Director before the offer letter is issued. The candidates who join the institution are placed on probation for a full academic year. At the end of the academic year their performance is evaluated and if found satisfactory, they are continued in the institution. This is followed by sending of their names to the affiliating University for ratification.

6.3.8 Industry Interaction / Collaboration

Various departments in the college have MoUs with different industries/institutions. The departments invite from time to time experts from the industry and academicians from other institutions for guest lectures on specific topics for enriching the teaching- learning process. The Department of Mass Communication has a MoU with Asmita, a resource centre for women to conduct certificate courses for the students of the department. As a result of this, a certificate course in Media and Child Rights. The department of Life science had a one day workshop on Bioinformatics and Drug Designing conducted by Param Bioinformatics with whom the department has a MoU. The Department of Physical sciences has conducted a workshop in Thin Layer Chromatography in collaboration with Primer Biotech Pvt Ltd.

6.3.9 Admission of Students

The process of admitting students to various courses offered by the institution is according to the norms of the affiliating University. The college constitutes an admission committee consisting of members from every department to help with the admission process. The students who aspire for admission are given a pre application form to be filled in. Then the applicant along with the parent/ guardian meet with the admission counsellors who give them information about the courses offered eligibility criteria, syllabus details, facilities available, future prospects etc. Once the counsellor approves the applicant's choice of the course, he/she is asked to buy the application form, fill and submit it with the requisite documents.

Selection is based on merit and once the applicants are informed of their selection, they are asked to meet the Principal and confirm their admission by paying the fee.

6.4 Welfare schemes for

Teaching	02
Non teaching	02
Students	--

6.5 Total corpus fund generated

7.5 Lakhs

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	Academic and Administrative Audit(AAA) Cell
Administrative	--	--	Yes	AAA Cell

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

For UG Programmes   Yes ☐   No ✓

For PG Programmes   Yes --   No --

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

The affiliating University, Osmania University has a system of sending question papers to examination centres online. The Chief Superintendent of the centre is provided with a password through SMS half an hour before the commencement of the examination. The question paper is then downloaded and required numbers of copies are made. This has made the system more secure and more efficient in distributing question papers to the exam centres

The University has also introduced the system of supplying photo copy of valued answer scripts to the candidates on payment of a prescribed fee.

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

The University promotes autonomy in colleges with permanent affiliation. The institution awaits orders for permanent affiliation as all the formalities have been completed by the institution.

6.11 Activities and support from the Alumni Association

The college arranges formal annual alumni get together. A number of alumni have also been invited for interactive sessions/ guest lectures for the students. Through their support field trips and industrial visits have also been arranged.

6.12 Activities and support from the Parent – Teacher Association

The teachers interact with parents on a regular basis. This is done through occasional Parent- Teacher meetings and through class mentors' phone calls and one to one meetings. Parents are encouraged to meet the Principal as often as they want to. The institution attaches much value to the feedback from the parents.

6.13 Development programmes for support staff

The institution arranged a medical awareness programme for its support staff. The Department of Computer Science conducted a basic programme in using computers and internet for some of the support staff.

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

Rain water recharge pits are maintained to help in augmenting ground water level.
Messages like 'Switch Off' Lights, Fans, LCD in class room before leaving, 'Remove the plug from the socket' " Save water" etc are posted in appropriate places as a constant reminder for people on the campus to save the valuable resources.
To save the use of paper, much of the communication on the campus is carried out through public address system, intranet as well as official E- mail.

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.

1. Twice a year review meetings were conducted with Students Council representatives. This facilitated better communication with students and getting more feedback and addressing their concerns.

2. Cash incentives were given on Teachers' Day, 2013 to faculty members who published Papers in journals/conference proceedings.

3. A senior faculty member has been appointed as Coordinator of foreign students to help the ever increasing number of foreign students on the campus. The coordinator held regular meetings with the foreign students and this helped them to understand the Indian culture, ways etc and enabled them to settle down in the new environment easily

4. Faculty Development Programme by peers introduced by the Department of English and Mass Communication resulted in shedding of inhibitions and enthusiastic learning by all the members of the department

5. The IQAC organised a National Seminar on "Quality Initiatives in Higher Education- Exploring New Frontiers", on the 3rd of August 2013 in order to explore different ways of achieving quality.

o Mr. Ponmudiraj, Deputy Advisor, NAAC, in his key note address made the delegates aware of different schemes that are available for the teachers to pursue research and to continue their studies.

o Rev. Dr. Fr. Swamy, former Principal & Correspondent of St Joseph's College, Hyderabad in his session spoke how management should play a proactive role in contributing to the overall improvement of quality. That includes the release of funds for developing infrastructure, research facilities and for rewarding achievers.

o Dr. Usha Raman, Head of the Department, SN School of Communication, Central University of Hyderabad, in her session presented a number of teaching techniques which were a learning experience for the participants. According to a participant the session "Provided loads of information, insights into new trends". It also gave insights into the present day educational scenario in general.

o Fifty six delegates from across the state of Andhra Pradesh and from five other states attended the Seminar. Thiry six papers were chosen for presentation and the presenters discussed the road blocks in improving the quality which made the participants to think critically for solutions.

o The Seminar Papers were compiled and published as a book "Quality Initiatives in Higher Education- Exploring New Frontiers" with ISBN 978-93-81006-68-9. This would serve as a permanent record of all the deliberations as well as for future reference.

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

1. Library was upgraded with new a software 'Myclassboard' which replaced the then existing software 'Schoolmate'
2. Department of Commerce & Management organized a FDP, 'Exploring New Dimensions for Enrichment of Learning' on 24 August 2013 for the faculty members of commerce. Delegates were from a number of city colleges.
3. Research committee initiated a student project in the Department of Life Sciences.
4. The Heads of the Departments reported that all planned activities of their departments were conducted during the Academic year.
5. Personal Profiles were made by each of the faculty members
6. The Management could not upgrade the computer labs during this academic year and they promised to do it in the next academic year.
7. IQAC conducted a Nation Seminar on 'Quality Initiatives in Higher Education – Exploring New Frontiers' on 3rd August 2014. The key note address was delivered by Mr. Ponmudiraj, Asst. Advisor, NAAC. The delegates were drawn from different parts of the country. The papers presented were edited and published with ISBN by the IQAC of the college.

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

Best Practice I

1. **Title of the Practice:**

   Institutional Community Service Day

2. **Goal:**

   This program was introduced to sensitise student community to the suffering and pain of the underprivileged and the poor.

3. **The Context**:

   The students of the College are mostly from the affluent background. In order to bring about an awareness of the real world around them, the College came up with the idea of a dedicated community service day. The last Saturday of July has been designated "Institutional Community Service Day"

4. **The Practice:**

   On this day all the students and the staff go out of the campus on community service. The Mentors of each class with the help from students identify a place for service well in advance. Then they identify the needs of that place, raise funds to meet those needs, mobilise all the students and be there on the day. On the Community Service Day last year, the staff and students visited orphanages, home for the aged, home for disabled, home for HIV-AIDS patients, home for street children, underprivileged schools etc., and contributed generously to these institutions, both in cash and kind. They also spent that day with the less fortunate in these institutions.

5. **Evidence of Success:**

   The result of this programme was obvious in the classroom. The students came back to class rooms with a feeling of gratitude for the privileges they have in life and with a positive attitude towards the underprivileged. These activities served well to create awareness about the large number of those that need help and also imbibe in the students a sense of empathy towards the less privileged and make them more socially responsible and complement their academic learning experience. Some of the students didn't want this to be a one day annual experience and they carried the momentum forward by forming a group called "Youth India". It has enthusiastic student volunteers who want to contribute to the well being of the society in general. Keep this in mind they initiated a number of programmes to help the underprivileged and the marginalized. It

is supported by funds from students themselves. It is fully a student initiative and the members do everything possible without depending on anyone else.

The Institution has been successful in creating an awareness and encouraging the students to be of help to the community around them.

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

Initially, there was some resistance from some students and staff to idea of sending students to different places and their safety. There were also logistic problems like arranging transport to different places. There was also the problem of using the time in a beneficial manner. There was also some sort of apprehension in the minds of parents about this programme. But eventually the staff and the students who were convinced about the initiative persuaded others to join in. The problem of arranging transport was overcome by the students offering their own vehicles and agreeing to take many other students who didn't have a vehicle.

The institution didn't require much of resources except for the efforts of the staff and the student volunteers' in mobilizing manpower and funds for carrying out this programme.

7. **Notes(optional):**

This is a unique program introduced by St. Mary's College which evinced interest in other city colleges.

Best Practice II

1. **Title of the Practice:**

Student Research Project

2. **Goal:**

The goal of this initiative is to imbibe research culture in both students and faculty members and motivate them to take up research projects.

3. **The Context**:

Some of the departments of the college wanted to make the prescribed syllabus more challenging by introducing projects for students which would give them exposure to the latest developments in their field of study. They also felt some of the projects could bridge the gap between the academia and the industry. Hence they came out with the idea of introducing projects for their students.

4. **The Practice:**

The individual departments along with the Research Committee identify areas of research

for projects. This is done by taking into account the capability of the students, availability of resources etc. Once the project is identified and the viability of it is ascertained, students are given the task of accomplishing the project under the supervision of a lecturer.

The project is designed in accordance with the set objectives. Then it is divided into certain steps for its proper execution and care is taken at every stage so that it is completed successfully. Following are the steps generally followed in completing a project.

- Identification of the problem/project
- Statement of aim/ objective
- Methodology to be followed
- Result and Discussion
- Conclusion

5. **Evidence of Success:**

As a result of this initiative, students could be made aware of the latest technologies and developments in their fields. Doing the projects also helped the students to gain confidence in themselves and in their abilities.

They were greatly encouraged to come up with interdisciplinary and socially relevant projects. They are motivated to present their project findings in conferences and publish their work

During 2013-'14, five projects have been completed successfully and few of these have been published in reputed journals and some others were presented in the national conferences/ seminars.

Papers published:

1. Diabetes Mellitus and PPAR-gamma- Published in Journal of Biological and Scientific Opinion.
2. Isolation of gold nanoparticles from E.Coli Published in World Journal of Pharmacy and Pharmaceutical Science.
3. Isolation, Production and Purification and Applications of Proteases from Pseudomonas aeruginosa- Pseudomonas aeruginosa- published in Biological Medical Chemistry.

Papers Presented:

1. National conference on Recent advances in Science, technology, management and humanities. A comparative study and statistical analysis of performance between boys and girls in an undergraduate college

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

Some of the students felt the stress of taking up a new initiative and were apprehensive about their ability to complete the project. Financial implications were also a matter of concern. The faculty members constantly encouraged the students and assured them of their support in doing the projects. Some of the projects were done with the assistance from the organisations/institutions with which the departments have an MOU.

7. Notes(optional):

This initiative has helped in creating an atmosphere of research among students and faculty member

7.4 Contribution to environmental awareness / protection

Science club of the college conducts environmental awareness programmes. There are two rain water recharge pits to augment groundwater levels. The class rooms are designed in such a way to get maximum natural light and air.

7.5 Whether environmental audit was conducted?   Yes ☐   No ☑

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

Salient features of SWOT analysis done by an external agency:

STRENGTHS:

1. Infrastructure (well ventilators class rooms) and Cleanliness of the College.
2. Mentorship systems where a faculty member mentors a group of students and act as friend, guide and philosopher.
3. Overall quality of teaching: Faculty members are well qualified and committed. They go out of way to help students.
4. College encourages student leadership and empowers them to organize events like PRERNA, an annual intercollegiate cultural festival.
5. Focus on all round Personality Development.
6. The Placement Cell provides Internships for the students of different streams and final Placements
7. An efficient SMS which is used to inform the parents about the absence of their ward on a day to day basis
8. IT infrastructure: A dedicated IT team at the Tech Centre ensures all systems are available with more than 99.92% efficiency and renders support whenever required. A periodic up gradation of software is also done.
9. Foreign Students are exposed to Indian culture and Indian students are exposed to foreign culture. Diversity as a culture is encouraged and practiced.
10. Discipline issues are proactively and promptly addressed.
11. Mini Theatre for conducting Guest Lectures and seminars is well equipped.

WEAKNESS:

1. More sports facilities in the College are required.
2. Absenteeism among students.
3. E-learning materials to be used in the class room to supplement the teaching.
4. Better alignment amongst the HODs so, that there is cross implementation of the best practices.
5. Faculty to be given more incentives to publish research papers and travel abroad for presenting the same.

OPPORTUNITIES:

1. To gain Autonomous status for the College to enable the institution to have the latest curriculum, continuous evaluation of the students and the use of multiple pedagogy to enrich the learning
2. To offer additional value added programs
3. Provide Hostel facility to attract students from other States and countries
4. To offer MBA/PGDM programs for our BBA students
5. Strengthen Alumni to directly participate in Institutional Building

CHALLENGES:

1. Other autonomous and reputed Colleges in the city can wean away better students.
2. Improve the attendance of the students
3. Faculty Development through Certification Courses
4. Have a novel admission process to attract serious students in to the system

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

- Department of MSCs to conduct a National Seminar
- Following Labs to be upgraded as per the proposal given by the departments
    - Computer Lab
    - English & Mass Comm
    - Life Sciences
    - Electronics

- Every Department to implement two new quality initiatives
- Certificate Courses to be strengthened by adding more number of courses
- The Departments of Commerce & Management, MSCs/MECs to devise methods of conducting bridge course effectively
- Steps are to be taken to introduce at least one PG course for the academic year 2015-16 to enable the College to apply for UGC recognition under Sec 12(f) and 2(b)
- Necessary action to be initiated for establishing NCC unit by Academic year 2015-16
- To organize the annual inter collegiate cultural and literary fest "Prerna"
- Gender Audit to be done as project under the guidance of Research Committee

Name T. Joseph Christadoss   *Name D.P. Rama Rao*

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

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