

*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](mailto: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

Bhavan's Vivekananda College of Science, Humanities & Commerce

1.2 Address Line 1

Sainikpuri

Address Line 2

Ranga Reddy District

City/Town

Secunderabad

State

AP

Pin Code

500094

Institution e-mail address

[bhavanvc@yahoo.co.in](mailto:bhavanvc@yahoo.co.in),  
[principal@bhavansvc.org](mailto:principal@bhavansvc.org)

Contact Nos.

040 27115878,  
04027111611,04027114468

Name of the Head of the Institution:

Prof. Y. Ashok

Tel. No. with STD Code:

040 27115878, Ext: - 220

Mobile:

9866037201

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A	3.02	2012	5 years - 2017
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

1.8 AQAR for the year

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

- i. AQAR \_\_\_\_\_ (19/07/2013)  
ii. AQAR \_\_\_\_\_ (23/07/2014)  
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)

Bachelor of Computer Applications

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

Osmania University, Hyderabad

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

Autonomy by State/Central Govt. / 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

8

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

02

2.4 No. of Management representatives

01

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and  
community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

17

2.10 No. of IQAC meetings held: 2

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

Career guidance and placement cell strengthened  
More Avenues for students to engage in community services  
Conducting of FDP's every year

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) Proposed to send 5 faculty members to refresher courses	1) Five faculty members have attended the refresher courses in the year 2013-14
2) Faculty members are encouraged to attend seminars and workshops.	2) Twenty Faculty members attended seminars and workshops.

\* Attached the Academic Calendar of the year as Annexure.

### Academic Calendar - Annexure I

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

#### Provide the details of the action taken

Management committee agreed upon the composition of IQAC

Applied for Autonomy as resolved in GB Meeting

## 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	04	-	04	-
UG	12	-	12	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	04	-	04	04
Others	-	-	-	-
<b>Total</b>	20	-	20	-
Interdisciplinary	05	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	5
Trimester	-
Annual	11

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

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

\* *provided an analysis of the feedback in the Annexure II(a), II(b), & II(c)*

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

Yes, there is a change in the syllabus of BCom(Hons) Ist year- Introduced Practical's for all the Subjects.

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
	103	94	7	2	

2.2 No. of permanent faculty with Ph.D.

20

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

05

-

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	14	24	-
Presented papers	9	20	-
Resource Persons	1	-	-

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

Use of ICT in teaching and learning process

Establishing organizer for every subject well before commencement of classes

Teaching faculty and students are encouraged to use latest technology such as LCD, internet in TLE

Teachers teaching material is shared with the students

2.7 Total No. of actual teaching days during this academic year **212**

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

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

08	-	-
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2.10 Average percentage of attendance of students 76.87%



2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	714	56.7%	34.3%	0.09%	-	89.35%
PG	190	39.3%	51.7%	0.09%	-	93.68%

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

- Academic audit
- Meetings

2.13 Initiatives undertaken towards faculty development 16

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	3
Faculty exchange programme	-
Staff training conducted by the university	6
Staff training conducted by other institutions	2
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	20	-	-	-
Technical Staff	18	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

Encourage the faculty to pursue research - M.Phil/PhD

Encourage faculty participation to attend symposia, seminars, workshops, conferences

Rs. 3 lakh is allocated in the annual budget of college for research

The college provides funding towards registration fee/TA/DA to the faculty for attending conferences/ seminars etc

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	02	-	-
Outlay in Rs. Lakhs	28.73 Lakhs	27.051 Lakhs	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	1
Outlay in Rs. Lakhs	-	-	-	1.5 Lakhs

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	06	-
Non-Peer Review Journals	-	-	3
e-Journals	-	1	-
Conference proceedings	4	16	-

#### 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	2012-2015	UGC	27,05,100	19,09,600
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)	2 Research Awards (2012-14)	UGC	28,73,524	21,24,369
Total	-		55,78,624	40,33,969

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 (Conference) 1 (Workshop)	-	-	2
Sponsoring agencies		ICSSR, APSCHE			

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
2	-	2	-	-	-	-

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	<input type="text" value="2"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="13"/>	State level	<input type="text" value="2"/>
National level	<input type="text" value="4"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>	
NCC	<input type="text" value="8"/>	NSS	<input type="text" value="5"/>	Any other <input type="text" value="-"/>

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

- Outreach programmes
- Scholarships
- Tree plantations
- Student participation in programmes outside college

## 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	10 acres	-	-	10
Class rooms	49	3	Mgt	52
Laboratories	27	1	Mgt	28
Seminar Halls	1	1	Mgt	2
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	5	1	Mgt	6
Value of the equipment purchased during the year (Rs. in Lakhs)	182.62 Lakhs	15.38 Lakhs	Mgt	198 Lakhs
Others	-	-	-	-

#### 4.2 Computerization of administration and library

Computerized Fee collection
Student attendance and examinations monitoring
Biometric attendance for staff
Library and Administration are fully computerized

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(Rs)	No.	Value(Rs)	No.	Value(Rs)
Text Books	18129	4276649	500	175975	18629	4452624
Reference Books	4869	1480000	27	19000	4896	1499000
e-Books	-	-	-	-	-	-
Journals	122	965897	1	780	123	966677
e-Journals	INFLIBNET MEMBERSHIP					
Digital Database						
CD & Video	397	-	32	-	1029	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	322	9	One block	3	1	11	20	26
Added	30	-	Entire college	-	-	-	-	-
Total	352	9		3	1	11	20	26

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

- |   |
|---|
| 1.Entire campus is on LAN<br>2.Workshops organized on .NET, Ethical Hacking & IT Hardware |
|---|

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	5.5 Lakhs
ii) Campus Infrastructure and facilities	50.32 Lakhs
iii) Equipments	2 Lakhs
iv) Others	-
<b>Total :</b>	<b>57.82 Lakhs</b>

### Criterion – V

#### 5. Student Support and Progression

##### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Student council meetings
Circulars
Assembly announcements
SMS services
Notice boards
College Website

## 5.2 Efforts made by the institution for tracking the progression

Yearly review meetings
Academic audit
Alumni coordinator
Mentor system

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	2811	357	-	-

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	1848	58.4		1320	41.6

Last Year(2012-13)						This Year(2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1846	279	64	918	3	3110	1816	295	40	1012	5	3168

Demand ratio 1:3      Dropout % - 5.8

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

CA-CPT course is offered
Coaching for UGC-CSIR

No. of students beneficiaries

## 5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="1"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>



## 5.6 Details of student counselling and career guidance

A separate student counselling centre with a counsellor is available

A separate career guidance and placement cell is established for career guidance

No. of students benefitted

650

## 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
35	650	282	45

## 5.8 Details of gender sensitization programmes

- A guest lecture was arranged on “*While economists debate, can scientists show the way to nutrition security for India*” by Dr.Ms Mahtab S. Bamji, INSA Honorary Scientist as a part of women cell activity and celebration of International women year.
- Lecture on Women Empowerment by Prof.M.Usha
- Self Defence training for girls.

## 5.9 Students Activities

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

State/ University level

58

National level

17

International level

2

No. of students participated in cultural events: 180

State/ University level

82

National level

98

International level

-

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

Sports : State/ University level

12

National level

7

International level

3

Cultural: State/ University level

41

National level

44

International level

-

### 5.10 Scholarships and Financial Support

	Number of students	Amount(Rs)
Financial support from institution	86	379000
Financial support from government	256	5525805
Financial support from other sources	26	124500
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: - \_\_\_\_\_

## Criterion – VI

## **6. Governance, Leadership and Management**

### 6.1 State the Vision and Mission of the institution

#### **Bhavan's Vision**

Youth empowerment with Culture, Knowledge and Strength of body and mind.

#### **Bhavan's Mission**

Bhavan's Vivekananda College (BVC) seeks to provide quality higher education to its students in both general education and discipline-specific courses.

BVC will continue to provide its graduates with a solid academic foundation for further educational opportunities, the knowledge and skills for career opportunities upon graduating.

BVC seeks to integrate into the students' program of study, the development of skills including critical thinking, problem-solving, written and oral communication and laboratory research techniques.

BVC seeks to learn, to adapt and to lead in the creation of a pool of committed and competent individuals dedicated to process of nation building.

## 6.2 Does the Institution has a management Information System

Yes Fee collection, staff leave register, pay roll  
Admission process is computerised  
Student administration is computerised (E-Z School)

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

### 6.3.1 Curriculum Development

8 faculty members are involved in curriculum development as Members of BOS/Faculty

### 6.3.2 Teaching and Learning

Simulation experiments with software  
Lab Manuals  
Case studies, role plays, videos, presentations  
Statistical surveys  
Demonstration of experiments

### 6.3.3 Examination and Evaluation

Viva voce Unit tests are conducted.  
Timely evaluation of the exams and feedback to students.  
Internal assessment in few courses  
Assignments

#### 6.3.4 Research and Development

National Seminar: 1

National workshop: 1

Two major research projects of UGC are under progress

Completed two projects under UGC Research award scheme

FDP on Research Methodology

Live summer projects by students guided by faculty

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Library is strengthened with books worth Rs 1.96 lakhs

Strengthened computer facilities with addition of 30 systems with latest configuration

Purchased equipment worth Rs 5.5 lakhs for science laboratories

Added furniture worth Rs 4.26 lakhs

#### 6.3.6 Human Resource Management

Implementation of Government pay scales

Incentives to staff on upgradation of qualification

Grievance redressal cell

Encouraging staff for refresher/orientation courses/ FDPs/ Seminars and conferences/ workshops

#### 6.3.7 Faculty and Staff recruitment

Recruitment and Selection as per UGC/University / State Government norms

Well qualified staff includes 22 PhDs, 17 MPhils

### 6.3.8 Industry Interaction / Collaboration

Collaboration with NSIC for entrepreneurship development

Regular Industrial visits

Leading companies of India are the recruiters of the college

### 6.3.9 Admission of Students

Admissions are as per University/Government norms.

### 6.4 Welfare schemes for

Teaching	Rs 108385
Non teaching	Rs 5350
Students	Rs 1673729

### 6.5 Total corpus fund generated

52.5 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	No	Yes	<b>Academic committee</b>
Administrative	No	No	Yes	<b>Academic committee</b>

### 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?

NA

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

NA

6.11 Activities and support from the Alumni Association

Scholarships by alumni to students  
Motivational lectures to students  
Placement Support from Alumni

6.12 Activities and support from the Parent – Teacher Association

Regular Parent teachers meets and feedback from the parents  
Parental support for conducting various activities in the college

6.13 Development programmes for support staff

Encouraging staff to pursue higher education  
Fee concession for the children of support staff  
Housing facility is provided

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

Mass tree plantation in collaboration with Hyderabad Metro Rail, NCC and Zee TV

Pollution check for the vehicles

Vermicompost pit

Sanitary Napkin incinerator

## 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.

Introduction of Biometric system

Monthly feedback to parents on progression of the student

**Volitions** programme helped in sharing the knowledge among teachers

Publishing of Departmental magazine – **ElectriPhying World**

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

College Almanac is a statement of activities proposed for the academic year

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

i) Health awareness programme for staff and students

ii) Outreach programmes for less privileged children

***\*Provide the details in annexure numbered as III(a), III(b), III(c), IV(a), IV (b), IV(c) & IV(d).***

7.4 Contribution to environmental awareness / protection

Promotion and sale of eco-friendly Ganeshas

Free stall facility for NGO's/volunteers for the promotion of eco-friendly carry bags

Organic farming

Recycling of paper in collaboration with ITC

Environmental awareness through wall magazine

7.5 Whether environmental audit was conducted? Yes  No

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

NAAC accreditation has enhanced the image of the Institution

Consistency in college results

Fluctuation of subscription for various courses is a challenge for the organization

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

Proposal for autonomy submitted to UGC

Proposal for recognition of college as Research centre (by Affiliating university)

Proposal to start M.Com course

Proposal to organize National Seminar by IQAC

Proposal to organize National Seminar on Pharmacogenomics

Name: Dr. K Vasudeva Rao



Signature of the Coordinator, IQAC

Name: Prof. Y Ashok



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 for Academic Year 2013-14:

Month	Activities	Date/No. of Days	
May	<ul style="list-style-type: none"> <li>• Sale of Applications for UG I Year</li> <li>• College Maintenance</li> </ul>		
June	<ul style="list-style-type: none"> <li>• Reopening of College</li> <li>• Commencement of UG II &amp; III Year classes</li>   <li>• Registration of Applications for UG courses</li> <li>• Admissions for UG I year</li> <li>• <b>I Term Fee Collection for UG II &amp; III Year students</b></li> <li>• MBA II/IV semester final examinations</li> <li>• Induction programme for I Year</li> </ul>	3 <sup>rd</sup> June '13 10 <sup>th</sup> June '13  <b>Last Date:</b> 10 <sup>th</sup> Jun '13 31 <sup>st</sup> Aug '13  <b>10<sup>th</sup> Jun to 5<sup>th</sup> July '13</b> 29 <sup>th</sup> Jun '13	
July	<ul style="list-style-type: none"> <li>• Commencement of I Year</li> <li>• Class wise Unit Tests for II &amp; III Year students</li> <li>• I Extension lecture and extracurricular activities of the respective departments</li> </ul>	1 <sup>st</sup> July '13 8 <sup>th</sup> Jul '13  End of July '13	
August	<ul style="list-style-type: none"> <li>• Fresher's Party for UG students</li> <li>• Unit Test for I Year students</li> <li>• Fresher's Party for PG students</li> <li>• Independence Day (Academic Prizes Subject-wise)</li> <li>• <b>Bhavanotsav</b> - Inter Collegiate Meet</li> <li>• Blood Donation &amp; Health Camp</li> </ul>	8 <sup>th</sup> Aug '13 12 <sup>th</sup> Aug 13 onwards  15 <sup>th</sup> Aug '13  30 <sup>th</sup> & 31 <sup>st</sup> Aug '13  1 Day	

September	<ul style="list-style-type: none"> <li>Teachers Day</li> <li>Workshop on Nuclear Chemistry</li> <li>National Seminar in Commerce</li> <li>Mid-term Exams for I, II &amp; III Year students</li> <li>Inter College Sports</li> </ul>	5 <sup>th</sup> Sep '13 13 <sup>th</sup> Sep 2013 13 <sup>th</sup> Sep 2013 23 <sup>rd</sup> Sep '13	
October	<ul style="list-style-type: none"> <li>Supplementary Exams &amp; Vacation</li> <li>MBA Industrial Tour</li> </ul>	11 <sup>th</sup> Oct to 1 <sup>st</sup> Nov '13	March 2014
November	<ul style="list-style-type: none"> <li>Re-opening after vacation</li> <li>Management Day</li> <li><b>Last date of II Term Fee for I, II &amp; III Year students</b></li> <li>M.Sc I &amp; III semester exams</li> <li>MBA III semester exams</li> <li>II Extension lecture and extracurricular activities of the respective departments</li> <li>MEDHA - 2013</li> </ul>	4 <sup>th</sup> Nov '13 11 <sup>th</sup> Nov'13  <b>20<sup>th</sup> Nov '13</b>  3 <sup>rd</sup> week of Nov '13	Feb 25 <sup>th</sup> 2014
<b>Month</b>	<b>Activities</b>	<b>Date/No. of Days</b>	
December	<ul style="list-style-type: none"> <li>Unit Test II for I &amp; II year students</li> <li>Language Day Celebrations</li> <li>Charles Babbage Day celebrations</li> <li><b>Yuva Mahotsav</b> - Interclass Cultural Meet</li> <li>Dr.K.M.Munshiji's Birthday</li> <li>Issue of application forms for Annual Exams</li> </ul>	1 <sup>st</sup> week of Dec '13 17 <sup>th</sup> Dec 2013 26 <sup>th</sup> Dec '13 30 <sup>th</sup> & 31 <sup>st</sup> Dec '13	

January	<ul style="list-style-type: none"> <li>• College Annual Day</li> <li>• MBA I semester final examinations</li> <li>• Republic Day &amp; Prize Distribution for sports</li> <li>• Last teaching day for the II &amp; III year students</li> <li>• Pre final theory exams for II &amp; III year students</li> <li>• I.H.C./EVS /SC&amp;CIV Exam</li> <li>• Last teaching day for the I year students</li> </ul>	<p>Before 18<sup>th</sup> Jan '14</p> <p>26<sup>th</sup> Jan '14</p> <p>18<sup>th</sup> Jan '14</p> <p>20 to 27<sup>th</sup> Jan '14</p> <p>28<sup>th</sup> Jan '14</p> <p>31<sup>st</sup> Jan '14</p>	<p>28<sup>th</sup> Feb 2014</p> <p>1<sup>st</sup> Feb 2014</p>
February	<ul style="list-style-type: none"> <li>• Gyan Tarangini Vyakyana Mala</li> <li>• Practical Pre-final for UG students</li> <li>• Pre final theory exams for I year students</li> <li>• Final practical exams for I, II &amp; III year</li> </ul>	<p>31<sup>st</sup> Jan to 9<sup>th</sup> Feb '14</p> <p>25<sup>th</sup> Feb to 1<sup>st</sup> Mar '14</p> <p>12<sup>th</sup> to 24<sup>th</sup> Feb'14</p>	
March	<ul style="list-style-type: none"> <li>• Farewell party – UG</li> <li>• Pre finals for PG Students</li> <li>• Farewell for PG Students</li> <li>• Final Theory Examinations for UG Students</li> </ul>	<p>7<sup>th</sup> Mar '14</p>	
April	<ul style="list-style-type: none"> <li>• Final Practical &amp; Theory Examinations for PG Students</li> </ul>		



**PRINCIPAL**

**Annexure – II(a)**

## FEEDBACK PROCEDURE / ANALYSIS

*'A teacher affects eternity; he can never tell where his influence stops.'* - Henry Adams

The college aims to offer the best possible environment and learning experience to encourage students to perform to their full potential. Students play a critical part in the evaluation, development and enhancement of the quality of this learning experience. Towards this, 'Feedback' from students allows the college to evaluate how its teaching staff is viewed by its most important group of stakeholders, namely its students. Like Sarah Almy, director of teacher quality at The Education Trust, Washington said, "Like all professionals, teachers want, need and deserve evaluation processes that accurately identify their strengths as well as areas in which they need to improve. When done correctly, evaluations can be powerful professional development tools."

The college has been practicing the assessment of lecturers by the students across all streams, for both UG and PG for the last eight years. Each lecturer is assessed on eight parameters (format enclosed) and is marked out of five. Students are asked to complete a brief feedback form, on an anonymous basis, towards the end of academic year.

The statistics that are computed are:

1. Overall score for each subject.
2. Overall score for each subject, for each parameter for each lecturer.
3. Overall score for each lecturer for all subjects he/she takes.
4. Overall department-wise score.

**Annexure – II(b)**

Annexure – III (a)



(Founded in 1938 by Kulapati Dr. K.M. Munshi)

**BHAVAN'S VIVEKANANDA COLLEGE**  
**of Science, Humanities & Commerce**

SAINIKPURI, SECUNDERABAD - 500 094. Ph : 27111611, 27115878  
(AFFILIATED TO OSMANIA UNIVERSITY - Estd : 1993)

To  
The Principal,  
Zilla Parishad Girl's High School,  
Alwal.

Date : 26.6.13

Madam,

Sub: Organizing an outreach programme in your school.

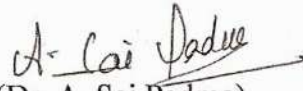
The Department of Biochemistry of Bhavan's Vivekananda College is planning to organize an outreach programme for IX & X standard students. The purpose of the programme is to encourage the students at school level to understand the importance of life sciences and develop interest in the subject.

This programme is planned to explain the concepts in science with relevant practical approach. The staff members along with post graduate students will conduct the programme. The details of the experiments shown to students are enclosed.

This Outreach program will definitely benefit your students and provide a better understanding to plan their career. Hence we request you to permit us to organize the programme in your school on 28<sup>th</sup> of June, 2013.

Thanking you.

Yours sincerely,

  
(Dr. A. Sai Padma)  
Head, Dept. of Biochemistry.

Annexure – III (b)

# Z.P.H.S. (GIRLS) ALWAL

Mandal: Malkajgiri, Ranga Reddy Dist.

D. VANAJA  
Head Mistress



Date: 28-06-2018

TO,  
THE PRINCIPAL,  
BHAVAN'S VIVEKANANDA COLLEGE,  
SAINIKPURI, SEC'BAD.

SUB: EDN- E&ET- ZPHS ALWAL GIRLS - Letter of Appreciation  
& Thanks - regarding - Organizing an Outreach  
Programme for IX & X class - to understand  
importance of life sciences through experiments.

Sir/madam,

We the H.M & staff of ZPHS Girls Alwal  
sincerely thank you from the depth of our hearts  
and applaud you for the programme you organised  
in our school.

It was very enthusiastic and encouraging  
to the budding science students in understanding  
importance and need of the science.

We also request you to kindly organize  
the programme ~~every~~ yearly twice and if possible  
Please conduct the experiment of blood group  
testing for X class which is in their syllabus.

Thanking you.

Yours sincerely,

*D. Vanaja*  
Z. P. H. S. (G) Alwal,  
R. R. District



### **Annexure – III (c)**

#### **Report on Health Camp**

A Health camp was conducted by the Department of Biochemistry from 17<sup>th</sup> - 20<sup>th</sup> Dec, 2013 for the staff and students of Bhavan's Vivekananda College. The camp was organized in association with Bhavan's Sarada Devi Hospital. As a part of the camp various blood parameters like glucose, lipid profile, complete blood count and thyroid profile were investigated. The camp was well received with a participation of 105 staff members and 46 students.

Apart from the above said parameters, blood grouping was also done for the college students. In all, 710 students had got their blood group tested. BMI was also calculated for the interested students.

The participants expressed the need to have this kind of health camp every year for the regular monitoring of various clinical parameters. The four day camp conducted by the department received a very good response and was well appreciated.

Annexure – IV (a)



*Bharatiya Vidya*  
**Bhavan**

(Founded in 1938 by Kulapati Dr. K.M. Munshi)

**BHAVAN'S VIVEKANANDA COLLEGE**  
**of Science, Humanities & Commerce**

SAINIKPURI, SECUNDERABAD - 500 094. Ph : 27111611, 27115878  
(AFFILIATED TO OSMANIA UNIVERSITY - Estd : 1993)

Date : 29. 6. 13

To

Mr.P.Ashok Reddy  
Head Master,  
Z P Boys High School,  
Malkajgiri,  
Secunderabad.

Sub: To conduct an outreach programme-reg.

Sir,

The Department of Microbiology from our college is interested in conducting an outreach programme in your school as part of the Science Club Activity. This programme intends to interact with the students of 8<sup>th</sup> and 9<sup>th</sup> classes. An activity based teaching methodology stressing on microbiological aspects is planned for the better understanding of the students. In this regard our staff and students would like to make five visits to your school in the month of July.

Looking forward for your cooperation and a productive interaction.

Thanking You,

*Received copy*  
*Munshi*  
*29/6/13*

Prof.Y.Ashok

PRINCIPAL

**Annexure – IV (b)**



To

The Principal  
Bhavans Vivekananda College  
Sainikpuri  
Secunderabad


Sub: conduction of outreach programme-reg.

Sir,

Thank you for conducting an outreach programme in our school for students of 8<sup>th</sup>&9<sup>th</sup> classes. This programme brought awareness in Microbiology among students. We will be glad if many more such programmes are conducted in future.

Looking ahead for your support.

Thanking You,

  
5/7/2013  
Mr. P. Ashok Reddy  
Head Master,  
Z P Boys High School,  
Malkajgiri

Gazetted Head Master  
Zilla Parishad High School (Boys)  
Malkajgiri, R.R. Dist. Hyd-4

## Annexure – IV (c)

### Department Of Microbiology OUTREACH PROGRAM Report

The Department of Microbiology organized five day outreach programme from 1st July to 5th July at Z.P Boys High School, Malkajgiri. Students of Science Club and Faculty of Microbiology were involved in activity based methodology programme for 8th & 9th standard students.


Their programme was designed to meet the requirement of the students with new syllabus of Biology.

Introduction to scientific methods, Microscopy – Demonstration of Bacterial & Fungal Specimens, Blood grouping, Viral Diseases, Composting, Health & Hygiene topics were dealt both theoretically and practically with students.

The programme was appreciated by principal & students of that school.

  
HOD, Dept. of Microbiology

Dr.K.Anuradha

  
Coordinator of Outreach Program

S.Anju, Lecturer, Microbiology

*well done. Very good  
initiative. Keep it up.*

  
7/1/14

## Annexure – IV (d)

### Program Schedule

SESSION I –Introduction to scientific methods

SESSION II, DATE: 02.7.13, TIME: 2.30 PM – 3.30 PM

TOPIC: MICROSCOPY, CLASS: 8<sup>th</sup> and 9<sup>th</sup> CLASS.

LECTURE PLAN:

1. Observation of bacterial and fungal plates.
2. Procedure of simple staining -power point presentation
3. Demonstration of bacterial slides-
  - a. Staphylococcus
  - b. BacillusDemonstration of Fungal Slides-
  - a. Penicillin
  - b. Aspergillus
  - c. Yeast

Demonstration of algal slides.

- a. Nostoc
- b. Oscillatoria
- c. Anabaena

SESSION III, DATE: 03.7.13, TIME: 2.30 PM – 3.30 PM

TOPIC: MICROSCOPY, CLASS: 8<sup>th</sup> and 9<sup>th</sup> CLASS.

LECTURE PLAN:8<sup>th</sup> class

1. Viruses
2. Demonstrations of Plant virus symptoms on leaves
  - Leaf with spots
  - Tumor leaves
  - Chlorotic leaves
3. Explain infection of healthy leaf using infected leaf.

9<sup>th</sup> class- Blood groups(ppt)

4. Explain role of RBC and WBC(ppt)
5. Demonstrate Blood Grouping
6. Demonstration of RBC
7. Demonstration of WBC

SESSION IV, DATE: 04.7.13, TIME: 2.30 PM – 3.30 PM

TOPIC: Discovery of microbes & biodegradation

CLASS: 8<sup>th</sup> and 9<sup>th</sup> CLASS.

LECTURE PLAN:,8<sup>th</sup> class

3. History of Microbiology-Discovery
4. PPT on Types of Microorganisms
  - Bacteria, Viruses, Fungi, Algae, Protozoa

9<sup>th</sup> class

8. Biodegradation, Demonstrate degradation of plant material, Plastic etc

SESSION V, DATE: 05.7.13, TIME: 2.30 PM – 3.30 PM

TOPIC: Health & Hygiene, CLASS: 8<sup>th</sup> and 9<sup>th</sup> CLASS.

LECTURE PLAN: 8<sup>th</sup> & 9<sup>th</sup> class

1. Awareness on personal Hygiene
2. Bacterial, Viral, Protozoan diseases and symptoms
3. Vitamin deficiencies and disorders

Conclusion on 5 day programme