

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



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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

NAAC

VISION

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

MISSION

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

Value Framework

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

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

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

Introduction

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

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

Objective

The primary aim of IQAC is

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

Strategies

IQAC shall evolve mechanisms and procedures for

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

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

Functions

Some of the functions expected of the IQAC are:

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

Benefits

IQAC will facilitate / contribute

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

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

Composition of the IQAC

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

The composition of the IQAC may be as follows:

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

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

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

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

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

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

The role of coordinator

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

Operational Features of the IQAC

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

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

Monitoring Mechanism

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

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

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

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution	Andhra Mahila Sabha Arts & Science College for women
1.2 Address Line 1	Osmania University Road
Address Line 2	Durga bai Deshmukh campus
City/Town	Hyderabad
State	Telangana
Pin Code	500 007
Institution e-mail address	ascwams@gmail.com
Contact Nos.	040 -27098811
Name of the Head of the Institution:	Dr GLK Durga
Tel. No. with STD Code:	040 27070471
Mobile:	+91 9346656051

Name of the IQAC Co-ordinator:

Dr GN Bhagya Rekha

Mobile:

9440053882

IQAC e-mail address:

bhagya.rekha.kumar@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

APOS018

1.4 NAAC Executive Committee No. & Date:

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

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

Ec/63/RAR/15

1.5 Website address:

www://amsascw.org.in

Web-link of the AQAR:

http://www.amsascw.org.in/IQAC.html

For ex. <http://www.ladykeanecollege.edu.in/AQAR2013-14.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	-	2005	5
2	2 nd Cycle	B	2.93	2013	5
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

06-09-2005

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

2013-2014

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

- i. AQAR __2012-13 submitted to NAAC on_30-06-2013__ (DD/MM/YYYY)
- ii. AQAR_____ (DD/MM/YYYY)
- iii. AQAR_____ (DD/MM/YYYY)
- iv. AQAR_____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution 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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Social Science

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

Autonomy by State/Central Govt. / University--

Osmania University

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (Specify)

-

UGC-COP Programmes

-

2. IQAC Composition and Activities

2.1 No. of Teachers

7

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

1

2.4 No. of Management representatives

4

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

2

2.9 Total No. of members

19

2.10 No. of IQAC meetings held

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

- 1. Establishment of child care centre for student mothers
- 2. Generated *Lecture CD's* of distinguish people made available in library.
- 3. Generated CD's of great people's lectures delivered elsewhere

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. Conducting seminars -2	1. Conducted International Seminar-1
2. Conducting faculty development programme-1	2. Conducted two day faculty development Programme -1
3. Facilitating faculty to pursue Ph.D. Works on FIP.-4	3. Faculty were permitted to continue on FIP to pursue Ph.D. -4

* 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

AQAR is to be ratified by the management, administrative committee and governing body.

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	MSc, Mcom	--	MSc, MCom	--
UG	BA, BSc, BZC, Bt, MSCS B.Com-(Gen) (Comp)	--	BSc-MSCS, Bt, B.Com(Comp)	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	--
Others	--	--	--	--
Total	8	--	5	--

Interdisciplinary	--	ID Course	--
Innovative	--	Certified voluntary work	--

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	B.Sc, B.Com, BA, Bsc-MSCs, B.Com(Comp), BSc(Bt), Ms, Mcom
Trimester	--
Annual	--

1.3 Feedback from stakeholders*

(On all aspects)

Alumni Parents Employers Students

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.

IDE, Addon Courses internal exams. BOS Meeting ,All the syllabus Reviewed at the BOS meeting and up dated.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	17	7	10	--	--

2.2 No. of permanent faculty with Ph.D. 12

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
	-	-	-	-	-	-	--	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty -- -- 22

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	57	2	--
Presented papers	10	8	--
Resource Persons	1	--	3

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

LCD, Group discussion, PPT presentations , Recorded Lectures of Faculty (available in the library) and internet facility.

2.7 Total No. of actual teaching days during this academic year 225

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

1. Question paper auditing
2. Consolidated grade sheet

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

22	4	--
----	---	----

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.A.(EPP)	25	36	44	8	0	88
B.com(Gen)	48	35	42	17	0	94
B.Com (Comp)	38	60	40	0	0	100
B.Sc.(BZC)	20	20	40	15	0	75
B.Sc.(MSCS)	45	60	38	2	0	100

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

- (i) Feedback is taken from the students to assess the faculty, teaching aids, teaching methods
- (ii) Evaluation done by conducting internal assessment and semester end examination
- (iii) Monitoring is done through reviewing teaching diary every month .

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	-
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	14	20	-	-
Technical Staff	6	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

1. Staff are permitted to pursue Ph.D. (During free hrs)
2. Encouraged to apply for major and minor projects
3. Encouraged to apply and present papers in National and International Seminars

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	1	-	-
Outlay in Rs. Lakhs	-		7,45	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	9	-	-
Outlay in Rs. Lakhs	-	-	6,15,000	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	10	8	-

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	-	-	-	-
Minor Projects	2013-14	UGC	2,40Lac	1,80Lac
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	2,40 Lac	1,80 Lac

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	1	1	-	-	3
	Sponsoring agencies	ICSSR Andhra Bank APSCHE	UGC	-	-	-

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

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

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)

JRF - SRF - Project Fellows - Any other 1

3.21 No. of students Participated in NSS events:

University level 300 State level -

National level - International level -

3.22 No. of students participated in NCC events:

University level - State level 13

National level 6 International level -

3.23 No. of Awards won in NSS:

University level - State level -

National level - International level -

3.24 No. of Awards won in NCC:

University level - State level -

National level - International level -

3.25 No. of Extension activities organized

University forum	-	College forum	-	
NCC	4	NSS	2	Any other
				-

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

- Summer camps 1
- Winter camps 1
- Day camps 3
- Distibuted Umbrellas to fruit vender of locality
- Blood Donation camp organised on 27th june 2013

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	4.11Acre	-	-	-
Class rooms	26	-	-	-
Laboratories	12	-	-	-
Seminar Halls	1	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	-	-	-	-

4.2 Computerization of administration and library

E-soft software is used in

- Administration/ office computerised
- Library Bar coded
- Examination Branch computerised

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	29873	3301263	898	1,87,7756	30771	3479403
Reference Books	6192	352492	59	1,3,404	6251	365896
e-Books	Inflibnet	-	-	-	-	-
Journals	-	-	-	-	-	-
e-Journals	Inflibnet	5000	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	46	-	-	-	-	-
Others (specify)CDs for Blind	30	-	-	-	30	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	135	97	11	04	1	9	14	-
Added	-	-	-	-	-	-	-	-
Total	135	4	11	11	1	-	14	

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

265 students were trained in computer Networking
--

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.5 lakhs
ii) Campus Infrastructure and facilities	0.3 lakhs
iii) Equipments	.01 lakhs
iv) Others	.02 lakhs
Total:	0 .83 lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Corporate recruitment classes were arranged by placement cell co-ordinator with Genpact, Potmas and Wipro; 160 students were benefited. Legal counselling, Medical counselling- Health check-up, Women cell were established

5.2 Efforts made by the institution for tracking the progression

Placement cell Co-ordinator conducts awareness programmes and counselling the students regarding and placement. Cell co-ordinator keeps the record of selected students of campus selections. Follow up is done in all the above cells

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
745	100	-	-

(b) No. of students outside the state

10

(c) No. of international students

4

	No	%		No	%
Men	0	0	Women	745	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
49	70	18	134	-	271	60	66	17	175	-	318

Demand ratio 1:2

Dropout % 3%

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

Students were provided training for competitive following examinations

- Bank PO, clerk
- State Govt Group I , Group II Services
- Civil services

No. of students beneficiaries

165

5.5 No. of students qualified in these examinations

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

* groups were not conducted for 2013-14 Batch

5.6 Details of student counselling and career guidance

Students are provided with Legal, psychological, medical, career counselling centres.

No. of students benefitted

200

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
2	160	20	No information available

5.8 Details of gender sensitization programmes

Various programmes organized by “women cell” on gender sensitization programme – 1. Mana T.V programmes 2. One day seminar 3. Skit on gender sensitization programme conducted in the college.

5.9 Students Activities

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

State/ University level

5

National level

8

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

Sport: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	603	293 Lakhs
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

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: _____1_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

To provide education which is enriching, challenging and innovative to the deprived sections of the society with special emphasis on adolescent girls to join the main stream not as beneficiaries or recipients but as participants in societal growth?

- Offer undergraduate and postgraduate programs with concern for values and women's development.
- Provide an environment, which nurtures inherent learning skills.
- Respond to the changing needs of the community.
- Ensure committed leadership and continuous professional enrichment of staff within a participatory management process. developing the total personality

6.2 Does the Institution has a management Information System

1. Administrative information system
2. Student information system
3. Library information system
4. Examination branch information system

All these units do convey the inputs to the management by monthly reports and as often as needed .

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

6.3.1 Curriculum Development

Including contemporary Topics

6.3.2 Teaching and Learning

Power point presentation; internet usage is encouraged by the teachers

6.3.3 Examination and Evaluation

Internal Assessment, Semester end exams

Strategies adapted by the institution is group discussion and class room discussion

6.3.4 Research and Development

Encouraging staff to persue Ph.D . participate and Presenting papers in international seminars

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library with Downloading Books

Extending internet facility to large number of computers in Library

6.3.6 Human Resource Management

Each and every member of faculty is selected for working in various committees and some as co-ordinator of various cells Eg. Academic counselling IQAC, G.B Ect, statutory committee

6.3.7 Faculty and Staff recruitment

Faculty and Staff recruitments through selection committee constituted as per university guide lines

6.3.8 Industry Interaction / Collaboration

- Institute is in correspondence with the industries to address the students and communicate their needs and assist in curriculum development and encourage to become an important stake holder.
- We have been in collaboration with genpact, infosis, potmas.

6.3.9 Admission of Students

Students are selected on merit criteria and reservation (Sc,St and Bc)

6.4 Welfare schemes for

Teaching	
Non teaching	Govt Health Card and Private financial assistance..
Students	Medical, Legal Educational Psychological Counselling.

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	UGC, CCE	-	-
Administrative	Yes	Anand and company	yes	IQAC

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?

Consolidated marks sheet

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

University participate in various statutory bodies & suggests new course, modernizing administration et al

6.11 Activities and support from the Alumni Association

Financial support, guest lecturers arranged to the students on various topics such as Human values and Human rights etc.. and felicitating retired teachers on teachers day, brings out *news letter* once in three month

6.12 Activities and support from the Parent – Teacher Association

Twice in a year parents' teacher meeting is arranged and feed back received in these meetings carefully reviewed and suitable action is taken and reported in next meeting.

6.13 Development programmes for support staff

One Development programmes was planned and could not be conducted campus disturbances.

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

1. Observing Plastic Free Zone
2. Developing Campus Garden

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.

1. Recorded Lecture CD provided to students who could not attend the classes Due to various reasons E.g. Maternity leave
2. Each lecturer conducted minimum 4 PPT Lectures/semester

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

1. Guest lecturers not less than 50, organized
2. Conducted International seminar
3. Certified voluntary work
4. One more minor project sanctioned

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

1. Child care centre for student mothers
2. psychological counselling centres.

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

7.4 Contribution to environmental awareness / protection

1. Environment awareness survey
2. Plantation Programme
3. Awareness lectures (on pollution free)

7.5 Whether environmental audit was conducted? Yes No

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

Strengths: 1. Autonomous, visibility of the institution increased

2. CBCS

3. Committed staff

4. College under 2(F) and 12 (B)

Weakness: 1. Student from low socio economic background who require more individual attention

2. More of contract base teachers

3. Little scope for expansion

Opportunities: 1. Collaboration with industries

2. Under autonomy courses with new combinations can be introduce

3. Add on courses in CBCS are existing

Threats: 1. Fees are fixed by the university/Govt

2. Volatile situations in campus

3. In unaided courses we attract students from upper middle class but in the un aided sections we have student from low socio economic, who' require more individual attention

8. Plans of institution for next year

- introduce new programmes with new combinations in UG and PG.
- In addition to add on courses to introduce certificate courses
- organise more class room seminars
- encourage student's participation in sports
- encourage more participation of students in national seminars and present paper.
- conduct more students projects (primary data)
- conduct IQAC National seminar.
- conduct Nation seminar in Telugu language
- increase community extension programmes by NSS units.
- encourage faculty to publish research papers in reputed national and international journals

Name: Dr.GN Bhagya Rekha

Name: Dr.GLK.Durga_

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Abbreviations:

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

ANNEXURE –I
Almanac-2013-2014

SEMESTER - I,III,&V

Reopening of the college after summer vacation &			
Commencement of instruction for semester I,III,&V	-	03.06.2013	
	}		16week
Last Date of instruction for Semester I,III,& V	-	23.09.2013	
Mid Term vacation and preporatory holidays	-	24.09.2013 to 30.09.2013	1week
Reopening of the college after mid Term vacation	-	01.10.2013	
Practical examination	-	02.10.2013 to 16.10.2013	2weeks
Regular Theory Examination for			
Semester I,III,& V&supplimenatary Theory exams	-	17.10.2013 to 07.11.2013	3weeks
For II,IV, &VI Semesters			
Announcement of Results	-	30.11.2013	1week

SEMESTER - II,IV, &VI

Commencement of instruction for Semester	-	08-11-2013	
II,IV, &VI			
	}		16week
Last Date of instruction for Semester II,IV, &VI	-	27-2-2014	

Preparatory holidays	- 28-2-2014 to 07-03-2014	1 week
Practical Examinations	- 08-03-2014 to 22-3-2014	2 weeks
Regular Theory Examinationfor Semester II,IV, &VI &supplimentary Theory }	- 23-3-2014 to 19-04-2014	4 weeks
Examinations for I,III,V Semester		
Summer vacation	- 20-04-2014 01.06.2014	6 weeks
Annoucement of results	-16.05.2014	
Reopening of the college after summer vacation	- 02.06.2014	

July

- Staff and the students celebrated “World Music Day” on 21 June’ 13.
- Competitive Examinations Coaching Cell conducted coaching (Bank Exams) for the students from 1st July to 30th Sep, 2013.

August

- Red ribbon club programme was organised on 02.08.2013 at Begumpet college in collaboration with APCA .
- **Mana TV** invited 10 students to participate on “Women’s issue” on 17.08.2013 as a part of DHE (Directrate of Higher Education)Kalasala programme on the topic “**Women Problems and its Solutions**”.
- Consumer Club of the College has conducted a Guest Lecture on “**Consumer Awareness- Goods and Services** by Rajam Ganeshn, Consumer Activist on 23th August, 2013.
- Telugu Bhasha Dinotsavam was organized by Department of Telugu on August 29th.

September:

- On 15th Sep 2013 few student volunteers along with Swami Vivekanand 150th year Jayanthi Utsav Samithi Committee members participated in the environmental awareness programme for the residents of Vidyanagar and Ramnagar areas to ban plastics and to maintain clean and green city
- NSS day was celebrated on 24th Sep, 2013. Sri Jairaj, a peoples poet & Environmentalist was invited as the Chief Guest
- Hindi Diwas was celebrated on 20th Sep. 2013. In this connection Essay writing & Songs competitions to the staff & students were conducted
- NSS unit- III celebrated World Peace Day on 21st September 2013.

October:

November

- FETE-2014 was organized on 19th November 2013 in Gandhi Bhavan
- Annual seminar (Ashtavadanam) was organized by Department of Telugu on 20th November 2013 Mrs.Aparna was the chief guest
- Prof.Rama Krishna, NSS coordinator of O.U was felicitated by NSS P.O's received Indira Gandhi Award 2012-13 from O.U on 28th Nov' 13 in M.V.Hall.

December

- SS volunteers participated in the **World AIDS Day** rally on 1st Dec'13 along with AP state AIDS country society and NSS cell.

January 2014:

- Human values and Professional ethics program was organized on 20th January 2014.
- Alokam Annual Seminar organized by faculty of Social sciences on the topic "**Future of Social Sciences in the Era of Globalization**" was held on 27.01.2014.
- NSS conducted university level youth festival on 24th Jan'14
- NSS UNIT- organized winter camp.Miss.Rajya lakshmi NSS PO and 30 NSS volunteers participated in various programs held from 8th to 14th Jan'14 at Prashanth Nilayam,Ananathapur

February

- Dept. of English organized one day seminar –IGNITE-14 on the topic “**Advances in Language Technologies**”, Prof.Sumitha Roy, chairperson BOS,O.U. Dept.of English was the chief Guest.
- Women Cell in collaboration with Shakthi Youth,organized a seminar on “**Empowerment of Women with a Focus on Actrocities Against Women And Children**” on 15th Feb’14. Prof.S.Satyanarayana Vice- Chancellor O. U was the Chief guest.Dr.Tripurana Venkata Ratnam, AP Mahila Commission Chairperson and Dr.Jaya Sudha Kapoor MLA, Secunderabad were the guests of Honour.
- College organized Annual Sports Day on 25th Feb’14.Sri Rajiv Trivedi,IPS,Addl.DGP, was the chief guest.

March:

- AMSASCW in collaboration with STARS an NGO organised Khel-se-mel Event for Orphan Students 2013-14.
- IQAC workshop on “Proactive Role of a Governing Body Member in Building up an Unit” on 14th March ’14.

April

- Dept. of Mathematics organized a seminar Samikaran on **Vedic Maths Applications to Computer science and the origin of zero**. Prof.Ramana Murthy, HOD,Dept of Mathematics, O.U was the chief Guest.
- 14th IQAC meeting was held on 22nd April-14(external members stake holders)

May

Summer Vacation

June

- International conference on **Free Trade- Opportunities and Challenges** organized by the Departments of Commerce and Economics in the month of June from12th - 14th 2014.

ANNXURE -II
ANDHRA MAHILA SABHA
ARTS & SCIENCE COLLEGE FOR WOMEN
(AUTONOMOUS)
FEED BACK ANALYSIS (2013-2014)

Student Feedback Analysis
Total number of Feedback forms=158

CLASS: BA /B.Com / B.Sc

MEDIUM: TM / EM

Item	Very good	Average	Poor	Very poor
1. Teaching	42%	54%	2%	1%
2. Fairness of evaluation	25%	58%	10%	3%
3. Interaction with faculty	36%	47%	15%	1%
4. Services of the office staff	26%	42%	22%	8%
5. Library facilities	52%	37%	7%	4%
6. Computer facilities	27%	53%	11%	9%
7. Recreational facilities	9%	53%	21%	14%
8. Extra-curricular activities	32%	47%	14%	6%
9. Sports facilities	34%	44%	14%	7%
10. Student – teacher relationship	50%	39%	6%	3%

1. Your opinion on the semester system.

a) Satisfied=99% b) Not satisfied=1% c) Don't know=0%

If, satisfied in what way

a) Convenient to study =18% b) Scoring in semester exam=17% c) Both=62%

2. Your opinion on internal assessment

a) How many internals would you like to have

i) 1 = 4% ii) 2 = 92% iii) 3 = 4%

b) What is the advantage of internal assessment

i) Scoring = 31% ii) Convenient to prepare=30% iii) Better understanding of concepts = 39%

- c) What is your preference of the model question paper in internal assessment?
i) Objective =7% ii) Short Notes=47% iii) Essay=44%

3. Your opinion on model question paper in the semester exam.

- a) Satisfactory = 94% b) Not satisfactory =6%

If Not satisfactory: Give your suggestions

4. Is the time allotted sufficient in the semester exams

- a) Sufficient =70% b) Not sufficient =23% c) Don't know =2%

5. When do you prefer to write the supplementary

- a) Along with the semester exam=12% b) Immediately after the results are announced =84%

6. Do you prefer to have practical exams at the end of every semester

- a) Yes=57% b) No=40%

7. Are you happy with the present evaluation system

- a) Satisfactory= 65% b) Not satisfactory= 23% c) Don't know=10%

8. Before undertaking the programme did you get a prospectus giving details of

- a) Courses available=65% b) Admission rules=1% c) Fee structure=14%
d) Support services and training available=9% e) Financial aid=0%

9. What is the reason for joining this college?

- a) Accessibility=18% b) Ease of getting admission =9%
c) Fee structure=14% d) Reputation of the college=53%

10. When you meet students who have taken similar course at other institutions, how do you feel?

- a) Inferior=48% b) Superior=10% c) Equal=41%

11. After leaving the institution, how will you talk about it?

- a) Proudly=70% b) Disparagingly=6%
c) Indifferently =11% d) Humorously=0%

Annexure-III

**Andhra Mahila Sabha
Arts & Science College for Women
(Autonomous) O.U. Campus, Hyderabad – 5000 07
NAAC Accredited**

Alumni feedback Analysis

EMPLOYMENT HISTORY:

Currently you are: Pursuing Higher Education: 64% Employed: 27%
Self Employed: 9%

(Give important details)

If self employed please specify the nature of entrepreneurial initiative taken:

I. FEEDBACK ABOUT PLACEMENT CELL (P-Cell)

1.1 Has the P- Cell provided ample **On campus** placement opportunities?

Yes = 41% No = 55%

1.2. Has the P- Cell provided sufficient **Off campus** placement Opportunities ?

Yes = 14% No = 86%

1.3. Have you availed Career counseling and guidance for higher studies from P- Cell?

Yes =82% No=18%

1.4. If you are invited to deliver A Guest Lecture = 86% /A Special Talk = 14%/

1.5A Motivational Session for your juniors, will you be interested? Yes = 73%/no = 27%

1.6. Have you participated in any Alumni meet as of now?

Yes =59% No=41%

1.7. Do you receive regular updates from the college through Mails/ Calls/ SMS etc?

Yes =9% No=91%

II. FEEDBACK ABOUT DEPARTMENT & FACULTY

2.1. Have you obtained sufficient technical know-how (both in theory and practice) at AMS Yes = 91% No =9%

2.2. Is the education imparted at AMS useful and relevant in your present job?

Yes = 95% No=5%

2.3. Were the HOD's and Faculty cooperative?

Yes =86% No =16%

2.4. Have you provided class rooms with LCD/Projector?

LCD = 18% No = 77%

III. FEEDBACK ABOUT COLLEGE

3.1. Do you feel proud to be associated with AMS as Alumni? Yes = 95% /no = 5%

3.2. How do you rate development activities organized by the College for your overall development? Good = 50% / Satisfactory =50%

3.3. Are you willing to contribute to the development of the college?
Yes = 82% No = 18%

3.4. Were /Are your grievances properly handled at the college?

(a) As a student Yes = 86% No = 14%

(b) As an alumni Yes = 73% No = 23%

3.5 Rate the adequacy of following as they were During your tenure as a student at AMS: -

A - Highly Efficient B - Efficient C - Satisfactory D - Below Satisfaction

Laboratories & Equipments	A	0%	B	41%	C	36%	D	23%
Library	A	36%	B	41%	C	14%	D	9%
Computer Facilities	A	0%	B	36%	C	27%	D	36%
Internet	A	0%	B	16%	C	27%	D	59%
Sports and games	A	16%	B	36%	C	16%	D	36%

SUGGESTIONS/FEED BACK

- Did the training and instruction at AMS equip you with the requisite skill set to excel at work place? Yes = 91% No = 9%
- Given your experience, is there any aspect of the Program that you feel should have been covered during the program duration? Yes = 45% No = 54%
- What is your opinion on the student projects undertaken at AMS?
Good = 82% Satisfactory = 18%
- Your suggestions for improvement institution?

- Can you help the institute with the placement process of its students?

Yes = 64% No = 36%

- Would you recommend AMS programs to siblings, friends?

Yes = 82% No = 18 %

- Are you a member of alumni association, if yes membership no and year , if no would you like to be a member of alumni association

Yes = 73% No = 27 %

ANNEXURE -IV

AMS Arts and Science College Child Care Centre

OBJECTIVES :

The Rights of the Child explicitly recognize the need for parents to receive assistance in their childcare responsibilities as well as the rights of children to benefit from childcare facilities. These types of assistance typically help parent's access regular childcare for children of different ages. However, they can also be used to help parents access back-up care when their child is sick or their regular arrangement breaks down. Workplace childcare for a number of reasons They can be close to their children and can come quickly in the case of emergency. They are able to spend more time with their children and avoid the time lost in dropping them somewhere before work and picking them up after work. Workplace nurseries are particularly helpful for mothers who are breastfeeding and want to continue to do so after their return to work. In communities where childcare is difficult to find, a workplace nursery makes it much easier for parents to find a childcare solution. Indeed, in some of the case studies, workers indicated that they or their spouses would have had to quit their jobs had there not been the workplace crèche.

Child Care Centre AMS Arts and Science College started in 2011, since two academic years the enrollment is only 2-3 children each academic year but the childcare facility has translated into better productivity and greater regularity at work, as seen in part by a decrease in the number of days that student mothers were absent.

ANNEXURE- V

Psychological counselling

OBJECTIVES:

Counseling is a way of helping students with personal problems. Counsellors work with a wide range of concerns including anxiety, depression, bereavement, loneliness, self-esteem, difficulties in relationships, self-injury and eating problems.

Counselling is based on building a trusting relationship between counsellor and client. It can help people talk about their experiences and make sense of them. Counselling can allow students to express difficult feelings and to learn how to manage them in a helpful way. Counsellors are trained to listen thoughtfully and carefully to people's problems without judging or criticizing. They do not give advice but support to make positive decisions for themselves.

Mental health is a level of psychological well-being, or an absence of a mental disorder it is the "psychological state of someone who is functioning at a satisfactory level of emotional and person struggling with his or her behavioural health may face stress, depression, anxiety, relationship problems, grief, addiction, learning disabilities, mood disorders, or other psychological concerns.

Wellness model includes , five life tasks—essence or spirituality, work and leisure, friendship, love and self-direction—and twelve sub tasks—sense of worth, sense of control, realistic beliefs, emotional awareness and coping, problem solving and creativity, sense of humour, nutrition, exercise, self care, stress management, gender identity, and cultural identity—which are identified as characteristics of healthy functioning and a major component of wellness. The components provide a means of responding to the circumstances of life in a manner that promotes healthy functioning.

Teenage is a time of transition involving dramatic physical, emotional, intellectual and social changes. Most teenagers navigate this time of their lives without undue stress, but some engage in at-risk behaviours that have huge negative psychological, social and health consequences. Teens often make snap judgments based on impulse, especially when situations come up quickly, leaving teens with little time to sort through the pros and cons.

Counsellors need to:

- Enhance their understanding of human development and the processes of change.
- Acquire and integrate their knowledge of the history and philosophy of counselling psychology, the expectations associated with the professional counsellor's role, and the standards and certification required by professional counselling organizations.
- Develop the relevant competencies consistent with Practice for counsellors.
- Develop appropriate assessment strategies and intervention approaches based on specific client needs.

In *AMS counselling centre*, in each semester guest lectures by psychological counsellor to all the students and individual counselling to needy students about 20% such as students with depression , average performance etc.
