SELF STUDY REPORT

Executive Summary

Introduction:

Late Sri Raja Bankatlal Badruka founded the Seth Ghasiram Gopikishan Badruka Educational Society in 1950 and affiliated to Osmania University.

The college was granted accreditation by NAAC in 2002 and re-accreditation in 2008.

The college has grown extensively in terms of academics and infrastructure over a period of last 67 years and now it has the following departments:

- Department of Commerce (UG)
- Department of Commerce (PG)
- Department of Management (UG)
- Department of Languages
- Department of Professional Studies
- Department of Fine Arts

Service Departments:

a) Research, Training and Consultancy Division (RTCD

b) Entrepreneurship Development Cell (EDC)

c) Placement and Grooming Division

Courses offered

The following courses are being offered by the college:

B.Com.(General), B.Com.(Comp), B.Com.(Hons), B.Com.(Comp.App), BBA and M.Com.

Location

The college located in the heart of the Hyderabad city near to the Kachiguda Railway station.

The address of the college: **Badruka College of Commerce and Arts,**

Kachiguda , Hyderabad , Telangana - 500027

Vision:

The college has been working with the following vision and mission

- Badruka College of Commerce & Arts works towards the goal of continuous improvement, discovery and sharing of knowledge with young men and women by providing them broad based quality education with international standards.
- The institution strives to transform the students into enlightened, spiritually inspired, emotionally balanced, self-reliant, morally upright, socially committed citizens of the country.

Mission:

- To empower students to assume leadership.
- To develop critical thinking habit and make them responsible citizens.
- To contribute new perspectives to the world of knowledge.
- To enhance access and inclusivity in quality education.
- To create a context of learning that ushers in professionalism, humanism and social responsibility.

SWOC

Institutional Strength :

1. Committed and experienced teachers.
2. Strong Brand Image among stake holders for the last 67 years ;
3. Pragmatic, positive, financially sound & future looking management.
4. College is located in the heart of the city connected well knitted public transport system;
5. Sought after by parents and students for admission in to various programmes;
6. Top meritorious students are admitted in to the college;
7. College uses ICT and other methods of teaching.
8. Getting university ranks in various programmes year after year;
9. Most preferred college for campus recruitment by MNCs
10. Well-developed infrastructural facilities including seminar halls, auditorium and computer labs.
11. Computerised Library and Digital Library facilities;
12. Active participation and winning medals, awards at State and National Level competitions by students in various literary ,cultural , sports and games, NCC and NSS activities;

Institutional Weakness :

1. Lack of freedom in developing & implementing own academic curriculum.
2. Lack of adequate MOUs with leading educational institutions;
3. Lack of student and faculty exchange programme;

Institutional Opportunity :

1. Potentials for launching more job oriented vocational programmes;
2. Scope for Masters Program in Business Management;
3. Hyderabad is Metropolitan City and provides scopes for expansion for educational offerings;
4. Providing Training and Consultancy Services to the Industry;
5. Focus on Entrepreneurial Development through training;
6. Entering MOUs with leading Global Educational Institutions;
7. Take advantage of rising awareness on higher degree courses and demographic dividend;

Institutional Challenge :

1. Intense competition from existing and emerging players in the field education;
2. Tight regulations on fee structure;
3. Increasing awareness about Massive Open Online Courses (MOOC);

Criteria wise Summary

Curricular Aspects :

Curricular Aspects

Being affiliated to Osmania University, the college follows the curriculum for all the courses given by the University. However, 6 members,4 from the Department of Commerce and one each from the department of Hindi& Telugu have participated in preparation of curriculum as Members of Board of Studies. College has introduced Choice Based Credit System (CBCS) during the academic year 2016-17 at UG level as per the OU guidelines. Hence, presently only 3rdyear students of under graduate are in Annual System and the remaining are under the Semester System. The College offers the following value addition courses to under graduate students: such as Indian Heritage & Culture, Environment Science, Science & Civilization, Human Values &Professional Ethics, Gender Sensitization

Teaching-learning and Evaluation :

TEACHING – LEARNING AND EVALUATION

The Institution ensures effective teaching by providing Audio Visual Equipment, LCD Projectors, Wi-Fi and internet facility, latest software packages for language laboratory, Commerce labs, library with SOUL software.

The college offers bridge course in General English and Accounting every year to fill the knowledge gap among the students who joined the UG Course in different streams.

College has regular practice of collecting feedback on the performance of teachers on yearly basis right from the inception. The format of feedback is prepared as per the guidelines of Osmania University. The collected feedback of teachers is analyzed by the Principal and Management and necessary steps are taken for correction.

Project Work

Students of B.Com (Hons.), B.B.A. and M.Com undertake project work by working in various organizations during the summer vacation and prepare project dissertation and submit to the Osmania University.

Internship/ on the job training:

175 students were provided with internship and summer placements by reputed companies during the last five years.

Seminar presentations

All the students of under graduate courses present papers in the seminars which is mandatory as per their curriculum on different subject themes.

Research, Innovations and Extension :

Research, Innovations and Extension:

College provides financial assistance for conducting guest lectures, seminars, workshops etc. The college conducted a good number of Seminars and Conferences, Workshops, Symposiums and faculty development programmes during the last five years. Faculty has published many Books and research papers in professionals journals during the last five years. The college publishes biannual research journal entitled "Badruka Journal of Business Review".

The college provides cash incentive to the faculty for research publications, Besides, the college also provides T.A., D.A and registration fee to the faculty for attending seminars and conferences and submitting the papers.The faculty have received minor and major research projects by the UGC during the said period.

4 Faculty Members have been recognized as Supervisors for guiding Ph.D candidates by Osmania University and they have been successfully guiding.

2 Faculty Members from the Department of Commerce and one each from the Department of Telugu, Sanskrit, Hindi, have received Best Teacher Awards during the last 5 years from various agencies.

College has strong alumni. It conducts regularly an Alumni Day on August 2nd and utilizes the services of Alumni for Welfare of Students.

Entrepreneurial Development Cell:

College has established Entrepreneurial Development Cell for imparting required skills to the students for becoming entrepreneurs. In line with its objectives.

Infrastructure and Learning Resources :

Infrastructure and Learning Resources

It has hostel for girls with boarding and lodging facilities including reading room, television, internet & Wi-Fi. It accommodates 60 girls.

The college has an auditorium with audio & video facilities. In addition, it has three seminar halls with LCD projectors, Audio Visual equipment for conducting Extension Lectures, Staff Meetings, and Literary and Cultural programs.

College has clinic headed by a qualified Doctor, Digital Library, Wi-Fi, CCTV Cameras, 3 RO Water Plants, LCD Projectors in all class rooms, Audio Visual Room, Language Lab, Commerce Lab, Computer Labs with software, Library with SOUL software, students lounge, ladies wash rooms, ladies waiting rooms and BOI branch etc.

Student Support and Progression :

Student Support and Progression:

With the committed and effective teaching learning procedures, 06 students in 2013-14 & 04 Students in 2014-15, 04 students in 2015-16 have achieved University ranks. Besides, college also awards cash incentives to the rank holders and also to the students who represented the college in Sports and Games at National/ International level and Inter University level.

The college organized outreach programs such as Blood Donation Camps, Aids Awareness, Cancer Awareness, Traffic Awareness, Community Development,Special camps etc. through NSS Units, for awareness and overall development of students.

NCC Wing of college is very active. NCC cadets have participated regularly in the Republic Day Parade at New Delhi during the last 5 years.

 The college has facilities for Indoor Games at college. A large number of students have participated in many State, National and International level tournaments. They achieved Medals and Prizes for their excellent performance in various Sports & Games during the last 5 years.

College has formulated various Committees such as Women Empowerment Cell, Students Grievance Cell, Anti Ragging Committee, She teams Committee, Sexual Harassment Committee, Library Committee, Cultural Committee, Sports Committee with Student representatives for the welfare of student community.

Governance, Leadership and Management :

Governance,Leadership and Management:

The college works towards the goal of continuous improvement by providing students value based quality education and foster an intellectual and cultural environment.

To accomplish its above stated 'vision and mission' the college has constituted various committees

The college is governed by its Governing Body and has In-built strong organizational structure which from time to time monitors the functioning of college, prescribes standards and suggest measures for up-liftment of college in general, faculty and students in particular. The college has got to its credit RTCD (Research, Training and Consultancy Division). The college has entered into MOUs with skill development consultancies to enhance knowledge of the students and holistic development. The college, organizes many literary and cultural events and has to its credit Entrepreneurial Development Cell to encourage and nurture students creative talent.

The college has established an IQAC. The Principal in coordination with IQAC continuously reviews Quality Policy and it implementation.

Institutional Values and Best Practices :

Institutional Values and Best Practices:

College has many best practices to its credit for making Green Audit, eco-friendly campus. Besides, the college has initiated the two best practices viz. (a) Audio books (CDs) short films and (b) News letters (bi-monthly) and English & Commerce Sketch Boards which have contributed to achieve in objectives of the college.

Short Films:

Students have produced 12 short films on themes dealing with civic sense such as "eve teasing", "public littering and how to bring in change", etc., The Short film on "Eve teasing" received of the award of Best Short film by the Telangana State Police.

News Letters:

The college has been publishing two News Letters viz. "Garima: Explore – Express" by B.Com.(Hon.) students and "Pratibimbh: – Unifying myriad reactions" by BBA students under student editorial board.

Profile

BASIC INFORMATION

Name and Address of the College	
Name	Badruka College Of Commerce And Arts(Day)
Address	NEAR KACHIGUDA RAILWAY STATION , KACHIGUDA,HYDERABAD
City	HYDERABAD
State	Telangana
Pin	500027
Website	www.bcca.co.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	K. SOMESHWER RAO	040-24732832	9949495712	-	bccaiqac@gmail.com
IQAC Coordinator	VENKATAIAH	040-24650232	9848469271	-	pasunoori.24@gmail.com

Status of the Institution

Institution Status	Grant-in-aid

Type of Institution

By Gender	Co-education
By Shift	Regular

Recognized Minority institution

If it is a recognized minroity institution	No

Establishment Details

Date of establishment of the college	02-08-1950

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Telangana	Osmania University	[View Document](#)

Details of UGC recognition

Under Section	Date
2f of UGC	18-10-1991
12B of UGC	18-10-1995

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes
If yes, has the College applied for availing the autonomous status?	No

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location *	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	NEAR KACHIGUDA RAILWAY STATION , KACHIGUDA,HYDERABAD	Urban	1.16	12526

ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)

Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BCom,Commerce	36	XII CLASS	English	360	360
UG	BBA,Management	36	XII CLASS	English	50	50
PG	MCom,Commerce	24	GRADUATION	English	40	40

Position Details of Faculty & Staff in the College

Teaching Faculty

	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				5				0
Recruited	0	0	0	0	5	0	0	5	0	0	0	0
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				12				25
Recruited	0	0	0	0	6	6	0	12	10	15	0	25
Yet to Recruit				0				0				0

Non-Teaching Staff

	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				2
Recruited	2	0	0	2
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				29

Recruited	7	22	0	29
Yet to Recruit				0

Technical Staff

	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				4
Recruited	4	0	0	4
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	7	0	0	0	1	0	8
M.Phil.	0	0	0	2	5	0	1	2	0	10
PG	0	0	0	2	3	0	8	11	0	24

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties

	Male	Female	Others	Total
Number of Visiting/Guest Faculty engaged with the college?	0	2	0	2

Provide the Following Details of Students Enrolled in the College During the Current

Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	14	0	0	0	14
	Female	26	0	0	0	26
	Others	0	0	0	0	0
UG	Male	191	9	0	0	200
	Female	266	4	0	0	270
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	37	44	51	46
	Female	34	30	28	25
	Others	0	0	0	0
ST	Male	16	12	18	11
	Female	5	5	9	2
	Others	0	0	0	0
OBC	Male	124	145	144	111
	Female	102	143	113	80
	Others	0	0	0	0
General	Male	90	101	100	92
	Female	121	120	155	108
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		529	600	618	475

QIF

1.Curricular Aspects
1.1 Curricular Planning and Implementation
1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Answer:

The institution ensures effective curriculum delivery through a well planned and documented process.

The initiatives taken up for effective curriculum delivery by the institutions are:

1. The principal and the HODs prepare college level academic calender at the beginning of the year based on the university academic calender .
2. HODs organize faculty meetings and finalize the methodologies for proper implementation of curriculum like preparing lesson plans, teaching diaries and preparation of study materials etc., as prescribed by the Osmania University at the beginning of the academic year.
3. The teaching process is conducted in various classes by using ICT, Group Discussions, Case Analysis, Role Play, Business Games etc.
4. The students are given assignments, preparation of course-wise Project Reports under the guidance of faculty.
5. The Principal, Heads of the Departments & IQAC supervise the effective delivery of the curriculum and suggest methods and means for its effective implementation.
6. Additional classes are organised by the HODs as required.
7. Bridge course is provided at the beginning of the year for the first year students as required.
8. Remedial coaching and tutorial classes are arranged to the slow learners.
9. For advanced students additional support and guidance provided by the faculty.

File Description	Document
additional information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Answer: 2

1.1.2.1 **Number of certificate/diploma programs introduced year wise during the last five years**

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	2

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Answer: 9.67

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
4	4	4	4	4

File Description	Document
Details of participation of teachers in various bodies	View Document

1.2 Academic Flexibility
1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years

Answer: 50

1.2.1.1 How many new courses are introduced within the last five years

Answer: 3

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Answer: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Answer: 3

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Answer: 17.75

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
236	294	285	253	186

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment
1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Answer:

The Institution integrates the cross cutting issues like, Gender Sensidization, Environmental and Sustainability, Human Values and Professional Ethics which enable the students for the development of creative and divergent competencies. The cross cutting issues are included and taught to enrich the students which facilitate interdisciplinary thinking and collaborative learning. The cross cutting issues are introduced in the curriculum for the holistic development of the students in these fields. The cross cutting subjects find an ample space when it comes to applying them positively into the curriculum. These areas are defined through a combination of teaching, internal self study and external requirements like field study, project works in the required areas.

The cross cutting issues helps the teacher to update the students on the needs of the country and help the learners to connect the issues with their living problems. It enables the students to develop their attitudes and values regarding these issues. It also help the students to implement what they acquired in the teaching in every day real life. It also help out students to become good citizens who can differentiate between good and bad. The cross cutting issues help the students to develop their skills, attitudes and to connect those issues to their daily life. As we believe in maintaining healthy environment for all the students by including them in our curriculum.

GENDER SENSITIZATION

Women and their issues have always formed and comprised a significant part of the social mosaic and of different cultures. Since 18th century, when women's rights first taken into account due to the works of Mary Wollstencraft, women's matters have occupied a central space in the larger consciousness of society. Today, as women increasingly move on to occupy jobs and positions in life wherein even men have been enable to set foot, they present a strange paradox of transition, as many women still struggle to assure themselves of their basic human rights.

This subject looks into women's status in society, which itself undergoes constant changes. It brings all aspects of a gender under its purview. This book has explode how women are challenging the assumptions that integrating women into development will solve problems caused by development plans and policies which have neglected or been detrimental to women to highlight the issues in more elaborated form. In this connection the topics like "women and education", women and health' and ' women and work', are noteworthy.

HUMAN VALUES AND PROFESSIONAL ETHICS

The long history of mankind has seen a lot of progress. Science has enable us to improve our understanding of the physical reality around us, while technology continues to offer conveniences in increasingly newer ways. The human beings are able to see the need for peaceful co-existence at the level human society and recognize the need for education as a 'fundamental need'. We have traversed a long way from the times of warring tribes and the fear natural elements. While we have tremendous advancements and innovations, the question still remains - Are we satisfied with the state of affairs today? On looking into this issue, it becomes evident that we are still faced with serious problems at various levels. At the human level, we can see that there continue to be issues in individuals with respect to lack of clarity on life goals, contradictions and stress, while at the level of human relationships in the family, we see problems in mutual understandings, increasing mistrust, insecurity and generation gap. Further, at the level of human relationships in society we see increasing communal conflict, exploitation and strife, terrorism and violence in various forms. The increasing corruption and other unethical practices in various professions is also causing serious concern. At the level of nature, we have increasing problems of degradation in various forms as well as resource depletion threatening the very survival of the human race. In fact, all these problems are a direct outcome of the 'well – planned' human activity carried out in the name of progress and in spite of all the advancements of science and technology. Where then, lies the solution? What exactly is amiss? This is an important question intriguing the human mind today.

The overall purpose of education is to enable a human being to live a full filling life, in harmony with one self and with family, society and nature. Hence, it becomes the responsibility of educators to enable the resolution of these issues, so that human society can achieve the cherished goal. In light of this, it becomes essential to find out what is of value, or what is really valuable to a

human being? While technology is an important human endeavour, it is only a means to achieve what is considered 'valuable' for human beings in an effective and efficient manner. It is thus not within the scope of technology to decide 'what is valuable' to a human being. The subject that deals with 'what is of value', or 'what is valuable to a human being' is called 'value education'. Values thus provide the basis for all our actions and there is an essential complememntarity between values and skills which needs to be ensure in an education system.

INDIA HERITAGE AND CULTURE

In a broad sense culture means anything physical or non-physical, which we produce and cultivate. But in its restricted sense it is generally associated with social behaviour, thoughts, philosophy and the way of thinking. Human thoughts influence the outward human behaviour. So culture includes the development of social and physical sciences. We shall later deal in detail with the nature and features of culture. But for the present we must satisfy to note, that culture deals with the development of thoughts, social behavior and philosophy of life. It includes both physical and non-physical things.

Heritage is something, which we receive from our ancestors. It includes everything, physical and non-physical, thoughts, learning and achievements. It is something, which we call our own and for which, we should be proud of.Culture is the product of two grade forces. They are (1) physical or geographical features, such as rivers, mountains, soil and climate. These physical features limit the human action and change the course of history. (2). Great personalitites or historical figures, such as Buddha, Ashoka, Shankaracharya, Dayanand saraswati, Vivekananda and Mahatma Gandhi. Such great personalities have far reaching effect on human thoughts. They change the society by their activities.

SCIENCE AND CIVILIZATION

Science is the body of systematic knowledge. A system consists of a number of things related to one another in a particular way to serve a specific purpose. Proper understanding and explanation of facts lead to the progress of science. Anything that involves a systematic study is science, whereas civilization is an advanced stage of human society. It is also a cultural synthesis and humanization of the people at all levels of living. The development of science and technology leads a society towards progress; and progress in turn leads towards the development of human civilization. Science and civilization appear to be different, but, in fact, they are closer to each other.

These days each and every kind of human activity is influenced by science and technology. Science has changed our lifestyle and thought.

ENVIRONMENTAL SCIENCE

Environment is the sum of substances and forces external top the organism in such a way that it affects the organism's existence. In relation to man, the environment constitutes of air, land, water, flora and fauna because these regulate the man's life.

Environment is a multi-dimensional system of complex inter-relationships in a continuing state of change. By environment we mean not only our immediate surrounding but also a variety of issues connected with human activity, productivity, basic living and its impact on natural resources such as land, water , atmosphere, forests, dams, habitat, health, energy resources.

ENVIRONMENTAL STUDIES

Environment, its maintenance and to check its degradation is a subject of paramount importance these days. With the population explosion, uncontrolled and undesirable activities of human beings, environment is getting degraded and imbalanced.

Apprehending the danger to life, it was proclaimed on the social and educational planks that the environment is life-sustaining and it should be preserved but in the wake of the failure of all these efforts, it became imperative to create awareness in the society at student level by introducing the subject of 'Environmental Science' in their curriculum.

1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

Answer: 4

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during last five years

Answer: 4

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Answer: 37.79

1.3.3.1 Number of students undertaking field projects or internships

Answer: 622

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System
1.4.1 Structured feedback on curriculum obtained from

1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents

For design and review of syllabus semester wise/ year wise

Answer: A.Any 4 of the above

File Description	Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

Answer: B. Feedback collected, analysed and action has been taken

File Description	Document
URL for feedback report	View Document

2.Teaching-learning and Evaluation
2.1 Student Enrolment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Answer: 0.36

2.1.1.1 Number of students from other states and countries year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
8	7	7	3	2

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrolment percentage

(Average of last five years)

Answer: 100

2.1.2.1 Number of students admitted year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
510	594	611	474	400

2.1.2.2 Number of sanctioned seats year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
510	594	611	474	400

File Description	Document
Institutional data in prescribed format	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Answer: 83.61

2.1.3.1 Number of actual students admitted from the reserved categories year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
236	274	282	218	184

File Description	Document
Institutional data in prescribed format	[View Document]

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Answer:

The Institution does assess the learning levels of the students college undertakes below activities after admitting the students.

• Induction programs are conducted by inviting experts to create awareness about the course, its prospects, availability of facilities in the college etc.,

• Bridge courses in English and Accounting are organized, every year for the 1st year students to fill the knowledge gap.

• Psychometric test is conducted for the first year students.

• Additional mentoring provided by the faculty to students based on the Psychometric report.

Add on Courses like CA-CPT and CA-IPCC are also offered.

Special focus is given towards development of English language and communication skills. Functional English classes are arranged regularly for weak students in communication skills hailing from rural background.

Rural Students are identified through:

- Medium of Instruction from schooling till + 2
- By Conducting self-introduction program in their classes
- Economic back ground

Advanced learners are identified through:

• Day to day interaction with students by the faculty

• Previous academic history of the students

• Faculty to whom the students are attached

• Performance in curricular activities

• Academic performance reports of students.

To Assess the mental well being of the students, psychometric profiling was done for first and final year students.

The institution responds to the needs of these advanced learners through the following:

(i) Involving them in academics and extracurricular activities

(ii) Encouraging them to deliver lectures on "self -Teaching Day" in connection with the celebration of Teachers' Day on 5th Sept. of every year.

(iii) Enrolling as Members of professional bodies. (Around 150 students in ICAI,20 students in CS & 10 students in CMA are enrolled every year.)

(iv)Motivating to undertake research activities and present research papers at National seminars, workshops and publish (around 120 students
    publish Research papers in newsletters & college magazine every year).

(v) Sanctioning scholarships/awards and rewards.

(vi) Publishing Monthly college News Letters by them.

Remedial Measures for disadvantaged sections / Slow Learners:

The college implements the following remedial measures:

(i) Special Coaching – for irregular students

(ii) Remedial Classes – for regular but academically weak students

(iii)Scholarships and Financial aid – for economically backward students

(iv)Faculty assistance extended through simplified learning material, books etc.

(v) Mentoring students by their seniors and the faculty.

(vi) In addition a teacher adopts a class to monitor the students' progress, gives academic and personal counselling and conducts regular meetings with their parents which has resulted in declining rate of students drop out in the College.

2.2.2 Student - Full time teacher ratio

Answer: 39.19

File Description	Document
Institutional data in prescribed format	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Answer: 1.22

2.2.3.1 Number of differently abled students on rolls

Answer: 20

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document

2.3 Teaching- learning Process
2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Answer:

- Student-centric activities: group discussions, debates, quiz, Jam Sessions, mock parliament, seminars presentations, essay writings elocution etc.
- Entrepreneurial events are conducted in the class rooms with the active participation of students in club activities.
- Labs: Well-equipped Language Lab, Commerce Lab and Computer Labs.
- Infrastructural Support: Audio Visual room, Seminar rooms, LCD Projectors, Cameras etc. for students' use in writing assignments and preparation of project reports.
- Library with e-journals, e-books, digital library, reading & reference room and Wi-Fi enabled campus for student to access information.
- Interactive sessions are arranged to enhance subject and communication skills of students by subject and industry experts.

- Scope for Independent learning is encouraged by giving through various projects on finance marketing HR to B.com honours, BBA and M.com Students.
- Students are guided to have exposure of various types of case studies in the classrooms.
- The institution ensures effective teaching by providing Audio – visual equipment,LCD projectors, Wi-Fi and Internet facility.
- Latest software packages for E-learning .
- Language laboratory, Commerce lab and Smart class rooms are provided.
- Teaching is made effective through social networking with libraries, video-conferences and use of educational CDs etc.

2.3.2 Average percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Answer: 100

2.3.2.1 Number of teachers using ICT

Answer: 42

File Description	Document
List of teachers (using ICT for teaching)	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Answer: 39.19

2.3.3.1 Number of mentors

Answer: 42

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	View Document

2.3.4 Innovation and creativity in teaching-learning

Answer:

• Faculty encourages debates on contemparery issues of societal importance in order to develop cognitive skills, strengthen knowledge and nurture scientific temper.

In the last four years, Faculty has adopted a variety of innovative methods.Some of them are:

Regular conduct of subject quiz
Regular update of curriculum as per placement requirement
• Formation of Groups / Teams to develop and conduct of subject exercises

activities.

- Use of Case studies in certain subjects based on latest development.
- Hosting mock practical exercises
- Use of social media for sharing work / intimation on academic updates

- Under innovative practices we encourage our students to make short films,which enable them to present their talent.
- We developed audio CDs for visually challenged students which help them to overcome the challenges.
- We are having a method of conducting online examinations to enhance the knowledge of the students.

2.4 Teacher Profile and Quality
2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Answer: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Answer: 16.4

2.4.2.1 Number of full time teachers with Ph.D. year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
8	8	6	6	6

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Average teaching experience of full time teachers in number of years

Answer: 13.67

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	View Document

2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Answer: 1.94

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	1	1

File Description	Document
Institutional data in prescribed format	[View Document](#)
e-copies of award letters (scanned or soft copy)	[View Document](#)

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Answer: 1.92

2.4.5.1 Number of full time teachers from other states year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	0

File Description	Document
Any additional information	[View Document](#)
List of full time teachers from other state and state from which qualifying degree was obtained	[View Document](#)

2.5 Evaluation Process and Reforms
2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Answer:

The evaluation methods are informed well in advance to students at the orientation programme conducted on the first day of instruction and by the faculty members in each class room. Students are given in advance Examination schedules, Assignments, Model Question Papers, Old question papers and Question Banks.

1. Annual examinations are conducted by the Osmania University, Pre-final and Half-yearly examination papers of earlier years are made available in Reference Room for easy reference.
2. The students are informed about their performance in class tests; half-yearly and pre-final examinations in the class room and the same are displayed on the notice boards.
3. Evaluation blue-print is given to the students if there is any discrepancy

The evaluation methods in practice are discussed in detail with the faculty. Accordingly, the faculty evaluates the students' performance and communicates the same to the students.

(i) The parents are briefed about the evaluation methods and their wards performance in parent teaching meeting

(ii) The students' performance reports are also appraised to the management and the HR Managers of various companies who visit college for campus recruitment.

(iii) To create a healthy learning environment and competitive spirit among the students at class level , we conducts seminars, debates on various topics.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Answer:

The college has to adhere to the evaluation reforms of the University. The major reforms adopted by the institution are:

1. Introduction of Internal Assessment of Students
2. Internal Evaluation of the papers of Indian Heritage, Human Values and Professional Ethics , Science & Civilization and Environmental Studies for undergraduate students.

(iii) Providing the valued answer books for the verification of the students and parents.

(iv) Provision for re-valuation and re-counting.

(v) The Osmania University provides question papers of annual examinations to the colleges through online system, which

will be printed and circulated to the students in the annual examinations.

(vi) Internal evaluation is done through assignments, Half yearly, Pre-final exams, group discussions, quiz and other participative activities.

1. Internal assessment is done twice in a Semester from 2016—17 academic year.

Internal Marks Distribution				External Marks Distribution
5	5	5	5	80
One Mark Questions	Fill in the Blanks	Multiple Choice Questions	Assignment	O.U Final Exam

In the process of internal assessment , we undergo various phase wise works like prior – during-post

exam stages.
Prior to the test: we plan prepare a proper blue print.
During the test: we make sure proper planning for invigilation and instructions to student who are going through the tests.
Post the test: we make sure each student know about their performance and remedies to overcome setbacks.

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Answer:

students who have any grievance relating to the examinations, results, marks conducting by Examination Branch, Osmania University students will approach Controller of Examinations they fill application forms relevant to their problem for which they have to pay a Specific amount (fees) and Controller will attend to the issue. The proofs will be maintained by Examination Branch, O.U.

As far as the internal grievances are concerned students will approach the academic coordinator they all attend to the problem and they maintain the record, It is a transparent method of attending to the issues. The academic coordinator will show the answer scripts and discuss the issues with concerned faculty and issues are sorted out.

The concerned subject faculty will clarify internal examination related issues and questions raised by the students. If required the matters are discussed with HODs and Academmic Coordinators.

All these matters are discussed and brought to the knowledge of examination Grievance redressal cell.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Answer:

The Institution adheres to the academic calendar for the conduct of CIE (Continuous Internal Evaluation)

1. The department conducts internal assessment and provide 20% of the total credits assigned for a course on the basis of attendance, class tests, assignments and seminars.
2. The better of the two grades of the class tests, performance in the Seminar presentations and assignments and the percentage of attendance are considered for awarding internal grades.
3. Assignments are given well in advance and the timely submission is ensured by the departments.
4. Internal marks are displayed on the notice boards to ensure transparency and correctness before they are forwarded to the university.

5. Independent learning and communication skills of students are tested through viva voce examinations, regular attendance and timely submission of assignments.
6. Every second and fourth weekend of the month we conduct slip tests.
7. We also conduct on-line slip tests which contain multiple choice questions and evaluation is done there only.
8. All the matters relating to assignments, slip tests, marks and performance are discussed by HOD's in the meeting.
9. In a semester the students are given assignments and assessment tests periodically before they write the university examinations. Two internal tests for 20 percent marks are conducted. In every semester assignments are given and evaluated continuously. The continuous internal evaluation helps the students.
10. The college conducts slip test, half yearly examination   during November and December and pre-final examination during February and March.
11. The Heads of the Department monitor attendance and progress of the student every year.
12. We follow University Almanac and CCE Calender.

File Description	Document
Any additional information	View Document

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 on website and communicated to teachers and students

Answer:

Course outcomes are statements that describe about the student's learning capability at the end of a course where as Program outcomes are statements that describe about professional expertise of a student.

All the programmes offered by the college are made aware to students and staff through:

(i) College Website, College Prospectus & College Magazine.

(ii) At the beginning of every academic year, college arranges induction program addressed by principal where students are informed about courses and programmes to be conducted during the academic year.

 (iii) HODs also conduct the regular staff meetings.

Generally we display CO and PO to the student in the very beginning of college. And the team of faculty goes to each class and brief about each point in it. That makes the student to have eagle eye on all the factors of CO and PO's. Once in week we hold meetings with selective students who perform poor in test so as they can come in detail learning and understands of COs and POs.

File Description	Document
Any additional information	View Document
COs for all courses (exemplars from Glossary)	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Answer:

The institution has a mechanism to evaluate programme outcome, programme specific outcome, course outcome through a number of direct and indirect assessment techniques. The questions and the parameters of the direct and indirect assessment methodologies are mapped to individual PO and CO. The marks obtained by every student is mainteined. Attainment is calculated by using weighted average calculation by uploading the data to an online software.

Course exit feedback was also used as an indirect assessment and a methodology to evaluate attainment of CO.

File Description	Document
Any additional information	View Document

2.6.3 Average pass percentage of Students

Answer: 97.19

2.6.3.1 Total number of final year students who passed the university examination

Answer: 553
2.6.3.2 Total number of final year students who appeared for the examination

Answer: 569

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey
2.7.1 Online student satisfaction survey regarding teaching learning process

Answer:

File Description	Document
Database of all currently enrolled students	View Document

3.Research, Innovations and Extension
3.1 Resource Mobilization for Research
3.1.1 Grants for research projects sponsored by non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years

Answer: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during last five years(INR in lakhs)

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	View Document

3.1.2 Percentage of teachers recognised as research guides at present

Answer: 0

3.1.2.1 Number of teachers recognised as research guides

Answer: 0

File Description	Document
Institutional data in prescribed format	View Document

3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years

Answer: 0.13

3.1.3.1 Number of research projects funded by government and non-government agencies during last five years

Answer: 4

File Description	Document
List of research projects and funding details	View Document
Supporting document from Funding Agency	View Document

3.2 Innovation Ecosystem
3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Answer:

The college has been giving top priority for research activity. College provides financial assistance for conducting guest lectures, seminars, workshops etc. The college conducted a good number of Seminars and Conferences, Workshops, Symposiums and faculty development programmes during the last five years. Faculty has published many Books and research papers in professionals journals during the last five years. The college publishes biannual research journal entitled "Badruka Journal of Business Review".

The college provides cash incentive to the faculty for research publications, Besides, the college also provides T.A., D.A and registration fee to the faculty for attending seminars and conferences and submitting the papers. College has established Research, Development & Consultancy Division for encouraging and monitoring research activities in the college. The faculty have received minor and major research projects by the UGC during the said period.

six Faculty Members i.e., four from the Department of Commerce and one each from the Department of Hindi and Telugu have been recognized as Supervisors for guiding Ph.D candidates by Osmania University and they have been successfully guiding.

Two Faculty Members from the Department of Commerce and one each from the Department of Telugu, Sanskrit, Hindi, have received Best Teacher Awards during the last five years from various agencies.

Many of the Faculty Members have attended orientation courses, refresher courses and FDP organized by Osmania University and other organization.

The college has introduced e-library, e-campus and LMS to facilitate creation and transfer of knowledge among the faculties and students.

College has strong alumni. It conducts regularly an Alumni Day on August 2nd and utilizes the services of Alumni for Welfare of Students.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Answer: 11

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
5	2	2	2	0

File Description	Document
List of workshops/seminars during last 5 years	View Document

3.3 Research Publications and Awards
3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Answer: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Answer: Yes

File Description	Document
List of Awardees and Award details	View Document

3.3.3 Number of Ph.D.s awarded per teacher during the last five years

Answer: 0

3.3.3.1 How many Ph.Ds awarded within last five years

Answer: 0

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document

3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Answer: 0.35

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
22	11	9	10	20

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Answer: 0.1

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
10	0	4	4	2

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities
3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Answer:

Goals:

- To enhance students' learning by enabling them to practice skills and test classroom knowledge through related service experiences in the local community;
- To enable students to provide needed assistance to community agencies and to the people served by the agencies;
- To assist faculty in their role as facilitators of service learning and in their engagement with the community;
- To provide leadership training and development opportunities for the Service Learning staff.

Extension Activity:

- The NSS units of the college regularly organises various extension activities.
- Through its various outreach programs, it has brought tremendous improvement in the lives of disadvantaged people of the villages adopted from time to time.
- The college has the fine practice of raising funds and collecting other valuable materials to help the affected people by natural calamities.
- The students internalize the virtue of selfless service so well that they feel committed to help the underprivileged people wherever they meet them.
- The beneficiaries are their domestic helps, old and sick people in the neighborhood, and accident victims and poor patients in hospitals needing blood.
- The best feature of our extension services is that we rope in the other agencies and institutions as well as expertise to bring about solid, life-long changes in the target groups.
- The college has a number of awards and incentives for faculty and students rendering help to the society.

3.4.2 Number of awards and recognitions received for extension activities from Government /recognised bodies during the last five years

Answer: 3

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	0	0

File Description	Document
Number of awards for extension activities in last 5 years	[View Document](#)

3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

Answer: 33

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
3	8	11	5	6

File Description	Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Answer: 0.25

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
8	2	3	2	3

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	[View Document](#)

3.5 Collaboration
3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Answer: 1

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	1	0

File Description	Document
Copies of collaboration	[View Document](#)
Number of Collaborative activities for research, faculty etc.	[View Document](#)

3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years

(only functional MoUs with ongoing activities to be considered)

Answer: 7

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
0	7	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance,other universities etc. during the last five years	View Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document

4.Infrastructure and Learning Resources
4.1 Physical Facilities
4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Answer:

The College provides adequate infrastructural facilities as per the need and requirement from year to year to create an environment of excellence in education through technologically advanced pedagogical tools.

The need-assessment for replacement / up gradation/addition of the existing infrastructure is made and carried out based on the recommendations of Heads of the Departments, Lab Staff and System Administrator after reviewing course requirements, computer- student ratio, working conditions of the existing equipment and also students' grievances.

- Effective utilization of infrastructure Labs is ensured through appointment of adequate and well qualified lab technicians/system administrator.

Teaching – Learning Class Rooms:

Accommodates B.Com (General) and B.Com (Computers) courses,

1. Library Block accommodates B.Com (Computers) courses, Library and Physical Education Department
2. Centenary building accommodates BBA,B.Com(Hons) and M.Com. courses.
3. Golden Jubilee Block accommodates second Language classes, Staff room, Ladies waiting room, academic coordinators, student's welfare officers room etc.

- **Auditorium:** The college has an auditorium in the premises with a seating capacity of 500 students with audio and video facilities. The major curricular, co-curricular and extra-curricular activities are organized in the Auditorium.
- **Seminar Halls:** The college has three seminar halls with LCD projectors, Audio Visual equipments for conducting Extension Lectures, Staff Meetings, and Literary and Cultural programs and other competitions. The details are as follows:

(i) A centralized air conditioned, well equipped Seminar Hall is in Centenary Building with a seating capacity of 175 students.

(ii) 2nd air conditioned Seminar Hall is located at the 5th floor of Library Block with a capacity of 100 members.

(iii) A 3rd air conditioned Seminar Hall is located at the 4th floor of Library Block with the capacity of 150 members.

Teaching – Learning Computing Equipment

The college has taken several steps to create, upgrade and enhance infrastructural facilities for quality enhancement and sustenance of the Teaching Learning process through latest technology, such as ICT, Videos, Digital Library etc.

- Examination branch consisting of a confidential room and strong room to download and print online question papers for conducting university examinations.
- The entire campus is connected with free Wi-Fi facility.
- The office staff is trained to upload and download the admissions of students through online, such as uploading application forms, generating nominal rolls and downloading hall-tickets,
- The applications submitted by the students for scholarships are forwarded to concerned Government Departments for approval and grant of scholarships through online.
- Purchased a generator of 40 kV in the year 2008.
- For all the buildings fire alarms and 25 extinguishers have been installed.
- The entire campus is connected with intercom facility.
- All the classrooms have ICT facilities.
- College management has arranged to install 65 CC Cameras at a cost of Rs.3,50,000/- and the entire college campus is under C.C. Cameras surveillance
- The library is fully computerized.
- 10 units of Biometric system were installed at a cost of Rs.1,40,000/- to monitor the attendance of students.
- 3 units of RO Plants are installed, each at a cost of Rs. 5 lakhs, to provide purified drinking water to students, staff and hostel boarders. The Government of Telangana was kind enough to sanction Rs. 15 lakhs under MPLAD funds for procuring RO Plants.
- College has established Digital Library at a cost of Rs. 4,02,500/- with the technical support of Meridian Digital World for providing access to download books and journals without internet connectivity.

Technology Enabled learning spaces/facility:

- Well equipped four (4) computer labs are established for commerce students with Hi-Speed internet facility.
- Well equipped English Lab was established for English Language with Hi-Speed internet facility.
- The college established a Commerce Lab with internet facility for providing practical knowledge to the Commerce students.

File Description	Document
additional information	[View Document](#)

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor) gymnasium, yoga centre etc. and cultural activities

Answer:

- **Sports:**

The college has been providing excellent support and coaching facilities by the Physical Director for indoor and out-door games and many students participated at National and International level competitions and won many Awards, Medals and Prizes.

- **Indoor Games:**

The college has established facilities for indoor games in the college campus like Table Tennis, Chess, Caroms and others.

- **Outdoor Games:**

The college has been providing facilities for outdoor games, such as Cricket, Athletics, Kabbadi, Kho-Kho, Basket Ball, Volley-ball, Badminton etc by hiring Osmania University grounds as per requirement. Besides college also utilizes its 80 acres land sanctioned by the Government of Telangana for outdoor games at Dabilpura,Medchal.

- **Gymnasium:**

The college has established an excellent and well equipped Gymnasium in the college campus with a cost of Rs 4 lakhs sanctioned by the U.G.C. and a Physical Director is appointed to maintain and train the staff and students.

- **Yoga:**

1. The college organizes Yoga classes in the campus for healthy life style of our students.
2. Lectures on ethical values and personality development are organized through Vivekananda Centre for Human Excellence, Ramakrishna Mission, Hyderabad.
3. The Ramachandra Mission conducts Yoga & Meditation Classes to the students on every Sunday in the College premises.

- **Health and Hygiene:**

1. The college has a Health Centre headed by a well qualified doctor to meet the medical treatment of students and staff.
2. It organizes health check-up camps by inviting local and specialist doctors for the good health of students and the staff.
3. A first-aid facility is also provided for the treatment of sick students.
4. The college has installed 3 water purification plants for providing safe drinking water at a cost of Rs. 15 lakhs under MPLAD funds.

5. Separate & common wash rooms for girl students are provided.

- **Cultural Activities**

1. College organizes various cultural activities throughout the year on various occasions and prizes are awarded to the winners.
2. The winners of various cultural activities are sent to participate in the competitions conducted by various Institutions all over India.

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Answer: 100

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Answer: 38

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Answer: 41.4

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during last five years (INR in lakhs)

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
5.76	40.09	23.78	61.32	31.06

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource
4.2.1 Library is automated using Integrated Library Management System (ILMS)

Answer:

The institution has established a Library Advisary Committee with the following.

Library Advisory Committee

Sl.No.	Name	Position
1	Dr. K. Someshwer Rao	Principal

2	Mr. Aravindam	Convener (Librarian)
3	Mr.Saidulu	Members (Asst. Librarian)
4	Dr.P.Venkataiah	IQAC Coordinator
	Mr.K. Naveen Kumar	Member
5	Dr. M. Prabhakar Reddy	Member (Senior Faculty Member)
6	Dr. K. Kiran Kumar	Member (Senior Faculty Member)
7	Dr. K. Anjaneyulu	Member (Senior Faculty Member)

The details of Library are as follows

Total area of the library	10,500 Sq. Mts
Total seating capacity	UG- 100 PG- 50
Working hours	9.00 AM to 5.00 PM
General holidays	Sundays & Public Holidays
e-resources	05 computer systems with internet facility.
Open to students during examinations	9 am to 5 pm.
Digital Library facility	Round the clock

The following initiatives and activities have been taken up by Library Advisory Committee:

- Library Advisory Committee is the bridge between the Librarian and Management and also between Librarian and users.
- It plays an important role in deciding the infrastructural requirements of the library, particularly with regard to purchase of books, journals and providing access of online journals to the Departments.
- Explains and emphasizes the use of Digital Library facilities by students & staff.

The following are the details of Library on the ICT

- **Name of the ILMS software: Soul Software**
- **OPAC: using DELPLUS 2.0 Software**
- *** Electronic Resource Management package for e-journals**
- *** Federated searching tools to search articles in multiple databases**
- ***Library Website: www.badrukacolleges.com**
- ***In-house/remote access to e-publications**
- ***Library automation   : Soul software**
- ***Total number of computers for public access   :   3**

- ***Total numbers of printers for public access : 1**
- ***Internet band width/ speed □ 2 mbps □ 10 mbps □ 1 GB**
- ***Institutional Repository**
- ***Content management system for e-learning:** MANA TV, KUBAND etc.
- ***Participation in Resource sharing networks/consortia (like Inflibnet)**

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Answer:

Manuscripts	About 148 Project Reports produced every year by BBA, B.Com (Hons) & M.Com. , 20 magazines, 6 Indian Journals, one International Journal are available in the library.
Reference	A special section is provided with 3037 reference books in the library for both students and staff.
Reprography	Central Reprography facility is provided to all students at concessional rate located in the Administrative Building
(ILL) (Inter Library Loan Service)	Inter Library Loan facility is available with DELNET, RBVRR Women's College, EFLU and Institute of Public Enterprises – OU
Information Deployment and Notification	Facilities available and the specialties offered are detailed and displayed on the notice board of the library. New arrivals are displayed on the arrival rack, and all the books are properly indexed and catalogued. Students and teachers can easily consult the catalogue and access books and periodicals. Paper cuttings related to employment opportunities, articles, editorials are displayed on the Library Notice /Information board.
Download and Printing	Download facility is available in the library, students can take printouts from the library at subsidized rates
Reading list / Bibliography compilation	Author-wise, Title-wise & Accession-wise Bibliographic Compilation are made available in the library
In-house / remote access to resources	Yes, Wi-Fi internet facility ensures direct access to e: resources. Besides, students and teachers can also access the resources available in the library. Digital Library: Students can access books & journals on smart phones & download the same.
User orientation and awareness	Students are supported and assisted to get the information they require from the library.
Assistance in searching Databases	The entire books are digitally catalogued and searching is easy. The library staff assists in searching the database.
INFLIBNET/IUC facilities	INFLIBNET – NLIST database is subscribed to e: journals and e:books, EBSCO & DELNET facility is available to the students and teachers through IPE –OU

4.2.3 Does the institution have the following:

   1. e-journals

   2. e-ShodhSindhu

   3. Shodhganga Membership

   4. e-books

   5. Databases

Answer: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in lakhs)

Answer: 5.73

4.2.4.1 Annual expenditure for purchase of books and journals year wise during last five years (INR in lakhs)

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
3.68	2.94	4.15	7.52	10.36

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document

4.2.5 Availability of remote access to e-resources of the library

Answer: Yes

File Description	Document
Details of remote access to e-resources of the library	View Document

4.2.6 Percentage per day usage of library by teachers and students

Answer: 7.11

4.2.6.1 Average number of teachers and students using library per day over last one year

Answer: 120

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Answer:

The college updates its IT facilities time to time. It has the following Computer student ratio in Laboratories : 1:7

Stand alone facility: Available

Internet Subscription : Excel media Leased line: BSNL Broad Band Wi-Fi available

- LAN and Wired Inter Connectivity : Available in the campus
- Photo Copiers   : 04
- Uninterrupted Power Supply: 10 KVA   : 1 3 KVA   : 2 1 KVA: 8: 500 to 600 VA : 30 2
- Generators: UG – 40 KV, 1500 rpm, 415 volts, 55.6 ams

Wi-Fi service is available only in the college Campus.

- Computer and internet facility is available at each Department for faculty.
- Computer and internet facility for students is available in the Labs & Library
- Installation of Digital Library facility both for students and staff with a total cost of Rs. 4,02,500/-.

During the next few years college plans to procure:

- Audience Response System for the Seminar Hall to facilitate Group discussions, Quiz program and similar events.
- Public Address Lectures for Common classes in Auditorium.
- Digital visualization for classrooms to enhance teaching and learning.
- Software to manage access to Wi-Fi and internet facility through cloud computing.

- To make all class rooms ICT enabled All the 52 class rooms are provided with White Boards.
- 40 LCD projectors are fixed in the class rooms.
- All the departments are provided with laptops and computers
- High speed Wi-Fi internet facility is available
- Membership with INFLIBNET N:list to access e:resources
- Use of PPT presentations by all the faculty and interested students is encouraged
- Conduct of internet based class exercises.

All the students of undergraduate courses prepare assignments & study projects as part of their curriculum.

- Internet Based class Exercises – help students to acquire inquiry based knowledge.
- Golden Hour – use of ICT in various activities by students result in all round development

- Saturday Activities – flexibility in activity designing and availability of ICT in classrooms, help stretch the frontiers of student knowledge and creativity.

File Description	Document
Any additional information	[View Document](#)

4.3.2 Student - Computer ratio

Answer: 6.69

File Description	Document
Student - Computer ratio	[View Document](#)

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

Answer: 5-20 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	[View Document](#)

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Answer: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Answer: 45.55

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during last five years (INR in lakhs)

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
24.49	41.76	30.90	34.26	23.46

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	[View Document](#)

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Answer:

The college developed well established systems and procedures for maintaining and utilizing physical, academic and support facilities.

It has an Estate officer under the Principal to take care of maintenance. The Maintenance staff consists of:

- Estate Officer
- Carpenter
- Electrician
- Plumber
- Gardener
- Equipment /Generator Maintenance technician
- 14 Sweepers
- 6 Security personnel.
- 5 System Administrators to maintain computers.
- Each building on the campus, including classrooms, labs, seminar halls,

Play-grounds etc., is attended / supervised by an external or internal supervisor

- The college provides accommodation for keeping the sensitive equipments like electricity generators, water purifiers, chemicals and scientific instruments.
- The laboratory staff keeps a strict vigil in maintenance and upkeep of chemicals and scientific instruments.
- The College electrician and supporting staff are responsible for the maintenance and upkeep of electrical equipments.
- The institution has a tie up with the companies for AMC for regular routine checkup of water purifiers. The college has 3 water coolers and 2 Aqua guard water purifiers and 3 RO Plants.
- Maintenance is done periodically to facilitate uninterrupted functioning of systems/electronic appliances.
- Fire extinguishers are kept at major places.
- Computers are maintained by M/s Sara Infoway Ltd under AMC.
- Each laboratory has an assistant who ensures that the computers are used properly and sensitive information and equipment is handled with care. College has a plan to establish a separate wing for journals & periodicals in the library.
- College has also a plan to construct new administrative block with conference rooms and modern facilities for effective functioning

5.Student Support and Progression
5.1 Student Support
5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Answer: 26.63

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
323	459	380	347	354

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Answer: 1.93

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
52	30	24	11	24

5.1.3 Number of capability enhancement and development schemes –

   1. For competitive examinations

   2. Career counselling

   3. Soft skill development

   4. Remedial coaching

   5. Language lab

   6. Bridge courses

   7. Yoga and meditation

   8. Personal Counselling

Answer: A. 7 or more of the above

5.1.4 Average percentage of student benefitted by guidance for competitive examinations and career counselling offered by the institution during the last five years

Answer: 30.72

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
487	459	444	466	316

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling	View Document

during the last five years

5.1.5 Average percentage of students benefitted by Vocational Education and Training (VET) during the last five years

Answer: 8.96

5.1.5.1 Number of students attending VET year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
123	178	163	135	49

File Description	Document
Details of the students benifitted by VET	[View Document](#)

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Answer: Yes

File Description	Document
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Answer: 35.28

5.2.1.1 Number of outgoing students placed year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
291	176	152	83	115

File Description	Document
Details of student placement during the last five years	[View Document](#)

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Answer: 21.89

5.2.2.1 Number of outgoing students progressing to higher education

Answer: 125

File Description	Document
Details of student progression to higher education	[View Document](#)

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years

(eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

Answer: 61.9

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
24	37	27	27	31

5.2.3.2 Number of students who have appeared for the exams year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
40	52	45	49	49

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

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) during the last five years.

Answer: 15

5.3.1.1 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 wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
6	3	4	1	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Answer:

5.3.2 **Student Council**

The student council consists of the class representatives - two from each class elected by the respective class teachers who represent girls and boys. They play an important role in academic and

administrative bodies of the college.

Role of Student council

The college student council was formed with the following objectives :

1. To provide practical exposure and experience to the willing students, through various activities conducted during course.
2. To develop skill sets of students; by involving them in planning & implementation of academic, social and co-curricular activities.
3. Cultivate Learning process through practical experience which encourages and makes students more confident, effective and improves their communication skills for the best results in personality grooming.
4. To act as an effective resource for students to help them build successful careers and become great business leaders
5. To enhance the development of professional skills of students
6. To provide a chance to interact with all students and faculty.
7. The student council members also play an important role in maintaining the code of conduct of the college and reporting any disciplinary issues to the committee members.
8. Student council members help the class teacher in conducting class activities,tests as well as attendance of students.

Activities of student council

The student council conducts activities related to

1. Personality development
2. Professional and business issues
3. Guest lecturers
4. Group discussions
5. Essay writing competitions
6. Jam sessions
7. Elocution competitions
8. Workshop on painting and craft making
9. Quiz competitions
10. Business quiz competitions,etc...

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Answer: 13.8

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
13	18	9	11	18

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Answer:

The Association of Badruka Alumunai (ABA) consists of a Chief- patron and an ex-officio. The advisory members are eight in number and the office bearers consist of President, Vice- President, General secretary, Joint secretary and a treasurer. The Executive body consists of five members.

The Core committee meeting is held every year where in valuable suggestions for improvement are given by the members and discussions on various achievements and accomplishments of the alumini is noted. The logo of ABA has been developed by the members in 2013 and it was decided to use the same in all the related decuments.

It was also decided to institute 4 gold medals, 2 each to be awarded to girls and boys separately.

In 2014, the alumni meeting was conducted on the occasion of the 65th foundation day. Gold medals were awarded to meritorious students in field of sports and academic members have discussed and approved that 20gm pure silver coin, gold plated with inscription be awarded.

In the year 2015, Yaadein an alumni meet was organized.

In the year 2016 on the event of cultural fest- Antarya was conducted by the college followed by an alumni meet.

On August 19th 2017 an alumni meet "Mehak" was organized for the batches from 1950 to 2000.

Apart from organizing such regular alumni meetings the ABA contributes 2 medals for meritorious students

1 medal for NCC and 1 for Sports category.

5.4.2 Alumni contribution during the last five years

Answer: 1 Lakh - 3 Lakhs

File Description	Document

| Alumni association audited statements | View Document |

5.4.3 Number of Alumni Association / Chapters meetings held during last five years

Answer: 15

5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
1	3	7	4	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

6.Governance, Leadership and Management
6.1 Institutional Vision and Leadership
6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Answer:

Vision:

- Badruka College of Commerce & Arts works towards the goal of continuous improvement, discovery and sharing of knowledge with young men and women by providing them broad based quality education with international standards.

- The institution strives to transform the students into enlightened, spiritually inspired, emotionally balanced, self-reliant, morally upright, socially committed citizens of the country.

Mission:

- To empower students to assume leadership.
- To develop critical thinking habit and make them responsible citizens.
- To contribute new perspectives to the world of knowledge.
- To enhance access and inclusivity in quality education.
- To create a context of learning that ushers in professionalism, humanism and social responsibility.

Details of Governing Structure of Badruka College Of Commerce And Arts

Governing Body

↓

Chairman

↓

Hon. Secretary

↓

Director General

↓

Principal

↓

Vice-Principals

↓

IQAC

↓

Academic Co-ordinators

- Student Welfare Officer
- NSS Officers
- NCC Officer
- Club Incharge
- Sports Incharge
- ↓
- Class Teachers

↓

Student Class Representatives

- The Governing Body of Badruka Educational Society which runs Badruka College of Commerce & Arts decides year-wise plans and programs for imparting quality education at the college.

The management in coordination with the Principal and the Staff (teaching and non-teaching), implements the programs suggested by the Governing Council.

- IQAC of the College organizes various programs for improvement of quality teaching and research and gives inputs to the management.
- The college has constituted various committees such as Disciplinary Committee, Examination Committee, Placement & Guidance Cell, Research & Development Committee, Library Committee, Literary & Cultural Committee, Seminars/Workshops Committee, Time Table Committee, Sports & Games Committee, College Maintenance Committee, Anti-Ragging Committee and Student Support & Progression Committees etc., for helping the college administration for effective implementation of the policies of the management with regard to:
- The policy statements and action plans for fulfillment of the stated mission
- Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan
- interaction with stakeholders
- proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders
- Reinforcing the culture of excellence
- Champion organizational change

The college management strives in achieving the goal of the institution through planned, systematic and coordinated efforts. At the beginning of the academic year the Head of the institution convenes a meeting of staff members informing about the academic almanac.

Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan

College formulates the action plan by taking into consideration the academic schedule, time table, internal examinations, cultural/literary activities, seminars/workshops, training programs such as FDPs, CRTs and implements the same.

Interaction with stakeholders

- The college interacts with the stakeholders- Students, Parents, Governing Body Members, Industrialists, Alumni and Professors of various Universities for enhancing the quality of education as per the changing global demands.
- The IQAC regularly interacts with the Alumni, who are from various fields, invites suggestions from them for ensuring quality enhancement and knowledge enrichment, through a valuable feedback.
- The college conducts Parent-Teacher meeting to interact with the parents about their ward's academic progress and behavioural aspects.

Proper support for policy and planning through need analysis, research inputs and Consultations with the stakeholders

- The Principal collects feedback from Heads of various Departments to lay down proper academic policy and analyse the feedback to improve the skills and knowledge of the faculty in a very positive way.
- Teamwork is inculcated among the staff to achieve academic success year by year.
- College has constituted a research advisory committee to encourage teachers to pursue M.Phil./Ph.Ds.
- The Management of the college allotted special funds to promote research among the faculty

Reinforcing the culture of excellence

To reinforce the culture of excellence, the college has taken up the following initiatives:

- Organizing seminars, workshops and guest lectures in respective subjects.
- Introducing innovative Teaching-Learning Pedagogies.
- Conducting awareness programs on various societal issues.
- Promoting academic and research activities.
- Executing social responsibility programs. Assigning study projects to inculcate critical thinking.

Champion Organizational Change:

- The IQAC ensures the quality enhancement of teaching & research by conducting seminars, guest lectures, workshops etc.
- The college constituted various Academic & Administrative Committees for effective implementation of plans & policies.
- College implements effective innovative teaching-learning methods by using ICT.

- 360o of Performance Appraisal is obtained for the staff through feedback from Stakeholders – Parents, Alumni, Students for imparting quality education.
- We undergo Academic Audit by the State Government on which we reflect upon and redeem the necessary inputs.
- The Institution, since its inception, has been working on the social and democratic principles by taking the suggestions from Governing Body and Heads of various Committees, Heads of the Departments for formulating plans and policies.
- College takes the feedback from the stakeholders on plans and policies and implements the same.
- The management provides leadership through the Principal to the college.
- The Principal with the help of Heads of Departments and various academic and administrative committees such as Students Welfare Committee, Grievance Redressal Committee, Library Committee, Sports Committee, Anti-Ragging Committee, Research Committee, Magazine Committee, Women Empowerment Committee, Entrepreneur Development Cell Committee, implements the policies of the management for imparting quality education.

To develop leadership quality among staff and students the college decentralized certain functions:

- Several Committees have been formed to conduct various academic & extra-curricular activities. Each Committee is headed by a senior member of the faculty as Convener.

- Student leadership is promoted by nominating students as class representatives, members of editorial board, games & sports committee, various clubs etc.

Perspective Plan

- Short-Term Goals:-

The institution always strives to establish and maintain the already established audio visual equipments, Commerce and English labs and equip the library with more relevant books and also enhance the digital library.

The college wishes to develop better infrastructure facilities for the employees in the form of staff rooms, personal computers, furniture, fans, air-conditioners and maintenance of RO plant.

- Long-Term Goals:-

The institution plans to establish hi-tech computer, commerce and English labs, seminar halls, an auditorium with larger capacity and hi-tech classrooms.

The institution also strives to enhance academics, sports, extracurricular activities and encourage students to opt for alternate careers like making short films, photography and various other art forms.

The institution is also working at introducing short-term certificate courses and PG Diploma courses in various vocational subjects.

6.1.2 *The institution practices decentralization and participative management*

Answer:

To promote decentralisation and participative management the following measures are adopted.

Strategic level: At this level decisions are taken by the Management in coordination with thePrincipal.

Departmental level: The Heads of various departments implement thestrategic level decisions with the help of teaching and non-teaching staff.

Student level: The class representatives are elected to communicate all theactivities of the college to their classmates. The issues and problems related to the students that go beyond the class mentor are directed to Grievance Redressal Cell.

At each hierarchical level, participation of faculty members is ensured by delegation of authority to them.

- The college delegates authority and operational autonomy to the Heads of Departments in implementing the curriculum plan, teaching schedule, examinations and other academic matters.
- The HODs are empowered to take decisions on academic calender ,teaching learning methodologies , examination schedules, field trips,etc..
- A number of commiittees such as Academic,library,examination,sports,admission committee,etc.. are constituted to encourage participative management.

The co-curricular and extra-curricular activities are handled by the respective Committees under the guidance of IQAC.

The college has established five clubs such as literary club,management club,arts club,quiz and film clubs.

Besides these clubs, the college has NCC and NSS Deparrtment and students welfare department too.

For example, the college conducts a literary and cultural festival every year called "Badruka Fest"The Principal holds the meeting and after discussion with the faculty members decides the date and venue of the event. A coordinator for the event is selected. The coordinator is responsible for all the requirements and smooth conduct of the event. Various committees are formed to distribute the work.

6.2 Strategy Development and Deployment
6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Answer:

The college is governed by its governing council and has in-built strong organisational structure. In order to achieve its vision and mission, the College has established an **Internal Quality Assurance Cell** as part of its Deployment plan and strategy implementation

This plan is developed by Principal in consultation with expert members of its Governing council, guidelines by Osmania University, its staff.

IQAC monitors and evaluates the efficiency and success of these enrichment programs (like both co-curricular and extra-curricular). This committee interacts with principal and the managing committee from time to time and amends the enrichment programs to meet the desired objectives.

- IQACtakesregularfeedbackfromstakeholdersonacademic,curriculum,placement,trendsandteach &analysesfeedback,preparesreports and submit to the University for necessary action..

IQAC continuously reviews quality policy and its implementation. The IQAC department recommends standards both in co-curricular and extra-curricular activities suggesting measures for improvement.

The IQAC established, has got its own hierarchy and structure with involvement of following members:

- The College has established an Internal Quality Assurance Cell with the following:

IQAC works for realization of Vision & Mission of the College to ensure quality in teaching – learning practices by:

1. exposing faculty to effective teaching methodologies through ICT,
2. organizing faculty development programs,
3. giving monetary incentives to faculty for publishing research papers & books,
4. encouraging faculty to pursue M. Phil. & Ph. D. Programs,
5. ensuring faculty to complete syllabus as per academic schedule,
6. collecting students feedback on teaching – learning practices at the end of academic year,
7. organizing seminars, conferences, workshops, symposiums & other academic activities,
8. organizing training programs to faculty and students for effective utilization of Digital Library facilities relating to e-journals, text books, reference books and other specialization related material,

Note:All the decisions of the IQAC for providing quality of teaching are approved by the management for implementation.

IQAC contributes to improve teaching and learning process by Organising workshops,symposia, conference and seminars on quality teaching related themes

The IQAC has the following external members:

1. Prof. G. Laxman, Dean, Faculty of Commerce, OU, **University Nominee**
2. Prof. Achalapati, Former Dean, Faculty of Commerce, OU & Academic Committee **Member of the College**
3. CA U.M.S. Kolluri, BCCA, **Alumni, EC Member**
4. Sri Amith Singh, BCCA, **Alumni Vice President**

External members participate in all the programs organized by IQAC and offer their valuable suggestions for providing quality teaching at the college.

How do students and alumni contribute to the effective functioning of the IQAC?

(i)	The students of the college contribute to the effective functioning of IQAC in providing quality education by giving their feedback on teaching & learning practices, library facilities, computer labs etc.

(ii)	Class toppers are nominated as Class Representatives to bring the various aspects of their class to IQAC for necessary action.

(iii)	Students are nominated to various committees such as Library Committee, Magazine Committee, Sports & Games Committee, Anti-Ragging Committee, Students Club etc. for their active participation in decision making.

(iv) Alumni helps IQAC for organizing guest lectures, providing internship and final placements, counseling the students for career planning etc.

How does the IQAC communicate and engage staff from different constituents of the institution?

1. IQAC communicates to the faculty and students through the Principal of the College about various academic events such as seminars, conferences, workshops, symposia and involves them in organizing the same.
2. IQAC closely interacts with faculty and students by conducting atleast 3 meetings and communicates recent developments with regard to quality and their implementation.

Yes, the College has developed an integrated framework for Quality Assurance of the academics and administrative activities.The perspective plan is attached.

a number of initiatives were implemented in line which the perspective plan.

- access to on-line teaching - learning resources,
- Introduction of independent learning,
- introduction of ICT enabled classrooms/learning spaces etc.by the institution place the student at the center of teaching learning process and render the role of a facilitator for the teacher.

• Central computing facility and its use by staff and students: The staff and students can share the information through network. Also staff and student can access network resources.

• Laptops/Tabs can be easily connected with projector with internet facility to give online access in the class. Videos are shown to the students related to the subjects.

• Faculty facilitation to prepare computer aided teaching/learning materials: All the classrooms have been provided with computer facilities and the computer system is connected to multimedia projectors and all computers have internet accessibility.

• Computer aided teaching learning is provided by some faculty to the students with available system, laptop, Wi-Fi and speakers in the classes. Videos on the related topics are demonstrated to the students in best possible way for fast learning teaching process.

• Internet hours are there in the time table for students to access the net and surf the material. Assignments are given to students to complete in this particular hour by surfing on net.

• Website: The website is updated whenever new information is to be added regarding national symposium, seminars, workshops, and recruitments and as and when required.

• Institutions plan to upgrade its computer systems and the provision made in the annual budget for update, deployment and maintenance of the computers in the institution: Systems are purchased with 3 years or 5 years warranty and upgraded the same once the warranty period expired if required.

• Maintenance of computers and their accessories: These are maintained by administrator and technical team of the college.

- Introduction of e- campus
- introduction of online feedback mechanism including 360degree feedback

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Answer:

Details of Governing Structure of Badruka College Of Commerce And Arts

Governing Council/Body

↓

Chairman

↓

Hon. Secretary

↓

Director General

↓

Principal

↓

Vice-Principals

↓

IQAC

↓

Academic Co-ordinators

- Student Welfare Officer
- NSS Officers
- NCC Officer
- Club Incharge
- Sports Incharge
- ↓
- Class Teachers

↓

Student Class Representatives

The governing body of Badruka educational society which runs Badruka college of commerce and arts creates year-wise plans and programmes for imparting quality education at the college . The management in coordination with the Principal and the staff (Teaching and Non-teaching) implements the programme suggested by the governing council.

IQAC of the college organises various programmes for improvement of quality teaching and research and it gives inputs to the management.

The college has constituted various committess such as Disciplinary committee, Examination committee,Placement and guidance cell, research and development committee , library committee, literary and cultural committee, seminars and workshops committee, time-table ,sports committee, college maintenance committee ,anti-ragging committee and student support and progression committee,etc. for helping the college administration for effective implementation of the policies of the management.

IQAC focuses on improving the overall development of the institution by conducting various activities during the academic year. The major activities undertaken by IQAC.

- The academic year began by the preparation of lesson plans and teaching diaries.
- Conducted orientation programme for the first year students.
- Conducted student seminars to improve their skills.
- For the overall development of the students, we organised cultural activities and encouraged the students to participate in inter-collegiate competitions through Student Welfare Department.
- Conducted Career planning and Personality Development programmes to train and groom the students for campus placements.

- Guest Lectures were arranged in various subjects to impart and enhance practical skills and knowledge.
- Continuous assessment of the performance of the students through various examinations, Seminar presentations and group discussions

The maintenance committee assess the needs and reviews the infrastructural facilities required by the staff and students in the campus.

The governmental initiatives like Swachh Bharat, Haritha Haaram etc are internalized. The Environmental Club conducts awareness programs and is also involved in activities like plantation, cleaning the premises etc. along with NSS and NCC students. All our programs in the college have a strong community connect.

A Grievance redressal cell has been constituted in the institution to address the grievances of the students and faculties in a timely manner(with in 10 days of receiving the grievance)

A complaint box is provided outside the principal room. complained box is checked every fourth week of the month.

File Description	Document
Any additional information	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation:

1.Planning and Development

2. Administration

3. Finance and Accounts

4. Student Admission and Support

5.Examination

Answer: A. All 5 of the above

File Description	Document
ERP Document	[View Document](#)
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	[View Document](#)

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Answer:

With appropriate structural planning, various bodies /committees like women empowerment,anti-ragging committees ,disciplinary committees etc have been set up. Note The college as per the norms first issues Notice to its Heads and faculty , conducts meeting , prepares minute and the same is recorded in separate registers created for the purpose.

The college under its planned agenda brought in the following changes:

1. IQAC wing was established to ensure quality policy in both co-currricular and extra-curricular activities ,this wing in coordination with principal and governing bodies prescribes measues and standards
2. Women empowerment cell has been successful in providing facilities like separe rest-rooms for women faculty and girl students and also waiting halls. In addition it has appointed particularly women faculty to head various clubs sucha s aliterrary club, management club, arts club etc and in support to government SHE teams was established protecting and addressing various issues in respect to women.
3. Discipline committee ensures successful implementation as per its agenda disciplinary code for students and its faculty. It ensures the same via installing of CC cameras to monitor behaviour of the students, thorough attendance checking, punctuality through bio-metric system(The college recently has shifted the canteen to the opposite location to ensure discipline and to avoid disturbance)
4. Anti -Ragging committee and grievance redessal cell was established , which addresses the issues ..e.g orientation programme organised by senior students for their juniors is encouraged by college so as to build friendly relation between seniors and juniors,, eve-teasing campaigning and seminar conducted to educate students juniors,, eve-teasing campaigning and seminar conducted to educate students.

6.3 Faculty Empowerment Strategies
6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Answer:

The college takes staff welfare measures such as sanctioning festival bonus to staff during Dussera and Diwali. The staff are entitled to receive interest free loans, maximum to Rs.2,00,000/- per head and also provided with Medical Insurance Policy.

The faculty are sponsored for attending national/international seminars/conferences by the college.

Complete fee waiver is given to the students who excel in sports/games at different levels.

Health Centre:-Recreational facilities, Yoga etc. A health care room is allocated for students and faculty in case of any health issues. There is a separate yoga and meditation room for girls under the supervision of a lady trainer. The College provided all sports equipment and is accessible to all students, who may be interested in improving their health as well as to all those who are interested in participating in sports competitions.

The management of the college encourages its staff by implementing the following welfare measures:

1. Timely crediting salaries to the bank accounts of staff on the 1st of every month.
2. College pays 50% or actual premium amount paid, whichever is lower, towards Mediclaim Policy of employees.
3. College grants additional increments for those faculty who have obtained higher qualifications such as M.Phil., Ph.D.
4. College sanctions Sick Leave, Maternity Leave & Earned Leave etc., as per the Government Leave Rules. Employees are permitted to encash their accumulated earned leaves.
5. College pays monetary incentives to the faculty for publication of research papers, attending and presenting papers in Seminars & Conferences etc.
6. Gratuity & retirement benefits are also extended as per Government Rules.
7. It contributes ESI premium every month for all those employees whose monthly salary is less than Rs. 21,000/-.
8. College has established a full pledged health centre with qualified doctor for providing free health facilities to all staff members.
9. College organises health check camps frequently for the benifit of the staff.
10. college also provides safe drinking water for which three RO plants have been established.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Answer: 31.21

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
23	19	9	6	8

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Answer: 0.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	1

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development

Programme during the last five years

Answer: 25.22

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
4	16	9	7	16

File Description	Document
Details of of teachers attending professional development programs during the last five years	[View Document](#)

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Answer:

Performance appraisal system in the college aims to capture complete details and multiple activities faculty are engaged in so as to appraise them.

The performance appraisal system of teaching and non-teaching staff in vogue:

TEACHING STAFF

The parameters of performance appraisal system for faculty consist of:

1. Feedback
2. Timely completion of syllabus
3. Use of innovative teaching methods
4. Punctuality
5. Attainment of higher qualifications
6. Participation in curricular ,co-curricular & extracurricular activities

NON-TEACHING STAFF

The parameters of performance appraisal system for non-teaching staff:

1. Punctuality
2. Agility
3. Discipline
4. Honesty
5. Dependability
6. Integrity
7. Reliability
8. Technical skill enhancement
9. Vertical enhancement of qualification

The college in addition to existing performance appraisal system has also establised 360 Degree feedback for all its employees which in detail includes :

A 360-degree feedback system is a comprehensive system of performance review that offers feedback on perceived behaviors along with accurate measure of an employee's performance.

Career Advancement Schemes:

Teaching Staff:

An assistant professor appointed will be promoted to senior scale on completion of 4/5/6 years of service (Ph.D/M.Phil./PG) after due appraisal.

An assistant professor senior scale will be promoted to selection grade/ Associate professor scale on completion of 9/10/11 years of service (Ph.D/M.Phil./PG) after due appraisal.

An assostant professor with Ph.D. and 16 years of service is promoted to professor if vacancy arises.

Non-Teaching staff:

A junior assistant will be promoted to senoir assistant on completion of seven years of serivece after due appraisal.

A Senior assistant will be promoted to Superintendent cader on completion of seven years of serivece after due appraisal.

A person working supoerintendent cader will be promoted to Accounts officer cadre on completion of seven years of serivece after due appraisal.

The principal with the help of IQAC evaluates the faculty and its non-teaching staff on the basis of above said parameters

Note: FOR TEACHING STAFF- parameters like Timely Completion Of Syllabus is captured through number of classes taken of their allotted subject as marked in attendance register and also Teaching Diaries , which is crosschecked with and duly signed by Head of the department. Whereas Punctuality is captured through college punching machine and also attendance register maintained by college for its faculty.

Academic performance Indicators (API) scores are evaluated and submitted annually to Commissioner ate Of Collegiate Education, Government Of Telangana for all teaching staff as based on UGC norms.

The outcome of the performance appraisal system and its report are reviewed by management so as to take important decisions and the same is communicated to stakeholders.

The decisions based on performance appraisal reports of teaching and non-teaching staff include:

1. Sanction of increments to teaching and non-teaching staff
2. Up gradation /career development like promotion of designation assigned to the staff
3. Sanction of monetary and non-monetrary incentives for research publications

Note: faculty delegation fee is reimbursed, and teaching staff are given TA/DA allowances apart from momentary incentive of Rs 2000 for National Level Publication and Rs3000 for International Level publication

6.4 Financial Management and Resource Mobilization
6.4.1 Institution conducts internal and external financial audits regularly

Answer:

The College accounts are audited every year as follows :

(i) Internal Audit:

It is conducted by a qualified leading Chartered Accounting firm.

(ii) External Audit:

 It is conducted by

 (a) Auditors from the Commissionerate of Collegiate Education   &

 (b) Auditors from Accountant General Office (AG – Audit).

The College administrative staff extends full support in auditing and submission of utilization certificate to the funding authorities audited by both internal and external auditors.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropers during the last five years (not covered in Criterion III)

Answer: 9.26

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropers year wise during last five years (INR in lakhs)

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
3.74	1.965	1.4425	.645	1.471

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Answer:

Badruka College of Commerce & Arts is the permanent affiliated institution to the Osmania University. It receives grants from UGC, State Government, Government agencies, private organisations etc; and we spend the received grants for the various purposes such as construction of the buildings, maintenance of the equipment, salaries for the staff members etc.

SOURCES OF INCOME

We receive grants from various income sources, below given are the details.

1.Fee collection from the students:

The major source of income for the college is from the collection of fees from the students.

2.Grants from State Government towards the salaries:

We receive grants from the State Government towards the salaries of aided staff members.

3. Grants from UGC for infrastructure development:

We receive grants from UGC for the infrastructure development, building expansion, development and repairs.

4. UGC grants for maintenance of equipments:

We receive grants from UGC for maintenance of infrastructure such as hostels, computers, library, equipments.

5. UGC grants for purchase of library books:

We receive grants from UGC to purchase books for the library.

6. Grants from UGC for research:

We receive grants from UGC for minor and major research projects.

7. Grants from UGC for Seminars and Workshops:

We receive grants from UGC to organise seminars, workshops and symposiums.

8. Grants from Telangana State Council for Higher Education for Seminars and Workshops:

We receive grants from other State Government agencies such as, Telangana State Council for Higher Education to conduct seminars and workshops.

9. Sponsorship from various organisations for Seminars and Workshops:

We receive sponsorship from various private organisations to conduct seminar and workshops.

10. Scholarships from organisations and private societies:

We receive merit scholarships from organisation and societies for the meritorious students.

11. Sponsorship from companies and organisations:

We receive sponsorship from companies and various other organisations to organise Fests, cultural events.

12.Contributions from Alumni:

We receive contributions from Alumni to organise functions in the college, such as Fests, Alumni Meets.

EXPENSES:

We spend the received grants for various purposes and activities. Below given are the details of the expenses.

1.Construction of the building and expansion:

We spend on the construction and expansion of buildings.

2. Salaries to the staff members:

We spend on the salaries of the staff members.

3. Maintenance of purchased equipments:

We spend on the maintenance of the purchased equipments, furniture, library maintenance etc.

4. Career Recruitment and Training:

We give training for the students for better placements. We spend on Career Recruitment and Training for the students.

5. Remedial Coaching:

We give coaching for the weak students in academics. We spend on Remedial Coaching classes.

6. Student Cultural Programmes:

We spend on various cultural programmes of the students such as Freshers, Farewell, Intra college fests, Traditional day, Food fest etc;

7. Student Club activities:

We organise various activities to bring out the skills of the students through student club programmes. We spend on the Student Club activities.

8. Seminar fees:

The faculty members attend various seminars, we spend on the seminar fees of the faculty.

9. Delegation fees:

The faculty members attend various conferences, we spend on the delegation fees of the faculty.

10. Publication of Seminar papers:

The faculty members publish their seminar papers in the various journals. We spend on the publication of the seminar papers.

11. Maintenance of Sports, Games and Gym equipments:

We spend on the maintenance of the purchased equipments of sports, games and gym.

12. Authoring/co-authoring of books:

We provide incentives for the faculty members to author/co-author various books.

13. Repairs and Maintenance of the buildings:

We spend on the repairs and maintenance of the buildings.

14. Purchase of Library books:

To strengthen the knowledge of the students, we provide various books for the library. We spend on purchase of library books.

15. Electricity and Water bills:

We spend on the payment of electricity and water bills.

16. Software:

We spend on the purchase of relevant software for the admin office and library.

6.5 Internal Quality Assurance System
6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Answer:

The IQAC has implemented a number of initiatives in order to improve the overall quality of the institution.

- IQAC has introduced multiple feedback such as 360 degree feedback, curriculum feedback, library feedback, parent feedbacks, alumini feedback etc. Each of this feedback is taken online, analysed by the software and the reports are forwarded to the Principal for further actions as necessary. Action taken report is also documented.
- IQAC has introduced a number of ICT initiatives such as e-campus, online MCQs, online assignments etc.
- IQAC has been institutional in a number of quality initiative such as intoduction of new Certification courses, conducting workshops, etc.

In addition, IQAC is also engaged in the following activities.

- IQAC communicated to the faculty and students through the Principal of the College about various academic events such as seminars, conferences, workshops, symposia and involves them in organizing the same.
- IQAC closely interacts with faculty and students by conducting at least 3 meetings and communicates recent developments with regard to quality and their implementation.
- Principal in coordination with IQAC implements the academic curriculum as per the University Almanac.
- IQAC organizes various academic events for providing quality education under the guidance and supervision of college administration.
- IQAC promotes research activities of the faculty by implementing the incentive schemes announced by the college.
- Facilitates career oriented courses for final year students, conducts remedial classes for slow learners & bridge courses for the students to improve their quality in learning as per the policy of the college in coordination with the Principal.

As a result of IQAC initiatives the college has started and implemented the following best practices.
1.Eco-friendly activities in college: To reduce the pollution, we have introduced "Go Green Ganesha" Programmes and planting the saplings on the campus

2.Health awareness programmes Various health related programmes have been conducted in the college campus like, Yoga, Blood donation & free dental check-up, eyecheck-up, etc.,

IQAC also contributes to improve teaching and learning process by

i) Organising workshops, symposia, conference and seminars on quality teaching related themes

ii) Establishing tie-ups and collaborations with various academic institutions and industries;

iii) Introduction of modern ICT teaching aids. The IQAC works towards the enhancement of the learner's knowledge, capacity building and personality development by providing holistic education.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Answer:

Role of IQAC to improve Teaching learning process:

IQAC contributes to improve teaching and learning process by

i) Organising workshops, symposia, conference and seminars on quality teaching related themes

ii) Establishing tie-ups and collaborations with various academic institutions and industries;

iii) Introduction of modern ICT teaching aids. The IQAC works towards the enhancement of the learner's knowledge, capacity building and personality development by providing holistic education

Structures and Methodologies of Operations:

1. Academic Calendar & Teaching Plan:

A detailed teaching plan is designed in accordance with the academic calendar. This plan enables the teachers to complete their syllabus in the stipulated time that coordinates with the Exam Schedule.

2. Learner Centric Approach:

Adopting modern teaching methods to make the classroom more learner centric, so that the student can enhance the quality of learning. ICT based teaching is encouraged among the staff to improve their teaching skills and be on par with changing global requirements.

Examination Schedule: Detailed information about in-house examinations and external examinations is given to students, so that they plan well in advance to study for the forthcoming examinations.

Evaluation Process: The Principal regularly meets the Academic Coordinators and Heads of various Departments and take the feedback on the syllabus Completion,class room approach of each faculty, student discipline and any other relevant academic matters. Thus, the systematic planning, organization and implementation of teaching – learning– evaluation is possible as per the university schedule.

Learning Outcomes:

The college has a set of mechanism to monitor the students learning outcomes through

- Internal examinations results.

- Attendance Records.

  - Half-yearly and pre-final Examinations.
  - Slip Tests
  - Assignments.

• The results of these examinations are usually recorded and the same is intimated to their parents

• Teachers use these results to review the overall performance of students.

• The slow learners are taken care of by the mentors through the counselling cell. Remedial Programs are arranged for slow learners.

• Library register, attendance registers are monitored to assess the student interest in academic activities. The faculty members are assigned to conduct surprise tests, quiz etc., to monitor the academic progress of each student.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Answer: 1.8

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
4	2	2	0	1

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document

6.5.4 Quality assurance initiatives of the institution include:

1. *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements*

2. *Academic Administrative Audit (AAA) and initiation of follow up action*

3. *Participation in NIRF*

4. *ISO Certification*

5. *NBA or any other quality audit*

Answer: C. Any 2 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made for the preceding five years with regard to quality (in case of first cycle)

and post accreditation quality initiatives (second and subsequent cycles)

Answer:

Post accreditation quality initiations :1st cycle:

- Well established seminar halls with all advanced technical aids(LCD projectors,Good Podium,Audio System)
- The college has introduced Bio-Metric attendance for its teaching staff and non-teaching staff.
- The college has created a placement and grooming cell for the overall development of the students and which proper career counselling and providing of better employment oppurtunities.
- College has provided best medical facilitities t the staff and students under the supervision of experienced medical practioner.

Post accreditation quality initiations: 2nd cycle :

- College created various clubs like management club, arts club, literary club,quiz club, films club etc to create platform for exhibitinbg inherent talents of studetns and staff .
- College has introduced sketch boards both for its English dept and Commerce dept. where english sketch board hasbeeb used to teach english grammar and commerce sketch board hasbeen used to popularise commerce concepts and variables
- Created ALUMNI ASSOCIATION
- Introduced RO Plants to provide purified and distilled drinking water

- Introduced FIRE AND SAFETY MECHANISM in campus
- Introduced Bio-Metric Sytem for its Students to ensure punctuality
- Established ENTREPRENEURIAL DEVELOPMENT CELL to nurture entrepreneurial skills and to create knowledge and awareness about various entrepreneurial activities and issues.
- College has added many more better infrastructural facilities and amenities in addition to its existing

7.Institutional Values and Best Practices
7.1 Institutional Values and Social Responsibilities
7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Answer: 13

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
6	1	4	1	1

File Description	Document
List of gender equity promotion programs organized by the institution	[View Document](#)

7.1.2

1. ***Institution shows gender sensitivity in providing facilities such as:***

    1. ***Safety and Security***

    2. ***Counselling***

    3. ***Common Room***

Answer:

- **Safety and Social Security**:

- ***CCTV Cameras***: Around 80 CC TV surveillance and security cameras are installed all across the campus to monitor the students' movements. These areas include: classrooms, corridors, parking lot, cafeteria, entrance gate, and other passages and corners. The footages are preserved for a month. Many times, these cameras have helped in tracing the mal practitioners during the college hours and also during examinations.

A watchman always monitors the in and out of students, checks their ID Cards and dress code daily; two watchmen watch the vehicles.

- *Fire extinguishers:* On the whole, our college has 15 Main fire extinguishers, i.e. 1 at each floor in every building depending on the floor space area. Powder extinguisher is available in case of small fire accident , also the college conducts awareness programs on fire drills and disaster management.
- *Anti- Ragging*: Our College is free from ragging. We have an Anti-Ragging Committee, which consists of 10 faculty members. Regular meetings are conducted to ensure ragging free campus. Class representatives of each class must report the issues (if any) to the class teachers as well as the authorized members of anti-ragging committee.

 Fortunately no cases have been reported so far.

- *Police and SHE Team*: The nearest police station to our college is Kachiguda Police Station. Our college has strong cordial relations with the authorities there, who has been very supportive. The SHE Team has also conducted a few talks, giving their promise in helping the girl students. The emergency contact numbers and Security Apps were given to the girl students. In a competition held at the first anniversary of SHE teams, short film produced by our college students has won the first prize.
- *Location:* Our college is situated in a lane inside the main road, so there is no risk of passing vehicles colliding with the students. All means of public transportation: bus, train and autos are available close by easily.
- *Dress Code:* Our college doesn't have a uniform, but it has a uniformity in dressing. As a conventional co-education institution, it believes in keeping its students away from fashionable distractions. In fact, many parents appreciate this strict practice in our college, which is not followed by other colleges.
- *Trips and Tours:* In case of local educational trips or once out -of state tours, it is a mandatory to send both lady faculty and gent faculty along with the students (as per the strength of each gender).
- *NCC*: Our college comes under 5 Telangana Battalion. The NCC officer encourages not only boy cadets but also girl Cadets and both are given equal treatment and training. Girls, too, attend-
- a) National and International camps

- b) National parade in New Delhi

  c) Air Force Training

- **B) Counseling Cell:**

- Apart from faculty ,every class has one faculty member as a Class- In-Charge, who looks after or addresses the students' doubts and disputes pertaining to discipline and behavior, academic improvement, maintenance of attendance percentage, etc. Nevertheless, whenever students approach any lecturer with any sort of issue or lack of career/personal life clarity, our esteemed faculty always guide them. There are no records of it, but our students themselves are the live evidences to us. There were instances of a few students wanting to commit suicide, and our faculty were successful in enlighten those students, who are very happily settled in their lives.

  C) Common Room:

- The '*Girls Waiting Room*' gives a humbling ambience to those girls in any sudden suffering during the college hours. This room has an attached toilet and also a wash basin. The interiors like, mirror, curtains, tables and chairs give a pleasing look. In case of cultural events such as theatre, dance, etc. girls use this room for changing costumes. Also, the security at the door is tight, preventing boys to enter. The CCTV camera, on that floor, captures the views in the corridor assuring the safety of girls using that room.

File Description	Document
Any additional information	[View Document](#)

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Answer: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (In Kilowatt)

Answer: 0

7.1.3.2 Total annual power requirement (In Kilowatt)

Answer: 101249

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	[View Document](#)

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Answer: 34.57

7.1.4.1 Annual lighting power requirement met through LED bulbs (In Kilowatt)

Answer: 35000

7.1.4.2 Annual lighting power requirement (In Kilowatt)

Answer: 101249

File Description	Document
Details of of lighting power requirements met through LED bulbs	[View Document](#)

7.1.5 Waste Management steps including:
- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Answer:

Solid waste management: Our college takes adequate care in recycling of all the paper media through proper methods. The fund collected from these channels are deposited into college account under the head of aided special fee

Liquid waste management: There is no specific policy the college has in managing the liquid waste though the college adheres to the local practice given by the local authorities

E-waste management: Our college has no specific policy for discarding e-waste but the college authority's as per the information provided by the technical staff hands over the waste to the designated firm. This amount is deposited into college account under the head of miscellaneous income exam.

7.1.6 Rain water harvesting structures and utilization in the campus

Answer:

Our college adopted the rainwater harvesting technique in the year 2016 in order to replenish the level of potential groundwater. The government of Telangana has constructed three water harvesting pits in he campus.In addition to these, the college management has constructed Two pits with dimension of 1.00 M × 1.00 M× 1.20 M.This helped in raising of ground water level in turn,we are able to meet the total needs of the college during the summer also.furthur because of enhanced water availability the college is able to protect and grow the plants in the college campus.

The management has decided to construct a few more water harvesting pits very shortly to develop and maintain the level of ground water potentiality in the college to meet the future water requirement.

File Description	Document
Any additional information	View Document

7.1.7 Green Practices
- **Students, staff using**
a) **Bicycles**
b) **Public Transport**
c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Answer:

- The college being in the centre of a city is accessible by students through

1. Bicycles (3%)
2. Public transport such as MMTS trains and RTC buses (80%)
3. Pedestrians (7%)
4. Own transport(10)

- Plastic free campus: College is giving in efforts to make a plastic free campus beginning with replacing the plastic litter boxes with huge drums, for segregating and disposing the dry litter in orderly form.
- Every year, our students put up stalls promoting ECO-FRIENDLY GANESHA. In order to encourage as many students as possible, a '**C*lay Ganesha Making and Decoration Competition*'** is held every year.
- Paperless Office: Our College has reduced the use of paper in the campus by giving notices and information on different platform. It uses social media, social application and other medias to reach the students and staff.
- The college is surrounded by big trees which makes campus green and pure.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Answer: 0.76

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during last five years(INR in lakhs)

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
.50	.50	.50	.50	.50

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Green audit report	View Document

7.1.9 Resources available in the institution:

1. *Physical facilities*
2. *Provision for lift*
3. *Ramp / Rails*
4. *Braille Software/facilities*
5. *Rest Rooms*
6. *Scribes for examination*
7. *Special skill development for differently abled students*
8. *Any other similar facility (Specify)*

Answer: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Answer: 43

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
12	10	10	8	3

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Answer: 43

7.1.11.1 Number of initiatives taken to engage with and contribute to local community during year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
12	10	10	8	3

File Description	Document
Details of initiatives taken to engage with local community during the last five years	View Document

7.1.12
Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Answer: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Answer: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Answer: Yes

File Description	Document
Any additional information	View Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Answer: Yes

File Description	Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Answer: Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Answer: 28

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Answer:

YES, every year, our college organizes national festivals such as Independence Day, National Yoga Day, Republic Day, National Unity Day, Teachers Day, Telangana State Formation Day, etc. These days are not just celebrated for namesake, but are celebrated with high reverence, by arranging various competitions and guest lecturers for students.

- In connection with **Independence Day** and **Republic Day** m the Department of Student Welfare conducts:

- Essay Writing Competitions (in Hindi, Telugu and English languages)
- Elocution Competition (in Hindi, Telugu and English languages)
- Patriotic Song Singing Competition
- National Anthem Singing Competition

The NCC cadets welcome the chief guest and guests with the Guard of Honour, and also make cultural performances. The Student Welfare Department hosts the programmes and arranges students' speeches and other cultural events.

- **Yoga Day** (21st June)is hosted by the NSS Department. Every Sunday, the college runs yoga classes in the auditorium.
- **Kargil Vijay Diwas Celebration** (26th July)
- **Prof. Jayashankar's Jayanthi** on 6th August since 2016.
- **Azadi ke 70 saal** (23rd August 2016)
- **Teachers Day** (5th September) is celebrated grandly**.** Teachers are felicitated on this day.
- **Hindi Diwas** (14th September) is celebrated by the Department of Hindi. It conducts various literary competitions for students.
- **Telugu Basha Dinotsavam** (29th August) is celebrated by the Telugu Department every year.
- **National Unity Day is** celebrated on 31st October as annual commemoration of the birthday of Vallabhai Patel. Staff and students take the Unity Pledge on this occasion.
- On World's **AIDS Day** (1st December) , The NSS Department takes an awareness rally and participates in many programmes conducted at other venues.
- **National Youth Day** (12th January) is celebrated on the birthday of Swamy Vivekananda. Students are given a motivational lecture by swamijis from RK Matt.
- On **Martyrs' Day** (30th January), a 2 minutes' silence is observed at 11 am, to pay tributes to the Mahatma Gandhi.
- On 9 September 2016, Rama Krishna Matt conducted a talk on ' An Ideal Teacher for An Ideal Nation'. 20 faculty members of our college participated in it.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Answer:

(a) Publicity

The college gives wide publicity about admission process through:

(i) College Prospectus

(ii) College Website

(iii) Social Media

(iv) Displaying admission notifications on College Notice Boards

(v) Students News Letters

(vi) Advertisement in leading newspapers

(b) Transparency in Admission Process:

We strictly follow the norms laid down by the Osmania University and Government of Telangana. For ensuring transparency, the college authorities announce the counselling schedule in advance.

(i) Accordingly, the college conducts open transparent system of counselling by displaying details of allotment of seats based on the merit in front of all the applicants along with the parents by following the Admission Rules of Reservations of Osmania University and the Government of Telangana.

(ii) Counselling for all UG courses viz. B.Com (Gen), B.Com (Comp) & BBA is conducted by the college.

(iii) Counselling for B.Com (Hons) is conducted by the Dept. of Commerce, Osmania University based on the ranks secured by the candidates in the Common Entrance Examination conducted by it.

INTERNAL ASSESSMENT

The formative and summative assessments are adopted to identify areas that may need improvement.

(i) Students are given various classroom activities and homework exercises as a part of review for exams and class discussions.

(ii) Subject wise Journals are provided which help the PG students to update their knowledge and inclination towards research.

(iii) Question and answer sessions are conducted both at formal and informal levels.

(iv) Student feedback is collected periodically.

(v) Summative Assessment is implemented entirely by the University in the final stage. The college conducts Slip tests, Half yearly and pre-final exams which help the students for preparation for their final university annual examinations.

Further, Internal marks are displayed on the notice boards to assure transparency and correctness before they are forwarded to the university.

Financial Transparency

Our college financial statements are regularly audited by internal auditors of the college and also reviewed by external auditors.

ACADEMIC AUDIT

- Academic Audit will be conducted by Commissionerate of Collegiate Education(CCE) , Government of Telangana every year.
- All teachers' teaching diaries, class room registers and documents of additional responsibility (if any), etc are keenly examined by the CCE officials.
- Considering the remarks and recognition, our college has been progressing year by year.
- Our future targets: As the recommendations of the CCE (June 2017)

1. The college should take necessary steps to make its Website very dynamic, updated, creatively designed to attract more number of online visitors. College Website is a Silent PR and hence due importance should be given.
2. The unique programs and activities of the college should be highlighted.
3. A core team involving faculty members and students to be formulated to maintain the website.
4. More information about the alumnae (data mining about the alumnae can be done with the help of Computer Science dept.) to be gathered.
5. The department to do a SWOT analysis based on the academic audit exercise.
6. The college can take measures to prepare a list of "Graduate Attributes" as required by NAAC and the department can select the relevant attributes for their students.
7. Such attributes could be quantified based on the number of programs and activities in tune with the College Mission statement.

(Ex: Intellectually matured – quantified based on the academic programs, Morally upright – based on the value based activities, Socially sensitized – based on the community projects and spiritually upright – based on the spiritual values).

GENDER AUDIT

Our college has been following gender audit since the beginning. Committee like grievance, anti-ragging and women empowerment have been created to resolve any issues that have been bought to the notice of the committee members.

College since past six years has not come across any issues regarding the same. Subject like gender sensitization has also been introduced as part of the curriculum by the University.

Every year, soon after the admission process gets completed, the gender wise data is submitted to MHRD (Ministry of Human Resource Development).

7.2 Best Practices
7.2.1 State at least two institutional best practices (as per NAAC template)

Answer:

A(a) Dramas from English Literature (Since 2014)

1. **TITLE**

Readers Theatre

1. **GOAL**

This practice aims at

- Instilling Soft Skills: Leadership, Team Management, Time Management, Decision Making, etc. are most important traits that should be instilled among students. Planning and performing a play or a drama with a group of peers will help students to learn these traits.
- Overcoming Stage Fear: Students lack confidence when they stand in front of a group of audience. But, stage fear doesn't fetch anyone anything.
- English Proficiency: The numerous rehearsals, before a performance, will enable students to memorise not only the lengthy dialogues but also to improve their language fluency.
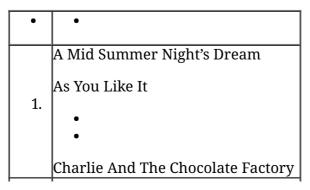
1. **THE CONTEXT**

It was an English assignment to enact the 'Shakespearean Dramas'. The assignment was given to the second year students by their English faculty . The purpose/aim of the assignment was to inculcate soft skills among students, and to uplift their zeal in learning beyond the text books.

1. **THE PRACTICE**

The Readers Theatre was formed on 24th November 2017 in Room No 15 (then). That year there were *FIVE* plays with almost *30* students in each play. The interested students were asked to join the audiences, and in the presence of the Principal Dr K Someswer Rao and a few other faculty members, the second year students enacted the Great Plays of Shakespeare's. The assignment has become a tradition, which is implemented every year since its formation in 2014.

1. **EVIDENCES OF SUCCESS**

•	•
1.	A Mid Summer Night's Dream As You Like It • • Charlie And The Chocolate Factory

1.	The Taming Of The Shrew The Merchant Of Venice The Take Of Tenses Art of Living
1.	Swami And Friends Good Brother, Bad Brother - Mother's Day

1. **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED**

Students have been managing their costumes and other props and setting. We also have tow spacious auditoriums to perform the plays.Our college has the wireless mic devices, too.

1. **NOTES**

Assignments of such sort enthuse students learning, and there interest for literature and language classes might increase. Since thispractice involves students' creativity in using crafty phrases, articulation, dialogue delivery, making arrangements for their scene-set-ups, it is a very good pleasure for the teachers, and a very good learning experience for the students.

1. **CONTACT DETAILS**

Lakshmi Ramya D

Assist. Prof of English

Badruka College of Commerce & Arts

Phone: 9908283226

A.(b) **SHORT FILMS BY STUDENTS** (Since 2016): Later Turned into '*BADRUKA TALKIES-THE FILM CLUB*' in 2017

1. **TITLE**

Short Films by Students (12 + 2)

1. **GOAL**

This practice aims at

1. **Developing Soft Skills**: Time Management, Team Management, Decision Making, Interpersonal Skills, and Confidence Building among students.
2. **Going beyond the text and Stepping out of the classroom :** Knowledge is different from Wisdom. Knowledge comes through course books, where as wisdom can be acquired only through life experiences. Students need that exposure into thaw practical world. This assignment / practice take students beyond the text into the practical world.
3. **Keeping abreast with the current trend**: It is a trend, these days, to capture videos of several kinds, such as, ADD films, individual music albums, Imitating/Dub Smash, Educational videos, etc. It is because, the visual medium I has always been an effective medium of communicating or expressing oneself better.
4. **Creativity:** Breaking the stereotypical method of conventional teaching, this practice motivates students to think creatively; it gives them a platform to showcase such creative fortes.

1. **THE CONTEXT**

Educational Films (12): The second year UG English reader **'Advance Skills in English'** has many interesting lessons. Of them, the two lessons **'Alternative Careers: Making of Short Film' and 'Civic Sense',** have been though provoking and informative. The lesson 'Making of Short Films' comments on the stereotype attitude of both parents and students with regard to choosing of the parrot-fashioned careers such as, Engineering, Medicine, and Law; it sows the seed of a healthy consideration of other careers such as, Short Film Making, and other such creative fields.

The lesson encourages amateur film makers to take up Film Making as their careers, to become prospective Film Makers of the full-length feature films.

The lesson 'Civic Sense' enlightens the readers with the so-called civic behaviour of Indians, their disregard for cleanliness, talking loudly in public places, littering and public urination, violence of traffic rule, and passing lecherous comments towards women. This lesson has stirred the minds of students.

Entertainment Films (2): Two entertaining videos have been developed by a few students, under the assistance and direction of **Ms. Lakshmi Ramya, Asst. Professor of English**. Both the videos highlight the '**Importance of Teachers.**

1. **THE PRACTICE**

Educational Films: Based on these two lessons, students were assigned the task of shooting short films (5minutes each) depicting/commenting on the theme of 'Lack of Civic Since' in our society. Ten members in each team, the student participants came up with **12** short films on themes such as:

1. Eve Teasing
2. Public Littering and How to Bring a Change
3. Cell phones- killing human relations
4. Road Accidents and the Responsibility of a commuter
5. Respecting Our National Flag

The assignment had been received well. Themes, story-lines, locations, camera props, scripts, screen-play, direction,editing, and other related works and contributions were made / managed among the respective casts & crews themselves.

In a month's time, the twelve short films were submitted to **Ms. Lakshmi Ramya D**, Asst. Professor of English, under whose guidance and interest such an assignment had taken its genesis.

Entertainment Films: The two films have the parody (spoof) of a few songs and popular dialogues of Tollywood and Bollywood movies. All of them are written in praise of teachers.

1. **EVIDENCE OF SUCCESS**

Educational Films: **On 2nd December, 2017,** all the twelve short films were screed at **the PREMIERE** from 1.45pm in **the Bankatlal Badruka Main Auditorium**. With a few students' creativity and efforts on making of the invitation card, the Hon. Secretary Sri.Mukundlal Badruka ji, Director General, Principal, Vice-Principals, the entire teaching staff and students were cordially invited to the premiere show.

The student participants were rewarded with cash awards of Rs. 200/- per cast & crew as a token of recognition and appreciation. **The cash awards were presented by the Hon. Secretary and the Principal.**

Entertainment Films: One film was projected on the Teachers' Day 2015 and the other on the Teachers' Day 2016 during the **Teachers' Day Celebrations** in the college main auditorium, in the presence of Teaching and Non Teaching Staff as well as students.

- **A CD with all the short films, photographs clicked at the events and the invitation cards.**

1. **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED**

Nothing.

This assignment can be done with a least budget.Without much trouble, students can manage the required props, editing Apps, and other software required to shoot, cut, join, dub, and edit on their **SMART PHOONES** themselves.

1. **CONTACT DETAILS**

Lakshmi Ramya D

Assist. Prof of English

Badruka College of Commerce & Arts

Phone: 9908283226

1. **English and Commerce Sketch Boards**(Since 2016)
1. **TITLE**

1. Every Day English (EDE)
2. Commerce Board

1. **GOAL**

This initiative aims at

- Enabling students to learn the day-to-day aspects of using the English language, and to memorise the important terms / definitions, from Commerce subjects, in simple way and on daily basis.
- Simple language and short content every day.
- Reaching a large number of students: Even a quiet student or an introvert in a classroom would learn the concepts by giving a reading at the sketch boards just for 2 minutes.
- Learning in chunks: No matter how much is taught in a classroom, students would retain just one-fourth of what was taught. In such instance, these sketch boards put up the familiar as well as unfamiliar concepts, which a student needs in support to his curriculum.
- Motivating students by conducting contest and giving prizes to the winners.

1. **THE CONTEXT**

This practice has been initiated by **Ms Lakshmi Ramya D, Asst. Professor of English.**

Later, a Commerce Sketch Board has been initiated by **Ms Ankita Ambasta, Asst. Professor of Commerce.** Students who assisted and volunteered to write the board are-

1. **Ms Pooja Vaster** of II year B. Com (Computers) bearing the Roll No. 1064-15-402-057(for EDE Sketch Board).
2. **Ms Poornima** of III year B. Com(General) bearing the Roll No. 1064-14-401-166 and **Ms. L. Tribhuvana** of III year B. Com(General) bearing the Roll No. 1064-14-401-213 (for Commerce Sketch Board).

The decreasing interest levels for learning, the downfall in the English language proficiency among students, and the need for additional care towards the indifferent students have led to the birth of a unique idea o. The idea of arranging sketch boards in different locations on campus, which would display the day-to-day vocabulary, grammar, and other related aspects of English in simple language.

1. **THE PRACTICE**

The EDE sketch board was inaugurated by the Joint Secretary, Director General, Principal on **7th September, 2016**, and the day when our college celebrated the Teachers' Day. Ever since its inaugural, pieces of content is changed once in two days, expecting a large number of students to take a look at it. One EDE board is put up at the cafeteria, and the other, with the same content every time, is put up at the third floor of Library Building.

The Commerce sketch board was inaugurated by the Principal on **16th December 2016**. Key terms / definitions related to Accountancy, Auditing, and Finance are displayed on the board. The content is changed every day.

1. **EVIDENCES OF SUCCESS**

Though not many notice the boards every day, yet a few knowledge-seeking and curious students are reported to whet their appetite by taking sincere efforts to read the sketch boards.

Still, both the sketch boards have conducted a few contests to motivate more number of students towards reading and answering the contest questions.

The EDE Contest Details 2016

•	▪	Class & Section
3 January 2017	P. Krishna Reddy	II year B. Com (Comp)

The Commerce Board: Ever since its inaugural, the Commerce sketch board has conducted quiz contests on almost every Saturday.

The Commerce BOARD Contest(s) Details 2016

•	▪	Class & Section
1.	1. B. Sudha Rani	1.
	1. K. Sravani	1.
1.	1. Deepika V.	1.
	1. G. Santosh	1.
1.	1. Siribala	1.
1.	1. Nisha Jhawar	1.
	1. Swetha	1.
	1. Akash Biradar	1.
1.	1. Deepika V.	1.
	1. Radhika Verma	1.
	1. Sourabh M.	1.
	1. C.S.V. Keerthi	1.
	1. Siribala	1.
	1. Mohammed Taher	1.
	1. Mohammed Thayyab	1.

Evidences: Registers, which show the details of contents, dates, and contest questions; photographs clicked at the inaugural event.

1. **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED**

None. Sketch boards and stands were given for order by the college management, as an immediate response to the request made by the two mentors (lecturers in9charge).

1. **NOTES**

This practice has received much appreciation not only from the student community, but also from the teaching staff as well as administrators.

It is reported that some of the teaching and non-teaching staff are being benefited through these sketch boards, too. This practice is the same as that of writing up Proverbs or Quotations on the board, but the only hair-line difference is that these **boards are put up at the cafeteria, which is the most preferred meeting / hanging out zone for students.**

1. **CONTACT DETAILS**

Lakshmi Ramya D

Assist. Prof of English

Badruka College of Commerce & Arts

Phone: 9908283226

File Description	Document
Any additional information	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Answer:

7.3. Institutional Distinctiveness
7.3.1 Performance of the Institution in Area Distinctive to ITS Vision, Priority and thrust

Our college has been prodigious in initiating novel ideas, in the interest of students and society . Two distinctive practices have been mentioned here:

A.(a) Newsletter PRATIBIMBH (BBA)

1. **TITLE**

"PRATIBIMBH – Unifying myriad reflections…"

1. **GOAL**
   To create a tiny ripple in the sea of education and build a sense of sharing knowledge and spreading the same. An effort of the students, by students and for the students **Pratibimbh** was initiated on **01 September 2015**.

1. **THE CONTEXT**

In the initial years (2015-16) as one open up the pages of this slim booklet they go through a wide spectrum of knowledge bites which satisfy a knowledge hungry mind.
To some it is and enlightening while to others it is sharing. Keeping in sight that this newsletter will help the students in their academics, we will continue to bring out Pratibimbh as bi-monthly issue improving it in each edition.

This year on, the focus on certain key areas in the newsletter is highlighted.

- **Highlights of the Month** which is a mosaic of financial social and economic events both at National and international levels.
- **Book Review** a valued opinion about a red book which provides a good reading for the readers.
- **Abbreviation** an informative collectible column wedding the latest full form of abbreviation.
- **Contest Column** where students get to exercise their minds to widen the knowledge and quick thinking for a reward based on earliest reply.
- **What Is Your View** precious gems of information about the view points of national and international issues are pondered here.

1. **THE PRACTICE**

First edition of PRATIBIMBH was printed on 1st September 2015. The release function was by Principal, Vice-Principal and teaching staff along with students of BBA I, II and III Years. Around 2000 copies are printed and distributed to the students of our college.

Under the Mentorship of Miss Deepa Jayadevan and the news letter team:

•	Editor in chief	Assistant Editor(s)
1.	Sai Navyanka Tanneru	Parinita D
1.	1. Natana Sarma 2. Shiv Kumar Poludasari	1. Nikhil Kumar Goli 2. P. Venu Madhav 3. Ch. Krishnaveni

1.	1. Ch. Krishnaveni 2. P. Venu Madhav	1. P.V.Sree Ramya 2. Rahul Mohta

Note: Class representatives and Coordinators of I, II and III years also contribute their efforts for the success of Pratibimbh.

5. EVIDENCE OF SUCCESS

Pratibimbh has successfully completed two year and has been received well by all the students groups.

Evidences: Copies of newsletter from the first issue onwards has been attached.

1. RESOURCES REQUIRED

College has been gracious enough to support in funding the publishing the news letter from the second issue onwards till date. Fountain of articles for the newsletter are provided by the students of BBA I, II and III Year with a lot of effort and enthusiasm. Editor(s)-in-chief and Assistant Editor(s) filter and refine the articles.

6. PROBLEMS ENCOUNTERED

An work in progress for publishing further issues of PRATIBIMBH in blog maintained by students along with a column in the blog for references into past question papers, additional notes, and videos for the benefit of BBA students is under process.

7. CONTACT DETAILS

Ms. Deepa. J

Assist. Prof of Commerce

Badruka College of Commerce & Arts

Phone: 9705574010

A.(b) **Newsletter GARIMA (B.Com Honours)**

1. **TITLE**

GARIMA: Explore – Express

1. **GOAL**

This practice aims at

- **Giving exposure:** Since students contribute their ideas and write-ups themselves, this gives them an opportunity to search for additional information, which is a much needed quality of a student.
- **Encouraging students to learn more:** The subtitle itself suggests that this newsletter is brought out in the favour of students, so as to instil the habit of reading in them (other than curriculum).
- **Keeping updated :** Both the newsletters keep the readers updated with the current affairs, technological advancements, and market analysis in terms of Finance, Science and Technology.
- **Sharpening literary skills:** In the process of writing up articles or surfing for information, students may improve their proficiency in English; they may also build their vocabulary and other literary skills.
- **Career guidance:** A special column throws light on Career Guidance, which enables the students to be acquainted ith the avenues after completion of their course.

1. **THE CONTEXT**

As mentioned above, this newsletter has been initiated to support the students' learning as well as to give them a wonderful opportunity to share their knowledge on various Business, Science and Technological advancements across the world.

The columns include:

- *Campus Diaries*, which talks about the events held at our college.
- *Updates and Reviews*, which focus on the latest updates / changes in the field of Finance.
- *Tech Buzz,* which updates the readers about the vario0us technological advancements, such as Apps, Software, etc.
- *Stratum News*, which attempts to bring awareness on How, Where, and When aspects of starting an individual firm.
- *Art Beats*, which features our most popular students, their talents, name & fame, and achievements.
- *Penny P[irate*, which highlights the money related aspects such as, loans, new interest rates, etc.
- .Pleasure or Pressure, which has some brain storming activities.
- *Awaken the Giant* within, which gives an opportunit6y to students to express their ideas or opinions on books, current affairs, games & sports, etc.

- *Travel Guide,* which narrates the uniqueness of various tourist as well as significant places in India.
- *What Next,* which give career guidance.

1. **THE PRACTICE**

The first edition of GARIMA was printed and released on **1st October, 2016**. The release function was graced by the Hon. Secretory, Director General, Principal, Vice-Principals, Teaching Staff and the students of I, II, & III year B.Com (Hons). **Hon. Secretary** had released the first edition of GARIMA, and handed the copies to the other dignitaries and students.

1. **Mentor: Dr P. Venkataiah, Associate Professor of Commerce**
2. **Student Editors: Ms Saloni Agarwal and Mr T S Dilip**

1. **EVIDENCE OF SUCCESS**

GARIMA has been well received by not only the students ofB. Co(Hons), but also by the students of other branches.

- Copies of the two issues and photographs of the release function.

1. **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED**

No problem has been faced. Resources required are usually books, internet and various journals (online or otherwise), which are an easy source of gathering accurate information. Thus, there is no chance of trouble.

Fortunately, with the immeasurable support of the college management, principal, vice-principals, and with the utmost cooperation of the Student Editors, GARIMA has been carried out smoothly.

1. **CONTACT DETAILS**

Dr P. Vekataiah

M.Com, MBA, M. Phil, Ph. D

Associate Prof of Commerce

Badruka College of Commerce & Arts

Phone: 9848469271

Extended Profile

Programme

Number of courses offered by the institution across all programs during last five years

Answer: 06

Number of self-financed Programmes offered by college

Answer: 06

Number of new programmes introduced in the college during last five years

Answer: 03
Student

Number of students year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
1646	1606	1452	1260	1133

Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
282	328	337	261	220

Number of outgoing / final year students year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13

571   483   438   427   330

Total number of outgoing / final year students

Answer: 2249
Academic

Number of teachers year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
42	42	42	41	40

Number of full time teachers year wise during the last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
42	42	42	41	40

Number of sanctioned posts year wise during last five years

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
42	42	42	41	40

Total experience of full-time teachers

Answer: 574

Number of teachers recognized as guides during last five years

Answer: 4

Number of full time teachers worked in the institution during the last 5 years

Answer: 32
Institution

Total number of classrooms and seminar halls

Answer: 38

Total Expenditure excluding salary year wise during last five years (INR in Lakhs)

Answer:

2016-17	2015-16	2014-15	2013-14	2012-13
48.81	78.01	51.22	122.75	65.5

Number of computers

Answer: 246

Unit cost of education including the salary component(INR in Lakhs)

Answer: 17953

Unit cost of education excluding the salary component(INR in Lakhs)

Answer: 2616

Conclusion

Additional Information :

Future plans

1. Planning to introduce market oriented & most sought after courses.
2. Planning to organize Seminars, Conferences, Workshops & Faculty development programs.
3. Planning to strengthen the Commerce Lab. & Library by subscribing to more no. of International Professional Journals.
4. Starting of Skill & Vocational Development Courses in order to improve overall placements.
5. Initiate training programs in the area of entrepreneurial development to encourage students to become entrepreneurs.
6. Measures to encourage staff & students to take up research, consultancy & extension activities.

Admission Process:

The Institution has a transparent admission process. It conducts open counseling for admissions into UG Programmes

Campus Placements:

College established a Placement & Grooming Division for coordinating Campus Placements by inviting various companies to the campus. A large number of reputed corporate companies visit every year to recruit outgoing students. The college secured placements numbering 185 in 2012-13 192 in 2013-14, 275 in 2014-15, 262 in 2015-16 &350 in 2016-17.And proved as the most preferred campus for leading companies such as ITC, Deloitte, Infosys, Factset, Concentric, Ryan Tax India & Wipro Technologies. Besides placement drive, the Cell also organizes training programmes in coordination with Deloitte and AURA on personality development.

Concluding Remarks:

Established in 1950, the college has grown extensively in terms of academics and infrastructure over a period 68 years. The college was first accredited by NAAC in the year 2002 and reaccredited in the year 2008 and affiliated to the Osmania university.

All the class rooms are equipped with modern teaching facilities. The college encourages faculty to attend faculty development programs. The college organized a number of seminars, workshops, conferences, symposiums and guest lectures.

College has established RTCD for promoting research activities and EDP cell for motivating students to become entrepreneurs. The college provides cash incentives to the faculty for attending the seminars and also for publication of articles in professional Journals.

The college has excellent facilities including computer labs with internet facility, commerce lab, Library with internet facility, Digital library, well equipped gymnasium and facilities for indoor games, well equipped seminar halls and a big auditorium. The college has health center and R.O. plants for safe drinking water. The college has a good canteen and multi level parking facilities.

The college placement division coordinates with various companies for providing placement to the students. The college has NCC, NSS, Student clubs. The college awards gold medals and cash incentives to students.

College implements many best practices including preparation of audio books, newsletters, sketch boards and short films on various social themes.

In light of the above background the college is presently approaching the NAAC for its third cycle of accreditation.