

Annual Quality Assurance Report
For
2015-16

MVS Government Arts and Science College
Christian Palli, Mahabubnagar

Prepared

By

Internal Quality Assurance Cell

Part – A

AQAR for the year (*for example 2013-14*)

2015-16

I. Details of the Institution

1.1 Name of the Institution

MVS Government Arts & Science College

1.2 Address Line 1

Christian Palli

Address Line 2

Boothpoor road

City/Town

Mahabubnagar

State

Telangana

Pin Code

509001

Institution e-mail address

mvsiqac@gmail.com

Contact Nos.

9849560102 & 9848176350

Name of the Head of the Institution:

Dr. G. Yadagiri

Tel. No. with STD Code:

08542275077

Mobile:

9848176350

Name of the IQAC Co-ordinator:

N. Suresh

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

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)

1.5 Website address:

Web-link of the AQAR:

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 st Cycle	B++	2.79	2005	2010
2	2 nd Cycle	B	2.49	2013	2018
3	3 rd Cycle				
4	4 th Cycle				

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

1.8 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 for 2013-14 submitted in September 2014
- ii. AQAR for 2014-15 submitted to NAAC in August 2015

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Palamuru University

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

Autonomy by State/Central Govt. / University

UGC

University with Potential for Excellence

no

UGC-CPE

DST Star Scheme	<input type="text" value="no"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text" value="no"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text" value="no"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text" value="no"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="15"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>		
2.3 No. of students	<input type="text" value="3"/>		
2.4 No. of Management representatives	<input type="text" value="0"/>		
2.5 No. of Alumni	<input type="text" value="4"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="2"/>		
2.8 No. of other External Experts	<input type="text" value="2"/>		
2.9 Total No. of members	<input type="text" value="30"/>		
2.10 No. of IQAC meetings held	10 during 2015-16	<input type="text"/>	<input type="text" value="2"/>

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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
Attached in the annexure	

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

I. 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	0	0	0	0
PG	7	0	7	7
UG	18	0	7	18
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	3	3	6	6
Others	0	0	0	0
Total	28	3	20	31
Interdisciplinary	0	2	2	0
Innovative	0	1	1	1

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

Pattern	Number of programmes
Semester	25
Trimester	0
Annual	0

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.

Syllabi is revised for all UG courses to match with CBCS

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

nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	49	47	02	0	0

2.2 No. of permanent faculty with Ph.D.

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
	0	29	0	0	0	0	0	0	0	29

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	20	18
Presented papers	8	19	18
Resource Persons	0	1	2

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

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

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

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

2.10 Average percentage of attendance of students

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.Sc	652	12	15	28	31	59
B.Com	935	14	21	26	35	61
BA	826	11	16	20	33	54

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

IQAC collects timely feedback on teachers and discusses the merits and demerits with the concerned teachers.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	6
UGC – Faculty Improvement Programme	3
HRD programmes	0
Orientation programmes	3
Faculty exchange programme	0
Staff training conducted by the university	13
Staff training conducted by other institutions	7
Summer / Winter schools, Workshops, etc.	22
Others	2

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	18	5	0	28
Technical Staff	5	3	0	1

Criterion – III

3. Research, Consultancy and Extension

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

Helping the staff in preparing MRP proposals,
Encouraging study projects and encouraging publications

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	0	0	0	0

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	5	8	3	2
Outlay in Rs. Lakhs	8.6	11	5.2	2.6

3.4 Details on research publications

	International	National	Others
Peer Review Journals	17	33	30
Non-Peer Review Journals	0	09	11
e-Journals	5	2	0
Conference proceedings	20	28	15

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	0	0	0	0
Minor Projects	3	UGC	5.2	4.16
Interdisciplinary Projects	0	NA	0	0
Industry sponsored	0	NA	0	0
Projects sponsored by the University/ College	0	NA	0	0
Students research projects <i>(other than compulsory by the University)</i>	20	NA	0	0
Any other(Specify)	0		0	0
Total	23		5.2	4.16

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	0	2	1	1	5
Sponsoring agencies		UGC	DRC	DRC	

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	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
0	0	0	0	0	0	0

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

0

0

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

0

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

JRF 0 SRF 0 Project Fellows 0 Any other 0

3.21 No. of students Participated in NSS events:

University level 250 State level 120

National level 50 International level 5

3.22 No. of students participated in NCC events:

University level 50 State level 20

National level 5 International level 1

3.23 No. of Awards won in NSS:

University level 5 State level 1

National level 0 International level 0

3.24 No. of Awards won in NCC:

University level 2 State level 0

National level 0 International level 0

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Two villages were adopted by NSS
- One canal is renovated under Mission Kakathiya
- 1000 saplings were planted in Christian palli

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	37.5 acres	0		37.5
Class rooms	36	6	RUSA	42
Laboratories	14	0		14
Seminar Halls	0	1	District Collectorate	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	0	0		0
Value of the equipment purchased during the year (Rs. in Lakhs)	0	0		0
Others	0	0		0

4.2 Computerization of administration and library

Library and office are completely automated.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	37000		1500	375000	38500	
Reference Books	1200		300	125000	1500	
e-Books	0	0	0	0	0	0
Journals	10	27000	5	12000	15	39000
e-Journals	3	4500	2	3000	5	7500
Digital Database	0	0	0	0	0	0
CD & Video	100	9500	50	2300	150	11800
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	300	3	18	4	4	10	18	
Added	10	0	0	1	0	0	0	
Total	310	3	18	5	5	10	18	

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

One work shop on usage of smart board and workshop on office automation.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.5
ii) Campus Infrastructure and facilities	3.5
iii) Equipments	1.8
iv) Others	
Total :	6.8

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Quarterly interaction with students, conducting students orientation day and inviting students to IQAC discussion forums

5.2 Efforts made by the institution for tracking the progression

Every department maintains the progression record to register the details of outgoing students and periodically E Mails them to know their progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3050	370		

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	2358	69		1062	31

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1258	725	252	1032	8	3267	1491	753	240	924	12	3420

Demand ratio 1:3 Dropout % 11

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

Career guidance cell, entry into service cell counselling cell.

No. of students beneficiaries

150

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Every department has been maintaining student counselling register in which the details of abnormalities of students are recorded for continuous monitoring.

No. of students benefitted

100

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
15	480	22	80

5.8 Details of gender sensitization programmes

Women empowerment cell is constituted, drop box facility is provided for grievances, special training programmes are conducted with respect to women health.

5.9 Students Activities

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

State/ University level

40

National level

21

International level

2

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	0	0
Financial support from government	1952	2250000
Financial support from other sources	20	50000
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____ nil _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Integrating quality education and life skills which enable the rural and first generation learners of our college to meet global demands.

Mission of the Institution: -

- Providing a structured learning environment.
- Promoting the learning skills among the less privileged backgrounds and encouraging them to be part of high quality education process.
- Empowering them with latest teaching, strategies and updated skills.
- Inspiring them toward community service through innovative

6.2 Does the Institution has a management Information System

Yes, the college has got MIS and linked to Centre for Good Governance.

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

6.3.1 Curriculum Development

Curriculum is developed after consolidating the local needs and expert opinions.

6.3.2 Teaching and Learning

Continous evaluation and feedback systems are in place to enhance the teaching and learning skills.

6.3.3 Examination and Evaluation

Semester system with CBCS is adopted to fairly evaluate the students.

6.3.4 Research and Development

Nine MRPs are under progress along with the study projects of the students and research publications of the staff.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library is fully automated with special aids for differently abled students.

6.3.6 Human Resource Management

HRM practices are implemented as per the guidelines issued by the government of Telangana and UGC.

6.3.7 Faculty and Staff recruitment

Regular faculty members are recruited through TSPSC and guest and part time faculty are appointed as per the requirements of the departments within the sanctioned posts.

6.3.8 Industry Interaction / Collaboration

Industry linkage is established through alumni network and MOU S ARE MADE WITH THREE COMPANIES.

6.3.9 Admission of Students

ADMISSIONS ARE MADE THROUGH ONLINE MECHANISIM STRICTLY ON THE BASIS OF MERIT.

6.4 Welfare schemes for

Teaching	FIP,
Non teaching	loans
Students	Group insurance

6.5 Total corpus fund generated

No provision for corpus fund.

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	CCE	yes	IQAC
Administrative	yes	CCE	yes	Staff council

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?

CBCS system is adopted, internal examination system is brought into place.

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

University has helped us obtaining autonomy and duly nominated Professors in to the board of studies.

6.11 Activities and support from the Alumni Association

Alumni has sponsored a room for NSS, Health club, announcing gold medals and cash awards.

6.12 Activities and support from the Parent – Teacher Association

Quatrely meetings are held with the parents and their feedback is duly considered.

6.13 Development programmes for support of staff

FIPs are encouraged, faculty members are often nominated to various development programmes of Academic Staff Colleges.

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

Green audit is conducted once in a year, tree mentoring programme, e waste management system and plastic disposal system are in place.

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.

News and views programme which has improved the cognitive levels of students. Three tyre feedback system which has helped to track down the unidentified hurdles.

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

Annexed at the end.

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

Best practices are annexed to this document.

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

7.4 Contribution to environmental awareness / protection

Thousand saplings are planted in July 2015.

7.5 Whether environmental audit was conducted? Yes No

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

the college conducts SWOC analysis at department level and self appraisal of individuals.

8. Plans of institution for next year

Launching new PG course in Public Administration.

Acquiring six additional class rooms.

Name N. Suresh

Name Dr. G. Yadagir

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Annexure I

Academic Calendar of IQAC

June 2015

1st week	<p><u>Formation of IQAC</u></p> <p>The principal and staff council members shall constitute IQAC for the academic year with senior teachers, and local stakeholders among whom one teacher is proposed as the coordinator.</p> <p><u>IQAC Meeting</u></p> <p>The IQAC Coordinator shall take the responsibility of conducting a monthly meeting in the very first week to discuss the preliminary works like preparing calendar, accepting the feedback reports of previous academic year etc.</p> <p><u>Self Appraisal of Teachers</u></p> <p>It is planned to issue self appraisal forms to all the teachers to assess themselves on the predefined scale and to identify the areas where they need improvement. The self appraisal format is included in the annexure 1 of the calendar.</p> <p><u>SWOT Analysis of the Departments</u></p> <p>There are eighteen departments in the college whose strengths, weakness, opportunities and threats are proposed to be analyzed in the very first week of the academic year in order to communicate the same to staff council and initiate remedial action where ever required. The SWOT sheet is included in the annexure 2 of the calendar.</p>
2nd week	<p><u>Result Analysis</u></p> <p>Palamuru University has fostered a system of releasing the results of UG annual examinations in the second week of June. Therefore, all the departments shall analyze</p>

	<p>the results in the format designed by the examination branch of the college in consultation with IQAC and submit the same to staff council.</p>
3rd week	<p><u>Orientation on UGC schemes</u></p> <p>The UGC Coordinator shall conduct a college level seminar in the third week of June and explains about the UGC schemes, so that, faculty members desirous of applying to national seminars and MRPs can submit their requisitions well in the beginning of the academic year.</p> <p><u>Orientation on IQAC</u></p> <p>The IQAC coordinator shall conduct a college level seminar to present the rubrics of IQAC planned for the academic year and obtains the feedback of faculty members to further reinforce the programmes of IQAC.</p>
4th week	<p><u>Analyzing the Profiles of Students</u></p> <p>IQAC shall analyze the profiles of newly admitted students with the help of respective conveners of the programme into which students are enrolled. The student profile shall mainly emphasize on the economic, social and academic background to form preliminary opinion on the learning requirements of the students.</p>

July 2015

1st week	<u>Library Orientation Programme</u>
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	<p>The Librarian shall conduct a college level orientation programme under the aegis of IQAC to explain about the learning resources like books and journals subscribed by the college, E resources, UGC Inlibre NET and other facilities of library. The programme shall give chance for both staff and students to participate and clarify their doubts.</p> <p><u>Preparing AQAR</u></p> <p>The IQAC Coordinator shall prepare the Annual Quality Assurance Report (AQAR) along with the members and submit online to NAAC within the prescribed format. The format of consolidated AQAR information sheet is included in annexure 3 of the calendar and also made available in the website of the college, so that all the students can access it.</p>
<p>2nd week</p>	<p><u>Reviewing MRP and Seminar Proposals</u></p> <p>The IQAC and UGC shall conduct a joint meeting under the chairmanship of the Principal to review the quality of MRP and seminar proposals prepared by the staff members before endorsing the same to UGC or any other funding agencies. The review only aims at providing advocacy on the theme of the proposals.</p>
<p>3rd week</p>	<p><u>College Orientation Programme</u></p> <p>IQAC shall advise the staff council of the college on the various issues requiring orientation for the students like study projects, industrial tours, research activities</p>

	<p>and other co curricular activities which shall be communicated to the students through a college orientation day or fresher's day.</p> <p><u>Meeting with Non Teaching Staff</u></p> <p>The IQAC coordinator and other members shall conduct a meeting with the non teaching staff members including the Administrative Officer of the college to identify the quality aspects of administration like office automation, internal check and internal control system.</p>
4th week	<p><u>IQAC Monthly Meeting</u></p> <p>The IQAC Coordinator shall prepare an agenda for the monthly review meeting along with the Principal and conduct a meeting with the members of IQAC to review the implementation of the calendar and to communicate any new events to the staff council.</p>

August 2015

1st week	<p><u>Reviewing the Proposals of Certificate Programmes</u></p> <p>IQAC shall review the proposals of various departments to launch certificate programmes and also verify the integrity of the course through seeking an expert opinion before endorsing the same to funding agencies. The core aim is only to help the faculty in designing a better and</p>
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	<p>contemporary curriculum of the programme.</p> <p><u>Reviewing the Quality of Infrastructure</u></p> <p>IQAC shall volunteer the programme of reviewing the quality of tangible infrastructure available at the college like computers labs, class rooms, furniture and electronic equipments. Any deterioration conditions of such infrastructure shall be immediately communicated to the staff council for initiating the remedial measures.</p>
<p>2nd week</p>	<p><u>Internal Quality Audit</u></p> <p>IQAC shall request the Principal to appoint an impartial academician preferably from the other government degree college of the state Telangana to audit the internal quality practices of the college and to highlight any reservations to improve the performance of IQAC.</p> <p><u>Reviewing the Best Practices</u></p> <p>IQAC shall call all the departments to submit the statements of their best practices in order to review their efficacy and advocate any changes. However the IQAC shall not make any attempt to totally discard the practice which is believed to be the best by the respective department.</p>
<p>3rd week</p>	<p><u>Orientation on the College Autonomy</u></p>

	<p>IQAC shall conduct a college level meeting wherein, the autonomous coordinator shall brief about the present status of the college on the progress towards the status of autonomous college as it is expected that, the UGC team shall visit the institution in the present academic year for the inspection of conferring autonomy.</p>
4th week	<p><u>Monthly Meeting of IQAC</u></p> <p>IQAC shall conduct its periodical monthly review meeting in the last week of August to see whether the calendar activities have encountered any deviations in the first trimester of the academic year and also finalizes the contents to be placed in the IQAC bulletin released for every three months.</p> <p><u>Releasing the IQAC Journal</u></p> <p>IQAC has got proposals for releasing a quarterly journal under the name “MVS Mirror” from the academic year 2014-15 which shall be edited by the IQAC Coordinator.</p>

September 2015

1st week	<p><u>Reviewing the progress of students</u></p> <p>IQAC shall review the progress of the students made in the class and slip tests conducted by the respective teachers and recommends the coverage of syllabus to be included in the quarterly exams to be</p>
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	<p>scheduled by the academic branch of the college in the third week of September.</p>
2nd week	<p><u>Review of Lead College Activities</u></p> <p>MVS Government Degree College is a nodal college for the district of Mahabubnagar which shall discharge all the functions incidental to the CCE. Therefore, IQAC shall monitor the quality of lead college functions like DRC, JKC and DCEDRC and make feasible recommendations for the improvement of the quality parameters.</p>
3rd week	<p><u>Monitoring the quality of Quarterly Exams</u></p> <p>IQAC shall monitor the quality of quarterly examinations scheduled by the academic branch of the college. It shall mainly focus on the coverage of syllabi, pattern of the question papers and evaluation metrics.</p>
4th week	<p><u>Monthly Meeting of IQAC</u></p> <p>IQAC shall conduct its September review meeting on the last Saturday of the month due to the quarterly exams and resolves the issues brought forward by the members.</p> <p><u>Orientation on the Supplementary / improvement exams</u></p> <p>Palamuru University shall conduct its supplementary and improvement exams in the month of October. Therefore, IQAC shall request all the teaching staff to participate in a subject refreshment programme and help the students securing good scores.</p>

October 2015

1st week	<u>Purchase Committee Meeting</u> IQAC holds a meeting with the purchasing committee in the first week of October during which classes are suspended at UG level owing to the improvement exams and reviews the ad-hoc purchases made in the beginning of the academic year. It also takes the expert opinion on the brand, durability and utility of the purchases made by the committee.
2nd week	<u>Review of NSS & NCC Activities</u> The IQAC members and coordinator shall hold meetings with the NSS officers of the college as there are five NSS wings of which one is exclusively functioning with girl students. It shall also review the plans of NCC and recommends for additional funding if required to conduct or to participate in the camps.
3rd week	<u>Arrangement of extension Lectures</u> IQAC shall forward the names of senior teachers to various departments of the government and also to the NGOs communicating the experts of the staff. so that, the leisure time of October can be utilized by the staff members by extending their services to the community at large in the form of extension lectures.

<p>4th week</p>	<p><u>Canteen Quality Assurance Drive</u></p> <p>The IQAC shall conduct a canteen quality assurance drive in the last week of October to see whether the prescribed menu and diet standards are duly followed at the canteen. Of course ad-hoc drives shall be conducted if any grievance is launched against the quality of the canteen.</p> <p><u>Monthly Meeting of IQAC</u></p> <p>The coordinator shall prepare an agenda of the periodical meeting and resolves the same in the monthly meeting held with the members.</p> <p><u>Submission of IQAC Activities Records for Mid Term Review</u></p> <p>IQAC shall submit all its records to the Principal at the end of October for the midterm review and substantial action where ever needed.</p>
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November 2014

<p>1st week</p>	<p><u>Planning Yuva Tharangam</u></p> <p>IQAC shall hold discussions with the Physical Education Director of the college and prepares a list of sports events to be conducted by the college to bring out the concealed talent of the</p>
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	<p>students in the form of inter-district college sports events. IQAC shall communicate the same to all the colleges through DRC and JKC. The event is named as Yuva Tharangam.</p>
2nd week	<p><u>Arranging Invited Lectures</u></p> <p>IQAC shall hold timely discussions with the students and make the note of areas where they require lectures by industry experts. A thorough report shall be prepared for the consideration of DRC to release honorarium and other incidental expenses of inviting industry experts to college.</p>
3rd week	<p><u>Quality Inspection of Student Support System</u></p> <p>IQAC shall inspect the quality of student support system instituted at the college like health center, gym, UGC learning center etc</p>
4th week	<p><u>IQAC seminars</u></p>

	<p>IQAC shall approach NAAC for sponsoring a national level seminar on the internal quality assurance practices at Higher Education Institutions.</p> <p><u>Release of IQAC Journal</u></p> <p>IQAC releases its second quarterly journal MVS Mirror edited by the coordinator.</p> <p><u>Monthly Meeting</u></p> <p>IQAC shall hold its periodical monthly meeting of November in the last week to resolve the issues cited in the agenda.</p>
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December 2015

<p>1st week</p>	<p><u>Quiz Programmes</u></p> <p>IQAC shall host inter departmental quiz contest to mitigate the inquisitive hungers of the students and also to create a contemporary and relic exposure for the better competitiveness.</p> <p><u>Elocution contest</u></p>
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	<p>IQAC shall consult the departments of English, Hindi, Telugu and Urdu and hosts an inter departmental elocution contest at the college level to bring out the hidden talent of the students and also to improve their oratory prowess.</p>
<p>2nd week</p>	<p><u>Parent Meeting</u></p> <p>The IQAC shall prescribe the tenets on which the respective class in charge has to interact with the parent and grab maximum information about the students and their activities outside the college so that, it becomes easy for IQAC and the departments to chalk out a thorough revision plan.</p>
<p>3rd week</p>	<p><u>Awareness Campaigns</u></p> <p>IQAC shall prepare the templates and issues on which the awareness campaigns would be conducted in the third and fourth weeks of December. IQAC shall disseminate the campaigns through Red</p>

	Ribbon Club, NSS and Eco Club of the college.
4th week	<p><u>Adoption of Annual Reports</u></p> <p>IQAC coordinator shall take the responsibility of preparing the receipts and payment account, and a budget statement for the next year which shall be placed before the staff council at the end of December.</p> <p><u>Monthly Meeting</u></p> <p>The coordinator shall prepare an agenda for the last meeting of the year 2014 and places the same before the members in the last week of December.</p>

January 2016

1st week	<p><u>Industrial Visits</u></p> <p>IQAC shall negotiate with state sponsored industrial estates, industrial units and experts to organize field trips for the students and communicate the same to UGC committee of</p>
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	the college for releasing the funds.
2nd week	<p><u>Review of Half Yearly Results</u></p> <p>IQAC shall consult the academic branch and review the performance of students in half yearly exams and also compares the results with that of quarterly exams to see the learning levels of the students.</p>
3rd week	<p><u>Quality Enhancement of College Vicinity</u></p> <p>IQAC shall hold discussions with the departments of Botony, Zoology and Physics to review the environment protection measures initiated by the honorable principal like E wate Management, Plantation and water conservation system.</p>
4th week	<p><u>Alumni meet</u></p> <p>IQAC shall host an alumni meet in the last week of January to take their valuable suggestions on the internal quality of the college and also to urge</p>

	<p>their financial support for the betterment of the college.</p> <p><u>Monthly Meeting</u></p> <p>The coordinator shall hold the periodical meeting of IQAC with the members in the last week of Jan 2015.</p>
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February 2016

<p>1st week</p>	<p><u>Quality Assurance of Grand Tests</u></p> <p>IQAC shall hold college level meeting with the teaching staff to decide the quality parameters of the grand tests to be conducted by the college in the second week of February. IQAC shall also monitor the quality of the question banks to be supplied to the weak learners.</p>
<p>2nd week</p>	<p><u>Student Feedback</u></p> <p>IQAC shall take the sole responsibility of collecting the feedback of students on twenty important parameters identified in the monthly meetings. The</p>

	<p>feedback shall be collected and analyzed on a five point scale designed by the IQAC itself.</p>
<p>3rd week</p>	<p><u>Monitoring the Quality Aspects of Practical Exams</u></p> <p>IQAC shall constitute a subcommittee under the chairmanship of the vice principal of the college to see that the quality of the practical exams lies within the prescribed standards. The subcommittee consists of teachers from Commerce, Science and languages.</p>
<p>4th week</p>	<p><u>Monthly Meeting</u></p> <p>IQAC coordinator shall prepare the agenda of the periodical meeting for the month of February and resolves the same in a meeting held under the chairmanship of the principal. It also emphasise on the annual list of activities conducted by the college.</p> <p><u>Release of IQAC Journal</u></p> <p>Iqac SHALL RELEASE ITS THIRD QUARTERLY</p>

	JOURNAL “mvs Mirror’ edited by the coordinator.
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March 2016

1st week	<p><u>Collection of APIs</u></p> <p>IQAC shall collect the scores of Academic Performance Indicators within the format advocated by the CCE and consolidates the same for presenting it before the honorable commissioner.</p>
2nd week	<p><u>Collection of Departmental Activities</u></p> <p>IQAC shall collect the activity registers of all the departments and consolidates the same into college activity register</p>
3rd week	<p><u>Collection of Testimonials</u></p> <p>IQAC shall collect the copies of all the testimonials of faculty members supporting their publications, paper presentations and other activities.</p>
4th week	<p><u>Recommending RCs and OCs</u></p>

	<p>IQAC shall thoroughly reviews the feedback provided by the students and recommends the names of the teachers for the refresher courses or orientation courses where ever required.</p> <p><u>Final Meeting</u></p> <p>IQAC coordinator shall call for the college level meeting to conclude the records of IQAC for the academic year 2014-2015.</p>
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Annexure II

Action Taken Report for 2015-16

Action Taken Report for the academic Year 2015-16

Criterion	Action Taken
Curricular Aspects	<ul style="list-style-type: none">• Made it mandatory to conduct class room seminars and group discussions and record the same in a separate register.• Directed the departments of Commerce, Economics and all other Arts groups to apply for certificate programmes in the academic year 2015-16 itself.• Made it obligatory for all the departments to arrange minimum of three guest lectures by industry experts.• Directed all the science departments to arrange one industrial trip programme in the present academic year covering one production unit and minimum of one research center.
Teaching learning & Evaluation	<ul style="list-style-type: none">• Recommended the names of 07 faculty members for Refresher courses and 05 faculty members for Orientation Course.• Made it obligatory for every lecturer to deliver minimum of six lectures in E Class room using PPT slides.• All the lecturers are directed to apply their names for delivering lectures in Mana TV.• Duration of remedial classes has been increased from one week to two weeks.• Bridge classes are to be conducted for main stream students as well.

	<ul style="list-style-type: none"> Lecturers are directed also to consider the class room participation of students in the co curricular aspects for granting practical marks.
Research & Consultancy	<ul style="list-style-type: none"> All the regular lecturers not retiring before 2017 are directed to apply for MRPs Made it mandatory to execute study projects by dividing 10 students into one group. Department of Commerce and the department of Chemistry are directed to host district level workshops on research methodology for social science and natural science respectively. Every department is asked to approach UGC for financial assistance and conduct national seminars.
Infrastructure Aspects	<ul style="list-style-type: none"> Every department is asked to prescribe the names of E Journals to library. Library is directed to purchase new reference books sought by the staff members irrespective of the departmental resolution. Canteen committee is directed to take the feedback of students and prescribe new menu. Department of Physical Education is directed to install a batmen tan court.
Student Support & Progression	<ul style="list-style-type: none"> All the departments are directed to nominate the students to career counseling committee. All the lecturers are instructed to actively participate in preparing question papers for mock tests of competitive exams. All the departments are directed to conduct a one day work shop to UG final year students to create awareness on PG and other progressive programmes. Made it mandatory to nominate students in grievance redressel cell as the members.
Management & leadership	<ul style="list-style-type: none"> Student's hand book must be released before the commencement of classes. All the HODs should have membership in IQAC. All the departments are directed to conduct departmental meeting for two times in a month. Every lecturer must be nominated into minimum of one college level committee.

Innovation & Best Practices	<ul style="list-style-type: none">• NSS units are requested to adopt Green Belt Programme as a best practice.• News and Views programme is implemented from the present academic year• Environment Audit is proposed to be conducted before the submission of IQAC report.• IQAC Audit is to be conducted by senior or retired faculty members.
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