

The Annual Quality Assurance Report (AQAR) of the IQAC (2014-'15)

SUBMITTED

TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

By



ST. MARY'S
COLLEGE

(A Christian Minority Institution)

Affiliated to Osmania University, Hyderabad

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

AQAR for the year (for example 2013-14)

2014-'15

I. Details of the Institution

1.1 Name of the Institution

St. Mary's College

1.2 Address Line 1

Tahir Ville

Address Line 2

Yousufguda

City/Town

Hyderabad

State

Telangana

Pin Code

500045

Institution e-mail address

info@stmaryscollege.in

Contact Nos.

040-23545642, 040-23544300

Name of the Head of the Institution:

Mr. D. P. Rama Rao

Tel. No. with STD Code:

040-23544300

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.42	2008	Sep 2013
2	2 nd Cycle	B	2.52	2014	Feb 2019
3	3 rd Cycle				
4	4 th Cycle				

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

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

- i. AQAR 2013-'14 submitted to NAAC on 23-07-2014
 ii. AQAR _____ (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (DD/MM/YYYY)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

Osmania University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	NA	UGC-CPE	NO
DST Star Scheme	NO	UGC-CE	NO
UGC-Special Assistance Programme	NO	DST-FIST	NO
UGC-Innovative PG programmes	NO	Any other (<i>Specify</i>)	_____
UGC-COP Programmes	NO		

2. IQAC Composition and Activities

2.1 No. of Teachers	10
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	1
2.4 No. of Management representatives	1
2.5 No. of Alumni	0
2.6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	0
2.8 No. of other External Experts	0
2.9 Total No. of members	15
2.10 No. of IQAC meetings held	10

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

- Facilitation of Green Revolution Global Certification Programme (cause supported by UN Framework Convention on Climate Change) for students along with International Centre for Culture and Education
- Preparation and submission of AQAR
- Introduction of Feedback from alumni, students and parents
- Introduction of in-house developed on line student feed back system
- Analysis of feedback introduced as a student project
- Preparation and implementation of Annual Plans
- Preparation of Action Plan for the institution setting goals and bench marks in order to enhance quality.

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
Library <ul style="list-style-type: none"> • 2 more journals of repute to be added • Online journals to be streamlined • Include more books for general reading 	The following journals have been added: <ol style="list-style-type: none"> 1. Indian Journal of Finance 2. Indian Journal of Management 3. Arthashastra 4. Indian Journal of Biotechnology 5. A Quarterly English Studies Journal

	6. Journal of IPE About 70 books have also been added
Department of MSCs to conduct a National Seminar	The department will conduct it in the next academic year as it could not do it in this year
Department of Commerce & Management to conduct FDP	The department will conduct it in the next academic year as it could not do it in this year
Heads of Departments to attend and present paper in at least one National/International Seminar/Workshop	Only the HoD's of English and Mass Communication and Physical Science could do it.
A minimum of two faculty members from each Department to attend two different National/International Seminar/Workshop	Five departments could fulfil it and two could not do it
One faculty member to be sent for the UGC Orientation/ Refresher course	Two members will be sent in the next academic year. No one could be sent due to administrative reasons.
Research paper presentations: minimum of 15 research papers to be presented by various departments	16 papers were presented by lecturers from various departments
3 publications in Journals with ISSN Number	Done
Student projects by departments: minimum of Seven to be done	Nine student projects were done
Labs to be upgraded as per the proposal given by the departments of: Computer Science English & Mass Comm Life Sciences Electronics	Labs were upgraded with the necessary things
ISR Initiative to be undertaken by the Department of II Languages	'Swach Bharat' campaign was launched by the department. Many students were part of this initiative.
One environmental initiative to be undertaken by Science Club	To free the campus from plastic, a campaign was launched by the Science Club. An awareness campaign was launched by the students and cloth bags were distributed free of cost to discourage people from bringing plastic bags on to the campus. Over a period of time use of plastic on the campus has been reduced considerably. The Club is working towards making the Campus truly 'plastic free'.

Every Department to implement two new quality initiatives	All the departments have successfully implemented at least two initiatives to improve the quality of teaching-learning, research etc. Some of the initiatives of the departments include conducting of monthly tests (Dept of MSCs), student projects, FDP by peers for the staff (Dept. of English), staff colloquium (Dept. of Commerce), Soft Skills coaching for students- 15 sessions for every class (Dept. of English), regular group discussion sessions (Dept. of Pol.Sc).
Department Manuals and Lab Manuals to be created	All the departments have created manuals and thus ensuring standard procedures for various activities and process.
To re-introduce the College Magazine 'Horizon'	College Magazine 'Horizon' was brought out after a gap of few years. Except for printing everything was conceived and executed by the students. It gave them opportunity to develop various skills.
Certificate Courses to be strengthened by adding more number of courses	One new course on 'Gender and Human Rights' was conducted by the departments of English and political Science in collaboration with 'Asmita', an NGO
The Departments of Commerce & Management, MSCs/MECs to devise methods of conducting bridge course effectively	The departments have conducted the bridge course and they are in the process of improving it based on the feedback.
Steps are to be taken to introduce at least one PG course for the academic year 2015-16 to enable the College to apply for UGC recognition under Sec 12(f) and 2(b)	Regarding introduction of PG, the notification from State Council of Higher Education, Govt of Telangana State is awaited The College could not apply for UGC recognition as the Permanent affiliation orders are not issued by the University as the appointment of Vice Chancellor is awaited.
Action to be initiated for establishing NCC unit by Academic year 2015-16	Application made to the local NCC unit and waitlisted at 6 and as per the requirement the college has to give two rooms. The officer in charge has been identified and will be sent for training after approval
To organize the annual inter collegiate cultural and literary fest "Prerna"	Organized
Gender Audit to be done	The process of conducting the audit has begun

* 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

The Management has approved the AQAR and the members of the Management felt constrained because of the non appointment of full time Vice Chancellor of the Osmania University. The college could not get the permanent affiliation orders because of the above mentioned fact thought the inspection and other formalities were completed long ago.

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	10	--	10	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	17	1	18	18
Others	--	--	--	--
Total	27	1	28	18
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	10

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

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

**Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.
The affiliating university has not revised/updated the syllabi.

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
	46	46	NA	NA	NA

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	2	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	2	25	2
Presented papers	3	13	—
Resource Persons			

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

- Soft Skills training programme
- Observance of Corporate Day by BBA students
- Presentation by students on subject/topic related matters
- Interactive sessions with students
- Group discussion
- Use of internet ready phones as a tool for learning
- Use of video clippings
- Scrap book preparation by students
- Use of daily newspapers for BA (Mass Comm) students, and for others for reading and comprehension exercise
- Photo-walk
- Group work and pair work

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

180

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

As the college is an affiliated one, it is not in a position to initiate any reforms in examination / evaluation.

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

2

2.10 Average percentage of attendance of students

63%

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.Com General	144	*	42	31	---	73
B.Com Comp	131	*	50	35	---	75
B.Com voc	51	*	16	31	---	47
B.Sc MSCs	21	*	05	NIL	---	05
B.Sc MECs	31	*	26	06	---	32
B.Sc Bt.Bc. Ch	27	*	41	NIL	---	41
BA Voc	63	*	38	43	05	86
BBA	47	53	34	09	---	96

*Osmania University doesn't award distinction except for BBA

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

The IQAC constantly monitors and evaluates the teaching-learning process through the Heads of the Departments. It encourages the faculty members to adopt new and effective teaching methodologies. It also asks the departments to submit at least two quality initiatives in the beginning of the academic year. It monitors the practice of these initiatives and reviews it at the end of the academic year to evaluate its effectiveness. The faculty members are also encouraged to attend seminars/workshops and present papers. The IQAC along with the Research Committee identifies the opportunities in this regard. It along with the Heads of the Departments also sets a target for the number of seminars to be attended and number of papers to be published by each of the departments. All these are reviewed at the end of the year. The identified short comings are addressed and action is taken. The Academic and Administrative Cell (AAA Cell) assists the IQAC by auditing the departments and their functioning. The Heads are asked to submit an Action Taken Report (ATR) in this regard. The IQAC also reviews the annual results of every department and asks the Heads to explain the downfall (if any) of the

pass percentage and asks for the Action Taken Report and a Plan of Action to improve the results.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	----
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 (in house orientation conducted by external experts)	50

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	--	--	--
Technical Staff	07	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

- The IQAC encourages and facilitates the presentation of papers by faculty members at various National/International seminars/conferences/workshops
- It also encourages the departments to give students innovative research based projects. As a result many projects were initiated and completed. Some students also presented their Papers in conferences
- Research Committee was asked to be proactive in promoting research culture on the campus and a research centre is to be set up soon because of this initiative
- Faculty members were also encouraged to do some certificate/diploma courses in the relevant fields. A few of them have completed some useful programmes

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	--	02	--
Non-Peer Review Journals	--	--	--
e-Journals	--	01	--
Conference proceedings	--	04	--

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

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	--	--	--	--	--
Sponsoring agencies	--	--	--	--	--

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	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

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

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:

University level State level
National level 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 NSS Any other

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

- The Community Service Day was observed on the 26th July, 2014. As part of this the students and staff visited a number of institutions which help the under privileged. Some of the places visited are: Thara Foundation, a home for street children, Home for the Aged, Aadharna Orphan Home, Netaji Govt. school, Mary Mahanthy school (a charity school) etc. Funds were raised by students and staff to meet some of the needs of the above mentioned places. Students and staff spent the day with the residents of these institutions and also arranged some activities/programmes for them.
- Health awareness camp for women sub staff

- Celebration of Friendship Day by students at Freedom Foundation, a home for HIV+ve people
- Celebration of Independence Day by students at Karmika Nagar Government School
- Students participated in a run organized by Osmania University on National Integration Day
- Blood donation camp on the campus – 175 units of blood donated
- Students attended a rally organized by Osmania University on World Aids Day to create awareness
- Students participated in the Walk for Disabled on World Disable Day
- Swaach Bharat campaign launched
- Science Club initiated Save the Planet campaign and it was done in three stages to ban the use of plastic

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	3642sq.mts	--	--	3642sq.mts
Class rooms	30(600sft each)	--	--	30(600sft each)
Laboratories	9 (600sft each)	--	--	9 (600sft each)
Seminar Halls	1(3000sft)	--	--	1(3000sft)
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		<ul style="list-style-type: none"> • 148 I3 4th Gen Computers, 2GB, 500HD, 18.5 LED • ID Card printer • UPS batteries(20 Nos) 		
Value of the equipment purchased during the year (Rs. in Lakhs)		45.92	Management	
Others	--	----		----

4.2 Computerization of administration and library

- The college library is automated. It uses software 'Myclassboard'. New references and arrivals are intimated through notices by the librarian. Staff and students access to internet, e-resources and reprography services. Due date reminders are sent through SMS.
- Student records like fee details, attendance, marks, etc. are computerised. An automated SMS is sent to the parents of students who were absent. Fee receipt is also sent as an SMS to parents.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2,326	5,71,715	12	1,620	2,338	5,73,334
Reference Books	570	2,52,722	73	28,564	643	2,81,286
e-Books	97,000	11,500	97,000	--	97,000	11,500
Journals	--	--	--	--	--	--
e-Journals	6,000	1,100	6,000	--	6,000	1,100
Digital Database	--	--	--	--	--	--
CD & Video	27	12,360	--	--	27	12,360
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	196	3	196	Library, Labs & staff rooms	Labs and library	9 Computers, 2 printers	20	--
Added	148 (Replaced with new)	--	Capacity increased from 80GB to 400GB					--
Total	196	3	196					--

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

- A course in Web Designing was conducted for students

- Sub-staff were trained in the basics of computers

4.6 Amount spent on maintenance in lakhs:

i) ICT	21.03
ii) Campus Infrastructure and facilities	21.86
iii) Equipments	43.12
iv) Others	—
Total:	86.01

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC facilitates the planning of all events by the departments and committees in the beginning of every academic year, ensures sufficient publicity for all the events and monitors their implementation. The IQAC regularly monitors the notice boards, the college website and the Facebook page of the college to ensure sufficient awareness is created among the students about all the support services available to them like the placement services, internships, various scholarships, opportunities available to participate in seminars, competitions, sports and games, counselling etc. In the Student Council meetings also information is disseminated about various services that are available to students.

5.2 Efforts made by the institution for tracking the progression

- Every class has a teacher as a mentor. The class mentors regularly monitor the progress of their students and take remedial action where it is needed. Personal guidance relating to non-academics is also given by the mentors.
- The teachers also keep a track of the progression of the students in the academics through slip tests, terminal examinations, class room interactions, quiz and other such activities.
- Departments conduct various competitions, assign projects/ assignments in order to help students progress in their areas of interest. This helps departments to evaluate the progress of their students.
- Few departments also keep track of the progression of their alumni
- The coordinator of Alumni Association, who is one of the faculty members, maintains information about the progress of the alumni.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
618 (admitted in 2014- 2015)	--	--	--

(b) No. of students outside the state

155

(c) No. of international students

40

No	%
490	

Men

No	%
128	

Women

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
501	26	09	120	--	656	460	31	08	118	01	618

Demand ratio 1.30:1.0

Dropout % 0.45

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

The college doesn't have a structured programme for coaching students for competitive exams. However, the Library facilities including the internet are made available to students who prepare for various competitive exams. Faculty members from the departments of English and Mass Communication and Political Science help students on the individual basis as well.

No. of students beneficiaries

About 50

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

The College counsellor counsels the students when approached on various issues. The class mentors also regularly interact with the students of their class and sometimes on an individual level. They counsel the students when ever there is a need. The difficult cases are referred to the college counsellor.

Career guidance support is provided by the departments as well as the Placement Cell. Various sessions on personality development, communication skills, soft skills, interview skills etc are regularly arranged.

No. of students benefitted

About 300

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
08	175	144	06

5.8 Details of gender sensitization programmes

- A certificate course on ‘Gender and Human Rights’ was conducted by the departments of English and political Science in collaboration with ‘Asmita’, an NGO to make students aware of gender equality and gender rights.
- Women Empowerment Cell(WEC) of the college organised a session on gender rights and legal issues relating to it by an eminent lawyer Ms. Mytri Reddy
- Two Health awareness programmes were organised by WEC, one for girl students and the other for women staff members.

5.9 Students Activities

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

State/ University level National level International

No. of students participated in cultural events

State/ University level National level International

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International

Cultural: State/ University level National level International

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	165	36, 44, 250
Financial support from government	45 Applied	Scholarship amount from Telengana State Government for the year 2014-15 is awaited
Financial support from other sources	---	---
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NIL

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

The institution was founded on the principles of values and moral supported by the strength of dedication and commitment.

The institution looks forward to growing and evolving into a premier institutions of global standards imparting quality education and offering a variety of courses and diverse programmes that attract students not only from different regions in India but also from abroad.

The aim of the institution is to enhance the academic experience of students from all walks of life by inspiring them, by tapping and channelising their potential, and by enlightening them to become productive citizens and individuals of integrity.

MISSION

- To meet higher education needs of the community adequately through various programs.
- To identify and recruit the right kind of human resources training and motivating them for better performance continuously.
- To develop meaningful educational plans, compatible to the goals of the students and prepare them well for the career advancement and employment.
- To provide a stimulating environment for work, study and scholarly enquiry for students & faculty.
- To make maximum use of the resources and infrastructure.

Communication to students, teachers and other stakeholders through:

- Display on the college campus, the College website and the prospectus.
- Student-Parent orientation program soon after admission
- Various academic, social and cultural activities conducted by the departments
- Staff orientation programme for the new teachers
- Reiteration of the core aspects of vision and mission in the regular staff meetings.

6.2 Does the Institution has a management Information System

Yes. The MIS is used in the general administration of staff and students and accounts. The following are the features of the MIS

- Daily absent report of students
- Daily attendance of all staff with their reporting time
- Bulk SMS to parents - information regarding attendance, date of payment of college fee, examination fee, receipt of fee payment, various examination dates etc
- Admission Management
- Fee management
- Library management
- Accounts management

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

6.3.1 Curriculum Development

The college which is affiliated to Osmania University follows the curriculum prescribed by the Osmania University for all the courses offered. The annual students' feedback which has components of syllabus is collected and based on that, suggestions are made to the Board of Studies through the Department meetings convened by the University. The departments also facilitate value added certificate programmes to go beyond the syllabus.

6.3.2 Teaching and Learning

Training programme by external experts was conducted to enhance the teaching skills of faculty members at the beginning of the academic year. Many faculty members have also attended various seminars/workshops which helped them to keep abreast of new developments in their fields and to expand their horizons of knowledge.

Different teaching methodologies were used keeping in mind the subject and the kind of students. Some of the methodologies adopted to improve and maintain the quality were:

- Soft Skills training programme
- Observance of Corporate Day by BBA students
- Presentation by students on subject/topic related matters
- Interactive sessions with students
- Group discussion
- Use of internet ready phones as a tool for learning
- Use of video clippings
- Scrap book preparation by students
- Use of daily newspapers for BA (Mass Comm) students, and for others for reading and comprehension exercise
- Photo-walk
- Group work and pair work

Departments have conducted contemporary, skill based and value-added certificate courses to help the students acquire vital knowledge in the chosen areas.

6.3.3 Examination and Evaluation

The College conducts terminal examinations and the pre final examinations for all the students. These exams are conducted as per the question paper pattern of the University Annual Examination. This helps the students to get used the pattern of the university exam. Apart from these, many departments conduct slip tests regularly to assess the learning of their students. The evaluated answer scripts of the college exams and tests are given to the students and the reports are sent to the parents. The result analysis at the level of individual lecturer, subject and department is done to make continuous improvements.

6.3.4 Research and Development

The teachers are encouraged to participate in National and International Conferences and present research papers. The college sponsors them in this effort. During the academic year 27 faculty members have attended various national/international seminars/conferences and 16 papers were presented. Nine student projects were completed under the guidance of various departments. The Research Committee encourages the faculty members to register for Ph.D programmes.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college deploys and employs ICTs for both academic and administrative purposes

148 computers were replaced with I 3 4th Gen Computers, 2GB, 500HD, 18.5 LED.

6.3.6 Human Resource Management

The college has a well defined HR policy manual which serves as a guide book for all matters relating to the employees.

The college organises a two day orientation programme for the teaching staff conducted by external experts at the beginning of every academic year. Apart from this regular training programmes/guest lectures are organized for the teaching faculty on various subjects pertaining to them. All these go on to enhance the quality of teaching-learning process. This also helps in building a strong team spirit in them.

Some programmes like basic computer skills, bank transactional skills and health awareness for the sub staff were conducted during the academic year.

Annual picnics are organized both for teaching staff and other employees. This helps in bringing about integration, teamwork etc. This also boosts employees' morale and rejuvenates their spirit.

6.3.7 Faculty and Staff recruitment

The Principal takes stock of human resources requirements at the end of every academic year and recruits personnel for the following academic year. The institution recruits faculty members and staff based on the guidelines provided by the University. The positions are advertised through newspapers and consultants and qualified candidates are called for an interview. Different kinds of interview are conducted depending on the requirements of a particular position. For teaching positions, the Head of the department concerned along with the senior members from the department and the Principal conducts the subject/skills interview. This is followed by a demonstration test. The short listed candidates are interviewed by the Group Director before the offer letter is issued. The candidates who join the institution are placed on probation for a full academic year. At the end of the academic year their performance is evaluated and if found satisfactory, they are continued in the institution. This is followed by sending of their names to the affiliating University for ratification.

6.3.8 Industry Interaction / Collaboration

The Department of Mass Communication has a MoU with Asmita, a resource centre for women to conduct certificate courses for the students of the department. A certificate course on 'Gender and Human Rights' was conducted. The Department of Life Sciences has a MoU signed with Venvet Chemicals Pvt Ltd. to do student project, Chelation of Essential Trace

Minerals to Use in the Poultry Field as a Mineral Supplement”. 20 Students from the department were involved in the project under the guidance of the faculty members. A certificate course, Antimicrobial activity of synthetic compounds was conducted in collaboration with Primer Biotech. A field trip for the Mass Communication students was organized to Deccan Development Society, Pastapur, Zahirabad, to interact with community and media development personnel. The students could also study the media development model. The Dept of Commerce organised a interactive field visit for their final year students to study Process Costing.

6.3.9 Admission of Students

Admission to various courses offered by the institution is according to the norms of the affiliating University. The college constitutes an admission committee consisting of members from every department to help with the admission process. The students who aspire for admission are given a pre application form to be filled in. Then the applicant along with the parent/guardian meets the admission counsellors who give them information about the courses offered, eligibility criteria, syllabus details, facilities available, future prospects etc. Once the counsellor approves the applicant’s choice of the course, he/she is asked to buy the application form, fill and submit it with the requisite documents. Selection is based on merit and once the applicants are informed of their selection, they are asked to meet the Principal and confirm their admission by paying the fee. A notable feature of the admission process is that the Principal meets all the students along with their parents individually, without which the admission is not given. This helps the college in getting to know the parents and for the parents it is a kind of affirmation that they receive from the college.

6.4 Welfare schemes for

Teaching	2
Non teaching	2
Students	--

6.5 Total corpus fund generated

7.5 Lakhs

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	No		Yes	*AAA Cell
Administrative	No		Yes	*AAA Cell

*Academic and Administrative Audit Cell of the College

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

For UG Programmes Yes No

For PG Programmes Yes No

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

The affiliating university has not made any changes to the existing examination system in the year 2014-2015.

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

NIL

6.11 Activities and support from the Alumni Association

The Alumni meet was held and new office bearers were elected. The new body promised to increase the involvement of alumni in the development of the college. Few of the alumni were called for guest lectures and interactive sessions.

6.12 Activities and support from the Parent – Teacher Association

The college doesn't have a formal parent-teacher association. However, the mentors of each class maintain contact with the parents and meet them when required. The IQAC takes a feedback from parents about various aspects of the college.

6.13 Development programmes for support staff

The Computer literacy programme was conducted for office boys. Bank transactional skills were taught to the sub staff. An awareness programme on health issues was conducted for sub staff.

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

A campaign was organized in three stages to eliminate the use of plastic on the campus. At the second level of the campaign cloth bags were distributed free of cost to everyone on the campus.

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.

Observance of Corporate Day: The Department of Commerce and Management has introduced Corporate Day for all the students of BBA. Every Saturday has been devoted for this innovative activity based teaching. The students were given areas like marketing, crisis management, leadership, communication etc to work on and present situations that would reflect the given theme. After the activity the outcomes were discussed by the students and the faculty members. Quiz and discussion on current topics were also part of the Corporate Day. Through this students could gain practical skills and knowledge which made them better prepared for their cooperate lives.

Faculty Colloquium: The Department of Commerce and Management has introduced a peer sharing activity among its members called Faculty Colloquium. In each of the sessions one of the members chooses a topic which is not only of his interest but also of his expertise and shares it with other members. This is followed by discussions in which other members contribute. The members found this method to be a useful value addition to their teaching-learning process.

Mock Parliament: The Department of Political Science has organized a Mock Parliament session for all the B.A students. This will be an annual event. It was organized as an educational tool to promote the understanding of the working of the Parliament and the Government. It helped the students to have a real experience of how the bills become laws and understand the scope and role of ministers, opposition leader, speaker, president etc.

Online Student Feedback by IQAC: To ensure maximum efficiency in terms of time and effort, the IQAC has introduced an online feedback system. St.Mary's is only a second college in Telengana State to introduce this. The analysis of feedback was taken up as student project.

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

The Proposed National Seminar by Departments of MSCs and Commerce could not be organized and both will be organized in the next academic year.

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

Best Practice I

1. Title of the Practice: Soft Skills Training

2. Goal: This training programme was conceived and implemented by the Department of English to ensure that the students are equipped to handle the challenges of the world and make them employable.

3. The Context: It was a growing realisation that the present day students were not equipped to handle the challenges of life and future career by merely studying the prescribed curriculum. When many of our students faced interviews for internships and jobs through the college

Placement Cell, they felt that they were not fully equipped and prepared. Often the students would approach some of the Lecturers in the Department for help. That is when the department of English felt the need to introduce a structured programme on Soft skills.

4. The Practice:

The Department of English introduced a 15 hour soft skills teaching programme by all the teachers of the department for all the I & II year graduate students. Some of the senior members are well versed in the skills and are used to conduct training sessions. And they helped the other members to hone their skills and helped them teach those skills to students. The topics covered are different kinds of Communication skills, interpersonal skills, leadership skills, social skills, conflict management, interview skills, goal setting etc. The methods used were lecturing, role play, use of video clips etc.

5. Evidence of Success:

Though it is little early to have complete evidence of its success, some benefits of the programme could be observed. Soft skills training played a major role in boosting enthusiasm and honing attitude in students. They have gained self confidence and have grown in self esteem. These are evident in the class room interactions as well as in their enthusiasm in participating in various competitions and events both in the college and outside. They have also improved in their presentation skills.

6. Problems Encountered and Resources Required:

The initial problem was convincing students to stay back after the college hours for the sessions. This was overcome by finding time slots within the regular time table. It was decided to incorporate it within the time table of the Department. There were also some challenges regarding the delivery mechanism and after much brain storming and planning that was also resolved. At the beginning, some members of the department were hesitant to implement this but they were persuaded to do the programme for the benefit of the students. A little training was required for some members of the department to handle this programme and that was given by other members who were experienced on this line. They also took help from online resources.

7. Notes (optional):

The department members and students are now enthusiastic about the whole programme and it was decided by the department to improve the programme in the days to come.

Best Practice II

1. Title of the Practice:

Prerna – An Inter Collegiate Cultural and Literary Fest

2. **Goal:**

- To establish 'Prerna' as a flagship annual event of the college.
- Provide a program of events which engages and inspires the interest of student community in the city
- Create new opportunities for social and cultural interaction and bonding among students.
- Build a public arena for the promotion and presentation of student talents and skills

3. The Context: The idea of an intercollegiate fest was from students. They wanted to bring other city colleges on to a single platform to showcase the talents of students and they wanted their college to take a lead in this regard. With the help of the Management and staff, the festival could be organised.

4. **The Practice:**

An organising committee consisting of a few members of the staff and students was formed to conduct the two day festival. The students came out with a master plan to ensure the smooth conduct of the fest. Different sub committees for Sponsorship, Invitation, Events, Logistics, Prizes & certificates, etc were formed for better coordination. Sponsorship for various segments of the fest was raised by students. Day one was for literary events and competitions by the departments. Some of the events conducted were Role Switch, Whats D Dialogue?, Na'at Shareef, Samskrutha Sloka Pathanam, Slogan Writing, JAM, Quiz, Story Writing, Clickink. An array of Cultural events and competitions like Fashion Show, Battle Of the Bands, Group Dance, Solo Dance, Solo Singing, Rang bi Rangi, mad munching, Don't Hit the Beat, 60 Seconds on Six Strings etc. were conducted on the second day.

5. **Evidence of Success:**

Organising this festival 'Prerna' helped the students to combine education and fun and to explore different facets of human life, be it professional, aesthetic or personal excellence. It resulted in the transformation of youth into confident, open-minded, mature, innovative and independent individuals with a never-say-die attitude. It helped them to acquire leadership, managerial and organisational skills and gave them opportunity to demonstrate them. It provided a refreshing break from the mundane day to day work and acted as a whetstone to sharpen students' soft skills and let them unleash their potential.

6. **Problems Encountered and Resources Required:**

Everyone can create a team but putting together an efficient team of students and staff that will work together is a tough task. Then, getting funds sanctioned and raising sponsorships is a big anxiety for the organising committee. Issues like fixing a celebrity as chief guest for the event and arranging judges for various competitions also involves some hardships. No one wants to attend a boring event. Hence, planning various events and competitions and coming to an

agreement on these too pose some problems. Preparing the venue and decoration of it is a problem as well because it needs to stand on the expectations of the whole college and other participating colleges. Moreover, it involves the image of the college. Crowd management and enforcing discipline on the days of events also pose a challenge.

7. Notes (optional):

The success of the event made everyone more confident about conducting the event in an improved manner in future.

7.4 Contribution to environmental awareness / protection

The Science Club of the college conducted a campaign to make the campus 'plastic free'. An awareness campaign was launched by the students and cloth bags were distributed free of cost to discourage people from bringing plastic bags on to the campus. Over a period of time use of plastic on the campus has been reduced considerably. The Club is working towards making the Campus truly 'plastic free'.

The IQAC partnered with International Centre for Culture and Education and facilitated a Green Revolution Global Certification Programme (cause supported by UN Framework Convention on Climate Change) for students. 21 students were awarded the certification after completing the course. The initiative is about spreading knowledge on the effects of climate change and the actions people can take. Two of our students were also selected as Climate Counsellors to carry the programme forward.

7.5 Whether environmental audit was conducted? Yes No

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

SWOT Analysis:

Premise:

Institutions do not exist in a vacuum but rather exist, compete and cooperate in an interrelated environment characterized by complexity. St. Mary's College Hyderabad annually conducts a SWOC (Strengths, Weaknesses, Opportunities and Challenges) Survey to understand the Institution's environment that can offer powerful insights into the functioning of the College and those areas that affect it, so that suitable strategy formulation could be evolved, to enable it to seize the opportunities, as well as actions to overcome the short comings.

South State Business School was entrusted with this consulting assignment and the results of this project are enumerated below:

The process:

In order to understand the possible attributes both tangible and intangible as well as the attractive factors that could help the Institute to exist and prosper, the factors that detract the Institute

from maintaining the competitive edge and areas for improvement and lastly the challenges that might pose an unfavourable trend, a questionnaire was designed and administered to the following stake holders.

- a. Faculty and Non-Teaching Staff
- b. Student Community and Alumni
- c. Parents, Vendors and Other Service Providers

In order to capture candid feedback the respondents were given the choice either to mention their names or not. A Convenience sample randomly chosen method was adapted and the respondent of 40 participants from each group was chosen. The respondents were asked to fill in the questionnaire and drop it in the box at the front office.

The survey elicited 188 useable responses. A follow up was made one week after initial survey was administered. Another 35 useable responses was obtained.

Conclusion:

The outcome of the survey (given below) revealed that the Institution has several strengths. These have to be nurtured so that they continue to remain as strengths. The survey also brought out some of the opportunities which the Institute can take advantage off. The Management could plan suitable action items so that they could reduce the weakness and improve the status.

Finally, the Institution could be sensitive to the challenges and strategize to utilize its resources to avoid and reduce the threats.

Recommendations:

1. The Management, Group Admin, Principal and the individual HODs should meet and chalk out at least 2 to 3 action items how to maintain the Strengths and leverage on the Opportunities, and prepare 2 to 3 action items for the development areas and to overcome the Challenges.
2. Periodic review should be undertaken to monitor the progress and take proactive measures where ever implementation is slow.

Strengths:

1. Infrastructure and well ventilated class rooms.
2. College premises well maintained.
3. Events like PRERNA, Anti Ragging Force 'RAF' and other activities encourage students to demonstrate leadership.
4. IT team at the Tech Centre ensures availability of all systems more than 99.92% with periodic up gradations.
5. All round grooming in soft skills, values, IT skills, creativity and innovation, communication are provided to the students all round the year.
6. Discipline issues are proactively and promptly addressed.
7. Faculty members are encouraged regularly to attend training programs to upgrade their knowledge and skills.
8. Well qualified faculty members who are always helpful and support the students.

9. Mentorship program helps guide the students.
10. The Placement Cell is very active and provides Internships as well as final placement for the students.
11. Collaborative partnerships with Universities abroad and opportunity for students to do Certificate Program.
12. Foreign Students are exposed to Indian culture and Indian students are exposed to foreign culture. Diversity as a culture is encouraged and practiced.
13. An efficient SMS which is used to inform the parent in case their ward is absent and periodically intimate the progress and behaviour.
14. Mini Theatre for conducting Guest Lectures and seminars is well equipped.

Weakness:

1. Absenteeism among students.
2. More sports facilities in the College are required.
3. Faculty to publish more research papers and undertake consulting assignments.
4. E-learning materials to be used in the class room as part of multiple pedagogy.

Opportunities:

1. To obtain permanent affiliation so as to gain autonomous status in the future.
2. To offer additional value added programs.
3. To increase the number of seats for BBA students.

Challenges:

1. Autonomous status of other reputed Colleges in the city can wean away better students.
2. Design a new admission process to attract serious students in to the system.

8. Plans of institution for next year

- To take all steps to get Permanent Affiliation
- To establish a Research Centre
- Heads of Departments to attend and present paper in at least one National/International Seminar/Workshop
- One ISR Initiative to be undertaken
- Every Department to implement two new quality initiatives
- To continue to publish the College Magazine 'Horizon'
- Gender Audit and Green Audit to be undertaken
- To organize the annual inter collegiate cultural and literary fest "Prerna"
- To actively pursue with the NCC Directorate to establish an NCC unit
- One faculty member to be sent for the UGC Orientation/ Refresher Course
- Steps are to be taken to introduce at least one PG course for the academic year 2015-16 to enable the College to apply for UGC recognition under Sec 12(f) and 2(b)
- IQAC to arrange at least Two guest lectures/workshops for teachers on improving quality in academics by external experts of repute

Note: Apart from these, the individual departments have also made plans keeping in mind the mission and vision of the college which is enclosed in the annexure.

Name: T. Joseph Christadoss

Name: D.P. Rama Rao

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

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
