YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**BADRUKA COLLEGE OF COMMERCE AND ARTS(DAY)**
• Name of the Head of the institution	**Dr.B.MOHAN KUMAR**
• Designation	**PRINCIPAL**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**04024650232**
• Mobile no	**8121809419**
• Registered e-mail	**bccaiqac@gmail.com**
• Alternate e-mail	**bmk_sap@hotmail.com**
• Address	**STATION ROAD KACHIGUDA**
• City/Town	**HYDERABAD**
• State/UT	**TELANGANA**
• Pin Code	**500027**
2.Institutional status	
• Affiliated /Constituent	**AFFILIATED**
• Type of Institution	**Co-education**
• Location	**Urban**

• Financial Status	**Self-financing**
• Name of the Affiliating University	**OSMANIA UNIVERSITY**
• Name of the IQAC Coordinator	**K NAVEEN KUMAR / Dr.RAKHEE RENAPURKAR**
• Phone No.	**04023650232**
• Alternate phone No.	**9966325340 9985241411**
• Mobile	**9966325340**
• IQAC e-mail address	**bccaiqac@gmail.com**
• Alternate Email address	**bccaiqac1@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.badruka.com/i/AQAR%202019-2020.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://badruka.com/i/ACADEMIC-CALENDER-2020-21.doc

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	**B++**	**2.93**	**2018**	**03/07/2018**	**02/07/2023**

6.Date of Establishment of IQAC	**01/01/2008**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**0**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	View File

9.No. of IQAC meetings held during the year	3	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

WEBINARS ONLINE TEACHING - ICT TOOLS RESEARCH PUBLICATIONS EXTENSION ACTIVITIES QUIZ

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
RESEARCH PAPERS	40 + ARTICLES PUBLISHED
INNOVATION HUB	BADRUKA INNOVATION HUB
CONDUCT CAREER & PLACEMENT TRAINING	CONDUCTED SUCCESSFULLY (CUSTOMIZED TRAINING)
CERTIFICATE COURSE	3 NEW ADD ON AND CERTIFICATE COURSES STARTED
ORGANISE SEMINARS/WORKSHOPs	CONDUCTED ON CURRICULAM AND RESEARCH ORIENTED WEBINARS/SEMINARS
MENTOR - MENTEE	DESIGNED AND IMPLEMENTED
ORGANISE ORIENTATION PROGRAMMEs	TO NEWLY JOINED STUDENTS, ADD ON COURSES
SEMINARS ON HUMAN VALUES	CONDUCTED 5 DAY WORKSHOP PROGRAMME IN COLLABARATION WITH VIVEKANANDA INSTITUTE OF HUMAN EXCELLENCE

13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	10/03/2022

Extended Profile

1.Programme

1.1   07

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	[View File]

2.Student

2.1   **944**

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	[View File]

2.2   **510**

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	[View File]

2.3   **532**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]

3.Academic

3.1   **56**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]

3.2   **56**

Number of sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**07**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**944**

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**510**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**532**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**56**

File Description	Documents
Data Template	View File

3.2 Number of sanctioned posts during the year	56

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	44
4.2 Total expenditure excluding salary during the year (INR in lakhs)	7.15
4.3 Total number of computers on campus for academic purposes	280

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution ensures effective curriculum delivery through a well-planned and documented process in compliance with the academic calendar of Osmania University. The principal, vice-principal, HOD's and IQAC co-ordinators comprehend and analyse the needs of the students before the commencement of the academic year and plan the curriculum as prescribed by Osmania University in the manner that it includes the different activities and programs related to the designed syllabus.

Each department submits the workload requirement and statement at the beginning of every semester and a general. time-table is prepared accordingly. Even the lesson plan, allotment of subjects, teaching diaries, study material etc. are prepared. The classroom teaching includes a series of interactive sessions such as group discussion, power point presentations, mock interview, quiz, workshops, assignment, seminars, outreach programs, debates, class tests etc. which also gives the students a practical exposure into

the curriculum helping them to develop and enhance their higher cognitive skills, such as decision making, planning, critical analysis, problem solving evaluations and synthesis.

Regular tests, additional and remedial classes along with coaching classes, mcqs and fill in the blanks patter examinations are conducted. The faculty put forth their efforts to ensure effective curriculum delivery and improve the academic growth of the students.

Practical, theoretical & oral examinations are conducted to judge the understanding skills of the students. The new examination pattern introduced by affiliating university is being strictly adopted by the college. The curriculum is enriched by participation of our teachers in Board of studies, meetings, and seminars and conferences organized by affiliating colleges & universities from time to time. The effective delivery of the curriculum even includes a wide range of steps like work culture, supervision and revision through periodic meetings with the principal, faculty and students. CBCS model as per the university norms is in operation. To prepare a planned work schedule with the consideration of due weightage for each paper and number of hours allotted as per university guidelines. Updating the library with books of the changed syllabi every year. All the labs are upgraded annually as per requirement of the curriculum. Industrial visits are organized to provide practical exposure to the students. Seminars, debates, quiz competitions and workshops are being organized.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institute is affiliated to Osmania University and implements the curriculum prepared by the BoS of the university. The institute has developed a structured and documented process for implementing the curriculum. Before the commencement of the semester, the faculty members prepare the academic calendar, based on the calendar prepared by the affiliating university. The academic calendar includes the schedule of the internal

examinations, seminars, workshops, expert talks, add-on programs certificate courses other co-curricular and extra-curricular activities. Academic co-ordinator prepares the class time-table, and course plan for the semester. The Course plan containing class time-table, semester calendar and syllabus is given to all the students. It is also published on the college website. Faculty incorporate the suggestions and prepare the course plan revise the course outcomes of their courses, and prepare/update their lecture materials. The syllabus is enriched by adding contents beyond syllabus, to ensure the better achievement of the course outcomes. Faculty members also prepare assignments and case studies in advance, besides also prepare a question bank of their courses. Resources like relevant websites and e-resources are made available for advanced learners.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

248

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Courses offered in the college integrate issues related to gender sensitization, environment, human values, professional ethics,

Indian heritage culture and other computer based certificates courses for the enhancement of subject knowledge and skill development of the students, keeping in view of the market requirements.

Institution integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the co-curricular and extra-curricular activities.

- Environmental studies paper is offered to the students as part of the curriculum in Ist semester. General Sensitization course is offered as a certificate course in the IInd semester through the course the students are made aware about the gender sensitivity and gender equality concerns. A five day workshop on Professional Ethics and Human Values was conducted for the students of Vth semester in collaboration with Vivekananda Institute of Human Excellence, Ramakrishna Mutt, to enable the students understand the corporate standards of behaviour expected by professional. The college offers certificate course in professional ethics and human values for the students of VI semester to imbibe moral values, positive human behaviour, aim for excellence and peaceful co-existence as they graduate and step into the world of competitiveness. The colleges also offers a certificate course in Indian Heritage & Culture for the students of IV semester to give an exposure of our rich culture and civilisation, traditions and customs, arts and architecture. Besides, the regular certificate courses, the college offers the specialised subject based and skill based certificate courses to prepare the students, as per the requirements of the market and business, such as Digital marketing for BBA students, Tableau for B.Com, (Computer Applications) and B.Com. (Business Analytics) students, Advanced Excel for B.Com. (Computer Applications) students and Tally for B.Com (General) students.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

155

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution   **A. All of the above**

**from the following stakeholders Students
Teachers Employers Alumni**

File Description	Documents
URL for stakeholder feedback report	http://www.badruka.com/i/FEEDBACKONCURRICULAM.docx
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.badruka.com/i/FEEDBACKONCURRICULAM.docx

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

944

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

458

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college admits students from various socio-economic backgrounds. The students are counselled, guided and oriented at the time of admission to make them aware about the course. During the orientation program they are briefed about the mode of internal assessment, external assessment, curricular and co-curricular activities, rules and regulations of the institution as well as facilities available in the college. The list of courses, curricular and co-curricular activities, rules and regulations, facilities available etc. are also published in the college prospectus which is provided to the students before the beginning of academic sessions. At the beginning of the academic year, the faculty assess the learning levels of the students in the class, their knowledge about the course and accordingly special programmes for advanced learners and slow learners are planned. Remedial and extra classes are conducted for advanced and slow learners. After the completion of syllabus, subject classes are also taken for slow learners and late admissions.

In the CBCS system, students are required to select course subjects based on their core competence, aptitude and skills. The teachers from all departments counsel the students regarding the scope of different courses being offered as well provide guidance in relation to the student's aptitude and competence. Opportunity is also given to the students for changing their options if they are not able to cope up with the course they selected. Teachers make themselves available in college to clarify the doubts and counsel the students even on one to one basis. Advanced learners are encouraged to become class mentors. Extension lectures and exposure visits to different colleges, industrial units, are regularly conducted.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2168	**56**

File Description	Documents
Any additional information	[View File]()

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

The college encourage student-centric learning through various methods such as brain storming, group discussions, quiz competitions, presentations and project work in participative learning and problem solving methodologies. Regular activities viz., group discussions, projects, field visits, educational tours, seminars, extension lectures are conducted in the college and the students actively participate in these activities within and outside the college. Students are given individual projects and class assignments for focusing on self-study and to encourage independent learning. Different student support systems are available in the college like library, computer lab, reading room. Beyond the classroom, college gives high importance to all-round development of students through extra-curricular, co-curricular and field based activities. The objective of student centred activities outside the classroom is to involve and engage the students in learning procedures that require more than reading or viewing the material. Students are taken for study tours industrial tours to get familiar with the field/natural conditions. These activities also play an integral role in allowing the students to remould themselves from absorption of information while learning during academic sessions.

To enhance the concentration in various activities, the college has framed many committees and clubs including the cultural committee, sports committee, club co-ordinator in-charges

committee, placement cell. Both intra and inter-college sports competitions are organized, where students exhibit talent in variety of games, programs, activities, to foster spirit of togetherness teak building and leadership. In order to inculcate human values, ethics and social responsibility, students are encouraged to participate in the activities.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In the class rooms, the faculty members of the college use (ICT) Information Communication Technology to improve the teaching and learning process. Different software's available online is integrated with teacher's explanation and students are encouraged to learn and practice through interactive activities. LCD projectors, computer/laptops/tablet systems are used in the classrooms. You-tube, e-mails, whatsapp group, telegram, zoom and Google classrooms, college website are used as platforms to teach, communicate, provide material, syllabus. Circulate notice, announcement, make presentation and share information these applications are also used to provide online education during the pandemic situation. Wifi facility is also available in the campus for the students and staff. The library also provides access to computers and online journals subscribed, on the advice of faculty. Syllabus and study materials are also made available on the college website.

Student attendance, feedback are also received online from the students and faculty members.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

56

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

56

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

12

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

501

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessments are conducted as per the Osmania University examination pattern for B.Com and BBA courses and accordingly every semester, one assignment will be given and two internal examinations will be conducted for the students. The College designs and monitors the internal assessment system. Twenty marks are allotted for the internal assessments, which will be added to the final scores of the program to complete the award of marks. The Examination cell plans, organizes and monitors the activities related to the conduct of examinations in the institution. The question papers are prepared with the approval of the HODs and Academic Committee. The question papers are set in a way to test the student's subject knowledge and application of concepts, so that they become a means to test the achievement of course outcomes. The institution aims to assure transparency by following under mentioned practices: To be unbiased the question paper contains column for the student to write only the roll number The approved question papers are printed one day before the exam and are secured in sealed covers. Just before the exam, the

invigilators are handed the sealed question papers as per the seating allotment. The faculty assesses the answer scripts impartially, as per the key provided to them by the examination cell. The respective subject faculty will give assignments to all the students and answered assignments in prescribed format will be returned to the faculty in a given time frame. The respective faculty assesses the assignment impartially based on the way the student completes it. The assignments marks will be given to the students and signature will be taken for confirmation. The final internal examination marks are displayed for the students to verify. The queries, if any, will be clarified and resolved by examination cell in consultation with the faculty member.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Most of the grievances related to the examination are received after declaration of results by the university. The errors in their results like marks of the assessment, attendance sheets, error in the bio-data etc. are immediately addressed, corrected and quickly disposed for onward submission to university by the co-ordinator, examination branch. Wherever deemed necessary, the relevant documents/testimonials are submitted through the candidate personally or through their parents to coordinator examination branch for speedy redressal of the issue. The close and continuous communication is maintained by the coordinator examinations with the university authorities for speedy disposal of queries. As per internal practical tests are concerned, if any student complaints of any academic discrepancy viz conduct of tests, the concerned teachers attend to it immediately to the student grievances.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college has well defined learning outcomes. The vision of the institution emphasizes on, to develop highly efficient, skilled professional and transfer them into enlightened spiritually inspired morally upright and socially committed citizens. The college has a proper mechanism of communication of the learning outcomes of the programs and courses, which includes the hard copy of syllabi and the course/programme outcomes are available in the respective departments for ready reference to the teachers and students. Copy of curriculum and outcomes of programs and courses are also uploaded on the college website.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://www.badruka.com/i/prgoutcome.xls
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The process for the evaluation of the students in different subjects is as per the rules and regulations of the university.

The college has a systematic process of collecting and evaluating data on programme and course outcomes, for which the assessment includes the following; Assessment for the course-level is done via continuous assessment having aparticular weightage depending upon course objectives, learning outcomes and pedagogy. Various components for continuous assessment are defined and used. Besides, weightage for the end semester Examination (written examination /lab examination) depending upon course type is also used for the process.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

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

532

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://www.badruka.com/i/sss.docx

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

- **College conducts guest lectures, seminars, workshops to the students and faculty, etc.**
- **The college publishes biannual research journal entitled "BADRUKA JOURNAL OF BUSINESS REVIEW.**
- **Publication consideration is providing to faculty for research publications**
- **Established Incubation Centre – Badruka Innovation Hub**
- **ED Cell of Badruka College of Commerce & Arts has established Badruka Innovation Hub for the entrepreneurial development of the Students. The Hub was inaugurated by Shri Jayesh Ranjan, IAS Principal Secretary of the Industries & Commerce (I&C) and Information Technology (IT) Departments of the Telangana Government.**
- **Badruka College of Commerce & Arts have been awarded as the Best Degree College in Hyderabad by Ambitions Career**

Counsellors.
- **Ms. Saniya, B.Com (Hons) II Year student has been recognized and awarded THE BEST CEO for Pre-incubation program, Cohort B 2020 by EDVenture Incubation Foundation.**
- **College has active Placement and grooming division . It conducts regular sessions to the 2 and 3 year students .**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

05

File Description	Documents
Report of the event	<u>View File</u>
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	<u>View File</u>

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

22

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

07

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

N.S.S. promotes environmental protection through tree plantation and other sustainable development programs. Every year N.S.S. units undertake a host of activities in the college and nearby vicinity. It also organizes various environment related programs including tree plantation, village cleanliness, blood donation camps, pulse polio camps, plastic free drive, poster competition, etc. Various activities like quiz and poster competitions, invited talks are organized to create awareness about nature, biodiversity, environment and sustainability. The college has taken active participation in swachh bharat started by the government. The college also takes efforts for integration of ethical and human values through extra-curricular activities. Programs conducted under N.S.S., N.C.C., help to inculcate human

values among students. National festivals like Independence Day and Republic Day celebration serve as a platform to enliven patriotic and moral values. Different social activities have been initiated by the college like voter's awareness program, road safety campaign, blood donation camps, plasma donation etc. organized from time to time. Major gender issues are focused and addressed through different activities in the college.Some of the activities conducted

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	[View File](#)
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

10

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	[View File](#)
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	[View File](#)

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

565

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File](#)

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	[View File](#)

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution campus is fully equipped with ICT facilities and round-the-clock Wi-Fi connectivity for students and faculty. The infrastructure is sufficient enough to accommodate all the students from varied streams. Classrooms have proper ventilation and air circulation and are equipped with required furniture, electricity, LCD Projectors with systems. Maintenance of the environment is managed by a head, appointed for every area, which is specialized to manage and control their area of administration. The classrooms are ICT-enabled and provide a comfortable and convenient platform for both students and faculty to make their classroom activities more interactive and outcome-based. The computer labs and library provide the required support in making the process of learning easier and more comfortable for the students. The institute has a safe and clean water plant, hygienically maintained restroom and washrooms, medical room with the on-duty doctor, generator in case of a power cut, maintained parking area, and cafeteria for students and faculty members. All the buildings have elevators and a staircase. Computer labs, laboratories, infrastructure are maintained through regular repairs and services by a hired third-party vendor who provides service and maintenance regularly.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	Nil

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

The Institution has two auditoriums and two seminar halls which are sufficient to accommodate students, where academic, social, and cultural events & activities are conducted. Conferences, seminars, and workshops are also conducted on regular basis for the benefit of students, faculty, and organization. Indoor games like carom board, chess, table tennis, etc are played by students to keep themselves active, refreshed, energetic and prepare them for participation in state and national level competitions. For outdoor games, the institution hires a playground for a specific period and trains students in cricket, football, kabaddi, etc. The institution also has a gymnasium with fully equipped equipment for students to exercise. There are various programs that are scheduled from time to time for the physical, mental, psychological, and intellectual health of the students and faculty, which involves meditation, yoga, and counseling session. The facilities are also utilized in conducting the annually scheduled programs of the college like annual day, farewell & fresher's parties, foundation day, national festivals and days of national importance, celebrations related to various regional festivals throughout the year, and other voluntary activities which are part of NSS, NCC, etc, These facilities are also used to conduct blood donation camps, utilized during elections, and for conduction of competitive government exams.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	Nil

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

32

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.badruka.com/i/MEETING%20NOTICE%20AND%20MINUTES%20-%4.1.3%20ICT%20Tools.doc
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

17.94

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The institutional library uses Soul software a state-of-art integrated library management software designed and developed by the INFLIBNET center. It enables the institution to create a database for students and faculty to access the books, where books have a barcode and details of the same get linked to a User's account once they borrow it from the library. On a routine basis, the books are to be renewed once in two weeks. After it is returned, the book can be circulated among those who need it. The library has study material, textbooks, newspapers, journals, and reference textbooks for the students to refer to based on their course, their specialization, and their area of interest. Books

and journals are continuously updated. N-List a digital app is used by the library to provide access to a digital library for faculty and students. The digital library has lakhs of e-books that can be accessed by users from anywhere remotely through their user ID and password with WiFi connectivity. Library also gives access to computer systems, where students can access N-List library as well use internet facility to gain knowledge and information related to their specialized course and relevant subjects. The institutional library uses soul software; The software provides remote access to e-books and material to all the registered students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	[http://www.badruka.com/i/MEETING%20NOTICE%20AND%20MINUTES%20-%4.2.2%20Library%20Documents.doc](#)

4.2.2 - The institution has subscription for the following e-resources e-journals e- ShodhSindhu Shodhganga Membership e- books Databases Remote access toe-resources   B. Any 3 of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.24

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

12

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

As the Institution is moving towards more ICT-equipped and enabled institutions, there is continuous up-gradation of operating systems, software, other IT-enabled equipment which is used for biometrics, library books coding, surveillance, etc, The institution provides free WiFi connectivity to all the students throughout the campus. Computer systems can be used in libraries, laboratories, even in auditoriums and seminar halls for various programs conducted on regular basis. Webcams, headphones, and other gadgets are also helpful in the successful scheduling of regular classes and programs. The college has an independent platform for conducting online programs and all the programs are recorded as well as streamlined and connected through you-tube for the convenience of students. The technical engineer and lab assistants continuously monitor and take corrective actions to maintain the lab facility and ICT tools in classrooms throughout the campus. The annual maintenance of the IT facilities is done by a regular third-party vendor who regularly provides maintenance and service.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

280

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

15.48

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The Institution has appointed faculty members to monitor and maintain the various core areas in the institution. The institution has also appointed an Electrician, carpenter, computer operator, and lab assistant. Regular servicing, building maintenance, generators in case of power cuts, maintenance of library and laboratory are some of the important tasks of the institution. Regular inspection, timely up-gradation, quality maintenance is the key to the success of maintaining a healthy and comfortable environment in the institution for which elevators and generators are maintained annually by a third-party vendor. When the situation is difficult to handle, the institution hires experts in the area to rectify and solve the issue at the earliest possible, as it can affect the work and culture at the workplace. The institution believes in changing and replacing things when it becomes obsolete, thus it's a procedure followed by all the in-charges to update about the issues and problems faced in the organization and maintain quality standards in every area possible. Such initiatives will enhance the mechanism and increase the quality standards of the institution.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

105

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

105

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to Institutional website	http://www.badruka.com/i/MEETING%20NOTICE%20AND%20MINUTES%20-%5.1.3%20CRT%20Document.doc
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

655

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

655

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

121

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

128

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Institution facilitates students' representation both in the academic front and various co-curricular and extra-curricular activities steered at the Institutional level. Department-wise

class teachers are appointed and they appoint student representatives in their respective classes. These representatives form a student council and appoint their student heads, a girl and a boy. These heads along with representatives will call meetings and discuss various issues and problems faced by them and the same is brought to the notice of the head of the department. The minutes recorded will be discussed and put forth by the head boy and girl in academic council meetings with their Teachers, Vice-principals, and principal. The issues are discussed in the meetings suggestingalternatives toresolvethe problem that are to be initiated to resolve them. Students also participate in academic meetings and forums where student representation is required. They equally participate in all the curricular and extracurricular events scheduled by the institution. Student coordinators are appointed to plan, manage and involve in the decision-making process related to the activities and their consent is given equal importance before the finalization of the event. These selected council members will also attend the meetings related to academic/ advisory committees, ICC, anti-ragging committee, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File]()

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

10

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institution has a registered and active Alumni association, which continuously strives to help the institution in its development and also in reaching people and professionals in and around the world to connect them with our students for sharing their experiences, to counsel them and to make them understand, how the real world actually looks and works like. Their guidance and valuable inputs help the students in improving and enhancing theirtalent and skills. Seminars, webinars, Special talks are also conducted for the students by thealumni, who focuses oncore professional areas which are important for students both for their future placements and career growth. Voluntary/ charity programs are also conducted by Alumni in association with our institution like blood donation camps, free food distribution, orphanage and old-age home visits etc, The alumni association also conducts certain programs which wouldbenefit the institution financially and ingaining recognition for its contribution. Our alumni have also helped in donatingcollege fees of our students who faced difficulty during COVID-19 pandemic and encouraged them to stay confident and focused on studies. The Alumni support is also visible in the form of participation and as well as speakers in various programs conducted by the institution.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year (INR in Lakhs)   **D. 1 Lakhs - 3Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution believes in nurturing and educating the budding talents of thegeneration and in providing them the utmost support in their development, so that they become truly enlightened, emotionally balanced, spiritually inspired, self-reliant and socially committed citizens of our country. The institution believes in molding the students into committed, compassionate and competent individuals, to be who are highly motivated andready to contribute the best towards its society and nation at large. The mission and vision of the institution is to impart knowledge and build a responsible citizen who can contribute their best towards the development of thecountry and well being of thepeople. The Institution practices decentralization and participative management. As the students are the future citizens of acountry, they should imbibe qualities which cankeep them deep connected with the society and country. Thus the students are involved in various activities other than academics for their overall development and gain exposure and experience the essence of such programs. All the members of the Governing Council and Senior leaders live the vision and philosophy of Badruka.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Institution truly believes in decentralization of work and builds the workforce stronger. Themanagement and faculty build a healthy relationship through continuous communication, mutual

understanding, division of work, creation of a friendly and healthy environment, frequent discussions and meetings, entrust the feeling of responsibility, high accountability, and belief in the system. The Director-General, Principal, Vice-Principals are empowered to assign the work.TheFaculties are involved in all the functions and decisions of management. Timely communication through proper channel, an open platform to accept suggestions and criticism from the employees for a change, and development are the various strategies within the system that builds the workforce stronger in place. Regular meetings are conducted to get theupdates of work, to understand the difficulties or the challenges faced, and alternatives or solutions are suggested to overcome the problems. Thesediscussions become brainstorming activities and help in locating the best alternative to gain success forsmooth functioning of the institution.Both the academics and co-curricular activities are assigned to various faculty members, theactivities are scheduled in coordination with institution heads, vice principals, and principal. Students are also involved as coordinators in planning events, constituting rules and regulations, planning innovative strategies for the development and enhancement of overall institutional performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has effectively implemented quality improvement strategies to develop and motivate both students and faculty to learn and explore various avenues related to their area of expertize and specialization for which they are motivated and reimbursed for any kind of expenditure bared by them. The institution provides various platforms thathelp them tolearn and perform better as well improve their teaching methodology. Library, ICT tools, conducting guest lecturers from experts from industry, industrialvisits for practical exposure, and time off to attend such programs at various occasions are a few of the forms in which the institution encourages faculty and students to learn and impart knowledge. Students are motivated, trained, and counseled to be competent and perform better. Their potential helps them to get a scholarship, better job opportunities both

through on-campus and off-campus recruitment. The institution has an HR policywhich is being revised periodically to incorporate several initiatives to makethe teaching and non-teaching staff more engaged. The institution has also implemented Consulting & Research Policy along with Standard Operating Procedures (SOP) for streamlining the policies.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The organization is very clear in its policy framework. The administrative work, the procedures followed for appointment and relieving of the employee, welfare activities, compensation practices, and regular activities are monitored and maintained according to the needs of the organization, which also matches in fulfilling the mission and vision of the institution. The Employees are updated about all the employment related norms by the appointing authority andtheir immediate supervisor, and are also shared by their respective department members. Convenientchanges in the norms are updated to the employees and institution expects support and coordination from the employees end. All the administrative decisions are taken by the management and communicated at all the lower levels. Faculties are appointed as requiredand there is no surplus or shortage of employees in the institution. The head of the department and vice-principals shall monitor the departmental activities and faculty work on continuous basis ; they also suggest the alternatives to overcome the problem if any. The Policies related to work, pay, leaves, promotions, increments, employment etc are framed and communicated through proper channel to the employees approximately.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the institution webpage	http://badruka.com/i/MEETING%20NOTICE%20AND%20MINUTES%20-%6.2.2%20Organogram.doc
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has been very fair in maintaining welfare practices within the environment. The institution provides security to employees by providing them Insurance and ESI benefits which differs from teaching to non-teaching employees in the organization.They provide PF, medical insurance, gratuity, maternity leave, increments for up-gradation of qualification for teaching. They provide ESI, festive bonus, gratuity for non teaching staff. The common benefit that both teaching and non-teaching staff gain is PF, ELs', SLs, and CLs. In addition to this education, leaves are also provided to the employees. College also conducts medical and health camps to monitor the employees' health. The institution also has an on-duty medical officer, who helps in resolving the health-related issues and problems of the faculty and students. The following are the list of welfare practices implemented in the institution:

- Health Insurance of Rs.5000/- to Faculty Members and their Family.
- Free COVID Vaccination Drive to the Staff and their Family Members.
- Financial support to attend the Conferences / Symposium & Seminars.
- Financial incentive for publishing the article in Journals Rs.2000/- per article.
- Two Increments will be provided to the Faculty Members who are awarded Ph.D.
- Earned Leave can be en-cashed up to 60 days. 30 EL will be provided to Non-Teaching Staff every year.
- COVID Paid Leave of 14 days provided to the Faculty Members during I & II Wave and paid leave of 07days during COVID (Omicron) III Wave.
- 50% of Indian Accounting Association Membership fee to the Faculty Members.
- Sponsored AIMA Course on Business Consulting to the Principal.
- Conveyance Allowance of 1600/- paid to teaching staff and 1000/- to Non- teaching staff
- Festival Advance to Non- Teaching Staff and Class IV employees.
- Emergency Medical Advance facility to Teaching and Non- Teaching Staff depending on experience.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

9

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

7

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Institution believes in using both traditional and modern methods of conducting performance appraisal systems in the institution. The appraisal of non-teaching staff is purely based on their work and will be monitored by the supervisory administrator who continuously will inspect the records and based on their observations, an appraisal will be given to them. When it comes to the teaching staff their appraisal depends on a variety of variables which explains the multi-level contributions which they are giving for themself, students, and organizations' development. The variables are feedback from Principal and department head, feedback from students, result in analysis, contribution in the research area, participation in conferences, seminars, FDPs and MDPs, paper setting, paper evaluation, paper presentation and publication, membership in various bodies related to area of specialization, funding projects are undertaken, enhancement in qualification like M.Phil, Ph.D., qualifying NET/SET, personal contribution to the organization/ society, etc, The criteria are modified once in three years based on need in the evaluation process of performance of employees. The existing appraisal of teaching staff is subject to the following criteria fulfillment.

1. **Academic input**
2. **Co-Curricular activities**
3. **Accreditation and institution-building activities**
4. **Research and development**
5. **Student feedback**
6. **Academic output**
7. **Subjective assessment of the controlling officer**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

A mechanism for audit is set at the beginning of every academic year during which all the events, activities, income, expenditures are recorded in various record books and detailed information is also maintained to produce them when required. Every document is inspected regularly and specific individuals are assigned the responsibility of maintaining it to maintain transparency in every area which may otherwise lead to misunderstanding or irregularities in the records of transactions. A team of auditors will inspect all the documents every year to give us a statement about the same. Auditing helps the organization in maintaining a healthy and cordial relationship with all the stakeholders of the institution and maintains it by maintaining transparency, propercommunication, and regular updates within their implemented system. To initiate and complete the process of auditing effectively college has appointed both internal and external auditors for the institution who conduct the financial audits regularly. Internal audit is done by CA Nikhil Jain and external auditing is done by CA Sharat Chandra Toshniwal.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institution motivates both the employees and students to prepare themselves to attend programs which helps them in expanding as well experimenting with their skill knowledge and abilities for which the institution helps the individuals in preparing proposals and apply to various authorities/ funding agencies so that the research can be done on a larger platform with convenient and timely available resources. Such research may be helpful both at the institutional level as well for the society at large and can bring substantial change in terms of benefits to those involved in it. Such events can get accolades and recognition to both the individual who is part of such events as well as to the organization with which they are working. The institution mobilizes its surplus funds through Mutual funds which are monitored by third-party hired by the institution. Budgetary is carried out from the bottom-up approach. Finance Committee & Governing Council once approved, the College is empowered to implement the resources. Pay Revision for the teaching and non-teaching staff is being done periodically.

File Description	Documents
Paste link for additional information	http://www.badruka.com/i/MEETING%20NOTICE%20AND%20MINUTES%20-%6.4.2%20Financial%20Statements.doc
Upload any additional information	**No File Uploaded**

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

The institution strives its best in planning the strategies which best fit into the policy and can help in creating and providing better exposure and opportunities to the students and faculty. The college plans guest lectures, industrial visits, workshops, internships which help the students in improving their skills and knowledge about a particular area of specialization or stream for gaining practical exposure. The Faculty members are encouraged to take up research by writing, presenting, and publishing research papers and gain knowledge, for which the institution bears the expenses. The Provision of updated books in the library for access to information, motivation to attend research-oriented programs for knowledge enhancement, events, and activities to create a competitive environment helps in boosting and preparing students for the environment outside the institution. The following are the initiatives of IQAC during the period 2020-2021:

1. Collaborative Lesson plans
2. Certificate courses
3. Bridge courses
4. Value-added courses
5. Innovation hub
6. Leo club

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File]()

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 and recorded the incremental improvement in various activities

The institution believes in upgrading the quality of teaching through quality improvement and enhancement in skills, knowledge, and ability of faculty by providing the alternatives to attend conferences, seminars, faculty development programs, and refresher courses which help to learn better ways and methods of teaching as well as techniques to improve their performance. These techniques will equally benefit the faculty as well the students to learn better and improve their knowledge.As the institution is providing ICT-equipped platforms which are equally helping the faculty to utilize better ways of teaching and helps in making the classroom activities more interactive. The Department heads and academic coordinators would continuously analyze the performance of

employees and also consider the feedback given by the stakeholders of the institution to suggest the changes they expect in the future from the employees. Since this process is considered on periodic basis maintenance of a competitive and progressive environment becomes part of the culture in the system. Regular feedback, timely updates, and continuous learning are the key to maintaining a healthy and progressive environment in educational institutions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution believes in gender equality and promotes the same by conducting various programs through which students and faculty understand the need and importance of gender equality at various levels within the system both on academic and cultural platforms. The Organizations that conduct programsrelated to gender sensitization and equality also conduct group discussions, counseling sessions, and gender-based programs as a part of classroom activity. Such initiatives can help in spreading awareness among students also to remove discrimination among the mindset of students for the opposite gender. These programs are also conducted to prepare students for the outside world as well where men and women are treated equally and are discriminated against only based on their performance and achievements not based on their gender.

File Description	Documents
Annual gender sensitization action plan	http://badruka.com/i/Gender%20Sensitization%20Action%20Plan.docx
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	College provides Waiting room, Rest room, Counselling sessions for girl students as and when required

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institution understands the importance of maintaining its natural environment and contributes its best to make it better

possible. The students and faculty have been contributing their best in managing the waste in and around the campus. The Institution was able to generate massive waste for which the institution wasawarded a certificate for its contributions. The institution has also signed an MOU for Solid waste management so that the solid waste can be processed and its negative impact on the environment can be reduced and resolved. The institution is slowly implementing practices to ban plastic on the college campus and also initiating green initiatives to reduce and rebuild a healthy and comfortable environment both for the institution and the society. The institution believes that in the future the organization will also start an e-waste management system to contribute their part towards the management of waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution believes in maintaining harmony and respecting all the diverse cultures around it. To avoid cultural variances among the members, the organization celebrates various festivals, conducts competitions, celebrates important calendar days, national events, and conducts community awareness programs for all. The institution conducts elocution competitions in various languages, students are encouraged to wear their traditional attire on a traditional day, and cultural fest embarks the unity of students from various cultures to showcase their tradition in the form of traditional wear, cuisines, fashion, customs, festival delights, etc, The art club of the college also conducts various programs which help in knowing and understanding the various types of art forms from different cultures and provides a platform to learn them on a single platform. Workshops, seminars, and guest lectures are also conducted to spread harmony and create a cordial and comfortable atmosphere among students and in the institution which creates a happy and healthy environment.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

As a part of the institution's custom, the institution plans Ekta

divas, Kargil divas, Blood donation camps, world environment day, programs on drug abuse, health checkups, and vaccination drives, which creates awareness among the students and creates a sense of responsibility in their mind. The students are motivated to learn, inculcate and implement human values and professional ethics at the institutional level for which the institution regularly encourage students to attend a session at Vivekananda school of human excellence, with the help of which the students inculcate values that help them in judging and understanding things around them and take right decisions in their life. They also inspire and motivate others to understand these values and their importance in their life. Such programs inspire students, helps in understanding their plan of action, and also provoke the will to contribute their best towards the nation and society. We believe that education institutions help in producing responsible citizens and the curriculum as well the activities planned and scheduled by an institute helps students during their educational life to understand, learn and build themselves into a good and responsible individuals and citizen.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://badruka.com/i/better%20citizens.docx
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students,   teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institution feels pride and pleasure in celebrating the national and international festivals and events that have brought us accolades and makes us feel proud of it. The institution celebrates Republic day, Independence Day, birth and death anniversaries of our freedom fighters, paying respects to our martyrs, Kargil Vijay Divas, International Yoga day, Rashtriya Ekta Divas, Pulwama attack, world environment day, anti-rabies day, Women's day, Black day, Polio day, Hindi Divas, NCC day, Awareness programs on various sensitive issues are also part of these celebrations. The institution believes in unity in diversity and celebrates all the regional festivals as well cultural festivals from time to time on the campus. Students actively participate in such events not just through coordination but also through their participation to showcase their talent and innovativeness. Variety of dressing, variety of food, the essence of culture, and tradition is visible as an outcome of such events. Students also participate in such activities at the district, state, and national levels. Our Institution also has participated in national day parades through our NCC and NSS students. A few events to mention are related to child labor, drug abuse, single-use plastic, fit India movement, Clean and green initiatives, planting saplings, etc,

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICES :

(ii) (a) Newsletters

(a) Newsletter

1. Title : "Garima – Explore – Express"

2. 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: The newsletters keeps the reader 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 with the avenues after completion of their course.

3. 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 various 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 Pirate: 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 opportunity 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.

- 4. The practice:The college has started bringing out Newsletter, GARIMA from 1st October, 2016 onwards under the supervision of Dr. P. Venkataiah, Associate Professor of Commerce, and student editors Ms Saloni Agarwal and Mr T S Dilip.

- 5. E vidence of success: GARIMA has been well received by not only by the students of B. Com (Hons), but also by the students of other branches and the faculty.

- 6. Problems encountered and resources required: No problem has been faced. Resources required usually books, internet and various journals (online or otherwise) are provided by the college.

- 7. Contact details: Principal, Badruka College of Arts & Commerce, Kachiguda, Hyderabad

(b) Newsletter

1. Title

"Pratibimbh – Unifying myriad reflections…"

2. Goal

To create a tiny ripple in the sea of education and build a sense of sharing nowledge and spreading the same, Pratibimbh a newsletter was initiated on 01 September 2015.

3. The context

As the newsletter Pratibimbh is immensely useful for the students and faculty,

the college has been continuously producing by involving BBA students since

2015-16.

The newsletter highlights the following key areas.

- 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 and informative collectible column wedded with 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.

4. The Practice

The first edition of Pratibimbh was released on 1st September, 2015 by the Principal under the Mentorship of Miss Deepa Jayadevan with the following

5. Evidence of Success

Pratibimbh has been proved a highly successful in creating awareness about various issues among the students and faculty.

6. Problems Encountered and Resources Required

College has not been facing any specific problem in publishing newsletter as it receives enough support and fountain of articles by the students of BBA I, and III Year with a lot of interest and enthusiasm. Editor(s)-in-chief and Assistant Editor(s) filter and refine the articles.

(II) (b) English and Commerce Sketch Boards

1. Title

a) Every Day English (EDE)

b) Every Day Commerce (EDC)

2. 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 inners.

3. The Context

The college has initiated the practice of preparation of everyday English Sketch Board by involving Ms Lakshmi Ramya D, Asst. Professor of English and Everyday Commerce by involving with the help of following student volunteers.

a. Ms Pooja Vaster, II year B. Com (Computers

b. Ms Poornima, III year B. Com (General)

c. Ms. L. Tribhuvana, III year B. Com (General)

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. 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 and Commerce terminology.

4. The Practice

The Every Day English Sketch Board: It was inaugurated by the Joint Secretary, Director General and Principal on 7th September, 2016. Ever since its inaugural, the 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 and definitions related to Accountancy, Auditing, Banking, Business Management, Finance and other related subject aspect are displayed. The content is changed every day.

5. Evidences of Success

A large number of knowledge-seeking and curious students are reported to whet their appetite by taking sincere efforts to read the sketch boards. Students are highly benefited through these sketch boards. The College conducts competitions to motivate more number of students towards reading and answering the content questions. The following are the details of winners of competitions.

6. Problems Encountered and Resources Required

The colleges has no specific problem in implementing this practice. The resources required such as Sketch Boards and Stands etc., are supplied by the college.

7. 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 hairline difference is that these boards are put up at the cafeteria, which are the most preferred meeting / hanging out zone for students

File Description	Documents
Best practices in the Institutional website	http://www.badruka.com/i/BESTPRACTICES.doc
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institution right since its inception has been very clear about its vision and mission to continuously improve the standards and performance of educational institutions and provide a platform for students to share knowledge and benefit maximum to attain national and international level recognition. The institution believes in helping economically backward students as well provide scholarships to those who are in need. The entrepreneurship cell of the institution can help students in starting their own businesses/ start up's. The institution also contributes its part towards green initiatives and animals welfare. The students and faculty members plant saplings to make the campus healthier and a better place to live in. The institution also has a Cow shelter which is run and maintained by the management. There are more than 300 cows in this shelter. The cow feed is also cultivated in and around the cow shelter which provides healthy food and helps to take utmost quality care of the sheltered animals there.

http://badruka.com/i/Distinctiveness.docx

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution ensures effective curriculum delivery through a well-planned and documented process in compliance with the academic calendar of Osmania University. The principal, vice-principal, HOD's and IQAC co-ordinators comprehend and analyse the needs of the students before the commencement of the academic year and plan the curriculum as prescribed by Osmania University in the manner that it includes the different activities and programs related to the designed syllabus.

Each department submits the workload requirement and statement at the beginning of every semester and a general. time-table is prepared accordingly. Even the lesson plan, allotment of subjects, teaching diaries, study material etc. are prepared. The classroom teaching includes a series of interactive sessions such as group discussion, power point presentations, mock interview, quiz, workshops, assignment, seminars, outreach programs, debates, class tests etc. which also gives the students a practical exposure into the curriculum helping them to develop and enhance their higher cognitive skills, such as decision making, planning, critical analysis, problem solving evaluations and synthesis.

Regular tests, additional and remedial classes along with coaching classes, mcqs and fill in the blanks patter examinations are conducted. The faculty put forth their efforts to ensure effective curriculum delivery and improve the academic growth of the students.

Practical, theoretical & oral examinations are conducted to judge the understanding skills of the students. The new examination pattern introduced by affiliating university is being strictly adopted by the college. The curriculum is enriched by participation of our teachers in Board of studies, meetings, and seminars and conferences organized by affiliating colleges & universities from time to time. The effective delivery of the curriculum even includes a wide range of steps like work culture, supervision and revision through periodic meetings with the principal, faculty and students. CBCS model

as per the university norms is in operation. To prepare a planned work schedule with the consideration of due weightage for each paper and number of hours allotted as per university guidelines. Updating the library with books of the changed syllabi every year. All the labs are upgraded annually as per requirement of the curriculum. Industrial visits are organized to provide practical exposure to the students. Seminars, debates, quiz competitions and workshops are being organized.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institute is affiliated to Osmania University and implements the curriculum prepared by the BoS of the university. The institute has developed a structured and documented process for implementing the curriculum. Before the commencement of the semester, the faculty members prepare the academic calendar, based on the calendar prepared by the affiliating university. The academic calendar includes the schedule of the internal examinations, seminars, workshops, expert talks, add-on programs certificate courses other co-curricular and extra-curricular activities. Academic co-ordinator prepares the class time-table, and course plan for the semester. The Course plan containing class time-table, semester calendar and syllabus is given to all the students. It is also published on the college website. Faculty incorporate the suggestions and prepare the course plan revise the course outcomes of their courses, and prepare/update their lecture materials. The syllabus is enriched by adding contents beyond syllabus, to ensure the better achievement of the course outcomes. Faculty members also prepare assignments and case studies in advance, besides also prepare a question bank of their courses. Resources like relevant websites and e-resources are made available for advanced learners.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

248

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Courses offered in the college integrate issues related to gender sensitization, environment, human values, professional ethics, Indian heritage culture and other computer based certificates courses for the enhancement of subject knowledge and skill development of the students, keeping in view of the market requirements.

Institution integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the co-curricular and extra-curricular activities.

- **Environmental studies paper is offered to the students as part of the curriculum in Ist semester. General Sensitization course is offered as a certificate course in the IInd semester through the course the students are**

made aware about the gender sensitivity and gender equality concerns. A five day workshop on Professional Ethics and Human Values was conducted for the students of Vth semester in collaboration with Vivekananda Institute of Human Excellence, Ramakrishna Mutt, to enable the students understand the corporate standards of behaviour expected by professional. The college offers certificate course in professional ethics and human values for the students of VI semester to imbibe moral values, positive human behaviour, aim for excellence and peaceful co-existence as they graduate and step into the world of competitiveness. The colleges also offers a certificate course in Indian Heritage & Culture for the students of IV semester to give an exposure of our rich culture and civilisation, traditions and customs, arts and architecture. Besides, the regular certificate courses, the college offers the specialised subject based and skill based certificate courses to prepare the students, as per the requirements of the market and business, such as Digital marketing for BBA students, Tableau for B.Com, (Computer Applications) and B.Com. (Business Analytics) students, Advanced Excel for B.Com. (Computer Applications) students and Tally for B.Com (General) students.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

155

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	http://www.badruka.com/i/FEEDBACKONCURRIC ULAM.docx
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.badruka.com/i/FEEDBACKONCURRIC ULAM.docx

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

944

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

458

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The college admits students from various socio-economic backgrounds. The students are counselled, guided and oriented at the time of admission to make them aware about the course. During the orientation program they are briefed about the mode of internal assessment, external assessment, curricular and co-curricular activities, rules and regulations of the institution as well as facilities available in the college. The list of courses, curricular and co-curricular activities, rules and regulations, facilities available etc. are also published in the college prospectus which is provided to the students before the beginning of academic sessions. At the beginning of the academic year, the faculty assess the learning levels of the students in the class, their knowledge about the course and accordingly special programmes for advanced learners and slow learners are planned. Remedial and extra classes are conducted for advanced and slow learners. After the completion of syllabus, subject classes are also taken for slow learners and late admissions.

In the CBCS system, students are required to select course subjects based on their core competence, aptitude and skills. The teachers from all departments counsel the students regarding the scope of different courses being offered as well provide guidance in relation to the student's aptitude and competence. Opportunity is also given to the students for changing their options if they are not able to cope up with the course they selected. Teachers make themselves available in college to clarify the doubts and counsel the students even on one to one basis. Advanced learners are encouraged to become class mentors. Extension lectures and exposure visits to different colleges, industrial units, are regularly conducted.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2168	**56**

File Description	Documents
Any additional information	View File

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

The college encourage student-centric learning through various methods such as brain storming, group discussions, quiz competitions, presentations and project work in participative learning and problem solving methodologies. Regular activities viz., group discussions, projects, field visits, educational tours, seminars, extension lectures are conducted in the college and the students actively participate in these activities within and outside the college. Students are given individual projects and class assignments for focusing on self-study and to encourage independent learning. Different student support systems are available in the college like library, computer lab, reading room. Beyond the classroom, college gives high importance to all-round development of students through extra-curricular, co-curricular and field based activities. The objective of student centred activities outside the classroom is to involve and engage the students in learning procedures that require more than reading or viewing the material. Students are taken for study tours industrial tours to get familiar with the field/natural conditions. These activities also play an integral role in allowing the students to remould themselves from absorption of information while learning during academic sessions.

To enhance the concentration in various activities, the college has framed many committees and clubs including the cultural

committee, sports committee, club co-ordinator in-charges committee, placement cell. Both intra and inter-college sports competitions are organized, where students exhibit talent in variety of games, programs, activities, to foster spirit of togetherness teak building and leadership. In order to inculcate human values, ethics and social responsibility, students are encouraged to participate in the activities.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In the class rooms, the faculty members of the college use (ICT) Information Communication Technology to improve the teaching and learning process. Different software's available online is integrated with teacher's explanation and students are encouraged to learn and practice through interactive activities. LCD projectors, computer/laptops/tablet systems are used in the classrooms. You-tube, e-mails, whatsapp group, telegram, zoom and Google classrooms, college website are used as platforms to teach, communicate, provide material, syllabus. Circulate notice, announcement, make presentation and share information these applications are also used to provide online education during the pandemic situation. Wifi facility is also available in the campus for the students and staff. The library also provides access to computers and online journals subscribed, on the advice of faculty. Syllabus and study materials are also made available on the college website.

Student attendance, feedback are also received online from the students and faculty members.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	[View File](#)

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

56

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

56

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

12

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

501

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessments are conducted as per the Osmania University examination pattern for B.Com and BBA courses and accordingly every semester, one assignment will be given and two internal examinations will be conducted for the students. The College designs and monitors the internal assessment system. Twenty marks are allotted for the internal assessments, which will be added to the final scores of the program to complete the award of marks. The Examination cell plans, organizes and monitors the activities related to the conduct of examinations in the institution. The question papers are prepared with the approval of the HODs and Academic Committee. The question papers are set in a way to test the student's subject knowledge and application of concepts, so that they become a means to test the achievement of course outcomes. The institution aims to assure transparency by following under mentioned practices: To be unbiased the question paper contains column for the student to write only the roll number The approved question papers are printed one day before the exam

and are secured in sealed covers. Just before the exam, the invigilators are handed the sealed question papers as per the seating allotment. The faculty assesses the answer scripts impartially, as per the key provided to them by the examination cell. The respective subject faculty will give assignments to all the students and answered assignments in prescribed format will be returned to the faculty in a given time frame. The respective faculty assesses the assignment impartially based on the way the student completes it. The assignments marks will be given to the students and signature will be taken for confirmation. The final internal examination marks are displayed for the students to verify. The queries, if any, will be clarified and resolved by examination cell in consultation with the faculty member.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Most of the grievances related to the examination are received after declaration of results by the university. The errors in their results like marks of the assessment, attendance sheets, error in the bio-data etc. are immediately addressed, corrected and quickly disposed for onward submission to university by the co-ordinator, examination branch. Wherever deemed necessary, the relevant documents/testimonials are submitted through the candidate personally or through their parents to coordinator examination branch for speedy redressal of the issue. The close and continuous communication is maintained by the coordinator examinations with the university authorities for speedy disposal of queries. As per internal practical tests are concerned, if any student complaints of any academic discrepancy viz conduct of tests, the concerned teachers attend to it immediately to the student grievances.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college has well defined learning outcomes. The vision of the institution emphasizes on, to develop highly efficient, skilled professional and transfer them into enlightened spiritually inspired morally upright and socially committed citizens. The college has a proper mechanism of communication of the learning outcomes of the programs and courses, which includes the hard copy of syllabi and the course/programme outcomes are available in the respective departments for ready reference to the teachers and students. Copy of curriculum and outcomes of programs and courses are also uploaded on the college website.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://www.badruka.com/i/prgoutcome.xls
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The process for the evaluation of the students in different subjects is as per the rules and regulations of the university.

The college has a systematic process of collecting and evaluating data on programme and course outcomes, for which the assessment includes the following; Assessment for the course-level is done via continuous assessment having aparticular weightage depending upon course objectives, learning outcomes and pedagogy. Various components for continuous assessment are defined and used. Besides, weightage for the end semester Examination (written examination /lab examination) depending upon course type is also used for the process.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

532

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://www.badruka.com/i/sss.docx

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

- **College conducts guest lectures, seminars, workshops to the students and faculty, etc.**
- **The college publishes biannual research journal entitled "BADRUKA JOURNAL OF BUSINESS REVIEW.**
- **Publication consideration is providing to faculty for research publications**
- **Established Incubation Centre – Badruka Innovation Hub**
- **ED Cell of Badruka College of Commerce & Arts has established Badruka Innovation Hub for the entrepreneurial development of the Students. The Hub was inaugurated by Shri Jayesh Ranjan, IAS Principal Secretary of the Industries & Commerce (I&C) and Information Technology (IT) Departments of the Telangana Government.**
- **Badruka College of Commerce & Arts have been awarded as the Best Degree College in Hyderabad by Ambitions Career Counsellors.**
- **Ms. Saniya, B.Com (Hons) II Year student has been recognized and awarded THE BEST CEO for Pre-incubation program, Cohort B 2020 by EDVenture Incubation Foundation.**
- **College has active Placement and grooming division . It conducts regular sessions to the 2 and 3 year students .**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

05

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	**Nil**
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

22

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

07

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

N.S.S. promotes environmental protection through tree plantation and other sustainable development programs. Every year N.S.S. units undertake a host of activities in the college and nearby vicinity. It also organizes various environment related programs including tree plantation, village cleanliness, blood donation camps, pulse polio camps, plastic free drive, poster competition, etc. Various activities like quiz and poster competitions, invited talks are organized to create awareness about nature, biodiversity, environment and sustainability. The college has taken active participation in swachh bharat started by the government. The college also takes efforts for integration of ethical and human values through extra-curricular activities. Programs conducted under N.S.S., N.C.C., help to inculcate human values among students. National festivals like Independence Day and Republic Day celebration serve as a platform to enliven patriotic and moral values. Different social activities have been initiated by the college like voter's awareness program, road safety campaign, blood donation camps, plasma donation etc. organized from time to time. Major gender issues are focused and addressed through different activities in the college.Some of the activities conducted

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	**No File Uploaded**

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

10

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

565

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution campus is fully equipped with ICT facilities and round-the-clock Wi-Fi connectivity for students and faculty. The infrastructure is sufficient enough to accommodate

all the students from varied streams. Classrooms have proper ventilation and air circulation and are equipped with required furniture, electricity, LCD Projectors with systems. Maintenance of the environment is managed by a head, appointed for every area, which is specialized to manage and control their area of administration. The classrooms are ICT-enabled and provide a comfortable and convenient platform for both students and faculty to make their classroom activities more interactive and outcome-based. The computer labs and library provide the required support in making the process of learning easier and more comfortable for the students. The institute has a safe and clean water plant, hygienically maintained restroom and washrooms, medical room with the on-duty doctor, generator in case of a power cut, maintained parking area, and cafeteria for students and faculty members. All the buildings have elevators and a staircase. Computer labs, laboratories, infrastructure are maintained through regular repairs and services by a hired third-party vendor who provides service and maintenance regularly.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

The Institution has two auditoriums and two seminar halls which are sufficient to accommodate students, where academic, social, and cultural events & activities are conducted. Conferences, seminars, and workshops are also conducted on regular basis for the benefit of students, faculty, and organization. Indoor games like carom board, chess, table tennis, etc are played by students to keep themselves active, refreshed, energetic and prepare them for participation in state and national level competitions. For outdoor games, the institution hires a playground for a specific period and trains students in cricket, football, kabaddi, etc. The institution also has a gymnasium with fully equipped equipment for students to exercise. There are various programs that are scheduled from time to time for the physical, mental, psychological, and intellectual health of the students and faculty, which involves meditation, yoga, and counseling session. The facilities are

also utilized in conducting the annually scheduled programs of the college like annual day, farewell & fresher's parties, foundation day, national festivals and days of national importance, celebrations related to various regional festivals throughout the year, and other voluntary activities which are part of NSS, NCC, etc, These facilities are also used to conduct blood donation camps, utilized during elections, and for conduction of competitive government exams.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

32

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.badruka.com/i/MEETING%20NOTICE%20AND%20MINUTES%20-%4.1.3%20ICT%20Tools.doc
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

17.94

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The institutional library uses Soul software a state-of-art integrated library management software designed and developed by the INFLIBNET center. It enables the institution to create a database for students and faculty to access the books, where books have a barcode and details of the same get linked to a User's account once they borrow it from the library. On a routine basis, the books are to be renewed once in two weeks. After it is returned, the book can be circulated among those who need it. The library has study material, textbooks, newspapers, journals, and reference textbooks for the students to refer to based on their course, their specialization, and their area of interest. Books and journals are continuously updated. N-List a digital app is used by the library to provide access to a digital library for faculty and students. The digital library has lakhs of e-books that can be accessed by users from anywhere remotely through their user ID and password with WiFi connectivity. Library also gives access to computer systems, where students can access N-List library as well use internet facility to gain knowledge and information related to their specialized course and relevant subjects. The institutional library uses soul software; The software provides remote access to e-books and material to all the registered students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	http://www.badruka.com/i/MEETING%20NOTICE%20AND%20MINUTES%20-%4.2.2%20Library%20Documents.doc

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.24

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

12

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

As the Institution is moving towards more ICT-equipped and enabled institutions, there is continuous up-gradation of operating systems, software, other IT-enabled equipment which is used for biometrics, library books coding, surveillance, etc, The institution provides free WiFi connectivity to all the students throughout the campus. Computer systems can be used in libraries, laboratories, even in auditoriums and seminar halls for various programs conducted on regular basis. Webcams, headphones, and other gadgets are also helpful in the successful scheduling of regular classes and programs. The college has an independent platform for conducting online programs and all the programs are recorded as well as streamlined and connected through you-tube for the convenience of students. The technical engineer and lab assistants continuously monitor and take corrective actions to maintain the lab facility and ICT tools in classrooms throughout the campus. The annual maintenance of the IT facilities is done by a regular third-party vendor who regularly provides maintenance and service.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

280

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

15.48

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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.

The Institution has appointed faculty members to monitor and maintain the various core areas in the institution. The institution has also appointed an Electrician, carpenter, computer operator, and lab assistant. Regular servicing, building maintenance, generators in case of power cuts, maintenance of library and laboratory are some of the important tasks of the institution. Regular inspection, timely up-gradation, quality maintenance is the key to the success of maintaining a healthy and comfortable environment in the institution for which elevators and generators are maintained annually by a third-party vendor. When the situation is difficult to handle, the institution hires experts in the area to rectify and solve the issue at the earliest possible, as it can affect the work and culture at the workplace. The institution believes in changing and replacing things when it

becomes obsolete, thus it's a procedure followed by all the in-charges to update about the issues and problems faced in the organization and maintain quality standards in every area possible. Such initiatives will enhance the mechanism and increase the quality standards of the institution.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

105

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

105

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to Institutional website	http://www.badruka.com/i/MEETING%20NOTICE%20AND%20MINUTES%20-%5.1.3%20CRT%20Document.doc
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

655

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

655

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

121

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

128

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Institution facilitates students' representation both in the academic front and various co-curricular and extra-curricular activities steered at the Institutional level. Department-wise class teachers are appointed and they appoint student representatives in their respective classes. These representatives form a student council and appoint their student heads, a girl and a boy. These heads along with representatives will call meetings and discuss various issues and problems faced by them and the same is brought to the notice of the head of the department. The minutes recorded will be discussed and put forth by the head boy and girl in academic council meetings with their Teachers, Vice-principals, and principal. The issues are discussed in the meetings suggestingalternatives toresolvethe problem that are to be initiated to resolve them. Students also participate in academic meetings and forums where student representation is required. They equally participate in all the curricular and extracurricular events scheduled by the institution. Student coordinators are appointed to plan, manage and involve in the decision-making process related to the activities and their consent is given equal importance before the finalization of the event. These selected council members will also attend the meetings related to academic/ advisory committees, ICC, anti-ragging committee, etc.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

10

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institution has a registered and active Alumni association, which continuously strives to help the institution in its development and also in reaching people and professionals in and around the world to connect them with our students for sharing their experiences, to counsel them and to make them understand, how the real world actually looks and works like. Their guidance and valuable inputs help the students in improving and enhancing theirtalent and skills. Seminars, webinars, Special talks are also conducted for the students by thealumni, who focuses oncore professional areas which are important for students both for their future placements and career growth. Voluntary/ charity programs are also conducted by Alumni in association with our institution like blood donation camps, free food distribution, orphanage and old-age

home visits etc, The alumni association also conducts certain programs which wouldbenefit the institution financially and ingaining recognition for its contribution. Our alumni have also helped in donatingcollege fees of our students who faced difficulty during COVID-19 pandemic and encouraged them to stay confident and focused on studies. The Alumni support is also visible in the form of participation and as well as speakers in various programs conducted by the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) | D. 1 Lakhs - 3Lakhs |

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution believes in nurturing and educating the budding talents of thegeneration and in providing them the utmost support in their development, so that they become truly enlightened, emotionally balanced, spiritually inspired, self-reliant and socially committed citizens of our country. The institution believes in molding the students into committed, compassionate and competent individuals, to be who are highly motivated andready to contribute the best towards its society and nation at large. The mission and vision of the institution is to impart knowledge and build a responsible citizen who can contribute their best towards the development of thecountry and well being of thepeople. The Institution practices decentralization and participative management. As the students are the future citizens of acountry, they should imbibe qualities which cankeep them deep connected with the society and country. Thus the students are involved in various activities other than academics for their overall development

and gain exposure and experience the essence of such programs. All the members of the Governing Council and Senior leaders live the vision and philosophy of Badruka.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Institution truly believes in decentralization of work and builds the workforce stronger. Themanagement and faculty build a healthy relationship through continuous communication, mutual understanding, division of work, creation of a friendly and healthy environment, frequent discussions and meetings, entrust the feeling of responsibility, high accountability, and belief in the system. The Director-General, Principal, Vice-Principals are empowered to assign the work.TheFaculties are involved in all the functions and decisions of management. Timely communication through proper channel, an open platform to accept suggestions and criticism from the employees for a change, and development are the various strategies within the system that builds the workforce stronger in place. Regular meetings are conducted to get theupdates of work, to understand the difficulties or the challenges faced, and alternatives or solutions are suggested to overcome the problems. Thesediscussions become brainstorming activities and help in locating the best alternative to gain success forsmooth functioning of the institution.Both the academics and co-curricular activities are assigned to various faculty members, theactivities are scheduled in coordination with institution heads, vice principals, and principal. Students are also involved as coordinators in planning events, constituting rules and regulations, planning innovative strategies for the development and enhancement of overall institutional performance.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has effectively implemented quality improvement strategies to develop and motivate both students and faculty to learn and explore various avenues related to their area of expertize and specialization for which they are motivated and reimbursed for any kind of expenditure bared by them. The institution provides various platforms thathelp them tolearn and perform better as well improve their teaching methodology. Library, ICT tools, conducting guest lecturers from experts from industry, industrialvisits for practical exposure, and time off to attend such programs at various occasions are a few of the forms in which the institution encourages faculty and students to learn and impart knowledge. Students are motivated, trained, and counseled to be competent and perform better. Their potential helps them to get a scholarship, better job opportunities both through on-campus and off-campus recruitment. The institution has an HR policywhich is being revised periodically to incorporate several initiatives to makethe teaching and non-teaching staff more engaged. The institution has also implemented Consulting & Research Policy along with Standard Operating Procedures (SOP) for streamling the policies.

File Description	Documents
Strategic Plan and deployment documents on the website	<u>View File</u>
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The organization is very clear in its policy framework. The

administrative work, the procedures followed for appointment and relieving of the employee, welfare activities, compensation practices, and regular activities are monitored and maintained according to the needs of the organization, which also matches in fulfilling the mission and vision of the institution. The Employees are updated about all the employment related norms by the appointing authority andtheir immediate supervisor, and are also shared by their respective department members. Convenientchanges in the norms are updated to the employees and institution expects support and coordination from the employees end. All the administrative decisions are taken by the management and communicated at all the lower levels. Faculties are appointed as requiredand there is no surplus or shortage of employees in the institution. The head of the department and vice-principals shall monitor the departmental activities and faculty work on continuous basis ; they also suggest the alternatives to overcome the problem if any. The Policies related to work, pay, leaves, promotions, increments, employment etc are framed and communicated through proper channel to the employees approximately.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://badruka.com/i/MEETING%20NOTICE%20AND%20MINUTES%20-%6.2.2%20Organogram.doc
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has been very fair in maintaining welfare practices within the environment. The institution provides security to employees by providing them Insurance and ESI benefits which differs from teaching to non-teaching employees in the organization.They provide PF, medical insurance, gratuity, maternity leave, increments for up-gradation of qualification for teaching. They provide ESI, festive bonus, gratuity for non teaching staff. The common benefit that both teaching and non-teaching staff gain is PF, ELs', SLs, and CLs. In addition to this education, leaves also provided to the employees. College also conducts medical and health camps to monitor the employees' health. The institution also has an on-duty medical officer, who helps in resolving the health-related issues and problems of the faculty and students. The following are the list of welfare practices implemented in the institution:

- Health Insurance of Rs.5000/- to Faculty Members and their Family.
- Free COVID Vaccination Drive to the Staff and their Family Members.
- Financial support to attend the Conferences / Symposium & Seminars.
- Financial incentive for publishing the article in Journals Rs.2000/- per article.
- Two Increments will be provided to the Faculty Members who are awarded Ph.D.
- Earned Leave can be en-cashed up to 60 days. 30 EL will be provided to Non-Teaching Staff every year.
- COVID Paid Leave of 14 days provided to the Faculty

Members during I & II Wave and paid leave of 07days during COVID (Omicron) III Wave.
- 50% of Indian Accounting Association Membership fee to the Faculty Members.
- Sponsored AIMA Course on Business Consulting to the Principal.
- Conveyance Allowance of 1600/- paid to teaching staff and 1000/- to Non- teaching staff
- Festival Advance to Non- Teaching Staff and Class IV employees.
- Emergency Medical Advance facility to Teaching and Non- Teaching Staff depending on experience.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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

9

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

7

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Institution believes in using both traditional and modern methods of conducting performance appraisal systems in the institution. The appraisal of non-teaching staff is purely

based on their work and will be monitored by the supervisory administrator who continuously will inspect the records and based on their observations, an appraisal will be given to them. When it comes to the teaching staff their appraisal depends on a variety of variables which explains the multi-level contributions which they are giving for themself, students, and organizations' development. The variables are feedback from Principal and department head, feedback from students, result in analysis, contribution in the research area, participation in conferences, seminars, FDPs and MDPs, paper setting, paper evaluation, paper presentation and publication, membership in various bodies related to area of specialization, funding projects are undertaken, enhancement in qualification like M.Phil, Ph.D., qualifying NET/SET, personal contribution to the organization/ society, etc, The criteria are modified once in three years based on need in the evaluation process of performance of employees. The existing appraisal of teaching staff is subject to the following criteria fulfillment.

1. Academic input
2. Co-Curricular activities
3. Accreditation and institution-building activities
4. Research and development
5. Student feedback
6. Academic output
7. Subjective assessment of the controlling officer

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

A mechanism for audit is set at the beginning of every academic year during which all the events, activities, income, expenditures are recorded in various record books and detailed information is also maintained to produce them when required. Every document is inspected regularly and specific individuals are assigned the responsibility of maintaining it to maintain

transparency in every area which may otherwise lead to misunderstanding or irregularities in the records of transactions. A team of auditors will inspect all the documents every year to give us a statement about the same. Auditing helps the organization in maintaining a healthy and cordial relationship with all the stakeholders of the institution and maintains it by maintaining transparency, propercommunication, and regular updates within their implemented system. To initiate and complete the process of auditing effectively college has appointed both internal and external auditors for the institution who conduct the financial audits regularly. Internal audit is done by CA Nikhil Jain and external auditing is done by CA Sharat Chandra Toshniwal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institution motivates both the employees and students to prepare themselves to attend programs which helps them in expanding as well experimenting with their skill knowledge and

abilities for which the institution helps the individuals in preparing proposals and apply to various authorities/ funding agencies so that the research can be done on a larger platform with convenient and timely available resources. Such research may be helpful both at the institutional level as well for the society at large and can bring substantial change in terms of benefits to those involved in it. Such events can get accolades and recognition to both the individual who is part of such events as well as to the organization with which they are working. The institution mobilizes its surplus funds through Mutual funds which are monitored by third-party hired by the institution. Budgetary is carried out from the bottom-up approach. Finance Committee & Governing Council once approved, the College is empowered to implement the resources. Pay Revision for the teaching and non-teaching staff is being done periodically.

File Description	Documents
Paste link for additional information	http://www.badruka.com/i/MEETING%20NOTICE%20AND%20MINUTES%20-%6.4.2%20Financial%20Statements.doc
Upload any additional information	No File Uploaded

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

The institution strives its best in planning the strategies which best fit into the policy and can help in creating and providing better exposure and opportunities to the students and faculty. The college plans guest lectures, industrial visits, workshops, internships which help the students in improving their skills and knowledge about a particular area of specialization or stream for gaining practical exposure. The Faculty members are encouraged to take up research by writing, presenting, and publishing research papers and gain knowledge, for which the institution bears the expenses. The Provision of updated books in the library for access to information, motivation to attend research-oriented programs for knowledge enhancement, events, and activities to create a competitive environment helps in boosting and preparing students for the environment outside the institution. The following are the initiatives of IQAC during the period 2020-2021:

1. Collaborative Lesson plans
2. Certificate courses
3. Bridge courses
4. Value-added courses
5. Innovation hub
6. Leo club

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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 and recorded the incremental improvement in various activities

The institution believes in upgrading the quality of teaching through quality improvement and enhancement in skills, knowledge, and ability of faculty by providing the alternatives to attend conferences, seminars, faculty development programs, and refresher courses which help to learn better ways and methods of teaching as well as techniques to improve their performance. These techniques will equally benefit the faculty as well the students to learn better and improve their knowledge.As the institution is providing ICT-equipped platforms which are equally helping the faculty to utilize better ways of teaching and helps in making the classroom activities more interactive. The Department heads and academic coordinators would continuously analyze the performance of employees and also consider the feedback given by the stakeholders of the institution to suggest the changes they expect in the future from the employees. Since this process is considered on periodic basis maintenance of a competitive and progressive environment becomes part of the culture in the system. Regular feedback, timely updates, and continuous learning are the key to maintaining a healthy and progressive environment in educational institutions.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	<u>View File</u>
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	<u>View File</u>

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution believes in gender equality and promotes the same by conducting various programs through which students and faculty understand the need and importance of gender equality at various levels within the system both on academic and cultural platforms. The Organizations that conduct programsrelated to gender sensitization and equality also conduct group discussions, counseling sessions, and gender-based programs as a part of classroom activity. Such initiatives can help in spreading awareness among students also

to remove discrimination among the mindset of students for the opposite gender. These programs are also conducted to prepare students for the outside world as well where men and women are treated equally and are discriminated against only based on their performance and achievements not based on their gender.

File Description	Documents
Annual gender sensitization action plan	http://badruka.com/i/Gender%20Sensitization%20Action%20Plan.docx
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	College provides Waiting room, Rest room, Counselling sessions for girl students as and when required

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institution understands the importance of maintaining its natural environment and contributes its best to make it better possible. The students and faculty have been contributing their best in managing the waste in and around the campus. The Institution was able to generate massive waste for which the institution wasawarded a certificate for its contributions. The institution has also signed an MOU for Solid waste management so that the solid waste can be processed and its negative impact on the environment can be reduced and resolved. The institution is slowly implementing practices to ban plastic on

the college campus and also initiating green initiatives to reduce and rebuild a healthy and comfortable environment both for the institution and the society. The institution believes that in the future the organization will also start an e-waste management system to contribute their part towards the management of waste.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	<u>View File</u>
Geo tagged photographs of the facilities	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | C. Any 2 of the above |

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Any other relevant information	<u>View File</u>

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Various policy documents / decisions circulated for implementation	**No File Uploaded**
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	[View File](#)
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	[View File](#)

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution believes in maintaining harmony and respecting all the diverse cultures around it. To avoid cultural variances among the members, the organization celebrates various festivals, conducts competitions, celebrates important calendar days, national events, and conducts community awareness programs for all. The institution conducts elocution competitions in various languages, students are encouraged to wear their traditional attire on a traditional day, and cultural fest embarks the unity of students from various cultures to showcase their tradition in the form of traditional wear, cuisines, fashion, customs, festival delights, etc, The art club of the college also conducts various programs which help in knowing and understanding the various types of art forms from different cultures and provides a platform to learn them on a single platform. Workshops, seminars, and guest lectures are also conducted to spread harmony and create a cordial and comfortable atmosphere among students and in the institution which creates a happy and healthy environment.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	[View File](#)

7.1.9 - Sensitization of students and employees of the Institution to the constitutional

obligations: values, rights, duties and responsibilities of citizens

As a part of the institution's custom, the institution plans Ekta divas, Kargil divas, Blood donation camps, world environment day, programs on drug abuse, health checkups, and vaccination drives, which creates awareness among the students and creates a sense of responsibility in their mind. The students are motivated to learn, inculcate and implement human values and professional ethics at the institutional level for which the institution regularly encourage students to attend a session at Vivekananda school of human excellence, with the help of which the students inculcate values that help them in judging and understanding things around them and take right decisions in their life. They also inspire and motivate others to understand these values and their importance in their life. Such programs inspire students, helps in understanding their plan of action, and also provoke the will to contribute their best towards the nation and society. We believe that education institutions help in producing responsible citizens and the curriculum as well the activities planned and scheduled by an institute helps students during their educational life to understand, learn and build themselves into a good and responsible individuals and citizen.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://badruka.com/i/better%20citizens.docx
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	A. All of the above

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institution feels pride and pleasure in celebrating the national and international festivals and events that have brought us accolades and makes us feel proud of it. The institution celebrates Republic day, Independence Day, birth and death anniversaries of our freedom fighters, paying respects to our martyrs, Kargil Vijay Divas, International Yoga day, Rashtriya Ekta Divas, Pulwama attack, world environment day, anti-rabies day, Women's day, Black day, Polio day, Hindi Divas, NCC day, Awareness programs on various sensitive issues are also part of these celebrations. The institution believes in unity in diversity and celebrates all the regional festivals as well cultural festivals from time to time on the campus. Students actively participate in such events not just through coordination but also through their participation to showcase their talent and innovativeness. Variety of dressing, variety of food, the essence of culture, and tradition is visible as an outcome of such events. Students also participate in such activities at the district, state, and national levels. Our Institution also has participated in national day parades through our NCC and NSS students. A few events to mention are related to child labor, drug abuse, single-use plastic, fit India movement, Clean and green initiatives, planting saplings, etc,

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICES :

(ii) (a) Newsletters

(a) Newsletter

1. Title : "Garima – Explore – Express"

2. 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: The newsletters keeps the reader 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 with the avenues after completion of their course.

3. 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 various 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 Pirate: 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 opportunity 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.

- 4. The practice:The college has started bringing out Newsletter, GARIMA from 1st October, 2016 onwards under the supervision of Dr. P. Venkataiah, Associate Professor

of Commerce, and student editors Ms Saloni Agarwal and Mr T S Dilip.

- 5. E vidence of success: GARIMA has been well received by not only by the students of B. Com (Hons), but also by the students of other branches and the faculty.

- 6. Problems encountered and resources required: No problem has been faced. Resources required usually books, internet and various journals (online or otherwise) are provided by the college.

- 7. Contact details: Principal, Badruka College of Arts & Commerce, Kachiguda, Hyderabad

(b) Newsletter

1. Title

"Pratibimbh – Unifying myriad reflections…"

2. Goal

To create a tiny ripple in the sea of education and build a sense of sharing nowledge and spreading the same, Pratibimbh a newsletter was initiated on 01 September 2015.

3. The context

As the newsletter Pratibimbh is immensely useful for the students and faculty,

the college has been continuously producing by involving BBA students since

2015-16.

The newsletter highlights the following key areas.

- 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 and informative collectible column wedded with 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.

4. The Practice

The first edition of Pratibimbh was released on 1st September, 2015 by the Principal under the Mentorship of Miss Deepa Jayadevan with the following

5. Evidence of Success

Pratibimbh has been proved a highly successful in creating awareness about various issues among the students and faculty.

6. Problems Encountered and Resources Required

College has not been facing any specific problem in publishing newsletter as it receives enough support and fountain of articles by the students of BBA I, and III Year with a lot of interest and enthusiasm. Editor(s)-in-chief and Assistant Editor(s) filter and refine the articles.

(II) (b) English and Commerce Sketch Boards

1. Title

a) Every Day English (EDE)

b) Every Day Commerce (EDC)

2. 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 inners.

3. The Context

The college has initiated the practice of preparation of everyday English Sketch Board by involving Ms Lakshmi Ramya D, Asst. Professor of English and Everyday Commerce by involving with the help of following student volunteers.

a. Ms Pooja Vaster, II year B. Com (Computers

b. Ms Poornima, III year B. Com (General)

c. Ms. L. Tribhuvana, III year B. Com (General)

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. 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 and Commerce terminology.

4. The Practice

The Every Day English Sketch Board: It was inaugurated by the Joint Secretary, Director General and Principal on 7th September, 2016. Ever since its inaugural, the 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 and definitions related to Accountancy, Auditing, Banking, Business Management, Finance and other related subject aspect are displayed. The content is changed every day.

5. Evidences of Success

A large number of knowledge-seeking and curious students are reported to whet their appetite by taking sincere efforts to read the sketch boards. Students are highly benefited through these sketch boards. The College conducts competitions to motivate more number of students towards reading and answering the content questions. The following are the details of winners of competitions.

6. Problems Encountered and Resources Required

The colleges has no specific problem in implementing this practice. The resources required such as Sketch Boards and Stands etc., are supplied by the college.

7. 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 hairline difference is that these boards are put up at the cafeteria, which are the most preferred meeting / hanging out zone for students

File Description	Documents
Best practices in the Institutional website	http://www.badruka.com/i/BESTPRACTICES.doc
Any other relevant information	**Nil**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The institution right since its inception has been very clear about its vision and mission to continuously improve the standards and performance of educational institutions and provide a platform for students to share knowledge and benefit maximum to attain national and international level recognition. The institution believes in helping economically backward students as well provide scholarships to those who are in need. The entrepreneurship cell of the institution can help students in starting their own businesses/ start up's. The institution also contributes its part towards green initiatives and animals welfare. The students and faculty members plant saplings to make the campus healthier and a better place to live in. The institution also has a Cow shelter which is run and maintained by the management. There are more than 300 cows in this shelter. The cow feed is also cultivated in and around the cow shelter which provides healthy food and helps to take utmost quality care of the sheltered animals there.

http://badruka.com/i/Distinctiveness.docx

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

The institution believes in implementing more green initiatives like green energy and audits to maintain a healthier environment and contribute its best for society. The institution conducts quality workshops for the skill enhancement of the students. The institution believes in moving from manual work stations to virtual work stations for better performance and transparent work efficiency. It has improved ICT facilities and platforms for improving lectures and interactions between students and faculty. Implementation of collaborative work plans and implementing more value-added courses as well certificate courses which will help in the overall development of students as well make them future-ready for better opportunities. Planning to initiate the culture of project course work and industry exposure for all the courses offered by the institution which can give experience and understanding to the students about industries work environment and culture.