Part – A

**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

Telangana 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:

040-66669926

 Tel. No. with STD Code:

9885150969

 Mobile:

Syeda Fahmeena

Name of the IQAC Co-ordinator:

9885659203

Mobile:

Iqac\_shadan@yahoo.com

 IQAC e-mail address:

CRIEQA/11522

1.3 **NAAC Track ID**

1.4 **NAAC Executive Committee No. & Date:**

EC/57/A&A/17 dated 30-11-2011

Shadan.org/sdcw.htm

1.5 Website address:

Shadan.org/sdcw\_aqar.doc

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 | 1st Cycle | B | 2.73 | 2011 | 5 |
| 2 | 2nd Cycle | - | - | - | - |
| 3 | 3rd Cycle | - | - | - | - |
| 4 | 4th Cycle | - | - | - | - |

1.7 Date of Establishment of IQAC :

12/12/2011

2014-15

**1.8 AQAR for the year**

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

AQAR 2011-12 submitted on 27/09/2012

1. AQAR 2012-13 submitted on 2/03/2014
2. AQAR 2013-14 submitted on 13/03/2015
3. AQAR 2014-15 this

1.10 Institutional Status

√

 University State Central Deemed Private

√

Affiliated College Yes No

Constituent College Yes No √

√

 Autonomous college of UGC Yes No

√

√

 Regulatory Agency approved Institution Yes No

 (eg. TSCHE)

√

 Type of Institution Co-education Men Women

√

 Urban Rural Tribal

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

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

√

1.11 Type of Faculty/Programme

√

√

√

 Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

     ----------------

Others (Specify)

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

Osmania University

1.13 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

-----------

 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 teaching skills

 (ii) Themes

2.14 Significant Activities and contributions made by IQAC

Improvement 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 |

 *\* Attach the 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 √

 ***(On all aspects)***

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

√

***\* feedback in the Annexure (ii)***

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

4

2.2 No. of permanent faculty with Ph.D.

|  |
| --- |
| Asst. Professors |
| R | V |
| 16 | 7 |

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, Poster presentation

172

2.7 Total No. of actual teaching days

 during this academic year

2.8 Examination/ Evaluation Reforms initiated by

As per OU norms

 the Institution

1

2.9 No. of faculty members involved in curriculum

 restructuring/revision/syllabus development

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

75 %

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 | 166 | \_\_\_\_\_ | 49% | 21% | \_\_\_\_ | 70% |
| B.Com | 147 | \_\_\_\_\_ | 40% | 31% | \_\_\_\_\_ | 71% |
| B.A | 18 | \_\_\_\_\_\_ | 44% | 44% | \_\_\_\_\_\_ | 88% |

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

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

2. Taking internal exams and tests

3. Evaluating and reviewing the results

4. conducting meeting with stake holders and brainstorming sessions

5. Establishing Seminar club

2.13 Initiatives undertaken towards faculty development

|  |  |
| --- | --- |
| *Faculty / Staff Development Programmes* | *Number of facultybenefitted* |
| Refresher courses | 1 |
| UGC – Faculty Improvement Programme | \_\_\_ |
| HRD programmes | \_\_\_ |
| Orientation programmes | \_\_\_ |
| 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 PermanentEmployees | Number of VacantPositions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
| Administrative Staff | 5 | \_\_\_ | \_\_\_ | \_\_\_ |
| Technical Staff | 10 | 1 | 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 timings,

Providing library help,

Permitting them use of Labs

Encouraging to take up Research

3.2Details regarding major projects :\_\_\_\_

3.3 Details regarding minor projects : \_\_\_\_\_

3.4 Details on research publications

|  |  |  |  |
| --- | --- | --- | --- |
|  | International | National | Others |
| Peer Review Journals |  |  |  |
| Non-Peer Review Journals |  |  |  |
| e-Journals | 1 |  |  |
| Conference proceedings |  |  |  |

3.5 Details on Impact factor of publications:

.5

 Range Average h-index Nos. in SCOPUS

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

 \_\_\_\_\_\_\_\_\_

3.7 No. of books published : \_\_\_\_\_

3.8 No. of University Departments receiving funds from : NA

3.9 For colleges \_\_\_\_\_\_

\_\_\_\_\_\_

3.10 Revenue generated through consultancy

 3.11 No. of conferences organized by the Institution : \_\_\_\_\_\_\_\_\_

1

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

3.13 No. of collaborations Nil

Nil

3.14 No. of linkages created during this year

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

\_\_\_

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

3.21 No. of students Participated in NSS events:

110

--

 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

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

* Health Camps
* Life Skills programme
* Leadership Seminar
* Health, Hygiene and Wellness Programme
* Donation Camp
* Self Defence
* Online Earning Awareness Programme

**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 | 37 | ---- | --- | 37 |
| Laboratories | 37 | ----- | --- | 37 |
| Seminar Halls | 1 | ---- | --- | 1 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | --- | ----- | -- | --- |
| Value of the equipment purchased during the year (Rs. in Lakhs) | --- |       | ---- | --- |
| Others | ---- | ---- | --- | --- |

4.2 Computerization of administration and library

Partial

4.3 Library services:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Existing | Newly added | Total |
| No. | Value | No. | Value | No. | Value |
| Text Books |  |  |  |  |  |  |
| Reference Books |  |  |  |  |  |  |
| e-Books |  |  |  |  |  |  |
| Journals |  |  |  |  |  |  |
| e-Journals |  |  |  |  |  |  |
| Digital Database |  |  |  |  |  |  |
| CD & Video |  |  |  |  |  |  |
| Others (specify) |  |  |  |  |  |  |

4.4 Technology up gradation (overall)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
| Existing |  |  |  |  |  |  |  |  |
| Added |  |  |  |  |  |  |  |  |
| Total | 166 | 120 | 25 | 3 | 4 | 6 | 8 | --- |

25

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

70,000

 ii) Campus Infrastructure and facilities

30,000

 iii) Equipments

15,000

 iv) Others

1,65,000

 **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

Alloting days for various issues/activities

Suggestion boxes for grievances

Posters

5.2 Efforts made by the institution for tracking the progression

Periodical meetings with all stakeholders and Staff

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph. D. | Others |
| 1327 |  |  |  |

5.3 (a) Total Number of students

 (b) No. of students outside the state

Nil

1

 (c) No. of international students

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

|  |  |
| --- | --- |
| No | % |
| 1327 | 100 |

 Men Women

|  |  |
| --- | --- |
| Last Year | This Year |
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 1065 | 10 | 0 | 7 | 1 | 1083 | 1242 | 24 | 1 | 60 | 0 | 1327 |

Demand ratio 54% Dropout 6%

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

Providing books and reading materials

Lecturer sparing time

35

 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

15

---

---

---

5.6 Details of student counselling 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 | 2 | \_\_\_ |

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 ofstudents | Amount |
| Financial support from institution  |  160  | 4 lakhs |
| Financial support from government | Information not available | ------- |
| Financial support from other sources |  |  |
| 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

4

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

**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, FDP

6.3.3 Examination and Evaluation

Slip test, Unit test, Internal exams, Parents Teachers 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 room.

6.3.6 Human Resource Management

Various Committees, SHG, RedresselCell, Students talk Club

6.3.7 Faculty and Staff recruitment

Through University Panel

6.3.8 Industry Interaction / Collaboration

Visits to industry- ICRISAT, NIN, CCMB, NIRD, RURAL and URBAN market survey

6.3.9 Admission of Students

Merit Basis

|  |  |
| --- | --- |
| Teaching |   |
| Non teaching |  |
| Students |  |

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 changes in teaching and learning methods for improvement in overall development and performance of students within guidelines of University

6.11 Activities and support from the Alumni Association

 Falicitate teachers on Teachers’ Day

6.12 Activities and support from the Parent – Teacher Association

 Conducting meeting for improvement of teaching learning and infrastructure

6.13 Development programmes for support staff

 Computer Skills and soft skills training

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

 Banning Plastic Bags, using recyclable products, use public transport and avoiding wastage of papers

**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, Seminar Club

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

 beginning of the year

 Enclosed Annexure (iii)

7.3 Give two Best Practices of the institution

 Tajweed, remedial classes, Self help group expansion, Ishtemaa, Talk Club and Seminar Club

Enclosed Annexure (iv)

7.4 Contribution to environmental awareness / protection

 Measure taken within Campus, Use recyclable product, Reusable Bags

√

7.5 Whether environmental audit was conducted? Yes No

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

Increase awareness and realisation of importance of Women Education has helped this institution.

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

Providing better infrastructure to Staff and Students,

Making learning more useful and employable.

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

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

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

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

**Annexure I**

**SHADAN DEGREE COLLEGE FOR WOMEN**

**ALMANAC – 2014-2015**

|  |  |
| --- | --- |
|  Reopening of college  | June 12th 2014 |
| Commencement of classes for II and III yr. | June 16th 2014 |
| Unit Test I for II and III yr. | July 18th – 24th 2014 |
|  Freshers Day |  13th September 2014 |
| Food Fest | 28th August 2014 |
| Unit Test II and III yr.Unit Test I for I yr. | 15th – 20th September 2014 |
| Mid Term Vacations | 13th October – 31st October |
| Reopening of college after the vacation | 1st November 2014 |
| Mid Term Examinations | November 24th – 29th 2014 |
| Literary, Co Curricular Competitions,Cultural Competitions | 22nd December – 31st December 2014 |
| Unit Test III for II and III yr.Unit test II for I yr. | 2nd January – 9th January 2015 |
| Annual Day | 10th January 2015 |
| Home Exam |  29th & 30th January 2015 |
| Pre Final Examinations |  28th January 2015 |
| Final Practical Examinations |  7th February 2015 |

**Annexure II**

**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.
 |  |  |  |  |

**QUESTIONNAIRE FOR FEEDBACK FROM STUDENTS**

**Questionnaire- No. 2**

**SHADAN DEGREE COLLEGE FOR WOMEN**

**Lecturer: Subject:**

**Department: Year:**

**Rating: 1. Never 2. Sometimes 3. Generally 4. Always**

1. Does the lecturer explains the subject clearly----------------------------------------------------( )
2. Does she indicate important points to remember-----------------------------------------------( )
3. Does she directs and stimulates discussion--------------------------------------------------------( )
4. Does she provides helpful comments on papers and exams-----------------------------------( )
5. Is she tolerant of different opinions expressed in class-----------------------------------------( )
6. Is she available outside of class-----------------------------------------------------------------------( )
7. Does she explains thinking behind statements----------------------------------------------------( )
8. Does she encourages students to ask questions and give answers---------------------------( )
9. Is she is well prepared for the class------------------------------------------------------------------( )
10. Does she treats students with respect---------------------------------------------------------------( )
11. Overall is she helpful in learning-----------------------------------------------------------------------( )
12. Does she takes attendance regularly------------------------------------------------------------------( )
13. Does she evaluates practical performance----------------------------------------------------------( )
14. Does she takes written test after each unit---------------------------------------------------------( )
15. Does she effectively directs and stimulates discussion-------------------------------------------( )
16. Does the written assignment are clear to you-----------------------------------------------------( )
17. Does she gets clear response to what she delivers in class-------------------------------------( )
18. What do you like best about this course?
19. What would you like to change about this course?
20. What do you think is this lecturer’s greatest strength?
21. What suggestions would you give to improve this lecturer’s teaching?

**Name of the student:**

**Course:**

**Group:**

 **Signature of the student**

**Annexure III**

**Action Taken Report**

The college functioned according to the almanac in the academic year 2014 – 2015 (almanac enclosed in annexure (i) the college reopened on 12th June 2014 and classes started from 16th June 2014 of IIyr and IIIyr students & Iyr classes commenced from 15th July 2014.

Food Fest was held on 28th August.

Freshers’ Day was conducted on 13th September 2014.

Midterm vacation was from 13th October to 31st October 2014.

Midterm Examination were conducted from 24th to 29th November 2014.

Co curricular and Extra curricular & Cultural activities and competition were from 22nd December to 31st  December 2014.

Science & Civilisation, Environmental Science, Indian Heritage & Culture, Moral Ethics and Values exam were on 29th January & 30th January 2015.

Prefinal exam were conducted from 28th January 2015.

Farewell and Annual Day was held on 10th January 2015.

Final practical were held on 7 th  February 2015.

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 2014-2015 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 IV**

**BEST AND INNOVATIVE PRACTICES IN THE INSTITUTION**

**REMEDIAL CLASSES:** Remedial classes are held 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.