



Yearly Status Report 2018-19

Part – A

Data of the Institution

(Data may be captured from IIQA)

1. Name of the Institution Ramnath Guljarilal Kedia College of Commerce

- Name of the Head of the institution: Smt.Sujatha Patwaari
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 040-24607120
- Mobile no.: 7337345650
- Registered e-mail: rgkediacollege@gmail.com
- Alternate e-mail: rgkediacollege@yahoo.co.in
- Address : Door No:3-1-336, Opposite to New Chaderghat Bridge, Esamia Bazaar, Hyderabad.
- City/Town : Hyderabad
- State/UT : Telangana
- Pin Code : 500 027

2. Institutional status:

- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women: Co Education
- Location: Rural/Semi-urban/Urban: Urban

- Financial Status: Grants-in aid/ UGC 2f and 12 (B): Yes
- Name of the Affiliating University: Osmania University
- Name of the IQAC Co-ordinator: Mr. K. Sreehari
- Phone no.: 9440147113

Alternate phone no.

- Mobile: 8639129620
- IQAC e-mail address: iqacrgkc@gmail.com
- Alternate Email address: rgkediacollege@gmail.com

3. Website address: www.rgkediacollege.com

Web-link of the AQAR: (Previous Academic Year):

For ex. [AQAR 2017-2018](#)

4. Whether Academic Calendar prepared during the year? Yes

Yes/No., if yes, whether it is uploaded in the Institutional website: www.rgkediacollege.com

Weblink: [Academic Calendar](#)

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	B+	77.3	2007	from:2007 to 2012
2 nd	B	2.65	2015	from:2015 to 2020

6. Date of Establishment of IQAC: 03-07-2006

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
1) Training to the Administrative Staff	11-07-2018 & 12-07-2018 / 6 Hours	20
2) Workshop On Office Automation Implementation	18-09-2018 & 5 Hours	25

**Note: Some Quality Assurance initiatives of the institution are:
(Indicative list)**

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements.
- Academic Administrative Audit (AAA) conducted and its follow up action.
- Any other Quality Audit

8. Provide the list of funds by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

* [Notification of formation of IQAC](#)

10. No. of IQAC meetings held during the year: 03

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website.....

Yes / No: **Yes**

[Minutes of IQAC Meetings](#)

11. Whether IQAC received funding from any of the funding agency to support its Activities during the year? No

If yes, mention the amount: Year: -

12. Significant contributions made by IQAC during the current year (maximum five bullets)

- * Digital Class Rooms
- * Workshop on Automation of Library
- * E-Waste Management
- * Corporate Social Responsibility

- 13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
1) Fully Digitalization of Class Rooms	It was put into practice within six months with the G.C. Committee's approval.
2) Proposed to Install ERP Version of Tally Software	Purchased & Installed Licensed Version of ERP Tally (Version: 6.6.1)
3) Subscribe E-Books / E-Journals	Subscribed E-Books / E-Journals through J-Gate
4) Alumni Contribution towards hosting Guest lectures/Placements	Guest lectures delivered by Alumni Students and supported in Placements

- 14. Whether the AQAR was placed before statutory body? **Yes****

Name of the Statutory body	Date of meeting(s)
Governing Body	30 – 08 – 2018
Governing Body	26 – 11 – 2018
Governing Body	05 – 12 – 2018

- 15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to Assess the functioning?**
No

- 16. Whether institutional data submitted to AISHE: **Yes****

Year: 2018

Date of Submission: 28-12-2018

- 17. Does the Institution have Management Information System?**

Yes

1) Administrative procedure

Tally is a technology that the institution uses to manage its finances, keep track of its cash flow, get administrative input, and occasionally host meetings of the Governing Council and IQAC.

2) Student Admission:

Daily report on admission status is maintained by interacting with Students and Parents.

3) Student Records:

The Institution maintains student information related to projects, Placements etc.

4) Evaluation and Examination Procedures:

The Institution constituted a committee for evaluation and examination related procedures and the committee monitor and evaluates the students' progress and maintains the records of the students' performance interns of internal assessment and university examination.

Part-B

CRITERION I – CURRICULAR ASPECTS
1.1 Curriculum Planning and Implementation
1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words
<p>The Institution is affiliated to Osmania University and follows the university's complete syllabus, evaluation method, and almanac. The Institution ensures effective delivery of curriculum through a well-planned and documented process. The Institution uses a methodical, planned, and open strategy to guarantee excellent curriculum delivery. The action plans are outlined for the optimal and effective curriculum implementation.</p> <p>Academic Calendar:</p> <p>The Institution adheres strictly to the academic Calendar issued by the University. The departmental meetings, distribution of class workload, allocating of subjects, planning of department's activities, and review the concluded syllabus are done by Head of the Department in consultation with the principal.</p> <p>Time- Table Committee:</p> <p>The Time table committee constitutes Principal and other teaching and non-teaching staff designs the timetable that optimizes the efficient use of resources and accommodates the needs of the students and faculties and with a balanced distribution of workload throughout the week. The same Time-Table is displayed on the notice board for student's accessibility and they are also given access to the university website for their course reference.</p> <p>Teaching Plan and Teaching Diary:</p> <p>Every faculty member prepares the teaching plan for the overall framework, structuring their teaching and ensuring that they cover the necessary content effectively and achieve the desired learning outcomes at the beginning of the academic year. They record the proceedings of teaching and lab classes in the diary. ICT-enabled classrooms are available at the Institution in addition to chalk and board utilized by the faculty for Innovative teaching methods like projectors, presentations, and e-notes. Faculty also encourage students to prepare Charts, maps, models, and specimens for effective understanding.</p> <p>Department library:</p> <p>As per the Institutional rules, students can avail five books from the library and every 15 days either the books are to be renewed or exchanged. The Department library maintains a Digital Library to enable the students to access the most recent books, Magazines, and Journals are available on relevant areas and recent trends.</p>

Teacher support:

To enrich the teaching-learning experiences, the eminent professionals are invited to deliver guest lectures, organizing seminars and workshops, FDP/EDP conferences. The Institution encourages the professors to participate in Orientation and Refresher courses to keep up with the latest information, as well as the publication of papers to update themselves. The Institution encourages the faculty to attend University-sponsored training programmes.

Students are encouraged to participate in workshops, group discussions, quiz, and management meets emphasizing interactive learning. Field trips are scheduled to provide a practical orientation. Students participate in projects and internships at various companies as a part of their curriculum. Remedial sessions are organized for slow learners, counselling and training for advanced learners, and bridging courses are offered to familiarize students with basic ideas.

Feedback:

The Institution analyses the opinions of the Faculty, Students, Alumni, and Parents. IQAC contains student opinions on curriculum, infrastructure, and college experiences at each academic year's end. This information is shared with the heads of the institutions and pertinent departments to ensure prompt response and further enrichment of the college's teaching-learning process.

The institution receives feedback from students every year through offline mode at the end of the semester. The feedback is attained from the

1. Students
2. Teachers
3. Employers
4. Alumni
5. Parents

Feedback is collected from various groups during various occasions such as Alumni association meetings, employers during placements and students and Teachers from the classes. The IQAC entrusted the feedback analysis committee to procuring student, teacher, and employer feedback forms. The survey aims to obtain teaching, infrastructure, and support material information. The survey further analyzes the feedback to reduce the gap. The remarks are taken into account for the overall development of the institution. The strengths and weaknesses mentioned by the stakeholders are summarized. The analysis is discussed in the meeting chaired by the principal, Heads of the department, and IQAC members. Based on the suggestions and recommendation, a proposal suggested in introducing need-based courses focusing on employability and skill development for industry requirements. Students are motivated to join different courses offered by course era, Swayam, MOOCS etc for overall development of the students.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course		Date of Introduction and Duration	Focus on Employability/ Entrepreneurship	Skill development
INTELLECTUAL PROPERTY LAWS	-	09/11/2018	Entrepreneurship	Understanding of Business laws in India and across the world.

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1.2 Academic Flexibility**1.2.1 New Programmes/Courses introduced during the Academic year**

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
-	-	-	-

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes Adopting CBCS	UG	PG	Date of Implementation of CBCS / Elective Course System	UG	PG
B.com (General)	2016		17-06-2019		
B. Com (Computer Application)	2016		17-06-2019		
B. Com (honour)	2016		17-06-2019		
B.Sc. (M.S. Cs)	2016		17-06-2019		
B.Sc. (M.E. Cs)	2016		17-06-2019		
B.B. A	2016		17-06-2019		
M. B. A		2016			17-06-2019
M.C. A		2016			17-06-2019

Already adopted (mention the year)

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Courses
No of Students	98	-

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses	Date of introduction	Number of students enrolled
MS – ACCESS	07 – 09 – 2018	40
MACHINE LEARNING USING PYTHON	17 – 01 – 2019	27
Business Communication	15 – 02 – 2019	98

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1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
B.Com (Honors)	25
B.B.A	13
M.B.A	180
M.C.A	32

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1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	Yes	Yes	Yes

1.4.2 How the feedback obtained is being analysed and utilized for overall development of the institution?
(Maximum 500 words)

The IQAC analyzes the feedback of the Faculty, Students, Alumni, and Parents. This information is being shared with the heads of the institutions and pertinent departments to ensure prompt response and further enrichment of the college's teaching-learning process. Action taken reports are reviewed regularly.

The institution receives feedback from students every year through offline mode at the end of the semester.

The feedback is attained from the

1. Students
2. Teachers
3. Employers
4. Alumni
5. Parents

Feedback is collected from various stakeholders' during various occasions such as Alumni association meetings, employers during placements and students and Teachers from the classes. The IQAC entrusted the feedback analysis committee to procuring student, teacher, and employer feedback forms. The survey aims to procure teaching, infrastructure, and support material information. The remarks are taken into account for the overall development of the institution. The strengths and weaknesses mentioned by the stakeholders are summarized. Areas where development and refinement is required are analysed in the meeting chaired by the Principal, Heads of the department, and IQAC members. Based on the suggestions and recommendation, a proposal suggested in introducing need-based courses for focusing on employability and skill development for industry requirements. Innovative leadership programs and training sessions are organized for improving professional and communication skills. Students are motivated to join different courses offered by course era, Swayam etc for overall development.

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CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B. Com Computers	120	127	119
B. Com General	120	59	83
B. Com Honors	40	39	26
BBA	50	61	44
B.Sc. MSCs	30	30	26
B.Sc. MECs	30	24	12
MBA	180	200	172
MCA	60	50	15

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2.2.1. Student - Full time Teacher Ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full-time teachers available in the institution teaching only UG courses	Number of full-time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-2019	310	191	27	22+3=25 (MBA +MCA)	15

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
52	52	COMPUTERS, LAPTOPS, PROJECTORS AND SOFTWARE TOOLS SUCH AS PPTS GOOGLE MEET, GOOGLE SPREAD SHEETS ETC	16+7+2 (UG+MBA +MCA)	25	MOOCS, SWAYAM NPTEL, NATIONAL DIGITAL LIBRARY, E-JOURNALL SUBSCRIPTION, J GATE.

2.3.2 Students mentoring system available in the institution? Give details. (Maximum 500 words)

The Institution is adopting a mentoring system introduced in **2015-2016** to establish a better and more effective academic relationship between student and teacher and continuously monitor, counsel, and guide students in educational and personal matters.

All teachers work as mentors for students allotted to them. It was a continuous process till the end of the student's academic career. The aim of a student mentorship is

1. To enhance teacher–student relationship.
2. To enhance students' academic performance and attendance.
3. To minimize the student dropout ratio.
4. To monitor the student's regularity and discipline.
5. To enable the parents to know about the performance of regularity of wards.

The IQAC has taken the initiative of implementing the mentoring system. Based on the streams of studies and the core subjects, students are segregated into groups and allowed to faculty members. The average group consist of 20-250 students.

Mentors maintain and update the mentoring format after collecting all necessary information. Mentors offer guidance and counselling as and when they require it.

It is the practice of mentors to meet students individually also. When students are not cooperating with mentors, the parents' meeting for counselling is organized at the mentor's suggestion.

If a student is finding difficulty in any subject, the mentor must appraise the concerned subject teacher.

Mentors arrange at least 3 to 4 meetings for their mentees in each semester. This system has been implemented in the last few years, and teacher–student relationship has significantly improved.

This system has helped identify advanced and slow learners by carefully examining each mentor's report.

Based on the report given by mentors, 'Remedial Classes' have been organized for slow learners.

HOD will meet all mentors of his/her department at least once a month to review the mentor-mentee proceeding, and based on the mentor's report, further initiatives are considered.

<p>The process of mentoring done at our Institution is-</p> <ol style="list-style-type: none"> 1. Professional Guidance – Regarding professional goals, career path, and opting for higher education. 2. Career Advancements – Regarding self-employment, entrepreneurship development, opportunities, morale, honesty, and integrity is also discussed for career growth. 3. Coursework Specific – Maintaining attendance and performance in the current semester and comparing it with the previous semester. 4. Lab Specific – Guiding them about Do's and Dont's in the lab. <p>Outcomes of the system</p> <ol style="list-style-type: none"> a) The attendance percentage of the students is enhanced to a greater extent. b) Detention of students has decreased enormously. c) As this direct communication between the mentor and the student is established, which results the improvement of students in various aspects like improvement of attendance, discipline, personality development, and career enhancement is witnessed. 		
Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
501	52	1:10

2.4 Teacher Profile and Quality

2.4.1 Number of full-time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D.
7+3 UG+PG	10	-	10	-

2.4.2 Honours and recognitions received by teachers

(Received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full-time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
-	-	-	-

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B. Com COMPUTERS	405	1/ii		20/07/2019
		2/iv		
		3/vi	15/06/2019	
B. Com GENERALS	401	1/ii		20/07/2019
		2/iv	15/06/2019	

		3/vi			
B. Com HONORS	407	1/ii			
		2/iv			
		3/vi	15/06/2019		20/07/2019
BBA	684	1/ii			
		2/iv			
		3/vi	15/06/2019		20/07/2019
B.Sc. (MSCs)	467	1/ii			
		2/iv			
		3/vi	15/06/2019		20/07/2019
B.Sc.(MECs)	474	1/ii			
		2/iv			
		3/vi	15/06/2019		20/07/2019
MBA	672	1/i			
		2/iii	18-06-2019		03-08-2019
MBA	672	1/ii			
		2/iv	11-06-2019		28-07-2019
MCA	862	2/1	24-05-2019		10-07-2019
		4/2	03-06-2019		15-07-2019
		6/3	31-05-2019		15-07-2019

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2.5.2 Reforms initiated on Continuous Internal Evaluation (CIE) system at the institutional level (250 words)

The College follows the standard internal assessment procedure as per Osmania University Guidelines. According to the almanac, 20% of marks will be awarded for internal examination as per CIE.

To attain this 20% mark, the students must appear for two internal examinations per semester. The schedule of the Internal examination is framed at the beginning of the semester in the form of an academic calendar issued by Osmania University.

Concerned subject faculty prepares question paper after discussion with H.O.D and Principal and conducts the internals as per schedule. Display Marks on the notice board as per university norms.

After evaluation of the internal paper, the same will be displayed on the notice board and if required students can discuss with the concerned faculty about their marks.

For Projects evaluation Institution follows the guidelines and procedures framed by Osmania University. The students do project work in their selected course, i.e., Management, Commerce, and Computer Science, under the guidance of the Faculty Member assigned to them. During the project evaluation, Viva-Voce, the External Examiner appointed by the University, examine the students along with their projects and awards the marks based on performance and Parameters fixed by the University, which consist of 100 marks. The complex and soft copy of Project Report should be submitted to the University after completion of the examination. To increase confidence and overcome stage fear, Institution encourages students to give class Seminars on various subjects and general topics.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution prepares academic calendar as per the schedule prescribed by Osmania University to implement Academic and Co-curricular activities and adheres to available working days. As per university norms, all the activities framed by the college are organized throughout the academic year. In the academic Calendar based on

the 1st to 6th semester issued by Osmania University, various details will be mentioned like Commencement of Classes, Readmission dates, Internal assessment dates, National public holidays, admission process, semester-wise teaching plans, Tentative university examination dates, tentative practical examination dates and expected preparation Holidays. Besides academic details, the Calendar also includes tentative dates for all extra and co-curricular activities. Various extra and co-curricular activities are performed Department-wise i.e., educational tours, various literacy days, awareness programs and rallies, and organizing workshop/seminar activities.

The institution also encourages students to participate in sports activities, both intra and inter-college competitions like kabaddi, chess, badminton, and table tennis, organized by the affiliating university. Besides, this institution also arranges some outreach programs as per the guidelines suggested by the Government of Telangana from time to time. The institution endeavours to run all the activities per the academic Calendar depending on the current scenario.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (To provide the weblink)

2.6.2 Pass percentage of students

Program Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
402	B.Com Computers	109	90	83%
401	B.Com General	63	45	71%
407	B.Com Honors	24	21	88%
684	BBA	31	29	94%
467	B.Sc. MSCs	14	10	71%
474	B.Sc. MECs	12	9	81%
682	MBA	155	125	81%
862	MCA	32	32	100%

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2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

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CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant Sanctioned	Amount received during the Academic year
Major projects	-	-	-	-

Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students Research Projects (Other than compulsory by the College)	-	-	-	-
International Projects	-	-	-	-
Any other (Specify)	-	-	-	-
Total				

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (**IPR**) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Intellectual Property Rights	Department of Commerce and Management	09/11/2018
Career in Financial Domain: seminar on role of commercial labs on the economic development of Country	Department of Commerce & Management	04/10/2018
Workshop on Tally Accounting Packages	Department of Commerce & Management	16/11/2018
Motivational Lecture on Personality Development	Department of Commerce & Management	28/11/2018
Symposium on Union Budget	Department of Commerce & Management	8/02/2019
Symposium on IPR-A prerequisite in Higher education	Department of Commerce & Management	17/02/2019
Security Issues in India and Its immediate Neighbourhood	Department of Commerce & Management	25/02/2019
Guest Lecture on Project Guidelines	Department of Commerce & Management	05/01/2019

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3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the	Name of the Awardee	Awarding Agency	Date of Award	Category
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innovation						
-	-	-	-	-		
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year						
Incubation Centre	Name		Sponsored by			
-	-		-			
Name of the Start-up						
-	-		-			
3.3 Research Publications and Awards						
3.3.1 Incentive to the teachers who receive recognition/awards						
State	National		International			
-	-		-			
3.3.2 Ph. Ds awarded during the year (applicable for PG College, Research Center)						
Name of the Department		No. of Ph. Ds Awarded				
MBA		2				
3.3.3 Research Publications in the Journals notified on UGC website during the year						
	Department	No. of Publication	Average Impact Factor, if any			
National	MBA	4 + 2 (UGC Listed)	2.5			
International		-	-			
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		No. of publication				
-		-				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index/Impact factor	Institutional affiliation as mentioned in the publication	Number of citations excluding self-citations
AN INTERNATIONAL MULTIDISCIPLINARY QUARTERLY RESEARCH JOURNAL	DR.J. MADHAVI	FINANCIAL ENGINEERING IN BANKING SECTOR –A STUDY	2018-2019	5.5	UGC LISTED NUMBER ISSN 1277-5739	0
ARS – JOURNAL OF APPLIED RESEARCH & SOCIAL	Ms Ramsha Khaliq	TRAINING DESIGN THROUGH UNDERSTANDING OF LEARNING THEORIES – A STUDY	2018-2019	0.45	ISSN-2350-1472	0

SCIENCES						
INTERNATIONAL JOURNAL OF TREND IN RESEARCH AND DEVELOPMENT	Mrs.Syed abaser unnisa begum	CLOUD COMPUTING AND ITS SECURITY ISSUES- SURVEY	2018-2019	4.865	ISSN-2394-9333	0
INTERNATIONAL JOURNAL OF SCIENCE & ADVANCE RESEARCH AND TECHNOLOGY	Mrs.Syed abaser unnisa begum	SURVEY ON TECHNIQUES OF ASSOCIATION RULE MINING	2018-2019		ISSN-2395-1052	0
AN INTERNATIONAL MULTIDISCIPLINARY QUARTERLY RESEARCH JOURNAL	Ms. Ramsha Khaliq	VALUE ADDING STRATEGIES IN TALENT MANAGEMENT –A STUDY	2018-2019	5.5	ISSN-2277-5730	0
A Study on Customer Satisfaction of Mobile Wallet Services Provided by Paytm	Dr. K. Kiran Kumar	International Journal of Engineering and Management Research	2018-2019	4.5	ISSN: 22500-0758	0

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3.3.6 h-index of the Institutional Publications during the year. (Based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self-citations	Institutional affiliation as mentioned in the publication
-	-	-	-	-	-	-

3.3.7 Faculty Participation in Seminars/Conferences and Symposia during the year:

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Conferences Workshops	-	-	-	-
Presented papers		-		-
Resource Persons				

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Health Camp	Lions Club, Hyderabad	12	125
Awareness on Traffic Rules	Hyderabad Management Association	8	97

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/Recognition	Awarding bodies	No. of Students Benefited
Blood Donation	Appreciation Letter	Lions Club, Hyderabad	77

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
Awareness Program	Police Department	Traffic Awareness Program	10	32
Swachh Bharath	Lions Club	Haritha haram	10	67
Gender Issue	NGO	GENDER SENSITIZATION	25	151
World Oxygen Day On October 22 2018	Lion's Surendra Luniya Charitable Trust (Hon. Secretary)	Free Distribution of Oxygen Cylinders, Wheel Chairs for Needy	4	20
Kanti	Government of Telangana	Kanti Velugu	15	182

Velugu				
Health Camp	Lions Club	Health Camp	10	40

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3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
-	-	-	-

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	Participant
Swatch Hydera bad	Internship	Swatch Bharat Mission	14-07-2018 to 02-10-2018	23
Industri al Visit	Industrial Visit	Surya Lakshmi Cotton Mills, Aamangal	23 – 10 – 2018	51
Industri al Visit	Industrial Visit	Masqat Ice Cream Factory, Ibrahim Patnam	29 – Nov – 2018	64

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3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Silver Peak	05 th March, 2018	Carrier guidance J CET	150
CareerZoneTech	1 ST September 2018	Provide integrate trainings with the modern-day technologies	100
Arrow knowledge service private limited	14 th December 2018	Training and Placement Associate	125
Mouktik consulting services private Limited	18 th December 2018	Career Oriented training programme	150

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
90,000/-	81,272/-

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities		
	Existing	Newly added
Campus area	43,560Sq. Ft	-

Class rooms	30	4
Laboratories	8	
Seminar Halls	1+1	
Classrooms with LCD facilities		
Classrooms with Wi-Fi/ LAN	50MBPS	
Seminar halls with ICT facilities	1	
Video Centre	1	
No. of important equipment's purchased (\geq 1-0 lakh) during the current year.	220 (systems)	3
Value of the equipment purchased during the year (Rs. in Lakhs)	33,740	
Others	Existing	

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS }

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NewGenLib	Partially	3.1	2017

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19431	43,08,578	221	76,860	19652	43,85,438
Reference Books	6231	15,04,996	75	38,302	6306	15,43,298
e-Books	-	-	782	3,06,722	782	3,06,722
Journals	48	1,02,607	48	84,049	48	1,86,656
e-Journals	J Gate			66198	J Gate	66198
Digital Database	2	0	0	0	2	0
Others (specify)	-	-	-	-	-	

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4.3 IT Infrastructure

4.3.1 Technology Up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	220	6	160	160	6	10	3	75MBPS	
Added	3	-	5	5	-	5			
Total	223	6	165	165	6	15	3	75MBPS	

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

THE BAND WIDTH OF INTERNET CONNECTION IN THE INSTITUTION IS &0 MBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
-	-

4.3.4 E-content developed by teachers such as: e-PG-Pathashala, CEC (under e-PG-Pathashala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc			
Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e – content
-	-	-	-

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
30,00,000/-	31,95,352	15,00,000/-	15,43,339/-

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*) (information to be available in institutional Website, provide link)

The institution is particular about the maintenance and upkeep of the infrastructure. The College appointed housekeeping staff to maintain overall hygiene and cleanliness in the College. Budget allocation is done to advance the infrastructure maintenance annually.

Labs: Laboratories are kept up with help from internal specialists. However, the appropriate organization's professional will fix it wherever necessary.

Library: Library racks, almirahs, furniture, computers, periodical racks, and notice boards are regularly checked and repaired.

Computers: The System Support Staff handles routine computer maintenance, software installations, and networking issues. Maintenance of computing facilities, other IT support, LCD projectors, CCTV cameras etc., is also carried out by a team of technical staff. Two full-time qualified hardware technicians are appointed to maintain different departmental computer labs. An MOU has been entered with M/S Sri Sai Computers for Annual maintenance.

Classrooms: All the classrooms are ventilated and furnished for the smooth and optimal conduct of classes. Fans, tube lights, tables, chairs, and boards are regularly repaired and updated. There is a full-time electrician/plumber/carpenter available for these services.

Sports and Games: A physical education trainer is appointed to train students in various sports activities and takes responsibility for all sports equipment and court repairs.

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CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
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Financial support from institution for UG+MBA+MCA	SC	18+31+0=49	1,47,500+8,37,000+0=9,84,500
	ST	6+11+0=17	52,500+297,000+0=3,49,500
	BC	113+89+27	10,07,500+2403000+729000=4139500
	EBC	14+23+3	1,36,500+621000+81000=838500
	MINORITY	88+15+2	7,53,000+405000+54000=1212000

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Financial support from other sources			
a) National	-	-	-
b) International	-	-	-

5.1.2 Number of capability enhancement and development schemes such as soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
YOGA	21 st June 2018	135	SURAJ NAVEEN
Seminar on Guidelines for Research Work	22 nd September 2018	79	Dr. Vandana Samba, Professor St. Joseph Degree & PG College
Awareness Program on Right to Vote	01 st December 2018	75	Dr Ravindra, Dr Sharada, Dr Vijay from Ministry of Information and Broad casting -Government of India
Personality Development	23 rd December 2018	59	MS Revathi Turaga, International Meta Mind Management Trainer
Mental Health & Well Being	21 st May 2019	127	Mrs J USHA
Remedial Classes	9 th May 2019	30	RG Kedia College by Commerce and management faculty
Bridge Course for UG	08 th August to 18 th August 2018	23	Mr. K. Sreehari, Department of Commerce
Bridge Course for PG	18 th September to 29 th September 2018	23	Mrs. J. Madhavi, Department of management

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5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018-2019	Mock I-CET	100	100	-	-
2018-2019	Career for graduate in Japan	-	30	3	

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5.1.4 Institutional Mechanism for Transparency, Timely Redressal of Student Grievances, Prevention of Sexual Harassment and Ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance
---------------------------	-----------------------------	--------------------------------------

		redressal
2	2	3

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Cognizant & ICICI Banking Operation Genpact	17	8	ICICI, Just Dial, Genpact, Metro Labs, Apollo Medical, Sia Publication, Cognizant Solution, Wipro, Tech Mahindra, Thomson Reuters	100	80

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018-2019	79	B. Com, B.B. A, B.Sc.	Department of Commerce, Management & Sciences	R.G Kedia Collge, Pragathi Mahavidyalaya, HRD, Princeton, Jahnavi, Jaguthi, Aurora College	MBA, MCA, M.Sc, M.Com, LLB, LLM

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5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	-	-
SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	-	-

5.3.4 Meetings/activities organized by Alumni Association: -

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

Vision:

- To impart in-depth knowledge and expertise through innovative teaching and learning methods to create a resourceful self-motivated scientific workforce pool.
- To introduce re-structured and vocational courses to keep pace with the changing standards of professional competence.
- To provide an ideal academic atmosphere for pursuing excellence in higher education and to be accredited by NAAC and NBA as per UGC and AICTE norms.
- To promote high-quality research stressing regional needs and social relevance.
- To prioritize good governance and high ethical standards at the institutional level.

Mission

- To provide quality education and academic excellence
- Maintaining High standards and moving towards perfection.
- To provide an integrated and quality education is our motto.
- Focusing on value-based education as per market requirements.
- To face the dynamic challenges of tomorrow.
- Looking beyond the call of duty and doing more.
- To nurture research activities for academic excellence and update knowledge by fostering scholastic temperament.

LEADERSHIP

The institution invites eminent personalities to address the future, budding entrepreneurs and encouraging them to involve in various activities which can help in overall development. Based on the recent trends in the market the Seminars, Workshops are organized to modernize and enhance the skills of staff and students. Initiatives are taken by management and the principal of various departments to organize various events after considering the faculty suggestions. A number of meetings are held with HODs and senior faculties in small groups and sometimes on individual levels to consolidate the need for a lecture based on which management approve the college proposal under the collective leadership of the Director and Principals.

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6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Institution practices Decentralization and Participative Management. The success of an institution is the result of the combined efforts of all who work towards attaining the vision of the Institution; right from the President of the Management Committee to the staff and students, all the stakeholders have a role to play in building the college. Their involvement and cooperation in devising and implementing decision-making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the college.

The Institution focuses keenly on decentralization by intending equal opportunity to college governing council comprising of various committees to participate in the functioning of the Institution. Each committee has been provided with specific functions to cater the needs of the Institution for the on-going progress and development of the Institution. Management takes care of infrastructure facilities that fulfil the higher education bodies' quality and the required needs to reach the set goals or benchmarks of the Institution. It also extends all the amenities for the teaching, nonteaching and students. College Governing Council upgrades the

standard of academic infrastructure, amenities, effectively supporting the teaching, learning, and research aspects. It guides and articulates the available resources and provides freehand to the head of the Institution to reach the expected maximum standard and motivating the teaching and nonteaching faculty to work according to the goal set. The teacher-guardian committee is constituted in college for students from the first year of admission.

The Principal, Heads of the departments, teaching and nonteaching faculty, class student representatives together concentrate on fostering the progress of the Institution by sharing the responsibilities and participating growth of the Institution, and acting according to the aims and objectives of the Institution.

1. Principal Level:

The principal is a member secretary of the governing body and chairperson of the IQAC. In consultation with the teachers of different committees, he executes the planning and implementation of different academic and student administrative-related policies. All academic and operational policies are framed on the unanimous decision of the Governing Body, the IQAC, and the college teachers.

1. Internal Quality Assurance Cell (IQAC):

- College Annual Magazine Committee
- Students Grievance Redressal Committee
- Purchasing and Building Maintenance Committee
- College & Students Monitoring Committee
- Sports Educational Tours, Result Analysis Committee,
- Students' Seminar and Project Committee

1. Governing body for the session 2018-19.

The following committees were formed in accordance with the guidelines:

- Time Table Committee
- Admission Committee
- Research Monitoring Committee
- Anti-Ragging Committee
- Cultural Events Committee

4. Faculty Level:

Faculty members act upon representation in various committees/cells nominated by the Principal and the Governing body of IQAC. Every year, the composition of different committees is changed to ensure constant exposure to duties for faculty member's academic and professional development. Following are the different sub-committees which Principal has nominated.

- Placement and Career Counselling Cell
- Discipline Maintenance Committee
- Class Room Mentors
- Examination (University & College Level) Committee

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CONSTITUTION OF STUDENTS CLUB AT MARWADI SIKSHA SAMITHI

Practice- 1

The growth of the Institution depends on the enhancement and development of both faculty & students. In order to foster & aid the development process, clubs are required to provide a platform for individuals to enhance & display their skills with future vision. Various clubs like HR Club, Finance Club, Marketing Club, Soft skills club and Sports & Recreation Club are established for the overall development of students. These Clubs actively promote technical and literary skills to the students.

Practice- 2

Entrepreneurship Development Programme

Functions:

- To motivate students to pursue their career growth.
- To arrange workshops and seminars for developing entrepreneurship skills among students.
- To arrange student interaction with entrepreneurs.
- To arrange field visits to industries.
- To spread awareness about schemes available for entrepreneurs

Participative Management: - The Institution promotes the culture of participative Management at the strategic, functional, and operational levels.

Strategic level:

The Principal, Governing Body, Teachers' and the IQAC are involved in defining policies & procedures, framing guidelines and rules & regulations about admission, examination, code of conduct-discipline, grievance, support services, finance, etc.

Functional level:

Faculty members share knowledge among themselves, students, and staff while working for a committee. Principals and faculty members are involved in joint research and have published papers.

Operational level:

The Principal and Faculty members interact with government and external agencies & faculty members maintain interactions with the concerned departments of affiliating universities. Students and office staff join hands with the principal and faculty for the execution of different academic, administrative, extension-related, co-, and extracurricular activities.

6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial: YES

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6.2 Strategy Development and Deployment

The creation of strategies in higher education institutions guarantees quality and increases Operational effectiveness. The college has a quality policy that was created with input from the expert members of the Governing body, council, and Osmania University guidelines.

In order to support new researchers, the Institute is hosting National and International Conferences and Seminars while enhancing the research infrastructure. The emphasis is on using multifaceted strategies to accomplish important objectives in four areas, including academic excellence, research and development, infrastructure and resources, and stakeholder management and collaboration, which are essential to the development of the Institution. The strategic Planning and Deployment document serves as a road map and framework for the Institution's path toward achieving its predetermined goals in light of its possibilities and Strengths. Due diligence in planning, devoted leadership, and cooperation will ensure the Journey's success. Planning is a continuous process because the institution's aims will change as it develops.

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Curriculum Development

The Institution sets excellent emphasis on curriculum development. Occasionally, Institution organize training programs for our faculty members, administrators, and others who are involved in implementing the curriculum for our students. Experts from industry, Institutions are invited to give expert suggestion. A great initiative is placed on innovation and comprehensiveness of the curriculum. Innovative teaching methodologies and learning methods are adopted to make the curriculum as compelling and relevant as possible. The faculty involved in implementing curriculum development for students are given suitable inputs.

Teaching and Learning

Teaching and learning are the two most essential activities in an educational institution. Institution invites experts from various fields, experts from various Universities, and reputed institutions of higher learning to deliver lectures to the faculty and students. The experts deliver their presentations as briefly and practically as possible.

Examination and Evaluation

Examination and Evaluation are the most critical activities in the teaching and learning cycle. Student evaluation is done internally and externally as per the university norms. The university also organizing a meeting of all the persons involved in this activity just before the commencement of the examinations for a particular season.

Research and Development

Research and Development are the two most essential activities in an institution, besides teaching and learning. The Research and Development department encourages and facilitates Research and Development activities and encourages staff to write chapters, articles, case studies, and research papers.

Library, ICT, and Physical Infrastructure / Instrumentation

In this era of Hybrid learning, where the emphasis is on physical and online teaching and learning, the importance of library, information and Communication Technology, physical infrastructure, and instrumentation must be considered. The library is also digitalized for easy access to students and faculty members.

Human Resource Management

The importance of Human Resource Management in an institute of higher learning must be balanced. Human Resource Management is vital in every organization, but more so in an educational institution where faculty members and non-teaching staff work randomly to achieve the Institution's objectives.

Industry Interaction / Collaboration

Institution collaborates with various industries to gain practical knowledge, which can be imparted for the student's placement assistance. The Institution conducts various panel discussions (industry-academia connect), workshops, and seminars for the overall development of the students. The students can benefit from these programs and they can imbibe the qualities of the eminent speakers.

Admission of Students

The UG admission process is through the Dost portal; the students have to register in the web portal; after Pre-registration, DOST ID is generated. After successfully paying the registration fee, PIN is sent to the candidate's registered mobile number; using these credentials (DOST ID & PIN), he/she can log in to DOST, and the students must follow the website for further admission process. PG is a Self- Financing institution wherein the admission process is through ICET counseling with financial support for economically weaker sections from the government or any other body.

6.2.2: Implementation of e-governance in areas of operations:

❖ Planning and Development

The Institution has initiated the implementation of MIS and Sending the information through way to SMS. The institution collects feedback from students related to classes and teaching. Thinking a step ahead the Wi-Fi facility is provided to all faculties with in the campus.

❖ Administration

The administration module oversees all other departments of the college; it provides a starting point for each and every transaction or activity which takes place in a college ERP system. Biometric Attendance has been implemented for both Teaching and Non-Teaching Staff. ID cards have been issued to them once they join the college. CCTV cameras are installed in and out of college campus for the safety and security purpose.

❖ Finance and Accounts

Tally Software Solutions, Hyderabad, is a software service provider for Finance and Accounts of the College. An MOU is signed with college, to implement the software in the Finance and Accounts.

❖ Student Admission and Support

DOST and OUCET provides the facility to manage the admission and tracking of the applications for UG and PG students respectively

The student admission process is being conducted by the Telangana State Council of Higher Education based on merit and reservation criteria in various courses like BA, B.Sc, B.Com, B.Com (Hons), BBM, BSc (Computer Applications),MBA and MCA. It is conducted every year at the state level.

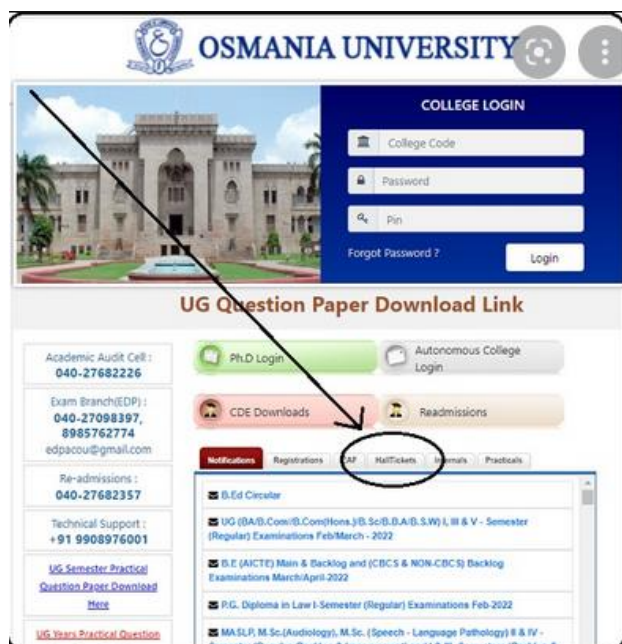
In terms of Orders issued by the Government of Telangana and the Proceedings by Telangana State Council of Higher Education (TSCHE), Hyderabad, online applications are invited for appearance at the Telangana State

Integrated Common Entrance Test (TSICET) for admission into 1st year Master of Business Administration (MBA) and Master of Computer Applications (MCA) courses for the academic year in the affiliated colleges offering MBA / MCA Programme.

❖ Examination

External examinations are conducted by the Osmania University and Internal examinations and evaluation is done by the Institution. For conducting the internal examination, allotment of marks and pattern of question paper is prescribed by Osmania University. The administrator in Kedia college (Principal) will download the question papers and same is taken photocopies as per number of students appearing in the exams. Exams are conducted and recorded and sent in mail.

AWARDING INTERNALS & PRACTICAL MARK IN OU PORTAL THROUGH COLLEGE LOGIN



6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Sree Hari Associate Professor	Attended a Seminar on Chain Technology Management	2019	
2019	Mr. Kiran Kumar Asst.Professor	Participated in Two Day National Conference on New Vistas in Services Marketing with Focus on Financial, Business and Community Services (NCSM'19) and	22-03-2019 To 24-03-2019	

		Presented Paper Entitled “Retail Banking Customers Segmentation as an Engine of Economic Growth to Financial Institutions”		
2019	Mr. Venkateshwar Rao Asst.Professor (Adjunct Faculty)	Attended and Presented a Paper on Two-day National Seminar on “FINTECH ADOPTION IN THE INDIAN BFSI SECTOR – OPPORTUNITIES AND CHALLENGES” at Auditorium of Business Management UCC& amp O.U Hyderabad	20 th & 21 st March 2019	
2019	Ms V Radhika Assistant Professor	Google Classrooms Strategies and Opportunities in Indian Industries	May,2019	
		View Details		

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non-teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (non- teaching staff)
2018	Faculty Development Programme on First Hand Experience on SPSS	-	23-08-2018	34	8
2018	Exploring Dynamics of National Education Policy – 2020	-	06-09-2018	33	9
2019	NAAC Criteria and Documentation	-	19-02-2019	41	4
2019	Training on ICT Tools for Innovative Pedagogies		15-03-2019	39	3

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6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher

Course, Short Term Course, Faculty Development Programmes during the year			
Title of the professional development programme		Number of teachers who attended	Date and Duration (From – to)
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):			
The faculty are recruited through Selection Committee, Management and also Adjunct Procedure .2018-2019 the teaching staff were recruited for aided process through the government orders. For the PG Programme most of the faculty are recruited through Selection committee and few as adjunct faculty members			
Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
47		10	
6.3.5 Welfare schemes:			
Welfare measures taken towards the staffs reflect on the output and selfless contribution towards tremendous growth of any Institution. R.G. Kedia College has been offering several welfare measures to both teaching and non-teaching staff.			
Teaching	<u>The welfare measures for teaching staff include following:</u>		
	<ul style="list-style-type: none">● On duty facility to the Staff for attending NET/SET/Ph.D.● Applying Employee Provident Fund (EPF) scheme● Educational fee concession to the employees’ children● Financial benefits for pursuing higher studies● Free Legal Advice through the sister concerns (Law College faculty) when employees are in need● Financial incentives for faculty after completion of Ph.D.● Providing on-duty permissions when they attend faculty development programs, workshops, conferences and seminars.● Incentives to faculty when they publish quality publications● Maternity leaves, sick leaves● Medical insurance for employees● Employee State Insurance Scheme (ESI)		
Non-teaching	<u>The welfare measures for non-teaching staff include following:</u>		
	<ul style="list-style-type: none">● Employee Provident Fund (EPF) scheme● Educational fee concession to the Non – teaching staff children● Financial benefits for pursuing high studies		

	<ul style="list-style-type: none"> • Free Legal Advice through the sister concerns (Law College faculty) when employees are in need • Financial incentives for faculty after completion of Ph.D. • Providing on-duty permissions when they attend faculty development programs, workshops, conferences and seminars. • Incentives to faculty when they publish quality publications • Maternity leaves, sick leaves • Medical insurance for employees like Employee State Insurance Scheme (ESI)
Students	<p>The Welfare Schemes for the students include the following:</p> <ul style="list-style-type: none"> • First aid facility is available in the college • Our students get a preferential treatment as inpatient, outpatient and emergency care in super specialty Mahavir hospital and Sadharam Eye Hospital at subsidized rates. • Computer with internet access at free of cost. • Admission fees in instalments. • Financial aid through student's welfare scheme. • Facility of Earn While you Learn scheme. • Endowments from stake holders. • Students who want to take part in sports events are given practice and guidance before and after college hours. <p>Free remedial classes are organized for such students who failed to clear some papers, for late joiners and slow learners</p>
6.4 Financial Management and Resource Mobilization	
<p>6.4.1 Institution conducts internal and external financial audits regularly (Within 100 words each)</p> <p>Internal audit is conducted by Registered Chartered Accountants. The primary objective of this internal audit is to ascertain prompt receipt of the fees from the students, deposit into respective bank accounts, verification of payment vouchers and fee reconciliation as the institution receive, pay fee reimbursement from the state government for distinct category of students viz., SC, ST, BC and EBC and minorities.</p> <p>This audit will be conducted month wise and three staff members are deputed from the CA office and the report will be submitted to the management along with audit objections and rectifications. Because of the internal audit all the cash books will be updated regularly and with the help of internal and audit and mistakes</p>	

if any found are corrected at the college level. By this arrangement the accounts staff concerned will be alert and take necessary care in preparing account books which enables management also to take right decisions from time to time.

- External audit is done by M/S. Kabra chartered accounts firm. The objective of conducting external audit is to verify the opening balances, transfer of funds income tax calculation, surplus / deficit approvals for making payments for every major expenditure like furniture, books, civil works, infrastructure etc given by the management. Audit objections if any found are submitted to the management for further clarification / rectification and approval. After the approval is received from the management the financial statements will be approved by the auditors.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year (not covered in Criterion III)

Name of the non-government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
-	-	-

6.4.2 Total corpus fund generated 2,09,000/-

6.5 Internal Quality Assurance System

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

The role of the IQAC has been instrumental in bringing about the following changes.

1. Conducting internal and external financial Audits.
2. Conducting academic audits
3. Strengthening the Placement Cell- Promoting placements through seminars and webinars from corporates.
4. Improving the performance of students through remedial classes
5. Formation of Alumni Association
6. Obtaining and analysing feedback from all the stakeholders.

6.5.1 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Academic Audit OU	Yes	IQAC
Administrative	Yes	TSCHE, Commissionerate of	Yes	IQAC

		Higher Education		
6.5.2 Activities and support from the Parent – Teacher Association (at least three)				
<ul style="list-style-type: none"> The Parent- Teacher Association of the college provides active support for the academic development of the college. All departments conduct class wise open forums after internal examinations. Two Parent- Teacher meetings in a year. Suggestions are incorporated by day-to-day suggestions. The proficiency awards and scholarships given by the college every year, helped to generate a healthy competition among the students and motivate them to excel in studies. 				
6.5.3 Development programmes for support staff (at least three)				
<ul style="list-style-type: none"> Orientation of Work Ethics & Culture Office Automation. Operation of Fire Extinguisher First-aid facility is available in the college. Our staffs get a preferential treatment as inpatient, out-patient and emergency care in super specialty Mahavir Hospital and Sadhuram Eye Hospital at subsidized rate. 				
6.5.4 Post Accreditation initiative(s) (mention at least three)				
<ol style="list-style-type: none"> Clean and Green campus drive is continuing to make the campus eco-friendly. Various awareness programs related to environmental protection has been conducted Water Harvesting 				
6.5.5				
a. Submission of Data for AISHE portal : (Yes)				
b. Participation in NIRF : (No)				
c. ISO Certification : (No)				
d. NBA or any other quality audit : (No)				
6.5.6 Number of quality initiatives undertaken during the year.				
Year	Name of Quality initiative by IQAC	Date of conducting activity	Duration (from – to)	No of participants
2018-2019	Online Mock I- Cet Test	13 th May 2018	1 Day	100
2018-2019	Outreach programme of Income Tax	26 th July 2018	1 Day	55
2018-2019	Motivational lecture on personality development	27-NOV-2018	1 DAY	67

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES		
7.1 – Institutional Values and Social Responsibilities		
7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)		
Title of the programme	Period (from-to)	Participants

		Female	Male
GENDER SENSITIZATION	2018-2019	49	0
GUEST LECTURE ON ANTI SEXUAL HARRASEMENT	2018-2019	32	0
PERSONALITY DEVELOPMENT PROGRAMME	2018-2019	55	99
AWARENESS PROGRAM ON ANTI RAGGING	2018-2019	52	
AWARENESS PROGRAM ON SAVE THE GIRL CHILD	2018-2019	48	

[VIEW FILE](#)

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources
30%

[View File](#)

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	YES	2
Provision for lift	YES	4
Ramp/ Rails	YES	2
Braille Software/facilities	NO	-
Rest Rooms	YES	ALL MALES & FEMALES
Scribes for examination	YES	NO
Special skill development for differently abled students	YES	2
Any other similar facility	-	-

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018	Awareness Program on Right to vote	1		Seminar	Important of vote for the betterment of society	61
2019	Distribution of Provisions	1	26-01-2019	Providing To the needy people	Distribution of Provisions for the flood needy People	17
2018	INTELLECTUAL PROPERTY LAWS		09/11/2018	Entrepreneurship	Understanding of Business laws in India and across the world.	
2019	Distribution of sampling on	6			To Protect the environment	

	various events World environment day, Earth Day, Haritha Haram Etc				as well as to reduce the Pollution	
7.1.5 Human Values and Professional Ethics						
Code of conduct (handbooks) for various stakeholders						
Title		Date of Publication		Follow up (maximum 100 words each)		
STUDENT CODE OF CONDUCT		18/06/2018		Code of conduct is given to all the students at the time of Admissions. It prepares the students to get an Awareness of basic Ethics/Codes to be followed in the college. Discipline Committee and Anti – Ragging Committee are taking care of the discipline of students under the Campus. The student code of conduct will be evaluated every year and changed whenever it is necessary to fit the ever-shifting needs of the college community. These changes are incorporated from time to time in accordance with the UGC notification and local needs.		

7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-----to-----)	Number of participants
Human Rights Day	10-12-2018	73
Constitution Day	26-11-2018	57
Salaam to Jawan	15-01-2019	32
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
<p>1. Energy conservation: The buildings are all designed and constructed in such a way that they are well ventilated. The rooms receive plenty of natural light, and the building are painted light colour and to reduce power consumption.</p> <p>All faculty, staff, and students are instructed to turn off all fans, lights, and other energy-intensive devices like computers and LCD projectors when not in use. They are also made aware of the value of energy saving.</p> <p>2. Plantation: The Institution has a substantial number of large trees, many plants, and border plants on its campus for the clean and green environment.</p> <p>3. Hazardous waste management: The institution does not generate any hazardous waste; instead, garbage is</p>		

produced by throwing away extra paper and paperboards, which in turn is recycled.

4. **E-Waste management:** Waste generated by the computers like peripherals, spares, CDs, DVDs and other equipment are disposed to the companies for recycling.

5. **Water harvesting:** The institution has water harvesting pits that are excavated structures designed to collect and store rainwater. This helps in natural replenishment of groundwater and serving as a sustainable source of water. They contribute to the overall conservation of water resources and can serve as a reliable backup during times of water scarcity.

6. **Solid Waste Management:** In the Solid Waste Management Process the institution follows the instruction given by the government where in the garbage is collected in the dry and wet bins separately.

7. Practising of Giving Sapling as awards to Guest and Resources Persons

8. Distribution of Sampling to the Students and faculty on various Occasions

7.2 Best Practices

Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the Institution as per NAAC format in your institution website, provide the link

BEST PRACTICE I- LEGAL AID CLINIC

- “The first step to achieve justice is to make injustice visible” – Mahatma Gandhi.

Objective

- This institution and M.S.S. Law College which is also sponsored by our Trust Marwadi Siksha Samithi and Lion Club of Hyderabad have jointly established a free Legal Aid and Counselling Centre for the benefit of access to justice for the Marginalized People.
- To create legal awareness and extend help to the marginalized people in advising and if required appointing lawyers to represent the cases.
- All are equal before law, and law doesn't discriminate by gender, caste or the socio-economic status of the people.
- Many marginalized people can't afford or do not have the knowledge of the legal system and they are away from their right to justice.
- This free legal aid and counselling clinic was started to cater to needs of the people belonging to scheduled castes and scheduled tribes, Victims of human trafficking, Beggars, Women, Children, Victims of Earth quakes, floods and famines etc
- All the above category of people who wish to seek advice and help can just walk in to the office of 'legal aid and counselling cell' situated in our campus between 03:00 pm to 05:00 pm on all the working days.
- The professors of law of M.S.S. Law College and 'Lions Club' advocate member volunteers will be offering their expert counselling and advice in the legal matters and sees that they receive justice.
- If required the cell will appoint advocates on behalf of the marginalized people who approach for justice, to represent their cases in the appropriate courts of law and 'Lok Adalat'.
- The only constraint is the time the volunteering advocates can spare towards this self-less service, as these lawyers are professionals and they have their own clients to attend. The people who need such help have to make it convenient during this limited time in spite of their working conditions and timings.

OUTCOME

- The people of the nearby localities are slowly becoming aware of such free service available, and are visiting the office and also availing the facility and are being benefited.
- To identify lawyers who are willing to spare their valuable time and come to the college in the specified hours.
- With the efforts of our Hon. Secretary a noted business man, Lions Club member and above all a great philanthropist, could find and persuade such advocates to spare their time and serve the society through our 'Free legal aid and Counselling Clinic'.
- To publicize the service to the targeted people.
- With the help of our student volunteers, we have distributed leaflets containing information about eligibility and the timings and location of the college.

Best Practice: II- FREE ONLINE MOCK - ICET 2018

Objective:

The objective of offering free online mock ICET (Integrated Common Entrance Test) is to provide aspiring test takers with a realistic practice experience and an opportunity to assess their readiness for the actual ICET. Mock tests aim to simulate the format, content and timing of the real exam, allowing candidates to become familiar with the test structure and gain confidence in their abilities. The specific objectives of offering free online mock ICET includes:

1. **Test Preparation:** Mock tests enable students to understand the exam pattern, question types, and difficulty level. By taking these practice tests, students can identify their strengths and weaknesses, allowing them to focus their study efforts on areas that require improvement.
2. **Time Management:** ICET has a time limit, and practicing with mock tests helps students develop effective time management strategies. By simulating the test environment, students can practice pacing themselves, allocating time to each section, and answering questions within the given time frame.
3. **Performance Evaluation:** Mock tests provide an opportunity for students to evaluate their performance and assess their readiness for the actual ICET. By reviewing their answers and understanding the explanations for the correct solutions, test takers can identify areas where they need further study or practice.
4. **Confidence Building:** Taking mock tests under exam-like conditions helps reduce anxiety and builds confidence in the students. By familiarizing themselves with the test format and experiencing test-like pressure, candidates can approach the actual ICET with greater confidence and composure.
5. **Benchmarking:** Mock tests can serve as a benchmark to gauge one's performance against other test takers. Candidates can compare their scores with others and assess their relative standing, which can help them understand the level of competition and motivate them to strive for better results.

Overall, the objective of offering free online mock ICET is to enhance candidates' preparedness, boost their confidence, and improve their chances of success in the actual ICET examination.

OUTCOME:

Every year the college is conducting the online Mock test in college and it significantly contributing to the

student's preparation for the actual examination, providing them valuable practises, insights and confidence to excel their ICET examination.

- [View Details](#)

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the web link of the institution in not more than 500 words.

The Marwadi Shikisha Samithi was established in the year 1924 on 13th June at Hashmatgunj in Hyderabad. Liberated the Hindi Medium Schools. Recognition from the government and also received financial aid.

Several Institutions established by MSS at various locations with the support of charities being received from the Philanthropist, Educationalist. Establishment of RG Kedia College of commerce in the year 1972, affiliated to Osmania University is one of the best Achievement of MSS.

In the Course of Expansion academic Advancement of college resulted in introducing MBA Course in the year 2001. In the year 2003 MCA Course was introduced.

- The Management Committee members are playing a key role in “**Saduram Eye Hospital & Mahaveer Hospital**” which are charitable hospitals. In Addition to that the management providing the medical facilities like Providing the Oxygen Cylinders and wheel Chairs to the needy people.
- Every year the College organize “**Swatch Bharath Program**” by inviting local eminent personalities to promote and implement Environmental protection measures. By creating a sustainable and eco-friendly environment with in the college.
- A “**National Conference Challenges Before Higher Education in Emerging Fourth industrial revolution - Digitalization of Education**” in Collaboration with Indian Forum for Higher Education was a significant event that brought together experts, Professionals, and Industry leaders across the country to discuss and explore the various aspects of digitalization .It Serves as a platform to exchange the ideas, Share Best practices and explore strategies for leveraging digital technologies to drive Socioeconomic Progress.

- Certainly! Traffic awareness programs for students are essential to educate young individuals about road safety and in still responsible behaviours early on. A “**Traffic awareness program**” was conducted in the college in association with Police Department. Remember, being aware of traffic rules and practicing safe driving habits not only protects you but also contributes to the well-being of everyone on the road.
- The RG Kedia College pledged with another health awareness program initiated by government of Telangana “**Kanti Velugu**” was conducted in the college premises. The program involves setting up eye care centers, conducting eye camps, and distributing free spectacles, medicines.
- “**Health Camp** in Collaboration with Lion’s club to advance community health and meet the continued demand for blood supplies, a health camp and blood donation drive were Conducted. Participants from a variety of healthcare organizations, volunteers, and members of the neighborhood worked together to organize the event.

[VIEW DETAILS](#)

7. Future Plans of action for next academic year 2019 – 2020 (500 words)

R.G. Kedia college is one of the premier educational institution in Hyderabad, affiliated to Osmania University, R.G.Kedia College recognises that learning has a critical role in the development, cohesion and Wellbeing of society. Education is at the heart of all our ambitions as a nation. No other area of Government activity has greater capacity to change our country for the better its Main motive is to impart good knowledge to the students and always thinking of continuous overall student development, in this process management is proposing for digitalization of all class rooms, increase in number of remedial classes to average students and providing orientation class to new batch students. It is also proposing to increase in number of value-added certificate courses by taking feedback from employers and the courses which are in demand so that after completion of course, student can get good job and career development.


At the present stage it is important to raise awareness of the significance of IPRs commercialization to the students as one of the key trends, both to raise competitiveness of the goods of individual producers and to enhance the growth of economy of the state as a whole.

Faculties are encouraged to attend more FDPs, do more paper presentations and to do extensive research work and faculties are encouraged to enrol for Ph.D.'s. Allocating budget to research wing to enhance research work and getting new projects. Making MOU with the institutions and Collaborations with other colleges from other states to perform collaborative activities on research, faculty exchange, and student exchange for inter culture exchange. To promote and inculcate the habit of research among the faculty members.



Dr. N Srinivas Kumar

Signature of the Coordinator, IQAC



Principal
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Dr. K. Sree Hari

Signature of the Chairperson, IQAC



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