

*Guidelines for the Creation of the*  
**Internal Quality Assurance Cell (IQAC)**  
**and Submission of Annual Quality Assurance**  
**Report (AQAR) in Accredited Institutions**  
*(Revised in October 2013)*



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्**

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

# NAAC

## VISION

*To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.*

## MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

## Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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# Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

## Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out lanned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

## Objective

*The primary aim of IQAC is*

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

## Strategies

***IQAC shall evolve mechanisms and procedures for***

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## Functions

*Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

## Benefits

***IQAC will facilitate / contribute***

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

## Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

## The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

## Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

## Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail ([naac.aqar@gmail.com](mailto:naac.aqar@gmail.com)). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC\_32\_A&A\_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.



# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution

University College for Women (Autonomous)

1.2 Address Line 1

Koti

Address Line 2

Hyderabad

City/Town

Hyderabad

State

Telangana

Pin Code

500095

Institution e-mail address

[oucwkoti@rediffmail.com](mailto:oucwkoti@rediffmail.com)

Contact Nos.

040-24657813 & 040-24737692

Name of the Head of the Institution:

Prof. B.T. Seetha, Principal

Tel. No. with STD Code:

040-24657813

Mobile:

+91 9391021636

Name of the IQAC Co-ordinator:

Prof. Sugita Mathur

Mobile:

+91 9989433715

IQAC e-mail address:

iqacoucwkoti@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

APCOGN10006

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC/36/RA/01 dt.20-5-2005

1.5 Website address:

www.oucwkoti.ac.in

Web-link of the AQAR:

<http://www.oucwkoti.ac.in/AQAR>  
2013-14.doc

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	5 star		1999	5 years
2	2 <sup>nd</sup> Cycle	A		2005	5 years
3	3 <sup>rd</sup> Cycle	B		2013	5 years
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

2006

1.8 AQAR for the year (for example 2010-11)

2013-14

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

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)4
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University                      State  Central  Deemed  Private

Affiliated College              Yes  No

Constituent College            Yes  No

Autonomous college of UGC    Yes  No

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

Type of Institution    Co-education  Men  Women

                                  Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)             

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

1.13 Special status conferred by Central/ State Government—UGC<sup>√</sup>/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	Central		
University with Potential for Excellence	--	UGC-CPE	√
DST Star Scheme	--	UGC-CE	--
UGC-Special Assistance Programme	--	DST-FIST	--
UGC-Innovative PG programmes	--	Any other ( <i>Specify</i> )	--
UGC-COP Programmes	--		

2. IQAC Composition and Activities

2.1 No. of Teachers	11
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	--
2.4 No. of Management representatives	--
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community representatives	--
2.7 No. of Employers/ Industrialists	--
2.8 No. of other External Experts	3
2.9 Total No. of members	17
2.10 No. of IQAC meetings held	6 (on 24/11/13, 2/12/13, 9/12/13,12/12/13, 22/1/14,31/1/14 )
2.11 No. of meetings with various stakeholders:	No. <input type="text"/> Faculty <input type="text"/> 5
Non-Teaching Staff	<input type="text"/> √
Students	<input type="text"/> √
Alumni	<input type="text"/> 1
Others	<input type="text"/> 1

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- ✓ IQAC with the help of Research Committee monitors the research activities undertaken in various Departments.
- ✓ The members of the IQAC coordinate with the Students Advisors in organising the co-curricular activities for the students.
- ✓ The IAC along with the various Student Support Committees checks & monitor the quality control in the hostels, maintenance of the rest rooms, Library & Cyber Cafe upgradation.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
1. Construct Class Rooms, Science Block II & Dining Hall for Hostel	Class Rooms, Science Block II & Dining Hall for the Hostel were constructed.
2. Introduce Digital Humanities in B.A. Course.	B.A. Course with 'Digital Humanities as an optional subject was started.
3. Conduct Assembly for the students.	Every 'Wednesday' of the week Assembly for the students is organised.

\* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				-
PG	20	-	9	-
UG	8	-	3	-
PG Diploma	3	-	2	-
Advanced Diploma	-	-	--	-
Diploma	1	-	--	-
Certificate	2	-	1	-
Others	--	-	--	-
<b>Total</b>	34	-	15	-
Interdisciplinary	1		1	-
Innovative	-	1	1	-

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

**Open options (UG); CBCS (PG) Elective option (UG&PG)**

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	28
Trimester	--
Annual	4 (Certificate & Diploma)

##### 1.3 Feedback from stakeholders\*

Alumni  Parents  Employers  Students

*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

The structure of the syllabus was approved in the BOS for UG I year & the II year. Syllabus was revised keeping in track the I year syllabus.

**English:** Students studying different subjects in English need to be proficient in academic skills such as reading, writing and oral presentation. It is also necessary for them to strengthen their knowledge of grammar and vocabulary. Therefore General English syllabus is revised and updated to meet the growing demands of the learners.

**Persian:** Earlier syllabus dealt only with the lessons and was exposed to only grammar based details of Persian language. Now for the 1<sup>st</sup> year high level of grammar is included to improve the language skills.

**B.A. Communications** course renamed as B.A(Mass Communication). In order to provide hands-on training, time for practical classes are slotted in the time-table for second and final year students. Industry expectation from this course is more practical oriented than theory based. They conduct a separate exam to test the student’s capabilities. Therefore, students require hands-on training in Writing for media, Reporting, Editing, Advertising and Public Relations (PRINT, ELECTRONIC AND WEB) and syllabus is revised accordingly.

**Political Science:** In Semester VI, in paper VIII-‘International Relations’ in the III unit a new topic on Human Rights is incorporated. It is also decided to study the SAARC-its structure, aims and objectives, rather than individual countries representing the SAARC union.

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

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
69	47	6	16	--

2.2 No. of permanent faculty with Ph.D.

61

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
29	-	8	-	20	1	-	-	57	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

		99
--	--	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	80	10
Presented papers	5	35	10
Resource Persons	10	20	10

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

**English:** Students studying different subjects in English need to be proficient in academic skills such as reading, writing and oral presentation. It is also necessary for them to strengthen their knowledge of grammar and vocabulary. Therefore General English syllabus is revised and updated to meet the growing demands of the learners.

**Interactive learning:**

Class room Lectures are made effective with the use Modern Technology such as multimedia , LCD Power Point presentation .

**Collaborative learning:**

- Hands on training workshops and certificate courses are offered by various departments especially in life sciences.
- Field trips, Industrial tours, surveys, case studies& projects as a part of the course curriculum provides as wide exposure to the practical aspects of the subjects concerned

2.7 Total No. of actual teaching days during this academic year

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- ✓ Continuous internal assessment, announcement of examination & evaluation schedule, multiple choice questions & fill up the blanks are a part of the examination system.
- ✓ External practical exams for even semester are adopted.
- ✓ Double valuation at PG level.
- ✓ Revaluation at UG level on application by the students.

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

All senior teachers

2.10 Average percentage of attendance of students

70-80%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	148	-	77.02	16.89	-	93.91
B.Sc.	343	-	86.29	2.91	-	89.21
B.Com	190	-	94.73	2.1	-	96.84

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

IQAC helps the various Departments to organize Seminars/Workshops/Conferences and publish research based papers. The feedback from the various stakeholders is analysed and guidance is given to the Departments in taking appropriate action. The members of IQAC coordinate with the Students Advisor in organizing the co-curricular activities for the students. Some of the members of IQAC are also the members of the Examination Committee who monitor the performance of the students while analysing the results and suggest academic programs for maintaining the quality checks. The IQAC provides the information to the Departments relating to the inputs/skills required by the various organizations which have visited the College for the Campus placements so that the same may be included either in the course curriculum or organize the lectures/workshops for the same and train the students accordingly. One such action taken is organization of Personality Development and Communication skills classes.



### 2.13 Initiatives undertaken towards faculty development

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

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	54	7	-	-
Technical Staff	27	1	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

3.1 The College has a Research Committee and also a Co-ordinator to look into the UGC affairs. IQAC monitors the working of the Committee and collects data as and when available. The Research Committee encourages the teachers to take up minor/major research projects and updates the Departments by providing the information relating to the various upcoming proposals under UGC/CSIR/research bodies. It monitors the infrastructural and administrative procedures.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	6	-	4
Outlay in Rs. Lakhs	35	65	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	6	5	5	5
Outlay in Rs. Lakhs	12	10	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	80	140	150
Non-Peer Review Journals	70	120	115
e-Journals	90	120	85
Conference proceedings	110	78	50

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	3	UGC	-	-
Minor Projects	2	UGC	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	5	-	-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	10	2	-	-
Sponsoring agencies	-	UGC	UGC	-	-

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
2	-	2	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides  
and students registered under them

50
25

3.19 No. of Ph.D. awarded by faculty from the Institution

10
----

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	10	SRF	5	Project Fellows	10	Any other	5
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3.21 No. of students Participated in NSS events:

University level	580	State level	-
National level	02	International level	-

3.22 No. of students participated in NCC events:

University level	-	State level	08
National level	04	International level	-

3.23 No. of Awards won in NSS:

University level	01	State level	-
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	-
National level	03	International level	-

3.25 No. of Extension activities organized

University forum	-	College forum	-		
NCC	-	NSS	03	Any other	-

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

- ✓ Continuous Paper cycling, Tree plantation, Green and clean Campus.
- ✓ Vermi composting, Green House energy conservation, rain water harvesting, diet counselling & health camps

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	42 acres			
Class rooms		3		
Laboratories		1		
Seminar Halls	4			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

#### 4.2 Computerization of administration and library

Library is automated with "New Gen. Lib' software

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	1,03,345	51,17,489	575	1,41,776	1,03,920	52,59,265
Reference Books	12,736		605		13,341	
e-Books	-	-	-	-	-	-
Journals	70	3,48,070	-	-	70	3,48,070
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	3+115	-	118	-
Others (specify)	-	-		14,600	-	14,600

Note: All e-Journals of OU library will be accessed.

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	146	6		1				
Added		1						
Total		7		1				

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

Computers & access to internet are provided to many departments and cyber cafe provides these facilities to the students free of cost. As a part of the course curriculum students of B.Com computers are given training in net working for their internship.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	2.5
ii) Campus Infrastructure and facilities	7.0
iii) Equipments	4.5
iv) Others	1.5
<b>Total :</b>	<b>15.5</b>

### Criterion – V

## 5. Student Support and Progression

### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The College has student support service like PRO, Anti-Ragging Committee, student Advisors, Hostel Committee, etc. The IQAC along with these committees' checks and monitor the quality control in the hostels; maintenance of the Rest Room, Library and Cyber centre upgradation.

The respective departments have class mentors/representative who interact with the faculty and take up various responsibilities. The college has Student Welfare Fund which is utilized for various student activities. Moreover, Student Advisors and Student Counselors provide academic, personal, professional advice or any kind of support to the students.

### 5.2 Efforts made by the institution for tracking the progression

The institution has motley of students from all sections of society, with all levels of learners. Special care is provided for the "slow learners". In this regard, remedial classes for slow and disadvantaged students are held for a period of 1 month in all the disciplines. Reading material, handouts are provided to these students so that they can prepare for the exams. Concept clarification and problem solving exercises, make the students understand the subject easily. Bilingual explanations and discussions, Provision of course material and question banks, detailed revision sessions of theory and practical are some of the techniques used to enhance their skills. Information relating to college activities and placements are communicated through their mail Ids/SMS.

5.3 (a) Total Number of students

UG	PG	Ph. D	Others
2547	1220	-	-

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

(c) No. of international students

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
UG 631	479	240	973	6	2329	695	475	278	1085	14	2547
PG 272	221	82	715	12	1302	267	210	70	660	13	1202

Demand ratio

Dropout % 1.13%

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

Coaching classes for the competitive exams like NET, JRF, and CSIR are conducted and the books required for the competitive exam are procured for the library.

No. of students beneficiaries

No data bank

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

The members of the Student Welfare Committee and Student Advisors organize academic and personal counselling sessions. The officials from various institutes viz., CA, ICWA, CS and Time Institute, Banking Institutes provide career guidance in the respective fields for the Commerce students. The members from scientific organisations viz., NIN, HLL, IICT, and CCMB provide guidance on the scope for research. Soft skills/life skills training programmes are organised for the students by the department of Psychology.

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
7	400	80	8

5.8 Details of gender sensitization programmes

The CASH- Committee against Sexual Harassment of the College deals with gender sensitization programmes, if any.

## 5.9 Students Activities

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

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	2176	2,05,57,822
Financial support from other sources	-	-
Number of students who received International/ National recognitions	42	5,80,180

### 5.11 Student organised / initiatives NIL

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_



## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

##### **State the vision and mission of the College.**

VISION: Strive to be a College of Excellence Empowering Women.

MISSION: Make young women strong and confident by imparting transformational education that is intellectually stimulating and academically inspiring and address the issues of gender in all their complexities in an effort to achieve optimum empowerment.

##### OBJECTIVES:

- To offer quality education to women and contribute to their overall development.
- To provide an environment conducive to realization of the students' full potential.
- To empower girl-students with information and awareness that enables them to cope with the challenges at various levels and in different spheres.
- To train them for varied skilled roles and professions.
- To enable students grow into socially aware, independent, able and responsible individuals and global citizens.
- To sensitize and equip learners with skills, attitudes, and habits of learning that would help them to adapt themselves to the ever changing needs and demands make them handle fluctuating complexities of life.
- To strive for excellence in the fields of teaching, research and employment.

##### **Objectives Realised Through:**

- Scientifically conceptualize and diligently planned Undergraduate, Postgraduate and Diploma courses. These courses are periodically reviewed, evaluated and upgraded as per the needs and demands of the stakeholders.
- Short term courses which provide skill oriented expertise and value added approach to learning.
- Extension activities like Literary and Co-curricular programmes, Sports, NSS and NCC which provide learners a healthy approach and attitude towards life and an overall development of their personality.
- Remedial, Bridge courses and Placement services provide linkages between courses, college and stakeholders.

#### 6.2 Does the Institution has a management Information System :

No formal Management information system. Communication of information relating to any activity of the college is through meetings, circulars, notices, e-mail, SMS, phone calls, student and staff assembly. Daily programmes are displayed digitally in the Administrative Block.

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

##### 6.3.1 Curriculum Development

##### **Curricular Aspects:**

In its unstinted efforts to provide quality and value added education to the women students, The Departments revise and update the syllabus from time to time keeping in pace with the market demand.

✓ ICT and e- learning modules are incorporated in the syllabi for making the curriculum both inclusive and exhaustive.

- ✓ Department of Commerce as a part of the Internship Program to the B.Com II year Taxation students has organized a one week program on Taxation- Concept and Scope, Calculation, Computation and Compliance in collaboration with Income Tax Department. The department was successful in bringing Tax Officials, Academicians and the students on the same platform for interaction.
- ✓ English literature syllabus is reorganized to suit the need of the day and Language Work Book in English is developed by the faculty of English department.
- ✓ A combination offering 'Humanities with computers' is available for students of B.A. who wish to hone their computer skills.
- ✓ Food adulteration practical in the second semester are conducted on the food samples obtained by the students from their houses to carry out quality analysis. This practice will create awareness about various brands of foods thereby increasing their horizon of learning.
- ✓ In the third semester the students are asked to collect samples of various packaging materials used for foods for food packaging practical. They have to display the same in the form of a scrapbook along with a brief note. This helps them to identify various packaging materials and legislature involved with it. This practice creates market awareness as well as societal consciousness and is assessed for 10 marks.
- ✓ Samples prepared and developed by students in semester III food preservation and sensory evaluation are preserved and carried over to semester IV for carrying out practical. Students carry out microbial analysis for their samples. By this practice they know the actual meaning of preservation which is different from preparing a tasty dish. Shelf life is one of the major aspects of value addition which is the most sought after factor in food sustainability.
- ✓ The basic aim of this optional subject is to develop awareness about food, its quality, preservation, packaging, safety and commercialization. Entrepreneurial development paper is taught in theory. Students are made in to two groups, they are asked to develop two products for which they contribute money .Every factor involved with production and marketing are experienced by them. This helps in encouraging in self employment and real vocationalization of the subject.
- ✓ Marketing and business administration is offered to the students as an inter disciplinary paper which is appreciated by the scholars and the academicians.

### 6.3.2 Teaching and Learning:

The teaching methods adopted by the faculty for effective teaching learning process are ICT enabled teaching, computer assisted learning, case studies, field trips, industrial tours, projects, assignments./

### 6.3.3 Examination and Evaluation:

The automation of the Examination Branch enabled the branch to conduct the exams smoothly and maintain confidentiality and declare the results on time.

#### 6.3.4 Research and Development

Research has always been the integral part of this institution. The staff never deter from continuous upgradation of knowledge. They actively participate in the workshops, seminars, Conferences, orientation programs, publication of articles in the reputed journals and pursue major and minor research projects.

- ✓ Some of the faculty members have a collaborative research programs with leading scientific research institutes like NIN, IICT, ICRISAT etc with the enhanced knowledge and skills they are successful in contributing to the knowledge based education to the students.
- ✓ The department of Botany maintains a Green House for the cultivation of medicinal plants which is constructed with temperature and humidity control. The well maintained Botanical Gardens and Green House of the department are very useful for the laboratory and research studies and enables the students to carry out live experiments and facilitates campus field works by students from other institutions.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- ✓ Barcode printers and scanner, new genlib –library software inflibnet, Automation software at the library enables to access the library information on line e-journals are accessed with OU websites.
- ✓ 146 computer systems with WIFI facilities.

#### 6.3.6 Human Resource Management

The non-teaching staff members are given training in accounting, auditing and computers for the improvement of skills. The teaching, learning analytical skills of the teachers are enhanced by attending orientation and refresher courses and other curricular development programmes.

#### 6.3.7 Faculty and Staff recruitment

Posts are sanctioned and filled up by OU as per UGC norms. However, staff for self-financing courses are advertised and filled up by college selection committee on contract basis.

#### 6.3.8 Industry Interaction / Collaboration

- ✓ Industry representative is one of the members of BOS.
- ✓ Campus placements to various industries
- ✓ Students visit industries/organisations for their internship programme/projects.

#### 6.3.9 Admission of Students

Admissions are given on merit basis duly following State Govt. Rules and all the admission rules, courses offered, fee structure, attendance rules, examination, evaluation system are provided in detail in the hand book/Prospectus given to the applicants along with the application form. A transparent admission process is adopted.

College notice boards provide information on admission schedule.

6.4 Welfare schemes for

Teaching	Cooperative society loans
Non teaching	Festival advance, House loans
Students	Health Insurance

6.5 Total corpus fund generated ---

6.6 Whether annual financial audit has been done Yes  No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	University
Administrative			Yes	University

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

The college has an examination committee which meets before and after the exams to take important decisions relating to exams.

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

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6.11 Activities and support from the Alumni Association

#### **Alumni Association:**

The Alumni Association of the College is taking an active part in bringing the students from various walks of life to meet on a common platform. For establishing a broad network of former students with the College, a College Liaison Committee is constituted, for involving the former students present in the field of academics across the nation in Faculty and Student Development Programs by channeling the state of the art knowledge bases.

✓ The Alumni Association organized a cultural event —'Ghatatharang'- Layaraga samarpanam an all women team lead by Smt.Sukanya Rajagopal who presented a marvelous rendition of laya and thala. The 2 hour program was a splendid blend of music and chorus.

✓ —ALL I WANT IS EVERYTHIN - a movie produced by Ms.Jhansi, a famous TV anchor, actress and an alumna of the College, which was shown in the College was highly appreciated by the students , and the proceedings from the show were given to Disha, a foundation for street children. Creativity, entertainment and societal responsibility in one nut shell were experienced by the students. Taking inspiration from Ms.Jhansi, students even made a proposal for starting a movie club which is in the pipe line.

**Social Responsibility Initiative:**

- ✓ Students from the faculty of science, social sciences and arts have taken up environmental awareness programs like ban on use of plastic covers, recycling of the paper waste etc thus helping the College in pursuit of its eco- drive initiative.
- ✓ Students demonstrated the manufacture of vermin compost and eco friendly agriculture practices to the farmers and thereby extended their support in demonstration of their social responsibility.
- ✓ Students from different faculties along with NSS volunteers have taken up massive tree plantation program to increase the green coverage in the campus.
- ✓ In response to develop community based Nutrition screening initiative, protocols have been built up for the periodical screening of the community, for Blood Hemoglobin levels , Blood RBC count, Blood Pressure, Random Blood Sugar, Percent Body Fat estimate and to develop a supportive framework by giving a free Healthy Diet Prescription and to enhance appreciation and understanding of the importance of nutrition in healthy living and to strengthen commitment and capacity of the communities to identify nutritional risk.
- ✓ The department of Nutrition is also associated with an organization for a three day camp organized by —**Save Children** which is an esteemed organization focusing on improving the health status and better living of the children in the masses. Thus, this camp successfully helped in identifying the malnourished children in the areas of Badrachalam which focused on types of malnutrition prevailing and nutrition education plays a vital role and has created awareness to prevent or decrease the prevalence rate of malnutrition in children.

## 6.12 Activities and support from the Parent – Teacher Association

## 6.13 Development programmes for support staff

- ✓ The support staff is trained in computer as work in exam branch and library were automated.
- ✓ The office staff was given training at OU in Accounting and Auditing to improve their accounting skills.

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

**Energy conservation:**

The new class rooms are constructed in such a manner that they are properly ventilated and reduce the usage of lights. The air conditioners in the labs are switched on only when the classes go on; their usage is minimized and is properly maintained. Utmost diligence is taken in installing energy power rated (5 \* & 3\*) electronic goods such as Air Conditioners and Refrigerators in the departments and office. Solar lamps are used in the mess, kitchen and the corridors in the hostel.

- ✓ **Plantation:** —Vanamahotsava – A major tree plantation program in collaboration with the forest Department, involving NSS, NCC, Staff and all students is carried each year, soon after the arrival of monsoon.

The tree plantation programs are regularly organized by the College, earmarking important occasions. The department of Botany maintains a botanical garden in about two acres of land out of five acres earmarked for the purpose. The garden has a wide range of collection of plants of one forty species approximately, consisting of medicinal plants, angiospermic flowering plants, besides many endangered plants. Plants are labeled and numbered. It also maintains water ponds for growing aquatic flora. For enriching Botanical Garden the department of Botany conducts periodically tree plantation programs by purchasing them from various centers. It plays an important role in reconnecting people with the world of plants, educating them, neutralizing the effect of pollution apart from creating an ambience rich with greenery.

- ✓ **E-waste management:** It is done by a centralized scrap management (ICT and other scrap disposal) committee.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

In its unstinted efforts to provide quality and value added education to the women students, the College has come a very long way by adopting itself to the need based changes that are demanded by the market and the industry.

- ✓ ICT and e- learning modules are incorporated in the syllabi for making the curriculum both inclusive and exhaustive.
- ✓ Department of Commerce as a part of the Internship Program to the B.Com II year Taxation students has organized a one week program on Taxation- Concept and Scope, Calculation, Computation and Compliance in collaboration with Income Tax Department. The department was successful in bringing Tax Officials, Academicians and the students on the same platform for interaction.
- ✓ A certificate course in communication skills development with 100 hours of teaching is offered twice every year by the English department for the students of the college and also for the female entrepreneurs who wish to improve their communication skills. There is a language lab with 30 computers and OHP for conducting these classes.
- ✓ English literature syllabus is reorganized to suit the need of the day and Language Work Book in English is developed by the faculty of English department.
- ✓ A combination offering 'Humanities with computers' is available for students of B.A. who wish to hone their computer skills.
- ✓ As a result of various changes in the courses, curriculum, the students of our college were placed well. The teachers constantly undertake research based projects and attend and organize seminars/conferences/workshops to upgrade their knowledge.
- ✓ The Examination branch of the College has adopted itself to the system of automation very fast and is now sharing the fruits of its hard work with the students. It gives the examination schedule to the students well in advance, conducts exams well in time, spiral binds the question papers faculty wise and sends them to the respective departments for their reference, sends a copy to the library, uploads the results on the College website and does the result processing in house and declares the results within one month from the completion of the exams and conducts the Convocation proceedings every year.
- ✓ The institution started organizing weekly assemblies for the students from the academic year 2013-14 onwards. The main purpose of these assemblies is to provide a platform for the students to exchange ideas, random thoughts and discuss over weekly updates of things around them. The idea was executed successfully for two semesters by the student advisors with good support from the students of all faculties.
- ✓ The institution also started a Music Club with the enrollment of sixty students. They meet once in a week and get trained in patriotic songs, light music, folklore and other songs.

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

- ✓ Class rooms: Science block II & Dining Hall for Hostel was constituted.
- ✓ Introduced Digital Humanities in BA course.
- ✓ Conducting Assembly to the students every week
- ✓ WMF came forward to finance the restoration work of old Residency. MOU with WMF has been signed.
- ✓ Library signed premises is renovated.

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

### **Best practice-1**

#### **Title of the practice: Environment Protection & Management**

The Biosphere is under threat by the human activities. The exploitation of natural resources, deforestation, soil erosion, toxic emissions and the increase in GHG's all are the possible contributors to the present scenario that is being experienced all over the globe. The process of transformation of things available in the environment involves an inter-dependent relationship between nature, technology and institutions.

Being situated in the heart of the city, the busy place of Koti, with heavy vehicular traffic and other pollutant emissions it's a boon in disguise for the College to have been bestowed with such a vast spread of green belt which is immensely rich in flora and fauna diverse in form and function but closely integrated in a system through multiple network of interdependencies.

#### **Objectives of the Practice:**

#### **What are the objectives/intended outcomes of this "Best Practice" and what are the underlying principles or concepts of these practices (in about 100 words)?**

The main objectives of the practice are:

- ✓ To maintain the ecological balance (continuance and persistence) within the scope, as this becomes the primary component of conservation of environment and sustainable development, the benefits of which are obvious and immediate.
- ✓ The College aims in moulding students to set themselves an example as environmentally responsible citizens, a model for other colleges and universities as well as a model for the community in the everyday life.
- ✓ To promote sustainability and environmental awareness.
- ✓ To facilitate the students and staff to contribute their part in protecting and managing the nature within the campus, and thus helping in making it a better place to live on, and Osmania University College for Women Page 188 encourage them in emerging as best civilians (NSS activities and awareness programs) reflecting the vision of the College.

#### **The Context:**

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

- ✓ The OUCW campus situated amidst of the Hyderabad city was once part of the British legacy in India, having in it monuments of great architectural and historical significance along with lavish greenery all-round the huge campus. Hence the College seeks to combat pollution and maintain the beautiful serene place with positive energy and to make everyone who enters the College to feel themselves in the bosom of nature.
- ✓ To nourish, nurture the environment and manage the surroundings, and make the students take part in these activities so as to influence their development, behavior and attitude in a positive way towards environmental duties.
- ✓ The campus is blessed with rich biological diversity, hence it is imperative on the part of college to extend and expand service to maintain and protect the environment involving the students' participation.
- ✓ —Think Globally, Act Locally|| has long been a useful rallying calls for the health of the planet. Such thinking has significant appeal, and thus urges people to consider the health of the entire planet and to take action in one's own communities and cities.
- ✓ The College is focused on achieving a more sustainable world, in which people live free from conflicts over land, water and space that ensures food security and preserve species from extinction, and draw us back from the brink of unstoppable, inconvenient global warming.
- ✓ Sustainable development requires integration and coordination, including land-use issues, transportation, infrastructure development, biodiversity conservation, water conservation, renewable energy sourcing, waste and recycling management, and the provision of education and health care.

- ✓ Identification of synergies between waste and recycling management (environmental management) and access to water and sanitation and air quality conservation initially have created challenges which, the College could overcome gradually.

#### **The Practice:**

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

- ✓ Colleges and universities have broad impacts on the world around them. Colleges are in a unique position as educational institutions to be leaders in pursuing environmentally sustainable solutions.
- ✓ Orders from the honorable supreme court of India in context of Environmental education has been highly prioritized and following the same directions which were received made Osmania University College for Women Page 189 this as a compulsory component of the academic curriculum from 2006-07 academic year. Common core module course for Environmental studies has been prepared and is being implemented successfully.
- ✓ OUCW expresses its commitment to Environmental protection and management as well as to sustainability in many ways. It has taken a number of positive steps (as already mentioned in criteria 7) to reduce its environmental impact in regard to degradation and over exploitation of resources. Paper recycling, Tree Plantation Programs, Vermi- Composting , Animal House, Green House , Botanical Gardens, Eco- Clubs etc are some of the initiatives taken up by the College. At the same time it is a fact that many areas remain in which substantial improvements can be made.
- ✓ Environment consciousness, Environmental education, Environment protection and management is embodied and integrated in the interest and mission of the college and tree plantation is the major concern of the management to maintain the pristine, flawless purity and beauty of the college to provide a pleasant and congenial atmosphere for the academic and non-academic pursuits.
- ✓ Nurturing plants is one of the eco-friendly, Environment conscious pursuits that developed eco-concerns among the students.
- ✓ Planting, watering, weeding etc has ecologically sensitized the NSS volunteers as well as other students.
- ✓ Awareness created by the Environmental studies amongst students is proved worth studying, as it goes a long way in solving many problems allied with social issues.

#### **Evidence of Success/ Outcome (target groups)/(Students):**

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

- ✓ The open air gallery serves as a beautiful, green backdrop for college level functions and a lounge for students during lunch breaks and leisure hours. The institution is highly praised for the rich green canopy and cover by the proud parents of the students as well as by the visitors.
- ✓ Students are instructed to practice what they are taught in the classroom, beyond college reaching out to the society (neighborhood). Students participate in class level mock-eco parliament and make significant resolutions in protecting and conserving the Environment.
- ✓ During the semesters, students prepare projects works on various topics related to environment like Global warming ,Ozone Layer Depletion, Acid rains, HIV-AIDS, Population & Environment, Natural disasters etc. Students are encouraged to speak and participate in class level seminars on various/broad issues of environment during the course.
- ✓ Many seminars and workshops have been conducted addressing various environmental issues. Osmania University College for Women Page 190
- ✓ The College continuously works towards keeping/maintaining its campus environment clean & green and in this context makes regular announcements in the General Assembly.
- ✓ Solid waste management is handled, wherein all the organic, wet waste (left over food, stale food items etc) Vegetable peels, scraps etc are all used in the vermin compost. And the rest Dry waste (especially paper) is sent for recycling, and this is done with the help of ITC.
- ✓ The Biodiversity has added up to the ethical and aesthetic value of the college. No student would like to be a part of vast stretches of barren land with concrete structures and no signs of visible life around,



hence the Biological diversity's aesthetic value has helped students/staff imbibe positive energy and to appreciate it.

- ✓ Production value of biological diversity is also harvested by the college. Many fruit bearing plants serve with fresh, non-toxic, pesticide free fruits such as coconuts dates, guava, mangoes, tamarind, pomegranates etc. are found in the College campus.
- ✓ Flowering plants also help in using the flowers of various species in decorating vases, bouquet preparation during functions and flower bouquet making competitions during college functions.
- ✓ Medicinal plants from the Botanical Garden serve the scholars to work upon their research. Green house help to propagate the samplings raised in the test laboratories by maintaining temperature.
- ✓ Two bin system, especially in hostel and labs are helping to manage the solid waste easily.
- ✓ Red bin is used for collecting dry waste; green bin is used for collecting wet waste.

### **Problems Encountered And Resources Required:**

**Please identify the problems encountered and resources required to implement the practice (150 words)?**

- ✓ The Horticultural waste such as leaves, twigs etc being organic in nature should be used and directed to the vermicompost. Sometimes it becomes a difficult task educating the supporting staff not to incinerate the waste but to divert it to the Vermi- Compost.
- ✓ The main backdrop here is lack of man power and to coordinate the work in such a large campus.
- ✓ Due to the busy schedules and time bound Curriculum it is yet times difficult for the staff and students to participate in these activities on regular basis, besides which we could overcome by properly planning meeting sessions as often as in a week's/month's frequency.
- ✓ The college is allocated with no direct special funds in order to carry on with this best practice. Yet, funds from College Developmental Fund and other schemes are utilized for the implementation of this practice. *Osmania University College for Women Page 191*
- ✓ Creation of an independent department for Environmental Science, and introduction of practical approach into the course by adding on credits for the same would help develop carrying on in house projects.
- ✓ The budget earmarked for the Botanical Garden is limited thus narrowing down the scope of operation.
- ✓ Collection of paper for recycling from all the departments spread over the campus is a herculean task that is taken up by the office boys successfully.

The College carved for itself a niche with its drive towards the Environmental Protection and management as it believes in creating a healthy and environmentally sustainable campus, with a systematic approach that integrates sustainability into every aspect of campus life. Environment protection and management helps in conservation of ecological diversity and life support systems – water, air and soil. It also preserves the genetic diversity of plants and animals for better growth of species and breeding.

### **Best practice 2**

**Title: Outreach Program**

#### **Objectives:**

- ✓ To establish better communication with the public and channelize the productive resources of the institution, and paving way for a mutually beneficial and a better community.
- ✓ To bring out collaboration between various parties and to involve as many students as possible in order to bring out the awareness amongst them about their social responsibilities.
- ✓ To develop community based nutrition screening initiative.
- ✓ To educate the general population by providing information on importance of various nutrients for different age groups, balanced diet, sanitation and hygiene with the help of different media approaches. To guide the people in choosing optimum and balanced diet. To remove prejudices and promote good dietary habits.
- ✓ To inculcate good hygiene practices and dietary habits of the individuals.
- ✓ To balance the academics and extracurricular activities and ensure the overall development of the students.

### The Context:

Food and Nutrition is everyone's concern. It deals with very vital aspect of human life inextricably linked with health, fitness, personal care etc. Indirectly these factors involve both individual and societal development. Food and Nutrition department of OUCW in order to give practical exposure to students, to the lives of common people has been actively participating in Osmania University College for Women Page 192

the Out Reach Program of the institution. Department of food and nutrition has tie-ups with various sectors of private, government and NGOs.

The two NSS units of the institution with approximately three hundred and fifty students under its cap are always ready and enthusiastic in taking part in any activity that addresses the larger concern of the society. In fact the students apart from other stipulated activities always select a thought provoking societal concern as a theme for their NSS Day which will be celebrated every year.

The Osmania University adopted Rangapur village in Ranga Reddy district for nurturing community spirit, common purpose and cultural appreciation by building bridges amongst the students, staff and the Community.

### The practice:

The Out Reach Programs took a proper shape in the year 2008, during which year Osmania University had adopted the Rangapur village. The NSS units of the institution in collaboration with the department of Nutrition visited the village several times and a need based program was chalked out which was implemented in a phased out manner. A brief list of the activities is given below.

- ✓ The individuals were contacted, their homes were visited, and the needs were identified.
- ✓ A household survey was done by 50 students of M.SC I and II year in groups of 2 in order to assess the nutritional status, nutritional awareness, sanitation & hygiene. A questionnaire was formulated and the information was collected from the villagers.
- ✓ Series of lectures were organized, and the people were involved in discussions, role plays were enacted and posters and printed material were distributed.
- ✓ Series of lectures were organized on various topics such as importance of nutrition in our daily lives, basic nutrients, basic food groups, labeling, personal hygiene, sanitation, food safety etc were delivered by Prof. Zubaida Azeem, Mrs. Santhoshi Lakshmi, Mrs Suma and others. They emphasized on the use of low cost nutritious locally available foods in the preparation of various recipes, stressed on the nutrition of girl child and other vulnerable groups such as pregnant and lactating mothers, and preventive measure against diseases. The villagers were explained about the importance of hygiene and sanitation at both personal and community level.
- ✓ The low cost nutritious recipes like rice flakes-ragi laddoo and wheat-moong dal-vegetable upma were demonstrated and samples were distributed. These recipes form the rich source of energy, protein, carbohydrates, iron, calcium, etc which can be suggested for pregnant and lactating mothers and heavy working adults respectively.
- ✓ Information on importance of various nutrients for different age groups, balanced diet, sanitation and hygiene was depicted in the form of group discussion. Osmania University College for Women Page 193
- ✓ Importance of health, nutrients, diets for various age groups, balanced diet, personal hygiene and sanitation and other aspects were dealt by the students and they were effectively communicated through musical plays, dramas, small skits and other activities in the local language of the villagers.
- ✓ Presentation on balanced diet for all age groups and physiological conditions was done in the form of posters, charts and models and printed material on **anemia and vitamin a deficiency** was distributed. Diet/nutrition counseling camps were conducted involving individuals from all walks of life to encourage and create more awareness and responsibility for self-care and to overcome the malnutrition/malnourishment among the individuals by cultivating healthy dietary practices. A post camp survey was also conducted by 50 students of m.sc 1st and 2nd year in groups of two in order to know the effectiveness of the camp.

### Evidence of success:

The nutrition education is a complex activity which involves parents, teachers, friends, physicians, nutritionists, and various governmental and non-governmental organizations. Health education is the

concern of everybody engaged in any form of community welfare work. The institution strived very hard in this area and successfully reached the people by organizing various programs.

#### **Diet counseling centre:**

The department of food and nutrition conducts free diet, health and nutrition counseling camps as an activity of its diet counseling centre every year. In this connection, the department is keenly involved in translating the science of food and nutrition to promote good health. Ancient Indian food habits have lot of scientific ingredient. Every item of food has nutritional validity. However, due to the negative influences of modernization, the traditional knowledge about food is lost. Under these circumstances the department of Food & Nutrition, OUCW, Koti, Hyderabad has been involved in developing new recipes with Soya, Oats and Millets. The department is actively engaged in continuous publication of books on Soya, Oats, and Millets etc for healthy life, and makes it simple to incorporate the rarely used healthy soya, oats and millets in their diets which everyone would aspire to make and relish. Osmania University College for Women Page 194

#### **Other Out Reach Activities:**

- ✓ In response to develop community based Nutrition screening initiative, protocols have been built up for the periodical screening of the community, for Blood Hemoglobin levels , Blood RBC count, Blood Pressure, Random Blood Sugar, Percent Body Fat estimate and to develop a supportive framework by giving a free Healthy Diet Prescription and to enhance appreciation and understanding of the importance of nutrition in healthy living and to strengthen commitment and capacity of the communities to identify nutritional risk.
- ✓ The department also is associated with an organization for a three day camp organized by —**Save Children**|| which is an esteemed organization focusing on improving the health status and better living of the children in the masses. Thus, this camp successfully helped in identifying the malnourished children in the areas of Badrachalam which focused on types of malnutrition prevailing and nutrition education plays a vital role and has created awareness to prevent or decrease the prevalence rate of malnutrition in children.
- ✓ **Release of the booklet on —oats delights for healthy life**|| has been developed after extensive documentation and standardization of several recipes sensory evaluation and acceptability trails done by the expert group of panelists. These recipes are suggested for all the age groups and especially to diabetes and cardio vascular disorders patients.
- ✓ **Free health checkup camp:** the height, weight, BMI, visceral fat, subcutaneous fat, muscle percentage, body fat metabolic age were the parameters assessed, and a family health card was issued for those who registered for a periodical check up.
- ✓ **Blood analysis:** analyzing the blood samples for the parameters of blood group, random blood sugar, and hemoglobin percentage, packed cell volume, blood lipids, body fat analysis and blood pressure to screen the individuals.
- ✓ **Diet counseling:** a diet counseling center was opened to educate the public as a part of the exhibition to spread the awareness on the dietary modifications for various ailments.
- ✓ **Exhibits of normal and therapeutic diets:** a day's menu was planned, prepared and displayed for various normal and therapeutic conditions which include diets for an adult man, geriatric person, pregnant woman and lactating woman and diets for various conditions included peptic ulcer, obesity, diabetes, cirrhosis of liver, chronic renal failure and atherosclerosis.
- ✓ **Poster and model exhibits:** all the posters and models prepared in the connection to the competition held during the world food day celebrations by the both UG and PG students of OUCW and other colleges were displayed. The topics covered by poster presentation were: **food preservatives, food adulterants and food additives** and the topics covered by model presentation were **role of vitamins in human nutrition and role of minerals in human nutrition.**
- ✓ **Detection of common food adulterants:** a stall on food adulteration was put up to spread awareness as how to detect common foods for adulteration. The list of foods demonstrated included water in milk using lactometer, iron fillings in tea powder using a magnet, starch in khoa using iodine indicator, etc.
- ✓ **Nutritious snacks:** students from M.SC I and II year opened up a stall of various nutritious recipes for sale which included oats biscuits, egg fried rice, gulab jamun, chicken drum sticks etc.

✓ **Oats delights for healthy life:** of the 60 recipes developed and presented in the booklet, 10 of them were selected and prepared for the display.

**Fests and Camps:** Several fests and exhibitions were organized for spreading the message of balanced and healthy life for all. The department of Chemistry in collaboration with Lions club organized a camp in the institution and conducted several tests such as CBP, TSH, Bone Density, Pap smear, BMI analysis etc, for both teaching and non teaching members.

- Many teaching and non-teaching members have taken orthopedic consultancy available on the camp after the bone density test and were advised by the orthopedic doctors in this regard.
- Some of the members have been detected for high tosh & sugar levels and were advised for concerned doctor consultation.
- Some of the members of non-teaching have been advised for further check up and advice from the concerned doctor based on the Pap smear results.

Overall the camp was highly useful for both the teaching & non-teaching staff and also to the students. Dr.M.Sarasija, faculty member from the department of chemistry has been the key person in coordinating this program being one of the members of the lions club, Hyderabad.

NSS Units in collaboration with the Health Centre organized community orientation pulse polio program, Blood Donation Camps and other medical camps.

#### **Problems encountered and resources required:**

**Please identify the problems encountered and resources required to implement the practice (150 words)?**

Implementation of a Health & Diet Awareness Programmes cannot be successful without the participation of all the target population. Household income and the food cost influences food choice which makes it difficult to include all nutritious foods. Religious beliefs and sentiments like fasting, no non vegetarian foods etc hinder intake of nutritious foods. The food choices are well established with respect to taste and preferences. Hence it is a difficult task to bring about Psychological and Behavioral changes with respect to food, to drive this initiative to uplift the communities from the state of Malnutrition, which is considered as a National Challenge, such camps are to be frequently organized to motivate the villagers to bring about the behavioral changes towards foods is required. But in an institute which operates academically with minimum budget sanctions such constant support in terms of time, money and manpower is challenging

*\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

#### 7.4 Contribution to environmental awareness / protection

In compliance with the principle of Green Audit the College has undertaken the following initiatives:

✓ **Planting of the trees:** In its drive to inculcate the environmental consciousness in the staff and students, the college undertakes the tree plantation programs on regular basis. The campus is bestowed with wide range of plants and trees which are maintained by the full time gardeners.

✓ **Green and clean campus:** The NSS volunteers have undertaken campus cleaning program in different phases towards the ecological sensitization. The trees were planted, painted and numbered, weeds and grass were plucked by nearly 300 students of the NSS units of the college.

✓ **Dissection of animals:** In response to the ethical and environmental concerns about dissection of animals, the department of Zoology passed a resolution in its Board of Studies to eliminate the dissection of animals, which cannot be reared, from the curriculum and also got the approval of the Academic Council to this effect.

✓ **Use of renewable energy:** The College is intended to expand the solar power portfolio, so as to reduce the carbon dioxide emissions. Solar lamps are used in the mess, kitchen and the corridors in the hostel.

✓ **Plantation:** —Vanamahotsavam – A major tree plantation program in collaboration with the forest Department, involving NSS, NCC, Staff and all students is carried each year, soon after the arrival of monsoon.

The tree plantation programs are regularly organized by the College, earmarking important occasions. The department of Botany maintains a botanical garden in about two acres of land out of five acres

earmarked for the purpose. The garden has a wide range of collection of plants of one forty species approximately, consisting of medicinal plants, angiospermic flowering plants, besides many endangered plants. Plants are labeled and numbered. It also maintains water ponds for growing aquatic flora. For enriching Botanical Garden the department of Botany conducts periodically tree plantation programs by purchasing them from various centers. It plays an important role in reconnecting people with the world of plants, educating them, neutralizing the effect of pollution apart from creating an ambience rich with greenery.

7.5 Whether environmental audit was conducted?      Yes                  No

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

8. Plans of institution for next year:

- ✓ In recognition of the need to protect and manage the Environment, the college has come up with the policy to conduct a Green audit of its campus from this academic year onwards. In the Pre-Audit stage, the scope of the Green Audit is defined, various programs have been initiated, and students are encouraged to join eco – clubs: viz, Water club, Energy club, Land club Air club and WOW club (wealth out of waste). These clubs shall conduct the Environmental audit (Green audit) in their respective areas of exploration and research, according to the standards given by the Centre for Science and Environment, for the betterment of the Environment within the college campus. Soon after the audit of the college the eco-club /Green audit teams shall review the Environmental related initiatives that are implemented and shall formulate the action plan for the next academic year in order to have better Environment sensitization.
- ✓ It is proposed to celebrate ‘Navathi’ on completion of 90 years of the establishment of the College to bring to the forefront the hidden talents of the students in various spheres.
- ✓ To introduce a certificate course in computer hardware.
- ✓ Courses in Entrepreneurship along with skill oriented training to be implemented w.e.f. 2014-15.

**Sd/- Name /**

**- Sd/- Name /**

**Prof. Jitendra Naik Name**

**Prof. B. T. Seetha,  
Chairperson, IQAC**

IQAC Coordinator

Name \_\_\_\_\_

Name \_\_\_\_\_

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*Signature of the Coordinator, IQAC*

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*Signature of the Chairperson, IQAC*

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**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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