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)

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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Introduction

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

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

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

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

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

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

The composition of the IQAC may be as follows:
1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

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

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

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

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

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

The role of coordinator

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

Operational Features of the IQAC

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

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

Monitoring Mechanism

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

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

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

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College,

Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

AQAR for the year *(for example 2013-14)*

2015-16

1. 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

Telangana

Pin Code

500094

Institution e-mail address

principal@bhavansvc.org

bhavanvc@yahoo.co.in

Contact Nos.

040 27115878, 04027111611,04027114468

Name of the Head of the Institution:

Prof. Y. Ashok

Tel. No. with STD Code:

040 27115878, 27111611 Ext: - 220

9866037201

Mobile:

Name of the IQAC Co-ordinator:

Dr. K. Vasudeva Rao

Mobile:

8106301941

IQAC e-mail address:

aqar@bhavansvc.org

bvciqac@bhavansvc.org

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

11357

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

EC/61/A&A/31 and 15.09.2012

1.5 Website address:

http://www.bhavansvc.org

Web-link of the AQAR: http://www.bhavansvc.org/AQAR2015-16.doc

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   01/10/2012

1.8 AQAR for the year

2015-16

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_____ _____ (23/07/2015)
  iv. AQAR_____ _____ (11 /08/2016)

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   08

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. [4]   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. | 2 | International | - | National | - | State | - | Institution Level | 2

(ii) Themes

Quality in Higher Education and Role of IQAC in Post Accredited Scenario

Role of IQAC in enhancing Innovative Practices in Teaching, learning and Evaluation

2.14 Significant Activities and contributions made by IQAC

Various faculty members attended National seminars on CBCS which include:

1) Implementation of CBCS in colleges – Prospects & Challenges

2) Implementation of CBCS in Autonomous Colleges

3) CBCS, Quality Sustenance and Standardization of Examinations

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 organize National	1) Three National Seminars by Department of

Seminars	Languages, Department of Microbiology & Biochemistry & Department of Chemistry were conducted in the year 2015-16.
2) Faculty members are encouraged to attend seminars and workshops.	2) Seventy Faculty members attended various seminars and workshops.
3) Institution has planned to introduce CBCS.	3) Resolved to implement CBCS from 2016-17.
4) Faculty are encouraged to pursue higher education	4) Two faculty members were awarded PhD degree and twenty others have registered and are pursuing PhD

* 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

> Governing Body resolved to initiate to implement CBCS from the academic year2016.
>
> Governing body suggested conducting brainstorming session with the faculty members with regard to the CBCS implementation in the Staff meeting.

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the	Number of	Number of	Number of	Number of value

Programme	existing Programmes	programmes added during the year	self-financing programmes	added / Career Oriented programmes
PhD	1	-	01	-
PG	05	-	05	-
UG	12	-	12	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	05
Others	-	-	-	-
Total	18	-	18	05

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	12 UG and 5 PG
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 for all semesters in the new autonomous system.

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
107	98	7	3	

2.2 No. of permanent faculty with Ph.D.

31

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
17	-	-	-	1	-	-	-	18	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

| 3 | - | - |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	12	36	-
Presented papers	26	43	1
Resource Persons	1	-	3

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

Encouraged students to participate in International and National seminars.

Students are motivated to undertake internships to enhance on the job learning.

College by collaborating with various eminent institutions such as NSDC (National Skill Development Council), TASK (Telangana Academy for Skill and Knowledge), etc. has provided a platform wherein students are encouraged to strengthen their employability skills.

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

214

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

Continuous internal assessment includes MCQ's, short answer and essay questions made in four different sets.

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

08		01		**06**

2.10 Average percentage of attendance of students

77.87%

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	909	42.14%	37.40%	11.77%	0.55%	91.87%
PG	165	17.58%	67.88%	9.09%	-	94.55%

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

- Academic audit

- Meetings

2.13 Initiatives undertaken towards faculty development   29

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	3
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	18
Others	4

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	24	-	-	-

Technical Staff	22	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

> - Microbiology Department had obtained **Research Center Recognition** under Osmania University and three faculty members of Microbiology recognized as supervisors for PhD programme in Microbiology.
>
> - Faculty members were encouraged to apply one Major **project from SERB and Five Minor UGC projects**.
>
> - **Collaborative activities** were undertaken with CII (Confederation of industries of India), NIN, PGRRCDE, Sandor Private Limited and GMERF (Global Medical Education Research Foundation).
>
> - Encouraged faculty participation in attending Seminars, conferences and workshops. The college provides funding towards registration fee/TA/DA to the faculty.
>
> - Rs. 3 Lakhs is allocated in the annual budget of College for research.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	-	-	1
Outlay in Rs. Lakhs	27,05,100	-	-	66,68,000/-

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	10	-	5
Outlay in Rs. Lakhs	-	19,75000	-	24,05,000

3.4   Details on research publications

	International	National	Others
Peer Review Journals	43	10	-
Non-Peer Review Journals	-	-	-
e-Journals	3		-
Conference proceedings	20	19	6

3.5 Details on Impact factor of publications:

Range [0.2- 5.8] Average [1.44] h-index [-] Nos. in SCOPUS [5]

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	2015-2017	UGC SERO, Hyderabad	19,75000	13,47,500
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	19,75,000	13,47,500

3.7 No. of books published   i) With ISBN No. [3]   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	-	3	-	-	
Sponsoring agencies	-	TSCOST AMI TAS Central Institute of Hindi	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons   2

3.13 No. of collaborations   International [-]   National [2-CII& Ernst & Young]   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 [13,47,500]   From Management of University/College [3,00,000]

   Total   [16,47,500]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-				

3.18 No. of faculty from the Institution who are Ph. D. Guides   [7]
   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 [2]   Any other [-]

3.21 No. of students Participated in NSS events:

   University level [1]   State level [-]

   National level [-]   International level [-]

3.22 No. of students participated in NCC events:

   University level [25]   State level [18]

   National level [15]   International level [1]

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	3
State level	2
National level	1
International level	_

3.25 No. of Extension activities organized

University forum	-	College forum	-
NCC	8	NSS	8
Any other	-		

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

1. Outreach programme was organized wherein experiments are shown practically to IX and X class students.

2. Blood donation camp was organized in collaboration with Lions Club.

3. Dental camp was organized in association with International Army School of dental sciences.

4. NSS students were instrumental in organizing Blood donation camp, Polio Vaccination awareness. They also assisted in GHMC and Cyberabad elections as well as Job Mela.

5. Awareness of antibiotics usage was organized to X class students of St. Adam's High School, Chikkadpally.

6. Recycling of waste paper in collaboration of ITC is conducted in the institution.

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	52	5	Mgt	57
Laboratories	28	1	Mgt	29
Seminar Halls	2	-	Mgt	2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	6	-	Mgt	6

Value of the equipment purchased during the year (Rs. in Lakhs)	22490182	-	Mgt	22490182
Others (Examination Block)	_	2	Mgt	2

4.2 Computerization of administration and library

> Computerized Fee collection
>
> Computerization of examination branch
>
> Student attendance and examination monitoring
>
> 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	19142	4658257	910	234477	20052	4892734
Reference Books	4968	1503968	401	220561	5369	1724529
e-Books	-	-	-	-	-	-
Journals	126	979397	1	780	127	980177
e-Journals	INFLIBNET MEMBERSHIP					
Digital Database	E-Z School by VolkSoft					
CD & Video	1115	-	70	-	1185	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	395	9	One block	3	1	11	20	26
Added	56	1	One block	_	1	_	_	4
Total	450	10	2	3	2	11	20	30

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

> 1. Subscribed Beam Network
> 2. Workshops organized on Multimedia, IT hardware and Project training

4.6 Amount spent on maintenance in lakhs:

i) ICT

| 39,330 |

ii) Campus Infrastructure and facilities

| 7,16,968 |

iii) Equipments
(Maintenance and Purchases)

| 14,03,213 |

iv) Others

| 2,57,527 |

Total :

| 24,17,038 |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Student council meetings

Admission notification in Newspapers

Circulars

Assembly announcements

SMS services

Notice boards

College Website

5.2 Efforts made by the institution for tracking the progression

Yearly review meetings

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others	Total
3058	417	-	-	3475

   (b) No. of students outside the state

300

   (c) No. Of international students

81

No	%	Men
1846	53	

No	%	Women
1629	47	

Last Year(2014-15)						This Year(2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1973	339	51	1053	-	3396	1960	249	37	1158	-	3475

Demand ratio   1:4   Dropout % - 3.1%

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

MSc entrance examination was conducted for life science students.

Edge in Competitive examination course was conducted for BBA students

No. of students beneficiaries   87

5.5 No. of students qualified in these examinations

-     -   -   -

NET		SET/SLET		GATE		CAT	
IAS/IPS etc	-	State PSC	-	UPSC	-	Others (JAM)	1

5.6 Details of student counselling and career guidance

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

Workshop on Effective interview skills was conducted.

Placement Eligibility Test was conducted by CGPC to the final year students who registered for placements.

Campus Recruitment Training was conducted by TIME Institute for UG and PG students.

Confederation of Indian Industries has provided various eminent experts who conducted lectures.

No. of students benefitted   696

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
26	696	391	19

5.8 Details of gender sensitization programmes

- ➢ Women's cell and NCC company (12/2coy 2(a)Bn NCC, Secunderabad group) Jointly organized a workshop for girl students on "Self Defence". This programme was organized as part of "Gender sensitization Programme"
- ➢ The girl students were taught different Self defense techniques, Protection strategy from single and multiple attackers, use of body parts as weapons and identification of attackers.
- ➢ The programme concluded with address to students by Col Lokesh Saxena and presentation of   memento to the resource person as the token of appreciation.
- ➢ On account of Bhavanotsav, an intercollegiate fest, Women's Cell of the college has organized Poster session of women entrepreneurs.

5.9 Students Activities

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

State/ University level | 71 | National level | 14 | International level | - |

No. of students participated in cultural events: 142

State/ University level | 11 | National level | 30 | International level | 1 |

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

Sports: State/ University level | 2 | National level | - | International level | - |

Cultural: State/ University level | 83 | National level | 8 | International level | 1 |

5.10 Scholarships and Financial Support

	Number of Students	Amount(Rs)
Financial support from institution	18	99,000
Financial support from government	207	31,60,000
Financial support from other sources	24	1,11,000
Number of students who received International/ National recognitions	1	1,00,000

5.11 Student organised / initiatives

Fairs : State/ University level | 3 | National level | - | International level | - |

Exhibition: State/ University level | - | National level | - | International level | - |

5.12 No. of social initiatives undertaken by the students | 12 |

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 educat[...] 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 process of nation building.

6.2 Does the Institution has a management Information System

Yes Fee collection, faculty leave register and pay roll

Admission process is computerised

Student administration is computerised (E-Z School)

Examination Software is installed which is used for:

      a) Automation of examination processes.

      b) Generation of examination applications.

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

    6.3.1   Curriculum Development

1. Fifteen faculty members are involved in curriculum development as Members of BOS/Faculty of universities and other colleges.

2. Conducted BOS meetings with experts from industry, alumni in designing syllabus.

    6.3.2   Teaching and Learning

Simulation experiments with software

Lab Manuals

Case studies, role plays, videos, presentations

Statistical surveys

Demonstration of experiments

Viva Voce is conducted

Student workshops

    6.3.3   Examination and Evaluation

Autonomous status helps in introduction of examination reforms.

Continuous Internal Assessment for all the courses under autonomous system

Assignments are given as a part of Continuous Internal Assessment.

Viva voce is conducted

6.3.4 Research and Development

Three National seminars were conducted during the academic year 2015-16

Proposals were submitted for four minor projects and one major project.

One faculty member was approved as a research guide.

Two faculty members were awarded PhD degree.

Live summer projects for students were guided by faculty.

6.3.5 Library, ICT and physical infrastructure / instrumentation

New library block with state of the art facilities was constructed.

Library is strengthened with books worth Rs. 4,55,038.

Strengthened computer facilities with addition of 56 systems with latest configuration costing Rs.17,16,000.

New examination branch was constructed with the amount of Rs. 58,00,000.

Purchased equipment worth Rs. 33,45,730 for science laboratories.

New block was constructed which amount to Rs. 1,44,61,012.

CCTV's were installed worth Rs. 2,89,336.

6.3.6 Human Resource Management

Implementation of X PRC scales for staff of state scales.

Faculty are sponsored to attend various international and national seminars.

Initiatives are taken to promote women empowerment like celebrating Women's day.

6.3.7 Faculty and Staff recruitment

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

Well qualified staff includes 31 PhD's, 22 MPhils

6.3.8 Industry Interaction / Collaboration

Entered into MOU (Memorandum of Understanding) with
Global Medical Education and Research Foundation (GMERF).

Collaborated with First American Private Limited (Fortune 500
Company) to train students with respect to employability skills.

Regular Industrial visits for students are undertaken by the
institution.

Leading companies of India are the recruiters of the college.

6.3.9 Admission of Students

UG Admissions are as per University/Government
norms.

PG admissions through common counselling by
Osmania University/Government of Telangana.

6.4 Welfare schemes for

Teaching	Rs. 168506
Non teaching	Rs 51039
Students	Rs 1912583

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	Yes	Osmania University	Yes	**Academic committee**
Administrative	Yes	Osmania University	Yes	**Academic committee**

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?

Automation of examination branch.

Continuous internal assessment includes Multiple Choice Questions, short answer and essay questions with four different sets for all courses.

Assignments are included as part of Continuous internal assessment.

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.

Parents provide their support in the form of sponsorships for conducting various activities in the college.

Guest lectures were organized with the support of the parents.

6.13 Development programmes for support staff

X PRC scales for staff of state scales were implemented.

Uniforms were provided to the support staff.

Housing facility is provided to the support staff.

Health check-up camps were organized.

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

Eco-ganeshas were promoted in the college by the students.

Recycling of waste paper in collaboration with ITC is organized in the institution.

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.

> Introduced Best Faculty Award - Sudha Gorthi Award of Excellence in Teaching.
>
> Regular Welfare meetings with the Management are conducted.
>
> All departments are encouraged to start departmental magazine with the funding of the college

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

> Finalized modalities for implementation of CBCS.
>
> Construction of New building completed.
>
> New library block with updated technology was constructed.
>
> Construction of furnished examination hall completed.
>
> Increased the ceiling strength of BCom Honors by adding a new section.

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

> 1) Faculty Development
>
> 2) Team Spirit among Departments

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

> Pollution check for the faculty and student's vehicles was conducted.
>
> Eco-friendly waste bins were placed throughout the campus

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

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

Highly dedicated and committed staff and supportive management.

Challenge and opportunity to attract students to core sciences.

Opportunity to offer better curriculum through Choice Based Credit System CBCS .

Threat of private universities, if permitted by State Government.

8. Plans of institution for next year

Upgradation of Computer Labs with latest technology.

Proposal to organize four National Seminars.

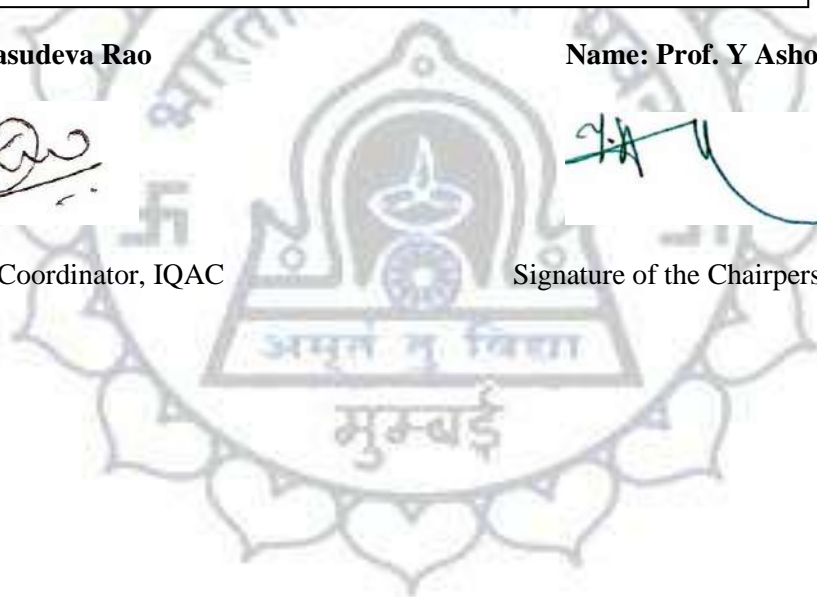Introduction of Solar Power in the institution.

Name: Dr. K Vasudeva Rao   **Name: Prof. Y Ashok**

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

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test

NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure - I

<u>ACADEMIC CALENDER FOR THE YEAR 2015-2016</u>

Month	Activities	Date / No. of Days
May	**Sale of Applications for UG I Year**	16/5/2015
June	Commencement of UG II & III Year classes	8-6-15
	Registration of Applications for UG courses(Last Date)	11-6-15
	Admissions for UG I year	15/6/15
	I Term Fee Collection for UG II & III Year students	30/6/15
July	Induction programme for I Year	1-7-15
	Faculty wise Induction programme	2-7-15
	Commencement of I Year [I Semister] classes	3-7-15
	Class wise Unit Tests for II & III Year students	6-7-15
	I Extension lecture and extracurricular activities of the respective departments	End of July '2015'
	Commencement of PG classes	
	MBA II/IV Semester final examinations	
	Fresher's Party for UG students	17/7/2015
August	Inter Class Sports Meet	1st Week of Aug '15
	Fresher's Party for PG students	
	Independence Day (Academic Prizes Subject-wise)	15/8/15
	Blood Donation & Health Camp	1 Day
	Quarterly Examination (II & III Year)	26/8/15 To 04/09/15
	Commencement of First Internal Exam [Semester-I]	26/8/15 To 04/09/16
September	Teachers Day	5th Sept, 2015
	Bhavanotsav	11th Sept, 2015
	Inter College Sports	
	Parent Teacher Meet	
	Last date of Application for Semester-I Examination (without fine)	**28th Oct, 2015**
	Last date of Application for Semester-I Examination (with Fine)	**31st Oct, 2015**

October	Mid Term Vacation (II & III Year)	7-10-15 to 25-10-15
	Commencement of Second Internal Exam [Semester-I]	**17& 19th Oct 2015**
	Short Vacation (I Year I Semester)	20/10/15 to 25/10/15
	Re-opening after vacation	26-10-15
	Last teaching day for Semester-I (I Year)	3-11-15
	Commencement of practical examination (I Year)	4/11/15 to 10/11/15
	Management Day	
November		
	Commencement of Semester-I Theory Exams	13/11/15 to 25/11/15
	Last date of II Term Fee for I, II & III Year students	20/11/15
	M.Sc / MCom I & III Semester exams	
	MBA III Semester exams	
	Language Day Celebrations	
	II Extension lectures and extracurricular activities of the respective departments	3rd week of Nov '15
	Commencement of Semester-II classes	30/11/15

Month	Activities	Date / No. of Days
December	Unit Test II for II year students National Seminar on PHARMACOGENETICS Charles Babbage Day celebrations **Yuva Mahotsav** - Interclass Cultural Meet Dr.K.M.Munshiji's Birthday Issue of application forms for Annual Exams (II & III Year)	1st week of Dec '15 19-12-15 to 20-12-15 26/12/15 30-12-15 to 31-12-15
January	MBA I Semester final examinations Last teaching day for the II & III year students National Youth Day Last date for Practical Prefinal Exam (II & III Year) **Commencement of First Internal Exam [Semester-II]** Republic Day & Prize Distribution for sports Pre-final for UG students (II & III Year)	16th Jan, 2016 23rd Jan, 2016 25 To 28 Jan 2016 26/01/16 25-1-16 to 11-2-16
February	College Annual Day EVS & SC & CI Gyan Tarangini Vyakyana Mala Final practical exams for II & III year	6-2-16 12-2-16 to 24-2-16
March	Womens Day **Commencement of Second Internal Exam [Semester-II]** Farewell party – UG Farewell for PG Students **Last teaching day for Semester-II** Final Theory Examinations for UG Students (II & III year)	8-3-16 10 To 12 Mar 2016 12/3/16 24/03/16
APRIL	Final Practical & Theory Examinations for PG Students Commencement of Semester-II Theory & Practical Exams	30 March to 16 Apr 2016

May	Reopening after Vacation	01/06/16
June	Commencement of II Year I Semester Classes & III Year	6-6-16

Prof. Y. Ashok

PRINCIPAL, BVC

Faculty Feedback 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 most important group of stakeholders, namely its students, views its faculty. 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 faculty 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 the academic year/ semester.

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.

Model Format

TEACHER'S FEEDBACK ANALYSIS

MRS. ABC   **DEPT. OF XYZ**

PARAMETERS	CLASS I	CLASS II	CLASS III	CLASS IV	
	SUB: I		SUB: II	SUB: III	
SUBJECT COMPETANCY	4.2	4.4	4.5	4.6	
CLASS CONTROL	4.4	4.4	4.4	4.5	
METHOD OF TEACHING	4.0	3.9	4.4	4.3	
COMMITMENT/ SINCERITY	4.1	3.9	4.2	4.3	
COUNSELLING	4.5	4.3	3.8	4.3	
COMM UNICATION SKILL	4.5	4.5	4.4	4.6	
PUNCTUALITY	4.2	3.9	4.2	4.4	
APPROACHIBILITY	3.9	4.1	4.1	4.1	
OVERALL RANK	4.2	4.2	4.2	4.4	4.29

YEAR	MM	MO
2010-'11	5.0	3.67
2011-'12	5.0	3.74
2012-'13	5.0	4.00
2013-'14	5.0	4.12
2014-'15	5.0	4.29

MM - Maximum Marks

MO - Marks Obtained

Last 5 years Scores
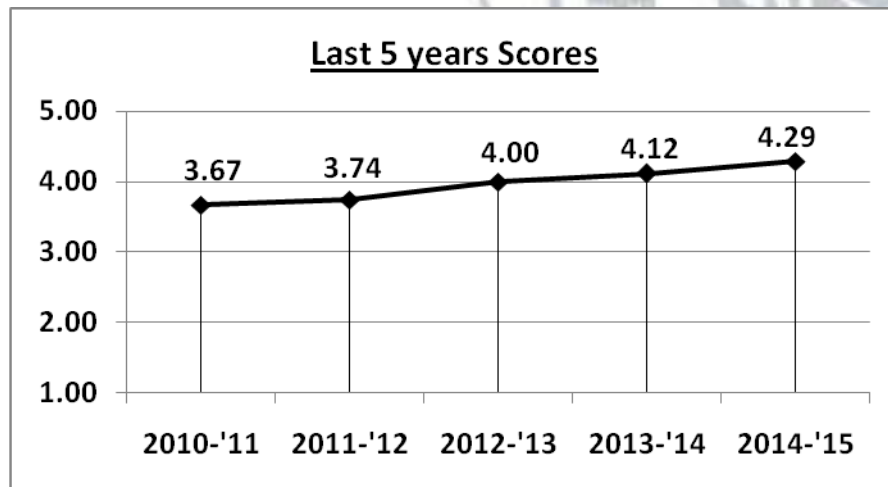
BHAVAN'S VIVEKANANDA DEGREE COLLEGE, SAINIKPURI
STUDENT'S FEEDBACK FORM 2015-'16

<u>CLASS:</u> MBA - IV SEMESTER   **SECTION   A**

<u>NOTE:</u> **1. Please mark on a scale of 1 to 5, 1 being the lowest and 5 being the highest.**
2. Decimal marks must not be given. No '0's (zeros) and no '-'s(blanks/dashes).
3. Please mark with blue or black pen only.
4. Please feel free to express your opinion on any matter in the space provided under <u>Suggestions.</u>
   You may continue the suggestions on the reverse side. It will be kept <u>totally confidential</u>.
   Your positive, sincere and honest remarks will help us to improve the standard of the college.

SEMESTER	SUBJECTS	SUBJECT KNOWLEDGE	CLASS CONTROL	TEACHING METHODOLOGY	COMMITMENT/SINCERITY	COUNSELLING	COMMUNICATION SKILL	PUNCTUALITY	APPROACHABILITY
IV	SM								
	ED								
	SCM								
	ELECTIVE I								
	FRM (F)								
	PA (HR)								
	CB (M)								
	ELECTIVE II								
	B & I (F)								
	IR & LL (HR)								

	S & RM (M)							
	MINOR							
	B & I (F)							
	ER & LL (HR)							
	S & RM (M)							

SUGGESTION:

<center>**Annexure – II(b)**</center>

Parent's Feedback Analysis

A parent-teacher interactive session was scheduled on 13-02-2016 for BCom, BSc Physical Sciences, BSc Life Sciences, BCA, BBA and BA.

Parents were asked to interact with faculty members of their respective departments. They were also asked to give their suggestions and feedback. In general, the parents expressed their satisfaction towards autonomous system. They also appreciated the continuous efforts of management and institution as a whole.

Some of the points expressed by the parents are as follows:

1. Majority of the parents appreciated the lecturers for their teaching as well as for the cultural activities conducted in the campus.
2. Send text message or e-mail about the students' performance and their monthly attendance to the parents.
3. A user ID and password should be provided to the parents so that they can check weekly progress and attendance of the students.
4. Results to be sent to the parents through SMS.
5. In BA course it was observed that there is no prescribed textbook for literature. Hence parents requested the college to provide handouts for plays which can be purchase by the students in the institution.
6. Requested not to conduct 2 or 3 Continuous internal examinations on one day.

Best Practice 1

Title of the Practice: Faculty Development

Objectives:

1. To impart quality education and to achieve high standards of excellence

2. To continuously invest in training, the faculty and to prepare them to the ever changing competitive environment.

3. To motivate the faculty and to provide a supportive professional culture.

4. To constantly upgrade the curriculum and teaching pedagogy to adapt to the rapid changes in technology and innovation in every field of education.

5. To make teaching learning process more relevant and engaging.

6. To reaffirm faith in professional ethics and to promote commitment towards society.

7. To uphold the vision and the goals of the organization.

The Context:

Human Resource is the most valuable asset for any educational institution. There is a wide recognition that the skills of the faculty need to be continually strengthened and enhanced in the face of national and international competition. The focus is not only to enhance the competence of their staff, but also to stress the need for commitment towards one's organization and its goals.

The research indicates that the total intellectual knowledge of the employees in every field is doubling every 5 – 10 years. It is almost impossible for any individual staff to be in touch with the subject without conscious investment in scholarship and self-tuition. The need

of the hour is to stay relevant, keep abreast with the advances in their respective fields and to align them with necessary changes in pedagogy, in the learning material development and in the use of technology.

The Practice:

The Management of the institution has always endeavoured to provide supportive atmosphere, conducive for the professional growth of the faculty.

It has constituted the "Best Faculty Award" – **Sudha Gorthi Award of Excellence in Teaching** to recognize and reward faculty for their dedicated service in the field of education

A staff orientation programme is organized every year during the beginning of the academic session that includes workshops, interactive sessions and motivation lectures. Eminent speakers from different walks of life, experienced academicians and the industry are invited to conduct workshops. Motivational speakers from Vivekananda Institute of Human Excellence, Ramakrishna Math, Hyderabad are invited to deliver lectures to inspire and motivate the faculty.

The lecturers are regularly sent to refresher courses, international conferences, seminars, and workshops to keep in touch with the latest developments in research and teaching practices. The college also encourages the faculty to upgrade their personal qualifications and research profiles.

In-house FDPs are also conducted for healthy exchange of ideas, for reassessment of teaching strategies and for evolving innovative ways of improving the curriculum.

Evidence of Success:

The following achievements and distinctions achieved by the institution are a measure of the success of the initiatives taken in the direction of Faculty Development.

1. Our faculty members produced 70 research papers and presented them at national and international conferences / seminars / symposiums.

2. Our faculty Mr. D Sanjeev Rao, Lecturer of Commerce is selected as a resource person by Govt of Telengana for Junior Lecturer Training Programme organised from 17th to 21 Dec 2015 at Hyderabad.

3. Ms. Lalitha Narayanan, Lecturer in Management studies is adjudged as the Best Faculty for the award of "Sudha Gorthi Award of Excellence in Teaching" for the year 2015-16. Dr. Pallavi Chitturi D/o. Maj. Gen (Retd) and Smt. Sudha Gorthi instituted this award.

4. Dr. K. Anuradha, Head Department of Microbiology, Dr. P. Naga Padma and Dr. J. Sarada are approved as Research Supervisors for PhD by Osmania University. The Department of Microbiology also has the privilege of being recognized as a Research Centre to offer Ph.D. programme in Microbiology.

Problem encountered and Resources required:

- BVC being a private institution has to raise its own funds for organizing FDPs and workshops through collaborations / sponsorships

- Apart from the financial constraints, identifying valuable resource persons in the form of industry experts, scholars and eminent academicians is also required

- The available infrastructure facilities, labs, and other resources have to be judiciously utilized.

Best Practice 2

Title of the Practice: Team spirit among Departments

Objectives

All organizations are structured around teams. Even those with highly individualized jobs need active co-operation among various members of the organization to achieve organizational excellence. It is critical then for every member of the organization to understand the concept of teamwork and to consider his or her job as part of a team effort. The spirit of a team has to be built carefully by promoting positive Team Spirit. A good team spirit is essential

- To enhance job performance
- To build strong inter-relationships between the different departments/functional units.
- To increase productivity and job satisfaction among employees.
- To promote collaborative decision making
- To work in synergy towards organizational goals

Context:

Authoritarian, top down leadership styles are being replaced everywhere by collaboration and greater emphasis on team work. When the staff feels that it is a part of a team they feel empowered, their morale improves and productivity increases.

When teachers share their ideas of successful teaching practices with one another, it will broaden their base of knowledge and teaching resources available that can be used for class room teaching. Through in-house workshops a number of pedagogical approaches can be discussed and tested.

Teacher who values collaboration, sharing and peer oriented learning will make effort to create a similar atmosphere of team spirit within the classroom. Conflicts and differences do arise but it is all part of learning as they offer an opportunity to improve and evolve. Trust between team members is necessary for a productive work environment, and trust is built in teams by promoting open communication, providing fair leadership and supervising with sensitivity.

Practice:

Teamwork is one of the corner stone of the institution. It is a matter of pride to state that every activity in every department in the college runs on the lines of team spirit and camaraderie.

The college management wants to promote a sense of Team-spirit and constructive competition between the various departments that will energize the faculty to upgrade themselves and to perform better.

The college management provides inter-disciplinary and multi-disciplinary interaction in the form of celebrating national days, college festivals like Bhavanotsav, Yuvamahotsav; in organizing national seminars / workshops. Faculty from different departments take up different responsibilities for the smooth conduct of events.

The college management encourages healthy competition between the different departments so as to bring out the best and to contribute for the growth of the institution.

Evidence of Success

Every year the college gears up for mega events like Bhavanotsav and Yuvamahotsav which attract around 3000-5000 students. Every department plays an active role in conducting an array of events. It is a great platform for the students to exhibit their talent and to explore their potential.

This year every department was involved in   organizing   National seminars /workshops /fests or some such big events to prove themselves.

Departments of Chemistry, Genetics and Biotechnology organized a National Seminar on 'Pharmacogenetics' on 12th Feb 2016. Prof.V.Uma, Dean Faculty of Science, Osmania University was the Chief Guest for the inaugural session. Prof. Kalpana Joshi, Dean Faculty of Science, University of Pune delivered the keynote address. The National Seminar attracted participation from various universities and also and also Central Research Institutions like IICT, CCMB etc.

Department of Languages organized a national seminar in Hindi based on "The Work and Contribution of Dr. Balshouri Reddy to Hindi literature". The visiting delegates commended the event because the faculty from other departments also actively participated and presented papers.

George Benard Shaw's Play '**Pygmalion**' was put up by the College students at Bharatiya Vidya Bhavan Auditorium on 13th Feb 2016. Mrs. Sarala Mahidhara, Lecturer in English was the Director for the Play. The performances and the direction received critical appreciation by Press and Media. The Department of languages and Department of Mass Communication organized the event with active support from other departments.

The Department of Physical education has conducted Faculty Sports where faculty members participated in throw ball, caroms, chess, cricket and healthy competition prevailed amongst faculty members of various departments.

In the field of research every department has many achievements to its credit. Every department is actively engaged in Research projects. With a sense of pride and team work each department is generating numerous research papers and publications.

This Practice of promoting healthy competition and Team- Spirit between the faculty and their respective departments has been a rewarding experience for the institution. It has brought the faculty together, to become better engaged, better equipped, to perform, and to grow continuously with the institution.

Problems encountered and Resources required:

1. Employees in the name of Team spirit might get themselves into Groupthink amongst team members where the team overemphasizes team agreement and unity and unable to consider alternative ideas.
2. Inter-disciplinary and multi-disciplinary activities are difficult to organize as it requires lot of planning, time adjustments, and also adjustments by the faculty as they have to devote their major time for classroom teaching.
3. The competencies and the skill of different members have to be taken in to consideration before distributing the work.
4. Teams are dynamic in nature and hence employees need to be trained in regular intervals to promote team building.