



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		<b>SARDAR PATEL COLLEGE</b>
Name of the head of the Institution	<b>Dr. A. CHANDRAIAH</b>	
Designation	<b>Principal (in-charge)</b>	
Does the Institution function from own campus	<b>Yes</b>	
Phone no/Alternate Phone no.	<b>04027501339</b>	
Mobile no.	<b>9848256591</b>	
Registered Email	<b>sardarpatel_college@yahoo.com</b>	
Alternate Email	<b>principal.sardarpatelcollege@gmail.com</b>	
Address	<b>14, Padmaraonagar, Secunderabad, Telangana State</b>	
City/Town	<b>Hyderabad</b>	

State/UT	Telangana
Pincode	500025
<b>2. Institutional Status</b>	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Mrs.S. ANUSUYA
Phone no/Alternate Phone no.	04027510461
Mobile no.	9581004826
Registered Email	spc.iqac.2017@gmail.com
Alternate Email	spccomputerscience6@gmail.com
<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://sardarpatelcollege.ac.in/Annual_Quality_Assurance_Reports.php">http://sardarpatelcollege.ac.in/Annual_Quality_Assurance_Reports.php</a>
<b>4. Whether Academic Calendar prepared during the year</b>	
	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="http://sardarpatelcollege.ac.in/IQAC/INSTITUTIONAL_ANNUAL_PLAN_2019-20.pdf">http://sardarpatelcollege.ac.in/IQAC/INSTITUTIONAL_ANNUAL_PLAN_2019-20.pdf</a>

**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.80	2011	08-Jan-2011	07-Jan-2016
2	B	2.42	2016	25-May-2016	24-May-2021

**6. Date of Establishment of IQAC**

16-Jun-2008

**7. Internal Quality Assurance System****Quality initiatives by IQAC during the year for promoting quality culture**

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Visit to NGRI & CCMB by students	26-Sep-2019 1	250
Women welfare committee conducted Swachh Beti Mission.	09-Jan-2020 1	500
English Department organised field trip to Hyderabad Library	24-Jan-2020 1	300
English Forum Activity PPT on constitution of India.	25-Jan-2020 1	200
One Day National Workshop on Research Methodology in	15-Feb-2020 1	200
National Science Day.	28-Feb-2020 1	1000

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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
SARDAR PATEL COLLEGE	0	UGC	2019 0	0

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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
10. Number of IQAC meetings held during the year :	8
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	Yes
If yes, mention the amount	79000
Year	2019

## 12. Significant contributions made by IQAC during the current year(maximum five bullets)

1.Organizing FDPs 2.National Science Day 3.Conducted Planteratti(Inter College Competitions for Science Graduates) 4.Conducted Mathematics Day 5.Registering for MOCS 6.Registering of MOUs 7.Increasing placements

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
1.Organizing FDPs	Organized FDP by English Dept
2.National Science Day	Organized by all Science Departments
3.Conducted Planteratti (Inter College Competitions for Science Graduates)	Organized by Botany Department
4.Conducted Mathematics Day	Organized by Mathematics Department
5.Registering for MOOCS	Encouraged UG and PG students to register for MOOCS
6.Registering of MOUs	Registered five MOUs from MBA department
7.Increasing placements	students placed in TEN companies from MBA Department

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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Management	04-Jun-2019

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

Yes

Date of Visit

20-Dec-2019

<b>16. Whether institutional data submitted to AISHE:</b>	<b>Yes</b>
Year of Submission	<b>2020</b>
Date of Submission	<b>29-Jan-2020</b>
<b>17. Does the Institution have Management Information System ?</b>	<b>Yes</b>
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p><b>MANAGEMENT INFORMATION SYSTEM (2019 2020):</b> Our college has management information system with different modules. It helps in improving the efficiency of the college. It is used to store data related to the students. It focuses on data collection, data entry, organizing and storing of data, processing and analyzing of the data and generating various reports. In our college MIS is implemented partially. Online admissions of the students are through DOST website. Students fill in the admission forms and submit online giving their options and the choice of the groups. The online receipt and details of the students are collected and database is maintained by the college. The students who are allotted seats in our college through DOST are allotted unique numbers through osmania university as Hall Ticket numbers. The students of our college follow university website for syllabus, exam patterns, timetables, results etc. The Internal marks and the practical marks are updated through the college login. The faculty details and the subjects handled are updated per semester, the students examination application form is filled in. The Hall tickets are downloaded for the examination. The administrative staff uses tools for Transfer certificate, salaries of the faculty and stores record maintenance. The students enroll themselves for scholarships through <a href="http://www.telangana.epass.cgg.gov.in">www.telangana.epass.cgg.gov.in</a> and their details are in maintained in the college. Our institution has fully automated office. Administrative staff use Student Information System module for Under Graduate and Post Graduate admissions, Academics. Fee management system and scholarships use Tally for accounting. General Body</p>

meetings are conducted regularly to discuss college developmental activities such as college infrastructure, Academics, Administrative matters, Grievances will be discussed and accordingly action will be taken. Principal and chalk out various plans Mentors are allotted to each class so that the students are under constant observation. Help and support is provided to them as an when required by the students. Academically poor students are focused more and remedial classes will be conducted to them before semester exams. Middle level management consisting of HODS of all the departments are in charge of other faculty members in their respective subjects. They attend meetings with the top level management and chalk out various plans and policies to be inculcated in the college for the development of the institution. Faculty members are encouraged to counsel the students in the times of difficulty, failure in the examinations, or any personal issues and motivate them to face the struggles in life. Faculty takes the responsibility of inculcating good habits, ethical and moral values in order to make students good citizens of the country. Weaknesses can be converted into strengths. The information presented and method of reporting is in the accordance with specific requirement of the top level of management. The faculty takes the responsibility of moulding the character of the students to become successful in their life. All the reports regarding academics and administration are prepared and submitted to the Principal and Management. On the basis of these reports a quick action can be taken by the higher

## Part B

### CRITERION I - CURRICULAR ASPECTS

#### 1.1 - Curriculum Planning and Implementation

##### 1.1.1 - Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

A curriculum is an attempt to communicate the essential principles and features of an educational proposal in such a way that it is open to critical scrutiny and capable of effective translation into practice. A curriculum for understanding is intentionally designed around the organizing principles and concepts to provide opportunities for in-depth exploration in a variety of

contexts. Curriculum is the crux of the whole educational process. Without curriculum, we cannot conceive any educational endeavor. Curriculum Planning Ensures: To reflect on the backgrounds, priorities, and skills ordinarily brought to curriculum planning by key stakeholders, especially teachers, principals, parents, students and external facilitators. To become familiar with the major problems involved in curriculum implementation. Curriculum delivery is a critical issue in colleges because it is a means through which the theorized curriculum is translated into the actual curriculum. It is the instructional phase of the curriculum and is synonymous with curriculum implementation which takes place at the classroom level where lecturers try to infuse life into the document plan to achieve its intended goals of the institution. Curriculum includes course of studies, methods of teaching curricular and co-curricular activities in - addition to the regular programs. Curriculum delivery embodies the strategies, techniques, approaches, methods and resources which lecturers employ to facilitate learning process. It is the means of executing the intended desires of the curriculum planners. It also includes the interactions that go on during lesson presentation as well as the assignments which engage the learners actively in the learning process. Curriculum implementation is the translation of a written curriculum into classroom practices. Regardless of the definition or approach, curriculum can be organized into three major components: objectives, content or subject matter, and learning experiences. Curriculum development is defined as planned, a purposeful, progressive, and systematic process to create positive improvements in the educational system, while Curriculum design refers to the ways in which we arrange the curriculum components. Curriculum implementation is the translation of a written curriculum into classroom practices. Our College is affiliated to Osmania University; hence, we follow the Curriculum Planning and Implementation guidelines prescribed by the University. Right from the Student's admission process onwards up to the issue of transfer certificates to the degree holders is administered and executed by the University with the help of Colleges. The Curriculum Planning and Implementation is taken care by University authorities and Implementation part is the sole responsibility of the College. Curriculum for understanding provides ample opportunity for students to apply their knowledge in a variety of contexts and conditions. This helps them transfer their learning to new situations and prepares them well for their future learning. If students are able to draw on their cultural, social, and historical experiences in problem-solving situations, they are more likely to deepen their understanding. This can be accomplished by curriculum design through structured activities that can be implemented in the classrooms and followed by the students. This curriculum should be handy for the faculty so that it is easy to implement in classroom

#### 1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
<b>No Data Entered/Not Applicable !!!</b>					



**1.2 - Academic Flexibility****1.2.1 - New programmes/courses introduced during the academic year**

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Nutrition	11/07/2019

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**1.2.2 - Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.**

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Environmental Science/ Gender Sensitization	11/07/2019
BCom	Environmental Science/ Gender Sensitization	11/07/2019
BSc	Environmental Studies/ Gender Sensitization	11/07/2019
BSc	Web Technologies/Software Engineering	08/07/2019
BSc	Computer Organization/ Information Security	08/07/2019
BSc	Information Technologies I &II	08/07/2019
BCom	RDBMS/ MIS	08/07/2019
BSc	Solid Physics/ Basic Electronics	08/07/2019

**1.2.3 - Students enrolled in Certificate/ Diploma Courses introduced during the year**

	Certificate	Diploma Course
Number of Students	40	0

**1.3 - Curriculum Enrichment****1.3.1 - Value-added courses imparting transferable and life skills offered during the year**

Value Added Courses	Date of Introduction	Number of Students Enrolled
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Skill Development Workshop, Handicrafts

03/02/2020

60

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## 1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	open day to NGRI	200
BSc	open Day to CCMB	150
BSc	visit to ZOO	100
BA	visit to Museum	100
BCom	Hyderabad Literary festival	200

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## 1.4 - Feedback System

## 1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

## 1.4.2 - How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

## Feedback Obtained

Feedback can improve a student's confidence, self-awareness and enthusiasm for learning. Effective feedback during the first year in university can aid the transition to higher education and may support student retention. Feedback is an important part of the learning process. ... This, in turn, affects the kind of feedback they give to students. Feedback has powerful influences on students learning because it serves as a basis for self-evaluation of ability and self-regulation of learning behaviour, thereby affecting achievement. "We all need people who give us feedback. That's how we improve"- By Bill Gates. In the same way the College collects the feedback on curriculum aspects and courses from different stakeholders such as the students and alumni.

Institution established IQAC in order to ensure and analyse the academic excellence at student and faculty levels. Periodical analysis is made by IQAC from the following: student performance, faculty performance in every end semester, utilization of infrastructure and requirements for quality enrichment. The learning process is intended to be messy. It is intended to be inclusive of mistakes, to accommodate for errors, and to create room for growth through trial and error. Receiving feedback from students about the teaching helps to identify the pros and cons and meet the needs of our own students. It also assists in improving and further developing the teaching methods. Students can provide the feedback on everyday classroom teaching experiences. They can give us the most accurate perception of the teaching because they receive first-hand experience on teaching methodology in real situations as opposed to how a teacher teaches in the class are being observed by outside parties. The Feedback forms throw light on the criticism of the students about teacher with authenticity. The procedure runs through all the three combinations of UG and PG groups. There is an interchange of the department members in distributing the forms to the students to write and comment the abilities of teacher in particular and college in general. These forms are distributed periodically to the outgoing students in the class rooms following a proper procedure. The Feedback forms will be analysed by a group of faculty members. Finally the results will be taken into consideration after consulting the related teacher and suggestions will be provided in their progress in concerned areas in a dignified manner. Hence, the Feedback forms will always give a chance to develop the college and all the individual stake holders of the college. Our College collects the feedback physically from stakeholders' viz. Students, Parents and Teachers on Curriculum which is prescribed by the university. The college conducts annual Alumni Meet, in which suggestions and feedback is received from Alumni students. Year-wise feedbacks are collected from the students at four levels: institutional level, department level, teacher level and curriculum-based. The received data are analysed, the suggestions of the students are discussed in the college council and corrective measures are taken for the development of the college. The draw backs given in the feedback forms are given attention by management.

## CRITERION II - TEACHING- LEARNING AND EVALUATION

### 2.1 - Student Enrolment and Profile

#### 2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
<b>No Data Entered/Not Applicable !!!</b>				

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## 2.2 - Catering to Student Diversity

### 2.2.1 - Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	553	138	53	13	0

## 2.3 - Teaching - Learning Process

### 2.3.1 - Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
53	53	25	5	5	7

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### 2.3.2 - Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentors meet their students and guide them with their studies and extra-curricular activities. Mentoring will enhance the student's confidence and challenges them by setting higher goals, taking risks and ultimately guiding them to achieve higher levels. It gives individual recognition by providing psychological support and encouragement to each student individually. The institute has an integrated mentoring system where the faculty acts as a link between the students and the institution. Our college will select the staff members as mentors and allot one class for each mentor. These mentors will form a whats app group and keep the contact numbers of their guardians. Monthly report regarding their attendance and about behavioral or academic issues will be discussed with their guardians. Even their parents are given freedom to inquire about their ward with the concerned mentor to know about their child's behaviour and academics. Likewise, mentors coordinate with the parents regarding the progress of the students. Mentors will recognize the students who are good in English communication skills and segregate them to have coaching in English communication skills in the college. These mentors will try to be in touch with each student personally and observes the students behavioral issues to recognize their problems and try to rectify them. This type of mentoring will provide a proper guidance to the student to realize the problems facing from any angle and rectify them. Every month the mentors will hold a meeting with their class and tries to discuss various issues regarding their personal, academic and college. This type of activities will boost the spirit of the students and avoids falling into depression in certain critical conditions. Among students also class mentors or representatives are selected for girls and boys separately. The class teacher will try to hold conversation

with these representatives every month so that the teacher can know better about the class. Any conflicts among the students are also sorted out with the help of mentor. The mentor will try to recognize hidden talents of the students individually and encourages them to focus on them. This will help them to know their potential and pave the way to attain scholarship in the streams where they have potential. Mentors communicate with fellow faculty and promote mentees at the time of difficulty and opportunity to help them develop further in their areas of interest. The head of the departments also acts as a mentors and monitor different activities of the assigned mentors and the students. The head of the departments will meet all mentors of his/her department at least once a month for the reviewing of proper implementation of the system. They suggest and advise mentors whenever necessary. Mentors encourage students to come forward with their ideas and plans at all stages of development. The mentors managing conversations with the slow pace students about their issues such as their difficulties in academic and personal life may change the attitude of the student and transcends them towards moulding of themselves into a good academic student perfectly.

<b>Number of students enrolled in the institution</b>	<b>Number of fulltime teachers</b>	<b>Mentor : Mentee Ratio</b>
553	53	1 : 10

## 2.4 - Teacher Profile and Quality

### 2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
53	53	9	9	1

### 2.4.2 - Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. A. Chandraiah	Principal	Bharat Ratna Mother Theresa Award

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## 2.5 - Evaluation Process and Reforms

### 2.5.1 - Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
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No Data Entered/Not Applicable !!!

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### 2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Word assessment refers to a systematic process of collecting, understanding, and acting upon the data related to a student performance. As per the instructions of Osmania university, our college has adapted the Internal assessment methodology to judge the students abilities on the basis of their performance. We conduct two internal assessments each one at the beginning and at the end of the semester under the guidelines of the university during the allotted slots. The question papers are prepared by the individual departments based on the model set by the university. Assignments are given to the students by their teachers on their strengths and weaknesses to upgrade their abilities. Continuous Internal Assessment is a suitable evaluation technique for semester system which reduces the tension and burden on the student related to final examination. Most noteworthy, thing is it gives feedback to teachers regarding their teaching methods so that they can improvise their teaching-learning process and methodologies. Equally, it provides an opportunity to the students to acknowledge their position in the learning and realize their mistakes so that they can improve themselves by identifying various means. It creates a path for students to equip themselves with proper subject knowledge continuously and smoothly. The internal assessment helps to give credit in the final assessment. It reduces the weightage marks of external assessment. Moreover, students engage themselves in study throughout the year. The students will be more attentive to studying in class. In addition, it reduces the chances of anxiety and nervous breakdown in students.

### 2.5.3 - Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Educational planning is of more systematic and rational approach to bring about the required changes for superior internalization in the institutional direction with daily operations. It aims in bringing an institutional success by focusing on potential objectives, goals and vision. It is practical in nature explaining the objectives and also means of applying these objectives. It reduces the chances of failure and guarantees success. It offers an intelligent direction for action. Taking these points into consideration our institution involves in preparing academic planning for all round development of the institution. For the holistic development of student it is essential to prepare the student academically efficient as well as moulding him to hold positive behaviour with social and emotional development to face the world. As part of academic activities the time table is prepared for teaching of different subjects and for conducting curricular and co-curricular activities. University schedules the continuous Internal and external assessments. Apart from this, in the process of achieving all round development of the student the Institution plans many curricular and co-curricular activities along with the academic activities. It conducts various literary, cultural and sports competitions to motivate the students and make them realize their potential in various activities. Seminars and workshops are planned to enhance

their knowledge in their particular subject fields. Students are often taken to field trips for acquiring real life exposure and gain authentic experience. National and International days are celebrated to make the students feel the importance of those fields in their life

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[0](#)

2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
<b>No Data Entered/Not Applicable !!!</b>					

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## 2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[http://sardarpatelcollege.ac.in/img/Survey\\_Feedback.pdf](http://sardarpatelcollege.ac.in/img/Survey_Feedback.pdf)

## CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

3.1.1 - Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
<b>Total</b>	00	00	0	0

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### 3.2 - Innovation Ecosystem

3.2.1 - Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date

National FDP on Research Methodology in English Literature	English	15/02/2020
International Webinar conducted	IQAC	18/05/2020
Consumer Awareness Program	Consumer Club	07/02/2020
Extension Lecture	Zoology Department	29/02/2020
Extension Lecture	Chemistry Department	02/03/2020

## 3.2.2 - Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Sesquicentennial IYPT-2019	Bhanu Prakash samawai	UGC-UPE-FAR ,Osmania university	13/10/2019	chemistry

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## 3.2.3 - No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Botanical garden	harvesting medicinal plants	Botany	harvesting medicinal plants	Eco-Friendly	17/07/2019

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## 3.3 - Research Publications and Awards

## 3.3.1 - Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

## 3.3.2 - Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Chemistry	1

## 3.3.3 - Research Publications in the Journals notified on UGC website during the year



Type	Department	Number of Publication	Average Impact Factor (if any)
International	chemistry	4	2.46

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3.3.4 - Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Sanskrit	2

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3.3.5 - Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	2020	0	0	0

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3.3.6 - h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	2020	0	0	0

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3.3.7 - Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				

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**3.4 - Extension Activities**

3.4.1 - Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
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**No Data Entered/Not Applicable !!!**

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3.4.2 - Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	0

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3.4.3 - Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NSS Formation Day celebrated in a grand manner in the College premises.	NSS	national Voters day	50	600
SWACHTHA HI SEV 2019	NCC	SWACHTHA HI SEV 2019	1	250
Swachhata Pakhwada 2019 Programme" was conducted in our College premises continuously for 15 days by under taking many programmes in our College.	NSS	Swatch Pakhwada	25	550
EK BHARATH SHRESHTHA BHARATH CAMP 2019	NCC	EK BHARATH SHRESHTHA BHARATH CAMP	1	2

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### 3.5 - Collaborations

#### 3.5.1 - Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			

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#### 3.5.2 - Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					

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#### 3.5.3 - MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			

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## CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

#### 4.1.1 - Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1447379	1447379

#### 4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added

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#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
New Genlib	Fully	3.2	2006

##### 4.2.2 - Library Services

Library Service Type	Existing	Newly Added	Total
<b>No Data Entered/Not Applicable !!!</b>			

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##### 4.2.3 - E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
<b>No Data Entered/Not Applicable !!!</b>			

No file uploaded.

#### 4.3 - IT Infrastructure

## 4.3.1 - Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	245	4	7	2	1	16	15	40	0
Added	40	0	0	0	0	0	0	0	0
Total	285	4	7	2	1	16	15	40	0

## 4.3.2 - Bandwidth available of internet connection in the Institution (Leased line)

40 MBPS/ GBPS

## 4.3.3 - Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	<a href="#">0</a>

## 4.4 - Maintenance of Campus Infrastructure

## 4.4.1 - Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1447379	1447379	1455701	1455701

## 4.4.2 - Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

As per the Procedures and guidelines laid by Osmania University authority, State government of Telangana and State council for Higher Education's procedures and policies are truly followed and maintained for the cause of good quality of education in the institution by utilizing physical, academic and support facilities in our College. Our College strength itself is well equipped and maintained laboratories. College has best and suitable Botany lab, Zoology lab, Chemistry lab, and Computer labs. Time table will provide ample time to the students to learn practically the subject knowledge by attending practical classes, which are evenly distributed as per the Osmania University procedures. Science departments will plan the students visit to industries, gardens and zoo parks to gain practical knowledge is part and parcel of the academic programs. Our college has established automated Library with Internet facility for UG and PG is another feather in the crown of our College. The staff and students are provided with library cards to access library books and

material from the library. Time table is also planned with a library hour to facilitate the students to access library books and other magazines to gain better knowledge to compete in this competitive world. daily News papers in English and Telugu along with India Today , General Knowledge, Readers Digest, Employment News , Competitive Success magazines are available to the students to enhance their knowledge and clear the competitive exams. E-resources are also available in the library for students interested in research work and further studies. College has excellent sports and games department with latest gymnasium facility. Many laurels are brought to the college by winning tournaments. Most of the medals are brought to our collage by winning "Eanadu Cricket Cup" continuously for five years. Many more other tournaments were also won by our students under the able guidance of Physical Director and with the magnanimous support of college management We have well-furnished computer labs, which provide good internet connectivity to both the students and staff. We have also established an excellent server room which supports our Collage office as well as Computer labs. Our College specialty is provision of spacious class rooms with lot of fresh air, which provides the comfort learning of students. Attender employees will help in maintaining the classrooms and labs neat and clean on daily basis. Our institution is following all the procedures and policies laid by Osmania University guidelines and Almanac. We are following Academic timetable to encourage curricular and Co-Curricular activities. Above all our college management takes all the necessary steps to maintain standards in Higher Education with the support of Osmania Graduate Association by providing necessary Infrastructure required for college. Our institution is following all the procedures and policies laid by Osmania University guidelines and almanac. We are following Academic Time Table to encourage curricular and co-curricular activities. All the above our College Management has taken all the necessary steps to higher education with the support of Osmania Graduates Association (OGA) by providing lot of infrastructure to promote the quality education.

[http://www.sardarpatelcollege.ac.in/IQAC/NAAC\\_4.4.2.pdf](http://www.sardarpatelcollege.ac.in/IQAC/NAAC_4.4.2.pdf)

## CRITERION V - STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			
a) National	Scholarship from Telanagana	937	7733680

	<b>government</b>		
<b>b) International</b>	0	0	0

No file uploaded.

5.1.2 - Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mentoring	20/07/2020	1500	All Departments
Personal Counselling	05/08/2019	400	All Departements
Yoga Meditation	19/08/2019	50	Sanskrit Department
Bridge Courses	29/07/2019	500	All Departments
Language Lab	25/11/2019	100	English Department
Remedial coaching	24/02/2020	150	All Departments

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5.1.3 - Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	CAREER COUNSELLING	500	500	250	100

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5.1.4 - Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
20	20	3

## 5.2 - Student Progression

## 5.2.1 - Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Reliance Jio Infocom company	150	17	TCS and Other	46	26

[View File](#)

## 5.2.2 - Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	200	ALL GROUPS	ALL DEPARTMENTS	OSMANIA UNIVERSITY	PG

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5.2.3 - Students qualifying in state/ national/ international level examinations during the year  
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	2

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## 5.2.4 - Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
0	0	0

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## 5.3 - Student Participation and Activities

## 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a



team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						

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5.3.2 - Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students are part of anti-ragging committee, disciplinary committee, internal quality assessment cell, internal committee for students with disabilities, confidential feedback on teaching. Student members of Eco club help to maintain hygiene and greenery in the campus. As an eco-friendly initiative, student volunteers collect plastic waste in trash bins made out of waste cardboard cartons which were placed in every classroom. Student representatives of eco club also spread awareness about saving energy by switching off fans and lights in the classrooms when not in use. World Environmental day is celebrated every year in the college where students take out a rally in the surroundings of the institution to spread awareness to the citizens about best practices for a clean and green environment. Every year, student volunteers of Eco club, NSS and NCC along with staff members take part in annual plantation program "Haritha Haaram" a green initiative by Telangana Government. Our college comprises of 2 NSS Units which adopted a village under NSS scheme. NSS camps are conducted every year in the adopted village for 2 weeks where NSS volunteers and villagers are made stakeholders in maintaining cleanliness in the surroundings of the village. To encourage gender equality, a girl student and a boy student are given responsibility to lead various programmes in the village. They also spread awareness about gender equality, female foeticide, girl education and importance of education in eradicating poverty. They also educate villagers about personal hygiene and health. NSS volunteers under the leadership of NSS officers enthusiastically participate in programmes such as National youth day, National voter's day, Republic day, International yoga day, NSS formation day. Students also represent the college in State Youth National Festivals conducted by other Universities. Our college comprises of a NCC Unit and NCC cadets actively participate in programs such as Ek Bharath Shresht Bharath, Army attachment Camp, All India Trekking Camp, AIDS awareness Rally, Voter's Awareness Program, Advance Leadership Camp, International Yoga Day, Swachtha Hi Sev, Swachh Bharath Summer Internship Program, Local Republic day Camp, Cadet Awareness program, Surgical Strike Day, Cleaning of Statues importance of Public responsibility and blood donation camps. Student volunteers also help NSS and NCC officers in organizing various National and college festivals in the institution. Senior students are entrusted with responsibility of making arrangements for various programmes under the guidance of

faculty to showcase their organising abilities. Science students are involved in celebrating "National Science Day" which includes poster presentations, power point presentations, model making, live experiments etc. They are part of literary, cultural and sports committees. Many students are cricket players at university, district, state and national levels who regularly win the trophies. Students participate in intra and inter college literary, science competitions and win prizes. Senior students take the responsibility of mentoring freshers to enable them to adapt to the new courses and environment. Class representatives monitor the class and help faculty in collecting assignments, projects, records and other information. Students learn to manage events and acquire leadership skills which will be useful in future.

#### 5.4 - Alumni Engagement

##### 5.4.1 - Whether the institution has registered Alumni Association?

Yes

Sardar Patel College management first conducted an Alumni meeting in the 2008. There was a great response from students who graduated from this college. About 1000 students came to see their college after many years. Sri.Surenderji, Chairman and Sri.V.Satyender, Hon. Secretray extended a warm welcome to the old students. He said very soon the construction of a new college building will be completed. The meeting was attended by many prominent personalities . There were former MLA's, Police officers, industrialists, Advocates, Scientists , elite sportsmen and others. Among the many elite personalities attended were Sri. Ashok Vardhan Reddy, Addl. Superintendent , P.Shashidhar Reddy, former MLA., Dr.S.Chandrashekar, Scientist, V.B.Kamal Hassan Reddy, Police Commissioner, A.K.Vajpayee, Dr.P.Chandrashekar, M.Dhama Rao , former M.L.A., M.V.Narsimha Rao, former International Cricketer, Narender Pal Singh, former India Hockey Coach, Narender Patel Singh former Hyderabad Cricketer. Those attended the meeting requested the management to form "Sardar Patel College Alumni Association" at the earliest. FORMATION OF ADHOC COMMITTEE OF SARDAR PATEL COLLEGE ALUMNI ASSOCAITION. The Management of Sardar Patel college invited members who have shown interest in formation of Sardar Patel College Alumni Association on 22 nd February, 2009 at 11.00am in the college premises. Nomination of Adhoc Body by Management. The Hon. Secretary Sri.V.Satyender, welcomed all the members and announced the adhoc committee members of Sardar Patel College, Secunderabad Alumni Association. He said, this committee will work till a permanent body is elected. He said Shri.A. K. Vajpayee has already been elected on the day of Alumni meet. The other members are being nominated by the college management. The following were nominated members: 1. President A. K. Vajpayee 2. Vice President Padmakar 3. Secretary R. Harinarayana Rao 4. Jt. Secretary P. Pavan Kumar 5. Organising Secretary S. Narsing Rao 6. Treasurer M.S.Reddy Sardar Patel College, Secunderabad Alumni Association was registered in the office of Registrar of Societies, Hyderabad with Registration No. 111 of 2010. Dr .R. Harinarayana Rao, Associate

Professor in Physical Education requested many Alumni sportsmen to extend their expertise to the college sportsmen. Sri. Narender Pal Singh, former state hockey player and Indian Hockey team coach, Sri. M. V .Narasimha Rao, former former India cricket player, Sri. Narender Pal Singh, former Hyderabad Ranji Trophy player helped our sportsmen. ALUMNI MEET HELD ON 08-03-2016. It was exciting time for the college Alumni to meet at Sardar Patel College, on 8 th March 2016. Dr. S. Sailaja Radhakrishna, Principal, welcomed the gathering. The Alumni visited all the departments and expressed their satisfaction over the developments. The Alumni visited the department of Physical Education. The photo gallery in the department attracted the alumni. The Principal said that the college constructed new class rooms with required facilities. The new women's hostel would soon begin to facilitate the girl students. She impressed the Alumni that the NAAC (National Assessment and Accreditation council) will be soon visiting the college for re accreditation. They said they would always be ready to be a part of the college progress in any manner, as and when required.

5.4.2 - No. of enrolled Alumni:

100

5.4.3 - Alumni contribution during the year (in Rupees) :

0

5.4.4 - Meetings/activities organized by Alumni Association :

REPORT ON "EMPLOYABILITY SKILLS " BY SRI. GAMPA NAGESHWER RAO, PSYCHOLOGIST AND MOTIVATIONAL SPEAKER. ON: 29th February, 2020. Sri. Gampa Nageshwer Rao , popular motivational speaker, psychologist and alumni of our college was invited to speak to our students. He readily accepted our invitation and gave a highly inspiring speech. He said he has come from a very poor agricultural family in outskirts of Medchal, Keshavarm, Hyderabad. He shifted to Secunderabad and lived in a small room in Bakaram with a friend and slowly tried to develop by supplying daily newspaper and milk bottles in homes and earned little money. He also drove auto in the evenings, with that money he educated himself. He got interested in psychology and tried to help people by advising them and his advices worked for many people successfully. He gets calls from many people even in the mid night at 1am or 2am. He speaks to them with all attention and tells them to have patience and builds their confidence levels and advice them to call him back in the morning for further interaction and motivation. The advice given is often well received and many who have suicidal tendencies have changed their decision and they have become very successful in life later. This gives him great satisfaction. This way he has saved hundreds of lives. He told our students to call him, not when they get a job or for wedding or for any happy occasion. But asked them to call when they are in distress or in trouble, that's the time when he will show the way

for successful future and build the confidence levels. He gives an example of a boy who almost lost his confidence. He asked him to open a small tiffin center. The boy named the items as MBA idly, MBA dosa and so on. Today, the same boy has several schools and colleges and is in top position. Sri. Gampa Nageshwer Rao gave several live examples to students and kept the spirit of our students high as he spoke for nearly two hours. He made the students do several exercises which improve their IQ. He said, today most students don't have confidence to come to the stage and speak. They don't even make an attempt at all because of fear, that they may speak poor English and people will laugh at them. He asked students to remove the words, insult, laugh, criticize from their mind because there will be no one in this world who has not faced these words ever. It is only then you will become success. He said if you don't have a goal, you will work under the one who has a goal. If you use your time for yourself you will come up in life and otherwise someone else will use your time and come up in life. If you don't use your mind for yourself, someone else will use your mind to come up. To be more correct, if you don't use yourself, someone will use you for their benefits. So you have to understand these concepts well and try to be effective for a brighter future. He advised to look after the parents.

## **CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 - Institutional Vision and Leadership**

#### **6.1.1 - Mention two practices of decentralization and participative management during the last year (maximum 500 words)**

Under management information system, all the information is provided in the form of report. The reporting system is prepared such that information contained in the report confirms the requirement of the decision maker. In our college, there are three level of management system viz Lower, Middle, and Top. Lower level of management contains teachers that are connected directly with trainee students and collect information of day to day operation. They store and analyse information, send it to middle and top level of managements and also store in collective central database. Middle level of management contains HODs, Principal and IQAC. They are the bodies that implement regulations and plans, according to the information in report received from directly or from lower level of management. Top level of management contains governing body of the college (College management Committee). The CMC gets information relating to external and internal environments which depict the opportunities available in the college. The internal information relating to strength and weakness of the teaching learning process of the college is analyzed and note down the points relating to it. more stress is given to improve the weak points in teaching learning process. The strength can be utilized properly in the development of the academics progress of the students and more opportunity can be created to improve the weaknesses which can converted into strengths. A lot of encouragement is given by the management to improve in academics, curricular and co curricular activities. They always try to boost the confidence of the

faculty members and ask them to work hard with discipline for the growth of the college. Mentors are allotted to each class so that the students are under constant observation. Help and support is provided to them as an when required by the students. Academically poor students are focused more and remedial classes will be conducted to them before semester exams. Middle level management consisting of HODS of all the departments are in charge of other faculty members in their respective subjects. They attend meetings with the top level management including Principal and chalk out various plans and policies to be inculcated in the college for the over all development of the institution. Faculty members are encouraged to counsel the students in the times of difficulty, failure in the examinations, or any personal issues in order to motivate them to face the struggles in life. Faculty takes the responsibility of inculcating good habits, ethical and moral values in order to make students good citizens of the country. Weaknesses can be converted into strength. The information presented and method of reporting is in the accordance with specific requirement of the top most level of management. They are clear, concise and brief. The reports are prepared and submitted to the management whenever it is required. On the basis of these reports a quick action can be taken by the higher authorities. Any development in the new rules are updated to the faculty members by the middle level management leading to the growth of institution.

6.1.2 - Does the institution have a Management Information System (MIS)?

Yes

## 6.2 - Strategy Development and Deployment

6.2.1 - Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Teaching and Learning	The faculty members are constantly motivated to improve the teaching methodologies. They are encouraged to use ICT facility, AV aids, Computers, Instruments, Charts, and models to make teaching student friendly. All departments employ interactive Teaching-Learning methods. Students are continuously encouraged to gain additional knowledge by using materials such as E-books, videos. Classroom activities like group discussions, quizzes are conducted to develop reasoning and analytical skills. Student seminars are encouraged to develop skills in relevant content preparation and presentation. Students are encouraged to participate in various inter-college competitions to make learning more effective. Student assessment is done in the classroom interactions.
Curriculum Development	The Curriculum planning and implementation guidelines is taken care by Osmania University and followed by the college. Departmental meetings are conducted

	<p>regularly at the beginning of semester to plan academic Schedule distribution of syllabus, planning classroom activities. Academic activities like Mini Projects, Classroom Seminars, Quizzes, Group Discussions, assignments are conducted by departments. Completion of syllabi, Internal assessment , question papers are prepared and exams are conducted according to the academic calendar of OU in the campus, Practical's are conducted as per the curriculum, internal assessments are evaluated and marks are uploaded to OU, Remedial classes are conducted for slow learners.</p>
<p>Examination and Evaluation</p>	<p>In the process of examination and evaluation guidelines of Osmania University are followed Internal Examinations are conducted twice a term as Mid and End semester Examinations. Absentees on valid reasons are given retests with the permission of the Principal. Awareness is created by the Principal in the meetings and by the Heads and the mentors in the classrooms on the evil effects caused by malpractices in the examinations. Strict vigilance is observed by the invigilators in the examination halls. Fair evaluation of the answer scripts is insisted to the faculty members in Internal and Semester examinations to provide impartial justice.</p>
<p>Research and Development</p>	<p>Our institution gives a special impetus to research for faculty members in the departments thereby contributing to the knowledge base of the discipline or academic field. Faculty members are encouraged to aspire research to enhance their knowledge in their respective fields. Special focus is made on Minor and Major Research projects to be taken up the faculty members sponsored by very agencies. Faculty members are always encouraged to participate in seminars, workshops and conferences to enrich their knowledge in their respective fields. They are given equal encouragement to publish research papers, articles and involve in editing, and authoring of books.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>Resources in library are maintained periodically. Computer up gradation of E-learning centre in the library with additional computers for access of E-content for staff and students. New reference books, text books, journals and magazines for competitive exams were procured regularly. High speed Internet connection enables the teachers to use E-content and ICT tools for online classes using projectors. AV facilities and air conditioners in the seminar halls and auditorium enables smooth conduction of seminars, extension lectures, soft skill and TASK training programmes for students. RO water filter provides pure clean drinking water to students and staff. All the instruments in the laboratories are maintained with the help of support staff. New class rooms were constructed with introduction of new courses,</p>

	sections. To meet the need of girl students from far off places, girls hostel was constructed.
Human Resource Management	Participative management recruits teaching faculty as per the OU guidelines. Academic matters are discussed periodically by principal with academic co-ordinator, Vice-Principal and other faculty members. Both professional and personal problems of staff members are addressed by management. Co-ordination of teaching staff with administrative staff enables smooth functioning of the college. Campus hygiene is maintained by support staff. Teaching and non-teaching staff are provided with welfare schemes such as EPF, ESI, TATA AIG group insurance policy. Security guards are provided with in house accommodation free of cost to safe guard the college. Women's hostel is being managed by matron 24x7 to cater to the needs of hostel inmates.
Industry Interaction / Collaboration	Students visit National Research Institutes like CCMB, NGRI, IICT on open day to interact with the scientists to know the latest developments in science research. Placement committee coordinator interacts with Industry for placements. Department of Management Studies have collaborations and sign MoUs with industries for training and placement of students.
Admission of Students	Admissions are done by DOST which is an initiative by Government of Telangana. DOST is the portal where the students can apply for admissions to undergraduate courses in the state of Telangana. The students may be able to apply to the colleges of their choice in Telangana based on their merit. We have a counselling centre where the faculty members along with the admin form a counselling committee to help the students give required information regarding the courses, combination of subjects, faculty information, scholarship facility and other information what the students require. The selection process is done in three phases.

#### 6.2.2 - Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	An MIS system in the college provides information to the management regarding performance of various departments. It helps in the qualitative assessment and functioning of the institution. Need based planning and developmental activities are taken up by management for implementation of student centric policies.
Administration	Biometric Attendance was introduced for staff and students as per OU guidelines to monitor regularity. Implementation of e-governance in sending circulars through whatsappgroups, emails to staff members. Computerization of all the departments of

	administration done to issue Marks memos, Bonafide certificates, Transfer certificates, Scholarships and maintain staff and student data.
Finance and Accounts	Finance and office administration Staff will look after the finances and accounts and the audit is done by the Government auditor Accounts
Student Admission and Support	Contribution of IQAC in enhancing awareness about Student Support Services. The Student support services are primarily looked after by staff. Introduction of student centric welfare schemes, addressing various requirements of students and providing necessary support system for student related issues are managed by Student Council. The IQAC has a very limited role to play in these activities
Examination	Internal Assessment Time table is hosted on our website from time to time. ? Internal evaluation ? Absentees in examination is reported online Internal marks and practical marks entry is done online.

### 6.3 - Faculty Empowerment Strategies

6.3.1 - Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	0	0	0	0

No file uploaded.

6.3.2 - Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	FDP		15/02/2020	15/02/2020	53	0

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6.3.3 - No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term



## Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP	3	14/11/2019	20/11/2019	6

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## 6.3.4 - Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	12	0	6

## 6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
ESI, PF, FESTIVAL LOAN, MATERNITY LEAVE FOR WOMEN STAFF, Felicitation of teaching and non-teaching staff members on completion of 25 yrs of service	ESI, PF, FESTIVAL LOAN, TATA AIG Group Insurance, MATERNITY LEAVE FOR WOMEN STAFF, Felicitation of teaching and non-teaching staff members on completion of 25 yrs of service	DONATIONS ARE COLLECTED AND GIVEN TO STUDENTS IN CASE OF EMERGENCY, FINANCIAL SUPPORT TO ORPHANS OR SINGLE PARENT

## 6.4 - Financial Management and Resource Mobilization

## 6.4.1 - Institution conducts internal and external financial audits regularly (with in 100 words each)

Our college conducts internal and external financial audits regularly. Internal audit is conducted by the auditor employed by the parent body OGA every year. Internal audit is done for U.G and PG programmes. It is done in accordance with the auditing standards generally accepted in India. It includes examining, on text basis, evidence supporting the amounts and disclosures in the financial statements. It also includes assessing the accounting principles used and significant estimates made by management as well as evaluation the overall financial statement presentation. The auditor check books of accounts as required by law, which are kept by the institutional. The balance sheet, profit loss account dealt with the report in agreement with the books of accounts. The auditor checks the amount on the liabilities, such as Capital fund, OGA grants, Exhibition Society Grants, Scholarships, special fee and corpus fund, Library books deposits and assets like-fixed assets-fixed deposits, festival advance. The auditor audits the expenditure in the form of salaries, academics, infra-structure, labs, teaching aids, stationary, telephone charges, water charges, EPF, sports and games, development activities, student welfare fund. The expenditure on

civil constructions, furniture fixtures, sanitary fittings, bore wells, electrical fittings, office equipment, air conditioners, computers, printers, net-working, UPS batteries, Women's Hostel etc. Management allots some funds to the cultural committee to celebrate National Festivals. In order to reduce the pollution more plants are grown in the campus and are maintained well. All unaided Teaching and non-Teaching accounts are maintained separately. Provident funds, ESIC facility is available to the staff are included in the pay bills. External audit is conducted by Commissioner ate of College Education, Telangana Audit section and Accountant General office, Hyderabad Audit Section once in 2 years. They inspect files and records regarding the government funds utilized for government staff salary for teaching and non-teaching, scholarships given by the government to the students who are economically backward in status and UGC funds received by the institution. Accounts section and administration staff maintains all the records related to the financial audit .PG department maintains all the records pertaining to the finances separately which are produced during the inspection. Financial auditor evaluates institutional financial statements, documentation accounting entries and data .Auditor gathers information on the institution reporting system, balance sheets, income documents, invoice billing procedures, account balance and follows all the rules according to the p[policies. The auditor inspects all the accounts related to the development and maintenance of physical and academic facilities of the college. He verifies all receipts, expenses bills, payments, balance sheets and income and expenditure records of the each financial year. The mount received as college development fund from the college management is utilized for this purpose. Mostly it is used for construction of new classrooms, Seminar halls, staff rooms, Canteen for the faculty and students. If there is any repair work to be done in the staff room, classroom, Auditorium, sports room, NCC, NSS halls, Gymnasium, furniture in the class rooms and staff rooms. Money from development fund is utilized for maintenance.

6.4.2 - Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
MANAGEMENT	79000	IQAC Acitivities

No file uploaded.

6.4.3 - Total corpus fund generated

3250000

6.5 - Internal Quality Assurance System

## 6.5.1 - Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	CCE	Yes	OGA
Administrative	Yes	GOVERNMENT	Yes	INTER DISCIPLINARY

## 6.5.2 - Activities and support from the Parent - Teacher Association (at least three)

PTA conducted in each semester. The feedback is obtained from parents regarding the academics of the student and improvements are made according to their suggestions

## 6.5.3 - Development programmes for support staff (at least three)

ESI Health card Provident Fund Festival Advance TATA AIG Group Insurance Policy FEE Concession for wards

## 6.5.4 - Post Accreditation initiative(s) (mention at least three)

Submission of Data for AISHE portal Any other audit NBA Accreditation for MBA Academic improvement at all levels

## 6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	Yes

## 6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Internal Audit	04/06/2019	04/06/2019	04/06/2019	100
2019	Internal Audit	20/12/2019	20/12/2019	20/12/2019	100

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## CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

## 7.1 - Institutional Values and Social Responsibilities

### 7.1.1 - Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
SWATCHH BETI MISSION	09/01/2020	09/01/2020	130	0

### 7.1.2 - Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

#### Percentage of power requirement of the University met by the renewable energy sources

- "Haritha -haram "planting of trees.
- Encourage students to make use of cloth and paper bags
- Encourage students to donate clothes to poor and needful.
- Taking students every year to old age homes and orphanages
- Practicing voters day ,practicing AIDS Day.
- Celebrating republic day and Independence day
- Celebrating International womens day every year
- Encourage students to use Eco-friendly Ganesha idols
- Pollution free Diwali.
- Blood donation camp
- use of LED bulbs
- yoga day
- Rain water harvesting pits

### 7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	3
Provision for lift	Yes	3
Ramp/Rails	Yes	3
Braille Software/facilities	No	0
Rest Rooms	Yes	2
Scribes for examination	Yes	3
Special skill development for differently abled students	Yes	3
Any other similar facility	No	0

### 7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

2019	1	1	21/08/2020	4	FIVE RUPEES MEAL	PROVIDING FIVE RUPEES MEAL TO POOR AND NEEDFUL STUDENTS	500
2019	1	1	21/08/2020	4	SUGGESTION BOX	SUGGESTIONS OF THE STUDENTS FOR THEIR PROBLEMS	500
2019	1	1	21/11/2019	5	HIMALAYA FACE WASH ACTIVITY	CLEAR FACE CONFIDENCE AND GROOMING	50
2019	1	1	20/12/2019	3	CS COMPETITIVE EXAMINATION	CONDUCTING EXAMINATION	1000

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#### 7.1.5 - Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Swami Vivekananda	10/10/2019	The Internal Quality Assurance Cell has planned certain initiatives as a part of best practices to bring the all round development among the students. As a part of it, it celebrated "National Youth Day" on 12th January. Actually 12th January is the birthday of Swami Vivekananda who touched the hearts and minds of people by his lectures, writings, and teachings which are the major source of inspiration for most of the youth study circles and service oriented organizations. The very purpose and main function of education is the development of an all round and well-balanced personality of the students, and also to develop all dimensions of the human intellect so that the students can help make our nation more democratic, cohesive, socially responsible, culturally rich and intellectually competitive nation. But, nowadays, more emphasis is unduly laid on knowledge-based and information-oriented education which takes care of only

the intellectual development of the child. Another aspect of their personality like their physical, emotional, spiritual and social are not properly developed in providing growth for their attitudes, habits, values, skills and interests among students. On the occasion of "National Youth Day" Celebrated on 12th Jan, IQAC co-ordinator has taken a step as a part of Institutional initiative to distribute some books of Swami Vivekananda among students. The growing concern over the erosion of essential values and increasing cynicism in the society has brought to focus on the need for cultivation of social and moral values through education. In concern to this need, the IQAC wing with the consent of management and principal, has distributed some of the books written by Swami Vivekananda in the college. The objective behind this is to rejuvenate the students with moral and ethical values which enhances their personality development and hence helps in building better citizens. The distributed books contain many of the Swami Vivekananda's ideas, philosophies, and teachings. They show how Swami's teachings stressed on different aspects of religion, education, character-building as well as social issues pertaining to India.

#### 7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
books of Swami Vivekananda	12/01/2020	13/01/2020	50

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#### 7.1.7 - Initiatives taken by the institution to make the campus eco-friendly (at least five)

SWACHHTA PAKHWADA College has Eco-club which has been taking up many initiatives to make the campus Eco friendly. Eco- Club conducts the annual HARITHA HARAM a programme Telangana Government initiative to increase the green cover in the campus .Every year after the program students are given awareness about planting. The club conducts awareness program to students and staff on importance of buying clay Ganesha. The students in the Eco- club periodically educate common people regarding the separation of dry and wet waste . The Eco club also provides pink and blue cardboard dustbins in each class and clean the waste in the campus on weekends' The club regularly conducts Swachh Bharat Abhiyan program and clean drive campus programs. The Eco-club also maintains plants like spider plants and citronella , snakes plants oxygen rich plants in the college campus. Eco-club Encourages to use Led bulbs instead of tube lights to save power consumption.

## 7.2 - Best Practices

### 7.2.1 - Describe at least two institutional best practices

Report on a field trip to "Home for the Aged" Based on I year lesson "A Visit of Charity"

Department of English organized a field trip to "Home for the Aged" near Bhoiguda on 5th March 2019. The main intention of this visit is to inculcate human values and bonding with the aged people, how to behave with elderly, being responsible and sensible in this mechanical world. Students from I year B.A/B.Com/B.Sc visited the home. They interacted with the aged people, served food and shared their burdens. Some students they have become emotional listening to their stories. Finally all the students had the practical experience. English HoD Ms.Indrani, Mrs.Sharmila Rani, Mrs.Anusuya and Mrs.Sharada visited the home along with the students. The department is thankful to the management and the Principal Dr Chandriah for their encouragement and cooperation. An old age home is a place where old people are provided shelter and food to live. Since the women have started working out of homes, there is now, no one to look after the routine needs of the elders at home. Also with the women working out come their attitudes towards the elders, for, today, the working women do not take the elders as their duty but as useless appendages in the family. They are also provided with healthcare facility and other amenities. Old age is an important phase of life when we can sit and relax at home but nowadays many children who don't want their parents at home admit them to old age homes to get rid of them. This attitude of the women has also largely contributed to the removal of elders from families. With this backdrop, the necessity for old age homes was felt, and is being increasingly felt with the passage of time. The entire spectrum of circumstances has led to this unhappy need for old age homes. However, sometimes there are people who don't have children and no one to take care of them so they get admitted to the old age home on their own wish. The staff in the old age homes makes every possible effort to make their stay comfortable and relaxing so that they can also enjoy their life. There are various reasons behind the mushrooming of old age homes in different countries some of which includes increasing urbanization and modern life which makes people too busy earning their livelihood and forgetting all the moral values, breaking of the joint family into nuclear families, people becoming selfish and socialize less and there are numerous other factors that result in this situation. Children need to understand that their parents are the only ones who love them unconditionally but without giving a second thought to this, they send their parents to the old age homes. Sometimes the old people willingly join old age homes as they remain active and get comprehensive facilities which ensure a healthy and peaceful life. Also, old age homes are a great option for the parents whose children work outside their country and don't get a chance to look after them. It is a matter of fact that if parents can admit their children in crèche when they are working or don't have time to take care of them, then indeed children can also send them to old age homes when required. No matter how well they are looked after in these homes, a single

visit to an old age home brings depression to the onlooker as, no one - Yes, no one seems to be happy there. It is very clear to all who visit an old age home that, all the inmates are there, not for the love of being away from home and independent but, because there is no better alternative left for them, once they are neglected and unwanted in their homes by their own children. The only solace is that, they are getting their daily requirements of shelter and food - if not the bonds of love from the family. Today I am alarmed to see the growth of Old Age Homes across India. We, once lived, unitedly as a Joint Family under one roof with different blood relatives - father, mother, grandma, grandpa, uncle, aunty, grandchildren and many more, now living a pathetic life of loneliness. In conclusion, old age homes can be a blessing to some people while for others it can be a curse. The situation varies from family to family. However, the old age homes are the last hope of old people so they must be equipped with every facility so that people who live there can lead a better life. Students have learnt the values of life, such as respect towards elders helping nature. Developing values and ethics and implement in their lives. Report on International Literacy Day On the occasion of International Literacy Day on September 8th 2019, Department of English conducts a programme. All the students from B.A, B.Com, B.Sc participate. All the students participate enthusiastically in the program and made it a grand success. Through this it was observed that people were aware of the importance of education and shown their willingness to join in Government's free education scheme. Principal Dr A Chandraiah started the programme.

HoDMs.K.Indrani, Lecturers Mrs. N.SharmilaRani, Mrs. S. Anusuya and Mrs.G.Sharada took the initiation in organizing the programme. B.com final year students SSV Sharma, p.usha, pallavi, Vamshi, saba begum, venkatesh and others lead the team. It is observed on 8 September across the globe to promote and support the development of literacy and skills, universal access to quality education, and learning opportunities throughout people's lives. Let us have a look at International Literacy Day, its 2020 theme, history, and significance. The day spread awareness about the importance of literacy for individuals, communities, and societies and the need for intensified efforts towards more literate societies. It is necessary to raise awareness in the world of literary issues that are faced by people and also to endorse campaigns that help increase literacy for all people. The theme for 2019 is Literacy and Multilingualism. We know that with the progress still challenges about literacy persist. It is distributed unevenly across countries and populations. Therefore, it is necessary to focus on the linguistic diversity in education and literacy development to overcome the challenges and to achieve the Sustainable Development Goals.

On 26 October 1966, UNESCO proclaimed 8th September as International Literacy Day to combat worldwide issues of illiteracy. The purpose was not only to combat illiteracy but also to promote literacy as a tool that could empower individuals as well as whole communities. Due to this many people around the globe will get employment opportunities and will improve their lives. Do you know that the idea of an International Literacy Day was born at the World Conference of Ministers of Education on the eradication of illiteracy held in Tehran in 1965? This day was also adopted as



the part of UNs sustainable development goals program in 2015. The issue of literacy is a key component of the UNs Sustainable Development Goals and the UNs 2030 Agenda for Sustainable Development. This day is celebrated to promote human attention towards literacy and know their rights for social and human development. International Literacy Day serves to recognize the importance of literacy and acknowledge the need to create a globally literate community. Literacy refers to a persons ability to read or write, an ability that connects and empowers people, allowing them to communicate and interact with the world, and one that the United Nations considers to be a basic human right. Today, approximately 16 of the worlds population, two-thirds of which is female, is unable to read or write at a basic level in their native languages. Illiteracy in nearly all parts of the world has been linked to socio-economic issues like poverty and demographic factors such as gender. International Literacy Day is observed on September 8 every year to highlight the importance of literacy and raise awareness for literacy problems. According to a report based on National Statistical Office (NSO) survey, Kerala, with 96.2 literacy, has once again emerged as the most literate state in India, while Andhra Pradesh featured at the bottom with a rate of 66.4. With 96.2 literacy, Kerala, emerged as the most literate state in the country, Andhra Pradesh featured at the bottom with a rate of 66.4, showed a report based on National Statistical Office (NSO) survey. According to the study, after Kerala, Delhi has the best literacy rate at 88.7, followed by Uttarkhands 87.6, Himachal Pradeshs 86.6, and Assams at 85.9. On the other hand, Rajasthan is the second-worst performer with a literacy rate of 69.7, followed by Bihar at 70.9, Telangana at 72.8, Uttar Pradesh at 73, and Madhya Pradesh at 73.7. Based on these statistics our country population needs to be educated. Kerala as role model Telangana government has to implement education policies and make it mandatory. Literacy day program is creating awareness among the students to spread the importance of education. In this modern age without education one cannot survive.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.sardarpatelcollege.ac.in/img/BEST%20PRACTICES.docx>

### 7.3 - Institutional Distinctiveness

7.3.1 - Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

**KADAM-2020 VISION:** The main objective of club (Team members) was to guide to the students of Class 10 , studying in Government schools in Secunderabad , regarding Education Career for future.  
**PRIORITY** The project was guided and supervised by our lecturers Mrs. Anasuya Mam Mrs. Karunasree mam who facilitated a team of DIKSHUCHICLUB which consist of 9 Degree final year students, to

visit around 10 schools and provide guidance on higher education and career options to the 10th class students after completion of SSC. The student club was split into two teams, the first team covered the government schools in the area of Secunderabad and the second team visited the schools in the area of Rasoolpura. The two teams proposed about the project in various schools, presented the guidance program and handed out Pamphlets which consists of the basic knowledge of various options available for the students qualifying 10thclass, pamphlets includes an official E-mail ID and contact numbers for students to reach-out in case of any queries. The project commenced on 27th January, 2020 and concluded it on 16th February, 2020. In each school, team members interacted with the students and explained about the various Career Education options available to them after completing 10th Standard. The students of CLASS 10 were very happy to receive us and wanted to know more about the project. At the end of the session, pens were gifted to them and feedback was taken for analysis. Through this project students are made aware of different career opportunities and they can select the courses of their choice so that they can achieve success in the goals. The students can go for intermediate, polytechnic, paramedical and short term courses. Poor students can avail jobs if they choose from the above courses and start earning to support their families. THRUSThe members of the "DIKSHUCHI CLUB" had a great exposure in interacting with students and staff of the different schools. The project helped the club members to study the current scenario of educational sector. The positive response from the students made the club members to carry the project forward to enlighten more students of many other schools in future. The main aim of serving the society has been fulfilled through this project initiation. The feedback analysis of the project given by the students was excellent and highly satisfying. Name of the schools visited:- 1. BooruguVishwanatham Govt. High School on 27 January 2020 2. Kasturba High School on 29 January 2020 3. Uma's Montessori High School on 05 February 2020 4. Government High School, Seethaphalmandi on 14 Feb 2020 5. Mahboob High School on 16 Feb 2020 Conclusion:-The main motive of this project was to provide 'Education and Career Guidance' to 10th class students for their future. On the request of few school's management, we had conducted the same session for the 9th class students also. The Principals of the schools were also concerned with this initiative. The response from the students was splendid. They listened to each session with great interest and found helpful.

Provide the weblink of the institution

<http://sardarpatelcollege.ac.in/img/BEST%20PRACTICES.pdf>

## 8.Future Plans of Actions for Next Academic Year

Future plans In view of vision and mission of the institution, future plans aim at empowering our students with comprehensive approach towards education Academic plans To conduct add on programmes .To conduct extra classes to socio economic backward section students to improve the academics and

English Encourage more students to enrol in certificate courses .Internships and job placements in prestigious organizations. Research orientation programmes to be conducted to faculty and students Encourage faculty for development of E-content. Encourage all the departments to Conduct more seminars at national and state level and workshops. Encourage the faculty members to participate and present research papers in seminars, workshops, symposiums, national and international conferences. Motivate the faculty to enrol and pursue M.Phil, Ph. D programs and publish research articles in national and international journals. Faculty to be encouraged to take up minor and major research projects, interdisciplinary, industry sponsored, University/college sponsored and international projects. Faculty should be provided funds to conduct seminars, workshops and extension lectures in various fields to update with the current developments in education. Encouraging Women Welfare committee to focus on areas of women entrepreneurship, self employment opportunities, financial literacy, women self protection, emotional and physical well-being .Planning to Introduce compulsory Yoga and Meditation classes To encourage NSS and NCC departments to engage in more activities To prepare a comprehensive village development plan by adopting villages Encourage students to participate in activities conducted by Red Cross Society To cultivate an organic vegetable garden and medicinal plants garden in campus. Encourage girl students to enrol in sports Motivate students to use internet for Open End Resources (OER) for improved learning and enrol in various courses offered by MOOCs for additional learning. Conduct workshops and training in soft skills to help improve inter personal relationships and also for better employability. Sign MOUs with various industries and research laboratories to expose students to latest advancements and have hands-on training to develop their skills. Students should be motivated to take up live projects so that they develop inclination towards innovation and research development. Leadership qualities should be inculcated in students by conducting activities concerned to academics and co-curricular activities. Many changes can be brought in favour of students based on analysis report of the feedback forms of the students for various programs held in the college. Facilitate student society interface and introduce human values in education through NSS and NCC awareness activities, camps and rallies. Extra-curricular plans All round development of students in their personality, facing the crisis is possible through the development of courage, boldness and discipline. Book reading habit is declining drastically now-a- days because of mobile phones. Visiting library by the students should be made mandatory so they can update themselves with latest knowledge through books as well as E-resources. The students can develop interest in research activities and further studies. Gender equity should be encouraged among students by conducting various awareness programs on regular basis in the institution. There are many more plans which can be added in next academic.