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

Part – A

2013-14

**AQAR for the year**

**1. Details of the Institution**

Shadan Degree College for Women

1.1 Name of the Institution

6-2-978/1,2,3

1.2 Address Line 1

Khairatabad

Address Line 2

Hyderabad

City/Town

Telengana State

State

500004

Pin Code

Shadan\_women@yahoo.co.in

Institution e-mail address

040-66669926

Contact Nos.

Dr Naseem Akthar

Name of the Head of the Institution:

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Name of the IQAC Co-ordinator:

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IQAC e-mail address:

CRIEQA/11522

1.3 **NAAC Track ID**

Shadan.org/sdcw.htm

1.5 Website address:

Shadan.org/sdcw\_aqar.doc

Web-link of the AQAR:

1.6 Accreditation Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
| 1 | 1st Cycle | B | 2.73 | 2011 | 5 |
| 2 | 2nd Cycle | - | - | - | - |
| 3 | 3rd Cycle | - | - | - | - |
| 4 | 4th Cycle | - | - | - | - |

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

12/12/2011

1.8 Details of the previous year’s AQAR submitted to NAACafterthe latest Assessment and Accreditation by NAAC

1. AQAR 2011-12 submittted on 27/09/2012
2. AQAR 2012-13 submitted on 2/3/2014
3. AQAR 2013-14 this

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. APCHE)

√

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

Osmania University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc - NO

**2. IQAC Composition and Activities**

7

2.1 No. of Teachers

2

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2.4 No. of Management representatives

1

1

2.5 No. of Alumni

2. 6 No. of any other stakeholder and

0

community representatives

0

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

2.9 Total No. of members

14

2.10 No. of IQAC meetings held 4

3

6

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

1

2

Non-Teaching Staff Students Alumni Others

√

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

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If yes, mention the amount

2.13Seminars and Conferences (only quality related)

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

3

3

Total Nos. International National State Institution Level

To improve knowledge and life skills

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

Improved in quality of teaching

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 |
| Impart knowledge and Education | Better overall results |

***Academic Calendar of the year as Annexure (i)***

√

2.15 Whether the AQAR was placed in statutory body Yes No

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 |  |  |  |  |
| UG | 22 |  |  | -------- |
| PG Diploma |  |  |  |  |
| Advanced Diploma |  |  |  |  |
| Diploma |  |  |  |  |
| Certificate |  |  |  |  |
| Others |  |  |  |  |
| **Total** | 22 |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Interdisciplinary |  |  |  |  |
| Innovative |  |  |  |  |

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

(ii) Pattern of programmes:

|  |  |
| --- | --- |
| Pattern | Number of programmes |
| Semester | --- |  |  |  |
| Trimester | -- |
| Annual | √ |

√

1.3 Feedback from stakeholders\* Alumni Parents Employers Students

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

***\* feedback in the Annexure (iii) and (iv)***

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

As per affiliated University

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

No

**Criterion – II**

**2. Teaching, Learning and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Asst. Professors | Associate Professors | Professors | Others |
| 58 | 58 | - | - | - |

2.1 Total No. of permanent faculty

3

2.2 No. of permanent faculty with Ph.D.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
| R | V | R | V | R | V | R | V | R | V |
| 9 | 8 | - | - | - | - | - | - | - | - |

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

2

-

-

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 Seminars/ Workshops | - | 1 | 3 |
| Presented papers | - | - | 1 |
| Resource Persons | - | - | 1 |

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

Remedial Classes, Seminars by Students

170

2.7 Total No. of actual teaching days

during this academic year

2.8 Examination/ Evaluation Reforms initiated by

Review of Valuation

the Institution (for example: Open Book Examination, Bar Coding,

Double Valuation, Photocopy, Online Multiple Choice Questions)

-

-

1

2.9 No. of faculty members involved in curriculum

restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

70%

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 | 131 | 13.7 | 42.7 | 18 | --- | 74.4 |
| B.Com | 159 | 12 | 49.5 | 25.7 | ----- | 87.2 |
| B.A | 20 | --- | 60 | 25 | ---- | 85 |

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

Setting bench marks for teacher both in curricular and extra curricular activities

Taking internal exams and test

Evaluating and reviewing the results.

Cunducting meeting with stakeholders and brainstorming sessions.

2.13 Initiatives undertaken towards faculty development

|  |  |
| --- | --- |
| *Faculty / Staff Development Programmes* | *Number of faculty benefitted* |
| Refresher courses | 1 |
| UGC – Faculty Improvement Programme | - |
| HRD programmes | - |
| Orientation programmes | 1 |
| 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 | 5 | - | - | - |
| Technical Staff | 9 | 1 |  | - |

**Criterion – III**

**3. Research, Consultancy and Extension**

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

Giving them permission to leave early/come late.

Allowing them flexible timing ,

Providing library help,

Permitting them use of lab

Encouraging to take up research

3.2Details regarding major projects -----

3.3 Details regarding minor projects -----------

3.4 Details on research publications ------------

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

3.6 Research funds sanctioned and received from various funding agencies, industry and other organizations -----------

3.7 No. of books ------------

3.8 No. of University Departments receiving funds from ------------

3.9 For colleges -----------

------------

3.10 Revenue generated through consultancy ------------------

3.11 No. of conferences ----------

3.12 No. of faculty served as experts, chairpersons or resource persons - 1

3.13 No. of collaboration Nil

3.14 No. of linkages created during this year Nil

3.15 Total budget for research for current year in lakhs : NIL

3.16 No. of patents received this year Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows

Of the institute in the year Nil

3.18 No. of faculty from the Institution

-----------

who are Ph. D. Guides

and students registered under them

------------

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

----------

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

JRF SRF Project Fellows Any other

-

3.21 No. of students Participated in NSS events:

110

5

University level State level

National level International level

3.22 No. of students participated in NCC events: None

3.23 No. of Awards won in NSS: None

3.24 No. of Awards won in NCC: None

3.25 No. of Extension activities organized : None

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

* Health Camp
* Life Skills Programme
* Leadership Seminar
* Health Hygiene and Wellness Programme
* Donation Camp

**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 | 68904 Sft | - | - | - |
| Class rooms | 34 | 3 | Management | 37 |
| Laboratories | 36 | 1 | Management | 37 |
| Seminar Halls | 1 | - | - | 1 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | - | 3 | Management | - |
| Value of the equipment purchased during the year (Rs. in Lakhs) | - | 50,000 | Management | - |
| Others | - | - | - | - |

4.2 Computerization of administration and library

Partial

4.3 Library services:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Existing | | Newly added | | Total | |
| No. | Value | No. | Value | No. | Value |
| Text Books | 1946 | 12,89,669 | 23 | donation | 1946 | 12,89,669 |
| Reference Books | 346 | 111,015 | - | - | 346 | 111,015 |
| e-Books | - | - | - | - | - | - |
| Journals | 5 | 450 | - | - | 5- | 451 |
| e-Journals | - | - | - | - | - | - |
| Digital Database | - | - | - | - | - | - |
| CD & Video | - | - | - | - | - | - |
| Others (specify) | 6 | 20,000 | 1 | - | 7 | 20,000 |

4.4 Technology up gradation (overall)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
| Existing | 151 | 110 | 25 | 3 | 3 | 4 | 6 | - |
| Added | 15 | 10 | - | - | 1 | 2 | 2 | - |
| Total | 166 | 120 | 25 | 3 | 4 | 6 | 8 | - |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

upgradation (Networking, e-Governance etc.)

Yes

4.6 Amount spent on maintenance in lakhs :

50,000

i) ICT

40,000

ii) Campus Infrastructure and facilities

2,000

iii) Equipments

10,000

iv) Others

1,02,000

**Total :**

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Grievance Redressel Cell,

Notice Boards,

Allotting days for various issues/activities

Suggestion boxes for grievances.

5.2 Efforts made by the institution for tracking the progression

Periodical meetings with all stakeholders.

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph. D. | Others |
| 1083 |  |  |  |

5.3 (a) Total Number of students

(b) No. of students outside the state

9

3

(c) No. of international students

|  |  |
| --- | --- |
| No | % |
|  |  |

|  |  |
| --- | --- |
| No | % |
| 1083 | 100 |

Men Women

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last Year | | | | | | This Year | | | | | |
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 1048 | 16 | 4 | 44 | 1 | 1113 | 1065 | 10 | --- | 7 | 1 | 1083 |

Demand ratio - 45% Dropout % 5.4

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

Providing books and reading materials

Lecturer sparing time

28

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

12

5.6 Details of student counseling and career guidance

Placement Cell and Career guidance.

250

No. of students benefitted

5.7 Details of campus placement

|  |  |  |  |
| --- | --- | --- | --- |
| ***On campus*** | | | ***Off Campus*** |
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 4 | 250 | 9 | - |

5.8 Details of gender sensitization programmes : Not Applicable

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 | 82 | 189500 |
| Financial support from government | 34 | 3,30465 |
| Financial support from other sources | 6 | 30500 |
| Number of students who received International/ National recognitions | --- | --- |

5.11 Student organised / initiatives – At College Level

3

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Health awareness, Internet, More Lab hours and extra curricular activity.

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Empowerment of Women through Education and

Steps taken to achieve it.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

As per University

6.3.2 Teaching and Learning

Attending workshops, Orientation programmes, Library

6.3.3 Examination and Evaluation

Slip test, Unit test, Internal exams, Parent -Teacher Meeting, Feedback.

6.3.4 Research and Development

Nothing Substantial

6.3.5 Library, ICT and physical infrastructure / instrumentation

Computer section, Internet lab, Sports room, NSS, Lab.

6.3.6 Human Resource Management

Various Committees, SHG, Redressel Cell, Talk club

6.3.7 Faculty and Staff recruitment

Through university Panel

6.3.8 Industry Interaction / Collaboration

Visits to industry – ICRISAT, NIN, CCMB, Rural & Urban Market survey Market

NIN, CCMB, R

6.3.9 Admission of Students

Merit Basis

|  |  |
| --- | --- |
| Teaching | Free Medical |
| Non teaching | Free Medical |
| Students | SHG |

6.4 Welfare schemes for

--------

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 |  |
| Administrative |  |  | Yes |  |

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

√

For UG Programmes Yes No

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

Not applicable

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

Allows to changes teaching and learning methods for improvement of students performance and overall development within the guidelines of University

6.11 Activities and support from the Alumni Association

Felicitate Teachers on Teachers Day

6.12 Activities and support from the Parent – Teacher Association

Conducting meeting for improvement of college infrastructure, Teaching and learning.

6.13 Development programmes for support staff

Computer skill and Soft Skill Training

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

Banning plastic Bags and glasses, use recyclable products, avoiding wastage of papers, use public transport.

**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.

Talk Club.

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

beginning of the year

Enclosed in annexure (ii)

7.3 Give two Best Practices of the institution

Tajweed, Remedial classes, Self Help Group (expansion) Talk Club

Enclosed in Annexure (V)

7.4 Contribution to environmental awareness / protection

Measure taken within Campus.

√

7.5 Whether environmental audit was conducted? Yes No

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

* Increased awareness and realisation of importance of women education has helped this institution.

8. **Plans of institution for next year**

Provide better infra structure to students,

Adding one ANZC section,

Making learning more useful and employable.

*Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature of the Coordinator, IQAC Signature of the Chairperson, IQAC*

**Annexures**

(i)Almanac

(ii)Action Taken Report

(iii) Feedback from students (Course)

(iv)Feedback from students (Lecturer)

(v)Best Practices

Annexure (i)

SHADAN DEGREE COLLEGE FOR WOMEN

Khairatabad Hydrabad-4

# Almanac for the Academic Year 2013 – 2014

## Number of working days: II and III year I Year

#### Month Days Days

June - 15 ----

July - 26 14

August - 19 19

September - 23 23

October - 09 09

November - 23 23

December - 24 24

January - 24 24

February - 19 19

Total No. of Working Days 182 155

ACADEMIC SCHEDULE

Last working day - 20th April 2013

Reopening of college for staff - 12th June 2013

Reopening of college for student - 14th June 2013

Commencement of classes For II and III yr 14th June 2013

Commencement of classes for I yr. - 15th July 2013

Unit Test I for II & III yr. - 18th - 23rd July 2013

Food Fest - 6th July 2013

Fresher’s Day - 14th September 2013

Unit Test II for II & III yr. Unit Test I for I yr. 12th – 17th Sept 2013

Mid Term Vacation October - 16th Oct – 31st Oct 2013

Reopening of college after the vacation 4th November 2013

Mid-Term Examination - 15th – 22nd Nov 2013

Co-Curricular and cultural competitions 2nd January 2013

Last instructions Day - 31st January 2014

Home Exams - 24th January 2014

Pre - final Examination - 27th Jan – 3rd Feb 2014

Final Practical Examination (Tentative) - 9th February 2014.

Annexure (ii)

**Action Taken Report**

The college functioned according to the almanac in the academic year 2013-2014(almanac enclosed in annexure (i) the college reopened on 14th June 2013 and classes started from 14th June 2013 of IIyr and IIIyr students & Iyr classes commenced from 15th July 2013.

Food Fest was held on 6th July.

Freshers’ Day was conducted on 14th September 2013.

Midterm vacation was from 16th October to 31st October 2013.

Midterm Examination were conducted from 15th to 22nd November 2013.

Co curricular and Extra curricular & Cultural activities and competition were from 2nd December to 12th January 2014.

Science & Civilisation, Environmental Science, Indian Heritage & Culture, Moral Ethics and Values exam were on 4th February 2014.

Prefinal exam were conducted from 24th January to 3rd February 2014.

Farewell and Annual Day was held on 5th February 2014.

Final practical were held between 22nd February and 4th March 2014.

The Principal-staff meetings were conducted through out the year were the functioning of the college , conducting the examinations, classes, practicals, importance of punctuality, completing of syllabus on time was stressed. The lecturers were urged to use the infrastructure available to the maximum for the benefit of the students.

Departmental meetings were conducted periodically by the Heads for the smooth running of the classes in college and student’s grievance and suggestions were discussed and sorted.

Meeting with the Management and Governing body was conducted in June, December and February

National Service Scheme (NSS) Unit of college was very active during the year 2013-2014 doing various social service, health and hygiene, cleanliness related activities including tree planting, donations of essential commodities and throughout the year, apart from conducting a special camp in the slums of M.S.Maqta and B.S.Maqta.

Annexure (iii)

**Sample Questionnaires for Feedback from students**

**Affiliated colleges**

**Questionnaire No.1**

**Shadan Degree College for Women**

Programme :

Department : Semester/Term/Year

Students are required to rate the courses on the following attributes using the 4-point scale shown.

4.00 3.00 2.00 1.50 0.00

|  |  |  |  |
| --- | --- | --- | --- |
| **A** | **B** | **C** | **D** |

Very Good Good Satisfactory Unsatisfactory

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Parameters** | **A**  **Very Good** | **B**  **Good** | **C**  **Satisfactory** | **D**  **Unsatisfactory** |
| 1. Depth of the course content including project work if any 2. Extent of coverage of course 3. Applicability/relevance to real life situations. 4. Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives) 5. Clarity and relevance of textual reading material. 6. Relevance of additional source material (Library) 7. Extent of effort required by students. 8. Overall rating. |  |  |  |  |

Annexure (iv)

**Sample Questionnaires for Feedback from students**

**Affiliated colleges**

**Questionnaire No.2**

**Shadan Degree College for Women**

Lecturer: Subject:

Department : Semester/Term/Year/

Students are required to rate the Lecturer on the following attributes using the 3-point scale shown by marking a tick in the space provided after each question.

|  |  |  |
| --- | --- | --- |
| 1 | 2 | 3 |
| Yes | Sometimes/somewhat | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.NO | Activity | 1 | 2 | 3 |
| 1 | Is the lecturer punctual to the class |  |  |  |
| 2 | Does she use appropriate techniques for enhancing the understanding the subject |  |  |  |
| 3 | Does she gives writing assignments and task to complete |  |  |  |
| 4 | Does she collect the assignments and grades them |  |  |  |
| 5 | Does she explain the subject clearly |  |  |  |
| 6 | Does she stimulates the discussions in the class |  |  |  |
| 7 | Is she tolerant to different opinions in the class |  |  |  |
| 8 | Is she well prepared for the class |  |  |  |
| 9 | Does she ask questions and give answers |  |  |  |
| 10 | Does she take written test /exams after each unit/term |  |  |  |
| 11 | Does she provides corrected answer scripts with marks promptly |  |  |  |
| 12 | Does she provide helpful comments on the answer scripts |  |  |  |
| 13 | Does she give variety of examples to enhance understanding |  |  |  |
| 14 | Does she explains logic behind statements |  |  |  |
| 15 | Does she give important points |  |  |  |
| 16 | Does she treat students with respect |  |  |  |
| 17 | Does she take the students to Lab for practicals regularly |  |  |  |
| 18 | Does she evaluate practicals performance regularly |  |  |  |
| 19 | Does she take attendance regularly |  |  |  |
| 20 | Is she available outside the class (face to face /online) |  |  |  |
| 21 | Is she effective in overall learning of subject |  |  |  |
| 22 | Does the lecturer is appropriately substituted in the absence of regular lecturer |  |  |  |
| 23 | Does she provide information about financial assistance to students |  |  |  |
|  |  |  |  |  |

Annexure (v)

**BEST AND INNOVATIVE PRACTICES IN THE INSTITUTION**

**REMEDIAL CLASSES:** Remedial classes are for students who have failed in the final University Examinations; remedial classes are conducted after college hours by the faculty to prepare students for their supplementary examinations

**SELF HELP GROUP:** Its an indigenous group were students come together to earn by exhibiting and selling products which are homemade. Products like candles, soaps, and flowers (made of fabric, plastics, and papers etc) eatables like pickles, papads, and bakery items are sold and exhibited in the food fests which is conducted every three months, apart from this the group also take job orders.

**TAJWEED:**  Tajweed means reading Arabic language with correct pronunciation. Classes were conducted twice a week for Tajweed in all the courses for II and III years, wherein learning reading and writing Arabic in correct manner were taught by an external faculty member.

Over 200 students took up the course and certificates were given to the students who passed the written and viva examinations.

**Talk Club:** talk club was established in academic year 2013-14. Wherein students are to become members of the club and have regular meetings, the club organizes talks on various burning issues, even faculty takes part in the discussions.