

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2013-14

I. Details of the Institution

1.1 Name of the Institution

Shadan Degree College for Women

1.2 Address Line 1

6-2-978/1,2,3

Address Line 2

Khairatabad

City/Town

Hyderabad

State

Telangana State

Pin Code

500004

Institution e-mail address

Shadan_women@yahoo.co.in

Contact Nos.

040-66669926

Name of the Head of the Institution:

Dr Naseem Akthar

Mobile:

9885150969

Name of the IQAC Co-ordinator:

Syeda Fahmeena

Mobile:

9885659203

IQAC e-mail address:

iqac_shadan@yahoo.com

1.3 NAAC Track ID

CRIEQA/11522

1.5 Website address:

Shadan.org/sdcw.htm

Web-link of the AQAR:

Shadan.org/sdcw_aqar.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.73	2011	5
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th 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 NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2011-12 submitted on 27/09/2012
- ii. AQAR 2012-13 submitted on 2/3/2014
- iii. 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

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
community representatives

0

2.7 No. of Employers/ Industrialists

0

2.8 No. of other External Experts

1

2.9 Total No. of members

14

2.10 No. of IQAC meetings held

4

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
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

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				
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

2.1 Total No. of permanent faculty

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

2.2 No. of permanent faculty with Ph.D.

3

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
9	8	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

2

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	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

2.7 Total No. of actual teaching days during this academic year 170

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 1 - -

2.10 Average percentage of attendance of students 70%

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.

Conducting meeting with stakeholders and brainstorming sessions.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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

3.2 Details 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:

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 (\geq 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
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4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	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 :

i) ICT	50,000
ii) Campus Infrastructure and facilities	40,000
iii) Equipments	2,000
iv) Others	10,000
Total :	1,02,000

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Grievance Redressal 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.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1083			

(b) No. of students outside the state

9

(c) No. of international students

3

Men	No	%	Women	No	%
				1083	100

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

No. of students beneficiaries

28

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 counseling and career guidance

Placement Cell and Career guidance.

No. of students benefitted

250

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
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

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

6.3.9 Admission of Students

Merit Basis

6.4 Welfare schemes for

Teaching	Free Medical
Non teaching	Free Medical
Students	SHG

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 Hyderabad-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	-	20 th April 2013
Reopening of college for staff	-	12 th June 2013
Reopening of college for student	-	14 th June 2013

Commencement of classes For II and III yr		14 th June 2013
Commencement of classes for I yr.	-	15 th July 2013
Unit Test I for II & III yr.	-	18 th - 23 rd July 2013
Food Fest	-	6 th July 2013
Fresher's Day	-	14 th September 2013
Unit Test II for II & III yr. Unit Test I for I yr.		12 th – 17 th Sept 2013
Mid Term Vacation October	-	16 th Oct – 31 st Oct 2013
Reopening of college after the vacation		4 th November 2013
Mid-Term Examination	-	15 th – 22 nd Nov 2013
Co-Curricular and cultural competitions		2 nd January 2013
Last instructions Day	-	31 st January 2014
Home Exams	-	24 th January 2014
Pre - final Examination	-	27 th Jan – 3 rd 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 Ilyr and Illyr 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	B	C	D
	Very Good	Good	Satisfactory	Unsatisfactory
1. Depth of the course content including project work if any				
2. Extent of coverage of course				

<ol style="list-style-type: none">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.				
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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.