The Annual Quality Assurance Report (AQAR)
Directorate of Translation and Publications

July 1, 2016 to June 30, 2017

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, 2016 to June 30, 2017)*

Part – A

I. Details of the Institution

1.1 Name of the Institution	**Directorate of Translation & Publications**
1.2 Address Line 1	**Telecom Nagar**
Address Line 2	**Gachibowli**
City/Town	**Hyderabad**
State	**Telangana**
Pin Code	**500 032**
Institution e-mail address	**directordtp@manuu.edu.in**
Contact Nos.	**040- 23006612- 15**
Name of the Head of the Institution:	**Prof. Mohd. Zafaruddin**
Tel. No. with STD Code:	

Mobile:

Name of the IQAC Co-ordinator: **Dr. Aslam Parwez**

Mobile: **9908530276**

IQAC e-mail address:

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

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

1.5 Website address: **www.manuu.ac.in**

Web-link of the AQAR: **www.manuu.ac.in/Eng-Php/IQAC.php**

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle				
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

1.8 AQAR for the year ***(for example 2010-11)*** **2016-17**

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

i. AQAR _____ _____ (DD/MM/YYYY)4
ii. AQAR_____ _____ (DD/MM/YYYY)
iii. AQAR_____ _____ (DD/MM/YYYY)
iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University State ☐ Central ☑ Deemed ☐ Private ☐

Affiliated College Yes ☐ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

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

Type of Institution Co-education ☐ Men ☐ Women ☐

Urban ☑ Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme: **N/A**

Arts ☐ Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify) ☐ .

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

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

Autonomy by State/Central Govt. / University	**Central Government**		
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: N/A

2.1 No. of Teachers	
2.2 No. of Administrative/Technical staff	
2.3 No. of students	
2.4 No. of Management representatives	
2.5 No. of Alumni	
2. 6 No. of any other stakeholder and community representatives	
2.7 No. of Employers/ Industrialists	
2.8 No. of other External Experts	
2.9 Total No. of members	
2.10 No. of IQAC meetings held	

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

1. Curricular Aspects: N/A

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG				
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total				

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	

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

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

Please provide an analysis of the feedback in the Annexure

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

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

Criterion – II

2. Teaching, Learning and Evaluation: N/A

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others

2.2 No. of permanent faculty with Ph.D.

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers			
Resource Persons			

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

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

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %

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

2.13 Initiatives undertaken towards faculty development

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

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				
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension: *N/A*

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

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range | Average | h-index | Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. [ ] Chapters in Edited Books [ ]

ii) Without ISBN No. [ ]

3.8 No. of University Departments receiving funds from

UGC-SAP [ ] CAS [ ] DST-FIST [ ]

DPE [ ] DBT Scheme/funds [ ]

3.9 For colleges Autonomy [ ] CPE [ ] DBT Star Scheme [ ]

INSPIRE [ ] CE [ ] Any Other (specify) [ ]

3.10 Revenue generated through consultancy [ ]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

3.13 No. of collaborations International [ ] National [ ] Any other [ ]

3.14 No. of linkages created during this year [ ]

3.15 Total budget for research for current year in lakhs :

From Funding agency [ ] From Management of University/College [ ]

Total [ ]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum		College forum			
NCC		NSS		Any other	

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

-
-

Criterion – IV

4. Infrastructure and Learning Resources: *N/A*

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area				
Class rooms				
Laboratories				
Seminar Halls				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing								
Added								
Total								

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

4.6 Amount spent on maintenance in lakhs :

i) ICT	
ii) Campus Infrastructure and facilities	
iii) Equipments	
iv) Others	
Total :	

Criterion – V

5. Student Support and Progression: *N/A*

5.1 Contribution of IQAC in enhancing awareness about Student Support Services : ***N/A***

5.2 Efforts made by the institution for tracking the progression : ***N/A***

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others

(b) No. of students outside the state

(c) No. of international students

Men	No	%

Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any) : ***N/A***

No. of students beneficiaries

N/A

5.5 No. of students qualified in these examinations : ***N/A***

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

5.6 Details of student counselling and career guidance : ***N/A***

No. of students benefitted

5.7 Details of campus placement : ***N/A***

On campus			***Off Campus***
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes : ***N/A***

5.9 Students Activities : ***N/A***

5.9.1 No. of students participated in Sports, Games and other events : ***N/A***

State/ University level | National level | International level

No. of students participated in cultural events

State/ University level | National level | International level

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

Sports : State/ University level		National level		International level	
Cultural: State/ University level		National level		International level	

5.10 Scholarships and Financial Support : ***N/A***

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

5.11 Student organised / initiatives : ***N/A***

Fairs : State/ University level		National level		International level	
Exhibition: State/ University level		National level		International level	

5.12 No. of social initiatives undertaken by the students *N/A*

5.13 Major grievances of students (if any) redressed : ***N/A***

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Mission:
To address the distinct scarcity of Urdu books in various disciplines of higher educational streams offered at MANUU and also to serve the Urdu speaking community who are entering into main stream of education.

Vision

- To produce and publish the course materials and other essential books in Urdu language required for higher education teaching and learning purpose.
- To take all necessary initiatives to facilitate the Urdu scholars and readers in their pursuit of knowledge and to do the needful for overall promotion of Urdu.
- To publish research and refereed journals of various streams in Urdu to enlighten and update the Urdu scholar in their respective fields.

6.2 Does the Institution has a management Information System : ***N/A***

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

6.3.1 Curriculum Development : ***N/A***

6.3.2 Teaching and Learning : ***N/A***

6.3.3 Examination and Evaluation : ***N/A***

6.3.4 Research and Development: ***N/A***

6.3.5 Library, ICT and physical infrastructure / instrumentation : ***N/A***

6.3.6 Human Resource Management : ***N/A***

6.3.7 Faculty and Staff recruitment : ***N/A***

6.3.8 Industry Interaction / Collaboration : ***N/A***

6.3.9 Admission of Students : ***N/A***

6.4 Welfare schemes for : ***N/A***

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated: ***N/A***

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				
Administrative				

6.8 Does the University/ Autonomous College declares results within 30 days? : ***N/A***

For UG Programmes Yes ☐ No ☐

For PG Programmes Yes ☐ No ☐

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

N/A

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

N/A

6.11 Activities and support from the Alumni Association

N/A

6.12 Activities and support from the Parent – Teacher Association

N/A

6.13 Development programmes for support staff

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

N/A

Criterion – VII

7. Innovations and Best Practices: *N/A*

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

N/A

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

N/A

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

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

7.4 Contribution to environmental awareness / protection

N/A

7.5 Whether environmental audit was conducted? Yes ☐ No ☐

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

N/A

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

- Continue the publication of left over course books and materials based on the syllabi of various courses being run by MANUU.
- Publication of glossaries of various subjects.
- Translation of most famous books from English to Urdu that might cover the syllabi of M.Sc.

Name : Dr. Aslam Parwez *Name: Prof. Mohd. Zafaruddin*

Signature of the Coordinator, IQAC *Signature of the Director- DTP*

_____***_____

Annexure I

Abbreviations:

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

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The Annual Quality Assurance Report (AQAR)
Department of Economics

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, 2016to June 30, 2017)*

Part – A

I. Details of the Institution

1.1 Name of the Institution	Maulana Azad National Urdu University
1.2 Address Line 1	Gachibowli
Address Line 2	
City/Town	Hyderabad
State	Telangana State
Pin Code	500032
Institution e-mail address	
Contact Nos.	
Name of the Head of the Institution:	
Tel. No. with STD Code:	

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

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

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

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle				
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

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

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

i. AQAR _____ _____ (DD/MM/YYYY)4
ii. AQAR_____ _____ (DD/MM/YYYY)
iii. AQAR_____ _____ (DD/MM/YYYY)
iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☐ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

(e

g. 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) .

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

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

UGC-Innovative PG programmes | any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities / Economics

2.1 No. of Teachers	**04**
2.2 No. of Administrative/Technical staff	-
2.3 No. of students	**06+06 (UG+PG)**
2.4 No. of Management representatives	-
2.5 No. of Alumni	-
2. 6 No. of any other stakeholder and Community representatives	-
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	-
2.9 Total No. of members	-

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty **14**

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

2.13Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate any other body

Provide the details of the action taken

Part – B

Criterion – I

1. Curricular Aspects / Economics

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	**01**	**2015-16**		
UG (Integrated P.G)	**01**	**2014-15**		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	**02**			

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	**02**
Trimester	
Annual	

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

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

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

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

Revision

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
04	**03**	**00**	**01**	-

2.2 No. of permanent faculty with Ph.D. **02**

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
02	00	00	01	01	00			03	01

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

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	**14**	**09**	**02**
Presented papers	**15**	**10**	**02**
Resource Persons			**02**

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

2.7 Total No. of actual teaching days During this academic year **166**

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

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

BoS-04	FCM-04	CDC-04

2.10 Average percentage of attendance of students **80**

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	1st batch pursuing					
PG	1st batch pursuing					

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

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff / Economics

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff				
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01		
Outlay in Rs. Lakhs		15		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				01
Outlay in Rs. Lakhs				0.90

3.4 Details on research publications

	International	National	Others
Peer Review Journals	06	05	
Non-Peer Review Journals			
e-Journals	03		
Conference proceedings	02	01	

3.5 Details on Impact factor of publications:

Range | Average 2.0 | h-index 02 | Nos. in SCOPUS 07

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	02	ICSSR	15	Ist Instalment
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. 02 Chapters in Edited Books 09

ii) Without ISBN No.

3.8 No. of University Departments receiving funds fro

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences Organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons 04

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution Who are Ph. D. Guides and students registered under them

01

03

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. Of students participated in NCC events:

University level State level

National level International level

3.23 No. Of Awards won in NSS:

University level State level

National level International level

3.24 No. Of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum		College forum			
NCC		NSS		Any other	

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

-
-

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				
Class rooms				
Laboratories				
Seminar Halls				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing								
Added								
Total								

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

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total:

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Department Conducts Orientation Programme for the students at the beginning of the academic session

5.2 Efforts made by the institution for tracking the progression

Department Conducts Internal Examination Tests, organizes discussion and encourage the students to participation in quiz as well as other cultural activities

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
06	06		

(b) No. of students outside the state (PG) 05

(c) No. of international students (PG) 00

Men	No	%
	05	84

Women	No	%
	01	16

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
						00	00	00	06	00	06

Demand ratio Dropout %

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

No. of students benefitted

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

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level 01 National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level ☐ National level ☐ International level ☐

Cultural: State/ University level ☐ National level ☐ International level ☐

5.10 Scholarships and Financial Support

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

5.11 Student organised / initiatives

Fairs : State/ University level ☐ National level ☐ International level ☐

Exhibition: State/ University level ☐ National level ☐ International level ☐

5.12 No. of social initiatives undertaken by the students ☐

5.13 Major grievances of students (if any) redressed: **Library**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

1. Yearly revision of the curriculum
2. Conducting BoS regularly
3. Inputs taken forms PG students for the

6.3.2 Teaching and Learning

1. Seminar
2. Group Discussion.

6.3.3 Examination and Evaluation

1. Test.
2. Presentation
3. Assignment

6.3.4 Research and Development

1. Assignment based on current economic issues.
2. Discussion

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. ICT based Class Room (one)
2. No Library in the Department
3. Other Physical infrastructure is in place

6.3.6 Human Resource Management

Placement cell

6.3.7 Faculty and Staff recruitment

One associate Professor yet to be requited

6.3.8 Industry Interaction / Collaboration

1. Lecturer by professionally from Industry
2. Industry Visits

6.3.9 Admission of Students

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

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?

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

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.

In quantitative papers (e.g. Econometrics), Practical Classes are held using economics software

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

Name of Activities	***Name of Co-ordinator***	***Tentative Date***
Al-Maashiyat *(A Biannual wall magazine published by the Department)*	*Md. Zulquar Nain*	*2nd Issue Nov-2016* *3rd Issue April-2017*
Observing International Day for the Eradication of poverty & film show *Field trip to Golconda Fort & Qutub Shahi Tombs on the occasion of National Integration Day*	*Fasalurahman*	*17th Oct-2016 (International Poverty Eradication Day)* *19th Nov-2016*
MOBAHISA *(Panel Discussion)* *Film Show & Field trips in Industries*	*S. Hasan Qayed*	*27th Oct & 17th Nov-2016* *Feb-2017*

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

1. Ecohima: Subject Association of the Department 2. Mubahisa: Discussion forum at the Department

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

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted? Yes ☐ No ☐

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

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

1. Preparing Course Material in Urdu.
2. Ph. D programme

Name _____ *Name* _____

_____ _____

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

_____***_____

Annexure I

Abbreviations:

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

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The Annual Quality Assurance Report (AQAR) of the IQAC
Department of Education and Training

(1st July 2016 to 30th June 2017)

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.

Part – A

I. Details of the Institution

1.1 Name of the Institution	Department of Education and Training, Hyderabad, MANUU,
1.2 Address Line 1	Telecom Nagar
Address Line 2	Gachibowli
City/Town	Hyderabad
State	Telangana State
Pin Code	500032
Institution e-mail address	hodetmanuu@gmail.com
Contact Nos.	040-23008326 040-23006040
Name of the Head of the Institution:	Prof. H. Khatija Begum
Tel. No. with STD Code:	040-23008326 040-23006040

Mobile: 9989701624

Name of the IQAC Co-ordinator: Prof. H. Khatija Begum

Mobile: 9989701624

IQAC e-mail address: hodetmanuu@gmail.com

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

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

1.5 Website address: www.manuu.ac.in

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle				
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

1.8 AQAR for the year *(for example 2010-11)* July, 2016 to June, 2017

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

i. AQAR _____ _____ (DD/MM/YYYY)4
ii. AQAR_____ _____ (DD/MM/YYYY)
iii. AQAR_____ _____ (DD/MM/YYYY)
iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University State [ ] Central [√] Deemed [ ] Private [ ]

Affiliated College Yes [ ] No [ ]

Constituent College Yes [ ] No [ ]

Autonomous college of UGC Yes [ ] No [ ]

Regulatory Agency approved Institution Yes [ ] No [ ]

(e.g. 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) .

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

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	
2.2 No. of Administrative/Technical staff	
2.3 No. of students	
2.4 No. of Management representatives	
2.5 No. of Alumni	
2. 6 No. of any other stakeholder and community representatives	
2.7 No. of Employers/ Industrialists	
2.8 No. of other External Experts	
2.9 Total No. of members	

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	-		
PG	2 (M.Phil., M.Ed.)			
UG	1 -B.Ed.			
PG Diploma				
Advanced Diploma				
Diploma	1D.El.Ed.			
Certificate				
Others				
Total				

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	3 – M.Ed., B.Ed., D.El.Ed.
Trimester	
Annual	

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

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

Please provide an analysis of the feedback in the Annexure

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

New syllabus for D.El.Ed., B.Ed,, and M.Ed. was implemented from 2015-17.

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
24	17	3	4	-

2.2 No. of permanent faculty with Ph.D. 14

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	nil	3	nil	4	nil			24	nil

2.4 No. of Guest and Visiting faculty and Temporary faculty Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	18	11	
Presented papers	18	11	
Resource Persons	01	--	

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

Mentoring – The faculty members are assigned with a title 'MENTOR' under whom 10-15 students are allotted. The mentors will conduct meetings with the students regularly and maintain a record of individual student separately. The Mentor maintains a rapport with the student individually and during interaction the mentor records the problematic/difficulty related areas of both personal and educational issues. The mentors ultimately with the concerned Principal, HOD and the Dean workout the probable common solutions of common or specific nature caused due to individual differences

Tutoring: There is a period in the time-table on all working days for tutorials. The concerned subject teacher tries to recapitulate the important concepts to facilitate the students to identify their weaknesses if any in concept formation. This approach facilitates the teacher to identify the slow learners or educationally backward students and to devise appropriate strategies to strengthen students performance.

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

200

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

Bar Coding in E.T. Continuous Evaluation and Double Evaluation for M.Ed. Exam

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

24	24	24

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage: in Theory

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.Ed.						
B.Ed.						
D.Ed.						

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

Monitoring through Dean's and HOD's Meetings periodically with IQAC and Hon'ble Vice - Chancellor; Encourage Faculty Development Programmes; Evaluation through student feed back and Monthly Review meetings by the Departments.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	2
UGC – Faculty Improvement Programme	
HRD programmes	2

Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	3
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	6			3
Technical Staff	2			

Criterion – III

3. Research, Consultancy and Extension

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

Encouraged faculty members to undertake Research Projects from UGC and Other Funding Agencies
Encourage student to participate in Seminars/Workshops;
Enables students to present papers in Seminars and Workshops;
Enables Faculty members to attend and present papers in various national and International Seminars and Workshops

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2		2 lakhs	Yes
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	14	
Non-Peer Review Journals	7	3	
e-Journals	-	1	
Conference proceedings	4	2	

3.5 Details on Impact factor of publications:

Range ☐ Average ☐ h-index ☐ Nos. in SCOPUS ☐

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. 2 Chapters in Edited Books 7

ii) Without ISBN No. 3

3.8 No. of University Departments receiving funds from

UGC-SAP ☐ CAS ☐ DST-FIST ☐

DPE ☐ DBT Scheme/funds ☐

3.9 For colleges Autonomy ☐ CPE ☐ DBT Star Scheme ☐

INSPIRE ☐ CE ☐ Any Other (specify) ☐

3.10 Revenue generated through consultancy ☐

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1			
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons 21

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
2		2				

*Prof. H. Khatija Begum: 1. Comparative Education Society of India (CESI)
2. All India Association for Educational Research (AIAER)

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) - 12

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level		State level	
National level		International level	

3.22 No. of students participated in NCC events:

University level		State level	
National level		International level	

3.23 No. of Awards won in NSS:

University level		State level	
National level		International level	

3.24 No. of Awards won in NCC:

University level		State level	
National level		International level	

3.25 No. of Extension activities organized

University forum		College forum			
NCC		NSS		Any other	

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

-
-

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	4373.24 SQM	2186 SQM		
Class rooms	11	15		26
Laboratories	8	1		9
Seminar Halls	2	2		4
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others	99.12SQM (Porch Area)			

4.2 Computerization of administration and library

Administration and Library are provided with Computers

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4127	9,33,526/-	101	18,765/-	4228	9,52,291/-
Reference Books	112				112	
e-Books						
Journals	17	12,000/-			17	13,720/-
e-Journals						
Digital Database						
CD & Video						
Others (specify) M.Ed. Dissertations						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	132	104	WI FI			8	20	
Added								
Total	132	104				8	20	

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

--

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total :

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

5.2 Efforts made by the institution for tracking the progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others

(b) No. of students outside the state

(c) No. of international students

Men	No	%

Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio Dropout %

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

No. of students benefitted

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

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level | National level | International level

No. of students participated in cultural events

State/ University level | National level | International level

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

Sports : State/ University level ☐ National level ☐ International level ☐

Cultural: State/ University level ☐ National level ☐ International level ☐

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government JRF & MANF		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level ☐ National level ☐ International level ☐

Exhibition: State/ University level ☐ National level ☐ International level ☐

5.12 No. of social initiatives undertaken by the students ☐

5.13 Major grievances of students (if any) redressed: Drinking water, Bus facility

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

A Community of Excellent Teacher Educators - Rooted in Tradition and well Equipped for the Future.

Mission

Our faculty and students have to emphasize the functional relationship between knowledge generation, theory development and effective practice.

The Department of Education and Training boosts of fully equipped labs of Educational Psychology, Educational Technology, Science Education and Computer Education.

- Preparing effective teachers, teacher-educators and researchers.
- Conducting and applying research; and offering accessible local and global outreach.

The Department of Education and Training at Maulana Azad National Urdu University emphasizes field-based study in educational settings where social, economic and political pressures interact to help and to shape policies and practices.

The Department of Education and Training offers a set of programmes through Urdu medium that address formal and non-formal educational issues from national and international perspectives.

6.2 Does the Institution has a management Information System

Yes. It is maintained at University level.

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

6.3.1 Curriculum Development

Implementation of NCTE new regulation 2014 and development and design of the curriculum for B.Ed. M.Ed. and D.El.Ed. as per NCTE Curriculum Framework.

6.3.2 Teaching and Learning

The curriculum is transacted through ICT, Group/Team Teaching, Seminar Presentations, Group discussions and Extension lectures by experts

6.3.3 Examination and Evaluation

Student's performance is continuously evaluated through periodical tests, assignments and seminar presentations.

6.3.4 Research and Development

- Organisation of Extension lectures by experts of national and international repute.
- Conduction of course work program for Ph.D. Scholars.
- Participation of research scholars in research workshops and courses.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Library is well equipped with books in Urdu/English/Hindi.
2. ICT lab is well equipped.
3. LCD projector
4. Language lab

6.3.6 Human Resource Management

1. At the beginning of each academic year the work is distributed in the staff meeting.
2. Work is assigned on the basis of ones interest, qualification and experience.
3. Participation of teaching and non teaching staff in various developmental / training especially in Hindi/Urdu proficiency programs.

6.3.7 Faculty and Staff recruitment

Faculty and Staff recruitment is done at university level by following NCTE and UGC norms.

6.3.8 Industry Interaction / Collaboration

The department uses about 30 schools as practice teaching schools and laboratory to experiment innovative ideas in education. Faculty als contributes to MANUU instructional media centre in developing Educational videos . It also collaborates with DDE to run its B.Ed. distance mode Program.

6.3.9 Admission of Students

Admissions are done through national level Entrance test and admission counselling is conducted online at 10 centres.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	Students Welfare Fund University scholarship for PG , M.Phil. and Ph.D.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

6.8 Does the University/ Autonomous College declares 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?

For all teacher education programs, students performances are evaluated through CCE method instead of depending only on theory exams, practical exams are also given due weightage.

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

Autonomy is given to the constituent colleges for

- Planning academic calendar
- Participation in community projects
- Organisation of curricular and co curricular activities.

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

Participation in Hindi proficiency Course.

Participation in short term training programs/workshops by UGC, HRD centre from time to time.

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

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.

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

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

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted? Yes ☐ No ☐

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

8. Plans of institution for next year

Signature of Head

Encl: Annual Report 2016-17

The Annual Quality Assurance Report (AQAR)
Department of English

All NAAC ac credited 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, July 1, 2016 to June 30, 2017)*

Part – A

1. Details of the Departments

1.1 Name of the Department | Department of English |

1.2 Departmental Status: Permanent

Name of the School: Languages, Linguistics and Indology

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

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

1.3 Type of Faculty/Programme ☐ ☐ ☐

Arts ✓ Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify) .

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

University with Potential for Excellence ☐ UGC-CPE ☐

UGC-Special Assistance Programme		DST-FIST	
UGC-Innovative PG programmes		Any other (*Specify*)	
UGC-COP Programmes			

2 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.		International		National		State		Institution Level	

(ii) Themes

2.15 Plan of Action/ Outcome by Departments

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

Plan of Action	Achievements

** Attach the Academic Calendar of the year as Annexure.*

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD (Eng)	✓	-	-	-
MA (Eng)	✓	-	-	-
UG	✓	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
MPhil (Eng)	✓	-	-	-
Total	04	-	-	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
Semester	✓
Trimester	-
Annual	-

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

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

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

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

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

No

Criterion – II

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Workshop	04
Seminar	01

Criterion – III

3. Research, Consultancy and Extension

3.1 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range ☐ Average ☐ h-index ☐ Nos. in SCOPUS ☐

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. ____ Chapters in Edited Books ____

ii) Without ISBN No. ____

3.8 No. of University Departments receiving funds from

UGC-SAP ____ CAS ____ DST-FIST ____

DPE ____ DBT Scheme/funds ____

3.9 For colleges Autonomy ____ CPE ____ DBT Star Scheme ____

INSPIRE ____ CE ____ Any Other (specify) ____

3.10 Revenue generated through consultancy ____

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons 01

3.13 No. of collaborations International ____ National ____ Any other ____

3.14 No. of linkages created during this year ____

3.15 Total budget for research for current year in lakhs :

From Funding agency ____ From Management of University/College ____

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them 05

3.19 No. of Ph.D. awarded by faculty from the Institution 01

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level ☐ International level ☐

3.25 No. of Extension activities organized

University forum ☐ College forum ☐

NCC ☐ NSS ☐ Any other ☐

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

-
-

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				
Class rooms				
Laboratories				
Seminar Halls				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

Criterion – V

5. Student Support and Progression

5.1 Contribution of Department in enhancing awareness about Student Support Services

5.2 Efforts made by the Departments for tracking the progression

5.3 (a) Total Number of students

UG	PG	MPhil	Ph. D.
-	07	-	06

(b) No. of students outside the state 04/-/03

(c) No. of international students 01

Men	No	%
	5	71.4
	-	-
	2	33.3

Women	No	%
	2	28.6
	-	-
	4	66.7

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
16	08	03	24	-	51	05	-	-	02	-	07
-	-	-	01	-	01	-	-	-	-	-	-
03	01	-	03	-	07	06	-	-	-	-	06

Demand ratio Dropout % **MA: (03) 42.9%**
PhD: (01) 17%

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	01	SET/SLET	01	GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	

5.6 Details of student counselling and career guidance

No. of students benefitted

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

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level | National level | International level

No. of students participated in cultural events

State/ University level | National level | International level

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

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

Cultural: State/ University level | National level | International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government **(UGC)**	**PhD: 03**	**PhD. Rs. 8,000/- per month**
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level ☐ National level ☐ International level ☐

Exhibition: State/ University level ☐ National level ☐ International level ☐

5.12 No. of social initiatives undertaken by the students ☐

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the Department

6.2 Does the Department has a management Information System

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

6.3.1 Curriculum Development

6.3.2 Teaching and Learning

6.3.3 Examination and Evaluation

6.3.4 Research and Development

6.3.5 Library, ICT and physical infrastructure / instrumentation

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

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 Department. Give details.

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

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

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

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted? Yes ☐ No ☐

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

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

Name _____ *Name* _____

_____ _____

Signature of the HoD *Signature of the Dean*

_____***_____

AQAR

Establishment and Recruitment Cell-I

(2016-2017)

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
327	223	50	31	21

2.2 No. of permanent faculty with Ph.D. 191

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
223	26	50	38	31	16	21	03	321	87

2.4 No. of Guest and Visiting faculty and Temporary faculty 43 -- --

6.4 Welfare schemes for Teachers

2.14 Details of Administrative and Technical Staff.

Category	Year	Number of permanent Employee	Number of Vacant positions	Number of permanent positions filled during the year	Number of position filled temporarily
Administrative Staff	2016-17	255	22	07	
Technical Staff		142	11	08	

6.4 Welfare schemes for Non Teaching

All the welfare schemes of Government of India have been adopted for the Non-teaching employees of MANUU.

Signature Head of Department

ASSISTANT REGISTRAR
Establishment and Recruitment Section-II (NT)
Maulana Azad National Urdu University
Gachibowli, Hyderabad-32.

AQAR
Examination Branch
(2016-2017)

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

Coding of scripts
Photocopy

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage :

Sno	Title of the Programme (Regular Mode)	Total no. of students appeared	Total no. of students Passedout	Total no. of students Failed	Division									
					Distinction	Distinction %	I DIVISION	I DIVISION %	II DIVISION	II DIVISION %	III DIVISION	III DIVISION %	Pass %	Fail %
1	M.A.Urdu	35	34	1	5	15	25	74	4	12	0	0	97	3
2	M.A.Arabic	28	26	2	9	35	16	62	1	4	0	0	93	7
3	M.A.English	55	48	7	1	2	28	58	19	40	0	0	87	13
4	M.A.Hindi	14	12	2	0	0	11	92	1	8	0	0	86	14
5	M.A.Persian	12	12	0	7	58	5	42	0	0	0	0	100	0
6	M.A. Translation Studies	12	12	0	2	17	10	83	0	0	0	0	100	0
7	M.A.Islamic Studies	12	12	0	0	0	11	92	1	8	0	0	100	0
8	M.A.Women's Studies	6	6	0	2	33	2	33	2	33	0	0	100	0
9	M.A.Political Science	12	12	0	1	8	11	92	0	0	0	0	100	0
10	M.A.Public Administration	3	3	0	0	0	2	67	1	33	0	0	100	0
11	Master of Social Work	23	23	0	0	0	15	65	8	35	0	0	100	0
12	M.A. Economics	6	6	0	1	17	5	83	0	0	0	0	100	0
13	M.A. History	12	12	0	3	25	9	75	0	0	0	0	100	0
14	M.A. Sociology	2	2	0	1	50	1	50	0	0	0	0	100	0
15	Master of Business Administration	56	55	1	3	5	51	93	1	2	0	0	98	2
16	Master of Commerce	27	26	1	10	38	16	62	0	0	0	0	96	4

17	M.A.Journalism & Mass Communication	12	12	0	1	8	9	75	2	17	0	0	100	0
18	Master of Computer Applications	30	28	2	2	7	24	86	2	7	0	0	93	7
19	M.Tech.	13	13	0	5	38	8	62	0	0	0	0	100	0
20	M.Sc.Maths	10	9	1	5	56	4	44	0	0	0	0	90	10
21	M.Ed.	165	158	7	13	8	145	92	0	0	0	0	96	4
22	B.Tech.	46	46	0	5	11	40	87	1	2	0	0	100	0
23	B.Ed.	574	554	20	204	37	350	63	0	0	0	0	97	3
24	B.A.	19	18	1	0	0	15	83	3	17	0	0	95	5
25	B.Sc.	33	27	6	0	0	19	70	8	30	0	0	82	18
26	D.El.Ed.	91	87	4	31	36	56	64	0	0	0	0	96	4
27	Polytechnic Diploma In Civil/CSE/ECE /I-T	304	230	74	48	21	177	77	5	2	0	0	76	24
28	P.G. Diploma in Functional Hindi & Translation	14	14	0	0	0	11	79	3	21	0	0	100	0
29	Advance Diploma in Modern Arabic Language &Translation	14	10	4	2	20	8	80	0	0	0	0	71	29
30	Diploma in Arabic	7	4	3	1	25	1	25	2	50	0	0	57	43
31	Diploma in Persian	5	5	0	5	100	0	0	0	0	0	0	100	0
32	Certificate in Proficiency In Arabic	7	7	0	2	29	3	43	2	29	0	0	100	0
	TOTAL	**1659**	**1523**	**136**	**369**	**24**	**1088**	**71**	**66**	**4**	**0**	**0**	**92**	**8**

3.19 No. of Ph.D. awarded by faculty from the Institution | 11 |

No. of M.Phil awarded by faculty from the Institution | 50 |

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

For UG Programmes Yes | Y | No | - |

For PG Programmes Yes | Y | No | - |

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

- The Choice Based Credit System (CBCS) is adopted in all Regular Mode Programmes & implemented successfully.
- The Schedule of Entrance and Examination fixed, well announced and strictly adhered all programs of study in regular and distance modes.
- Quick and prompt Mechanism for Redressing Grievances of students.
- The Model Question Paper for all regular mode programs developed and adopted.
- The Model Question Paper for all distance mode programs developed and adopted.
- The Unique and Uniform Roll No., Program and Course Codes as per CBCS (Choice Based Credit System) norms developed and adopted as first step towards automation of examination processes.
- The full time Controller of Examination appointed.
- Online applications for all admissions to regular mode programs from 2016-17.
- Online support system to candidates via SMS and emails used for wider information to candidates about application status; Hall Tickets; Merit Lists and Counseling/ Admissions.
- Entrance Tests for ET based programs conducted as per schedule and results announced on due dates. For each program, the Merit Ranks of all the candidates were announced and uploaded on University website for transparency and accountability including the list of qualified and not qualified candidates.
- ETs conducted with strict norms and under overall supervisions of duly appointed Observers.

The Annual Quality Assurance Report (AQAR)
Department of Hindi

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, July 1, 2016 to June 30, 2017)*

Part – A

1. Details of the Institution

1.1 Name of the Institution	MANUU/Department of Hindi
1.2 Address Line 1	Gachibowli-500032, Hyderabad, Telangana
Address Line 2	----
City/Town	Hyderabad
State	Telangana
Pin Code	500032
Institution e-mail address	www.manuu.ac.in
Contact Nos.	23006612-15
Name of the Head of the Institution:	Dr. Khalid Mubashir uz Zafar, HOD Hindi
Tel. No. with STD Code:	040-23008303
Mobile:	

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

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

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

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle				
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

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

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

i. AQAR _____ _____ (DD/MM/YYYY)4
ii. AQAR_____ _____ (DD/MM/YYYY)
iii. AQAR_____ _____ (DD/MM/YYYY)
iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University State ☐ Central ☑ Deemed ☐ Private ☐

Affiliated College Yes ☐ No ☑

Constituent College Yes ☐ No ☑

Autonomous college of UGC Yes ☑ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

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

Type of Institution Co-education ☑ Men ☐ Women ☐

Urban ☑ Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ☑ Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify) .

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

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

Autonomy by State/Central Govt. / University	Central		
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	05
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	70
2.4 No. of Management representatives	NA
2.5 No. of Alumni	NA
2. 6 No. of any other stakeholder and community representatives	NA
2.7 No. of Employers/ Industrialists	NA
2.8 No. of other External Experts	111
2.9 Total No. of members	
2.10 No. of IQAC meetings held	

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students ☐ Alumni ☐ Others ☐

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☐

If yes, mention the amount ☐

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. ☐ International ☐ National ☐ State ☐ Institution Level ☐

(ii) Themes ☐

2.14 Significant Activities and contributions made by IQAC

☐

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

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes ☐ No ☐

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken

☐

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Ph.D	2007		
M.Phil	M.Phil	2007		
PG	M.A	2007		
UG	B.A	2014		
PG Diploma	PGDFHT	2012		
Advanced Diploma	--	--		
Diploma	--	--		
Certificate	--	--		
Others	--	--		
Total	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	04
Trimester	---
Annual	---

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

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

Please provide an analysis of the feedback in the Annexure

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

Upgradation of the syllabus in the BOS in each year as per the literary developments

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

NA

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
05	04	---	01	

2.2 No. of permanent faculty with Ph.D. 05

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest Faculty	02	

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers	Dr. G.V.Ratnakar-01 Dr. D.Seshu Babu--01 Dr. Karan Singh Utwal-01 Dr. Patan Rahim Khan-00	Dr. G.V.Ratnakar-04 Dr. D.Seshu Babu--03 Dr. Karan Singh Utwal-04 Dr. Patan Rahim Khan-10	
Resource Persons	----	---	---

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

Screening of Literary movies and dramas.

2.7 Total No. of actual teaching days during this academic year: UG-180 PG-120

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop: 5

2.10 Average percentage of attendance of students: 75%-95%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Ph.D Hindi 2016-17	02					
M.Phil Hindi 2016-17	07					
M.A Hindi	M.A 1st year-18 M.A 2nd year-16					

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	1
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	---
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	---
Summer / Winter schools, Workshops, etc.	2
Others	---

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	01			
Technical Staff	05			

Criterion – III

3. Research, Consultancy and Extension

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

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	Dr. G.V.Ratnakar- Dr. D.Seshu Babu- Dr. Karan Singh Utwal- Dr. Patan Rahim Khan-	01	
Non-Peer Review Journals	Dr. G.V.Ratnakar- Dr. D.Seshu Babu-03 Dr. Karan Singh Utwal- Dr. Patan Rahim Khan- 8	01 04 01	
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range | Average | h-index | Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				1
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. 01 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	01	01			
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons 4

3.13 No. of collaborations International NA National NA Any other

3.14 No. of linkages created during this year NA

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
01	---	Dr. Patan Rahim Khan 03				

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

Prof. T.V.Kattimani
Dr. G.V.Ratnakar
Dr. D.Seshu Babu
Dr. Karan Singh Utwa
Dr. Patan Rahim Khan

3.19 No. of Ph.D. awarded by faculty from the Institution NIL

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF --- SRF 03 Project Fellows --- Any other ---

3.21 No. of students Participated in NSS events:

University level	17	State level	
National level		International level	

3.22 No. of students participated in NCC events:

University level	17	State level	
National level		International level	

3.23 No. of Awards won in NSS:

University level		State level	
National level		International level	

3.24 No. of Awards won in NCC:

University level		State level	
National level		International level	

3.25 No. of Extension activities organized

University forum		College forum			
NCC	√	NSS	√	Any other	

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

-
-

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				
Class rooms	02			
Laboratories				
Seminar Halls				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						

Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing								
Added								
Total								

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

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total :

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

5.2 Efforts made by the institution for tracking the progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	M.Phil	Others	Total
---	46	17	07	---	70

(b) No. of students outside the state

Ph.D-12
MPhil-01
M.A-24

(c) No. of international students

Men	No	%

Women	No	%

M.A Hindi-Last Year-2016-2017(21)						M.A Hindi-This Year-2017-2018(25)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
08	0	2	11	---	21	13	3	1	8	---	25

Demand ratio

Dropout % M.A 1st year -7

M.A 2nd year-5

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET 5 SET/SLET 4 GATE CAT

IAS/IPS etc | | State PSC | | UPSC | | Others | |

5.6 Details of student counselling and career guidance

No. of students benefitted | |

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

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level | | National level | | International level | |

No. of students participated in cultural events

State/ University level | 15 | National level | | International level | |

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

Sports : State/ University level | 1 | National level | | International level | |

Cultural: State/ University level | 10 | National level | | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	Ph.D -12 MPhil-06	Ph.D-8000/- M.Phil-5000/-
Financial support from government	UGC-RGNF/MANF/ National Fellowship (05)	Directly transfering in Bank
Financial support from other sources	---	---
Number of students who received International/ National recognitions	---	---

5.11 Student organised / initiatives

Fairs : State/ University level ☐ National level ☐ International level ☐

Exhibition: State/ University level ☐ National level ☐ International level ☐

5.12 No. of social initiatives undertaken by the students ☐

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

Utsah wall magazine, cultural activities and literary programmes

6.3.2 Teaching and Learning

Class room teaching

6.3.3 Examination and Evaluation

External and Internal 70 and 30

6.3.4 Research and Development

6.3.5 Library, ICT and physical infrastructure / instrumentation

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

2016	2017
M.A-18	M.A-25
M.Phi-07	M.Phil-Nil
Ph.D-02	Ph.D-01
PGDFHT-Nil	PGDFHT-Nil

Teaching	

6.4 Welfare schemes for

Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes ☐ No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

6.8 Does the University/ Autonomous College declares 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?

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

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.

Utsah wall magazine

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

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

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

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted? Yes ☐ No ☐

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

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

Name _____ *Name* _____

_____ _____

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

_____***_____

Annexure I

Abbreviations:

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

****

The Annual Quality Assurance Report (AQAR)
H.K. Sherwani Centre for Deccan Studies

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, July 1, 2016 to June 30, 2017)*

Part – A

1. Details of the Department

1.1 Name of the Institution	**H.K. Sherwani Centre for Deccan Studies**
1.2 Address Line 1	
Address Line 2	
City/Town	
State	
Pin Code	
Institution e-mail address	
Contact Nos.	
Name of the Head of the Institution:	
Tel. No. with STD Code:	
Mobile:	

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

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

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

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle				
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

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

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

i. AQAR _____ _____ (DD/MM/YYYY)4
ii. AQAR_____ _____ (DD/MM/YYYY)
iii. AQAR_____ _____ (DD/MM/YYYY)
iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☐ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

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

Type of Institution Co-education ☐ Men ☐ Women ☐

Urban ☐ Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify) ☐

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

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	
2.2 No. of Administrative/Technical staff	
2.3 No. of students	
2.4 No. of Management representatives	
2.5 No. of Alumni	
2. 6 No. of any other stakeholder and community representatives	
2.7 No. of Employers/ Industrialists	
2.8 No. of other External Experts	
2.9 Total No. of members	
2.10 No. of IQAC meetings held	

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

22nd September 2016: Lecture by Dr.N. Taher, Superintending Archaeologist, Archaeological Survey of India (ASI), Hyderabad Circle on the theme *Personality of a Monument: A Case Study of St.Augustine Complex in Deccan's Old Goa*.

30-31 January 2017: Two-Day International Symposium on the theme *Networks in the Deccan* on 30th-31st January 2017. Lectures were given by eminent historians and archaeologists like Dr. Navina Haidar, Curator of Islamic Art at the Metropolitan Museum of Art, New York, USA, Prof. Patrick Manning, Andrew W. Mellon Professor of World history at the University of Pittsburgh, Dr. Klaus Rotzer, Archaeologist and Architectural Historian, Paris, etc.

2.14 Significant Activities and contributions made by IQAC

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 *

Major Activities of H.K. Sherwani Centre for Deccan Studies

Research:

S. No	Year	Research Topic	Area
1.	2012	The Syncretic Civilization of the Deccan	Deccan Studies
	2013	A Cartographic Profile of the Deccan	Deccan Studies

2.			
3.	2014	A Lexicon of Deccani Terms	Deccan Studies
4.	2015	Trading Network of the Deccan	Deccan Studies
5.	2016	Coinage of the Deccan	Deccan Studies

Field / Extension Programme:

S. No	Year	Topic	Date	Place	Collaborative Agency/ Linkage
1.	2016	Deccan Heritage Club	7th September 2016	Trip to Qutb Shahi Tombs	Aga Khan Trust for Culture
2.	2016	Deccan Heritage Club	13th October 2016	Trip to Golconda Fort	--
3.	2016	Deccan Heritage Club	19th November 2016	Trip to Bhongir Fort	--
4.	2017	Deccan Heritage Club	9th February 2017	Trip to Paigah Tombs	--

2.15 Whether the AQAR was placed in statutory body Yes No

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken

Part – B

Criterion – I

4. **Curricular Aspects**

Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG				
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total				

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	

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

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

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

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

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

2.2 No. Of permanent faculty with Ph.D.

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

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

2.4 No. Of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. Of Faculty	International level	National level	State level
Attended			
Presented papers			
Resource Persons			

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

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

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. Of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %

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

2.13 Initiatives undertaken towards faculty development

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

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				
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

I.Research:

S. No	Year	Research Topic	Area
1.	2012	The Syncretic Civilization of the Deccan	Deccan Studies
2.	2013	A Cartographic Profile of the Deccan	Deccan Studies
3.	2014	A Lexicon of Deccani terms	Deccan Studies
4.	2015	Trading Network of the Deccan	Deccan Studies
5.	2016	Coinage of the Deccan	Deccan Studies

Field / Extension Programme:

S. No	Year	Topic	Date	Place	Collaborative Agency/ Linkage
1.	2016	Deccan Heritage Club	7th September 2016	Trip to Qutb Shahi Tombs	Aga Khan Trust for Culture
2.	2016	Deccan Heritage Club	13th October 2016	Trip to Golconda Fort	--
3.	2016	Deccan Heritage Club	19th November 2016	Trip to Bhongir Fort	--
4.	2017	Deccan Heritage Club	9th February 2017	Trip to Paigah Tombs	--

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

Mr. A. Subash, Assistant Professor

	Completed	Ongoing	Sanctioned	Submitted
Number	--	01	--	--
Outlay in Rs. Lakhs		Rs. 1,05,000		

3.4 Details on research publications

Prof. Salma Ahmed Farooqui: Director

List of conferences/seminars/workshops etc attended/conducted /papers presented

1. Invited by the US Consulate General, Hyderabad to interact through a Skype virtual meeting with Pakistani women from Lahore on 8th March 2017 on the occasion of **International Women's Day**.

2. Invited to deliver a talk on **Women in History with special reference to Mughal India** at Nizam College, Osmania University, for the All India Women's Conference on Women's Issues, Challenges and Opportunities on 3rd and 4th March 2017 organized by Women Empowerment Cell & Committee against Sexual Harassment, Nizam College.

3. Invited as a resource person to the SUSI Conference on Religious Pluralism and the Global Refugee Crisis from 5th to 8th January 2017 at Berlin, Germany to deliver a lecture on **Problematizing Changing Cultural Constructs in Refugee Migrated Regions** sponsored by the University of California, Santa Barbara and US Dept of State**.**

4. Invited as a resource person to the Human Resource Development Centre, MANUU to deliver a lecture on **Research Methods in History** on 25th August 2016.

5. Invited on a panel discussion of Hema Devare's book launch **From Ganga to Mekong** on 27th July 2016 at Administrative Staff College of India alongwith co-panelists Dr.Padmanabaiah, Former Home Secretary & presently Chairman ASCI, Ambassador Amarnath Ram, and Padma Shri Jagadish Mittal.

Publications in Journals:

- Article *Dakhni Culture* in **Dances of Telangana** reprinted in *Nartanam* - A Quarterly Journal of Indian Dance October-December 2016 Vol: XVI, No.4 Sahrdaya Arts Trust Hyderabad **ISSN: 2455-7250**

Published Books:

1. Farooqui, Salma Ahmed (2017), *Histories, Regions, Nodes: Essays for Rattan Lal Hangloo*, published by Primus Books, New Delhi, April 2017. ISBN: 978-93-84092-83-2 (Peer Reviewed).

Chapters in Books:

1. Article *Dakhni Culture* in Dances of Telangana reprinted in *Nartanam* - A Quarterly Journal of Indian Dance October-December 2016 Vol: XVI, No.4 Sahrdaya Arts Trust Hyderabad ISSN: 2455-7250

2. Keynote address *Reviewing Gender Relations in Mughal Society* delivered at National Seminar Status of Women in Indian Society on 21st August 2015, Centre for Women's Studies, Puroshottam Publishers Kolkata, July 2016. ISSN:978-93-85908-56-9.

3. Forthcoming – In collaboration with IRCICA the Research Centre for Islamic History, Art and Culture based in Istanbul, Turkey documenting the history of Muslim kingdoms of the Deccan for an on-going mega international project of writing History of Islam and Muslim Civilization in ten volumes which will be published in three languages: English, Arabic and Turkish.
   Bahmanis
   Nizam Shahis
   Qutb Shahis
   Adil Shahis
   Asaf Jahis

Mr. A. Subash, Assistant Professor

List of Publications

I. Chapters in books / published conference proceedings and list of books

1. Research paper titled ***The Spread of Vira Saivism in Medieval Andhra Desa: An Account from Temple Art and Inscriptions*** in the edited volume titled **Sacred Complex of Srisailam and Saivism in South India** by Prof.P.Chenna Reddy, published by B.R. Publishing Corporation, Delhi, 2017 (ISBN: 9789-386-223-425) (as co-author).

2. Research paper titled ***Trade, Ports and Urbanization: A Study of Colonial Urban Space of Coastal Andhra in 17th & 18th Centuries*** in the edited volume titled **Histories, Regions, Nodes: Essays for Rattan Lal Hangloo** by **Salma Ahmed Farooqui**, published by Primus Books, New Delhi, 2017 (ISBN: 978-93-84092-83-2).

3. Research paper titled ***Trade and Urbanization: A Study of Colonial Urban Space of Pondicherry in Seventeenth and Eighteenth Centuries*** in the proceedings volume of South Indian History Congress, 36th Annual Session, March 2017 (ISSN: 2229-3671) (UGC Journal No. 48364).

4. Forthcoming - Chapters titled ***Madar (Madura) Sultanate, Berid Shahis, Imad Shahis*** in the edited volume titled ***Islamic History and Civilization*** to be published by IRCICA, the Research Centre for Islamic History, Art and Culture and subsidiary of the Organization of Islamic Cooperation (OIC), Istanbul, Turkey.

II. List of conferences/seminars/workshops etc attended/conducted /papers presented (International/National)

1. Presented a paper titled ***The Textile Industry and the South Indian Society and Economy (1500 – 1800 CE)*** at the South Indian History Congress, 37th Annual Session, organised by Department of History, Periyar University, Salem, Tamil Nadu on 10th to 12th March 2017.

2. Presented a paper titled ***The Transformation of a Tribe: A Study of Socio-Cultural Aspects of Boya Community during the Vijayanagar Period*** at the Andhra Pradesh History Congress, 41st

Annual Session, organised by Department of History, Government College (Autonomous), Ananthapuram, Andhra Pradesh on 7th & 8th January 2017.

Mr. Abdul Majid - Assistant Professor

List of Publications

I. Chapters in books / published conference proceedings and list of books for the period 2009-2016

1. Research paper titled *Role of Adil Shahi Kingdom in the Development of Cultural Synthesis in Bijapur* in the edited volume Titled *Deccan: Culture, Heritage and Literature* published by Manak Publications ltd, New Delhi, 2017.

2. Research paper titled *An Outline of Education System under the Bahmanis* in *New International Reliable Journal* Vol-V, issue VI, June 2017 ISSN: 2330 9410

II. List of conferences/seminars/workshops etc attended/conducted /papers presented (International/National)

1. Presented a paper titled *Taxation in the Adil Shahi Era* at the seminar organised by Central University of Karnataka, Kalburgi and Karnataka State Archives Department on the theme Karnataka during *Adil Shahi Era on* 18th and 19th April, 2017.

2. Presented a paper titled Cultural Interaction between Bidar and Iran at the Two-day National Seminar on the theme The Contribution of Various Rulers to Hyderabad-Karnataka region organised by Dept. of History, Siddharth Arts and Commerce College, Bidar on 3rd & 4th March 2017.

3. Presented a paper titled *Architectural Remains of Kalyani Fort: Some Reflections on Difeerent Aspects of its Defence Mechanism* at the 26th Annual Session of the Karnataka History Congress organised University of Mysuru from 06.01.2017 to 08.01.2017.

4. Delivered a lecture on *Relalationship between Literature and History* at the seminar organised by Dr.Jayadevitayi Ligaada Prathisthana, Basavakalyan on the theme *Sahityamattu Charitriya Nibandha* on 12.11.2016 (Saturday).

5. Presented a paper titled *Muslim Women against Polygamy in Colonial India: Voices from Urdu Women Journals* at the international conference organized by India International Islamic Academic Conference, New Delhi on 08.10.2016 and 09.10.2016.

6. Presented a paper titled *Untapped Tourist Destinations of North Hyderabad-Karnataka Region: Their Promotion and Prospects for Future Development* at the two-day national conference organized by Dept. of Business Studies, Central University of Karnataka, Kalaburagi in association with Hyderabad Karnataka Region Development Board, Govt. of Karnataka on the theme *Role of Entrepreneurship and Tourism in regional Development with Special Reference to Hyderabad Karnataka Region* on 25th and 26th August 2016.

3.5 Details on Impact factor of publications:

Range [ ] Average [✓] h-index [ ] Nos. in SCOPUS [ ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				

Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. 01 Chapters in Edited Books 02

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 40,000

The H.K.Sherwani Centre Deccan Studies has completed an academic consultancy with the Andhra Pradesh History Congress, an organization serving the cause of history, for its project titled *Sources of History and Culture of Telugu Speaking People 5000 BC – AD 2016*. The Centre has contributed three chapters – *The Bahmanis*, *History of Qutb Shahis*, and *History of Asaf Jahis*.

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons 01

3.13 No. of collaborations International 02 National 01 Any other --

3.14 No. of linkages created during this year 02

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level ☐ State level

National level ☐ International level ☐

3.24 No. of Awards won in NCC:

University level ☐ State level ☐

National level ☐ International level ☐

3.25 No. of Extension activities organized

University forum ☐ College forum ☐

NCC ☐ NSS ☐ Any other ☐

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

-
-

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				
Class rooms				
Laboratories				
Seminar Halls				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				

Others				

4.2 Computerization of administration and library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing								
Added								
Total								

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

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total :

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

5.2 Efforts made by the institution for tracking the progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others

(b) No. of students outside the state

(c) No. of international students

Men	No	%

Women	No	%

Last Year	This Year

General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio Dropout %

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

No. of students benefitted

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

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level ☐ National level ☐ International level ☐

No. of students participated in cultural events

State/ University level ☐ National level ☐ International level ☐

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

Sports : State/ University level ☐ National level ☐ International level ☐

Cultural: State/ University level ☐ National level ☐ International level ☐

5.10 Scholarships and Financial Support

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

5.11 Student organised / initiatives

Fairs : State/ University level ☐ National level ☐ International level ☐

Exhibition: State/ University level ☐ National level ☐ International level ☐

5.12 No. of social initiatives undertaken by the students ☐

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

6.3.2 Teaching and Learning

6.3.3 Examination and Evaluation

6.3.4 Research and Development

6.3.5 Library, ICT and physical infrastructure / instrumentation

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

6.8 Does the University/ Autonomous College declares 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?

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

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.

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

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

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

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted? Yes ☐ No ☐

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

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

Name _____ *Name* _____

_____ _____

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

_____***_____

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence

COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

****

The Annual Quality Assurance Report (AQAR)
Department of the Islamic Studies

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, July 1, 2016 to June 30, 2017)*

Part – A

1. Details of the Institution

1.1 Name of the Institution	Department of the Islamic Studies
1.2 Address Line 1	Maulana Azad National Urdu University
Address Line 2	Gachibowli
City/Town	Hyderabad
State	Telangana
Pin Code	500 032
Institution e-mail address	doismanuu@gmail.com
Contact Nos.	040-23008364
Name of the Head of the Institution:	
Tel. No. with STD Code:	

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

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

OR

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

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle				
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

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

i. AQAR _____ _____ (DD/MM/YYYY)4
ii. AQAR_____ _____ (DD/MM/YYYY)
iii. AQAR_____ _____ (DD/MM/YYYY)
iv. AQAR_____ _____ (DD/MM/YYYY)

1.9 Institutional Status

University State ☐ Central ☑ Deemed ☐ Private ☐

Affiliated College Yes ☐ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

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

Type of Institution Co-education ☐ Men ☐ Women ☐

Urban ☐ Rural ☐ Tribal ☐

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

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

1.10 Type of Faculty/Programme

Arts ☑ Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify) ☐

1.11 Name of the Affiliating University *(for the Colleges)* ☐

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

Autonomy by State/Central Govt. / University			
University with Potential for Excellence		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	5
2.2 No. of Administrative/Technical staff	1 HoD, 1 Clerk & 1 O.A
2.3 No. of students	M.A Batch 2016 (15) M.A Batch 2017 (16) Ph. D Batch 2016 (03) Ph. D Batch 2017 (01) Diploma in Islamic Studies Batch 2017 (13) **Total : 48**
2.4 No. of Management representatives	
2.5 No. of Alumni	06 (2016)
2. 6 No. of any other stakeholder and community representatives	
2.7 No. of Employers/ Industrialists	
2.8 No. of other External Experts	

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty **Frequently**

Non-Teaching Staff Students Frequently Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01			
PG	01			
UG	01			
PG Diploma				
Advanced Diploma				
Diploma		01		
Certificate				
Others				
Total Program	**03**	**01**		

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	04
Trimester	
Annual	

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

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

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

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

- Minor revision was made in UG & PG syllabus.
- Common syllabus both for Regular and distance mode was Prepared.

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
03	02	01	NIL	

2.2 No. of permanent faculty with Ph.D. 02

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
01					01			01	01

2.4 No. of Guest and Visiting faculty and Temporary faculty 02

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		04	
Presented papers		04	
Resource Persons		01	

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

2.7 Total No. of actual teaching days during this academic year 180 days

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 03

2.10 Average percentage of attendance of students

88%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.A. Sem IV (2016)	06	01	05			
Diploma in Islamic Studies Sem II (2017)	07		07			

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

2.13 Initiatives undertaken towards faculty development

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

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	1 HoD			
Technical Staff		01	01	02

Criterion – III

3. Research, Consultancy and Extension

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

- Research Methodology paper is being taught at the P.hD level.
- A comprehensive guidelines for writing research assignments has been given to all students of P.G

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range | Average | h-index | Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. 01 Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them | 02 |

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | SRF | Project Fellows | Any other **(Non-NET)** 03

3.21 No. of students Participated in NSS events:

University level | State level

National level | International level

3.22 No. of students participated in NCC events:

University level | State level

National level | International level

3.23 No. of Awards won in NSS:

University level | State level

National level | International level

3.24 No. of Awards won in NCC:

University level | State level

National level | International level

3.25 No. of Extension activities organized

University forum **Extension Lecture 10** College forum

NCC | NSS | Any other

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

-
-

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				
Class rooms	02			
Laboratories				
Seminar Halls				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing								
Added								
Total								

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

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total :

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

5.2 Efforts made by the institution for tracking the progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others **(Diploma IS)**
	31	04	13

(b) No. of students outside the state

07 (in PG), **02** (In Ph. D) & **01** (in Diploma in Islamic Studies)
Total: 10

(c) No. of international students

Men

No	%
PG- 12 Ph. D - 04 Diploma IS- 04 **Total: 20**	41.6

Women

No	%
PG- 19 Diploma IS -09 **Total: 28**	58.3

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
20			01	01	**22**	40		01	07		**48**

Demand ratio Dropout %

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

-Guidance and support for appearing in NET

-Support in preparation for subject paper for NET

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	01	SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	

5.6 Details of student counselling and career guidance

- Counselling is provided weekly to the students.
- Individual guidance is also provided to the Students.

No. of students benefitted

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

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level | National level | International level

No. of students participated in cultural events

State/ University level | National level | International level

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

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

Cultural: State/ University level | National level | International level

5.10 Scholarships and Financial Support

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

5.11 Student organised / initiatives

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

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

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

6.2 Does the Institution has a management Information System

NIL

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

6.3.1 Curriculum Development

Minor revision was made in UG & PG syllabus and a common syllabus both for Regular and Distance mode was prepared.

6.3.2 Teaching and Learning

6.3.3 Examination and Evaluation

6.3.4 Research and Development

Quarterly meeting was held for quality research.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Special lecture was organised for ICT awareness.

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

Method of the admission is based on merit in PG course.
Method of the admission is based on written test & Interview in Ph. D course.
Method of the admission is based on merit in Diploma in Islamic Studies course.
No. of the students MA Batch 2016 (15 Students)
No. of the students MA Batch 2017 (16 Students)
No. of the students Ph. D Batch 2016 (03 Students)
No. of the students Ph. D Batch 2017 (01 Student)
No. of the students Diploma in Islamic Studies Batch 2017 (13 Students)

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

6.8 Does the University/ Autonomous College declares 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?

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

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.

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

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

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

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted? Yes ☐ No ☐

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

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

Name _____ *Name* _____

_____ _____

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

_____***_____

Annexure I

Abbreviations:

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

****

AQAR

Library

(1st July 2016 to 30th June 2017)

Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	57,031	2,20,24,517/-	6652	27,25,055/-	63683	2,47,49,572/-
Reference Books						
e-Books	-	-	-	-	-	-
Journals	121	16,63,884/- (Recurring)	43	2,25,516	164	18,89,400/- (Recurring)
e-Journals	As e-Journals are part of few databases, the same have been counted under the Digital Databases column below.					
Digital Database	8	Provided by INFLIBNET	1	Additional database subscribed from Recurring Grant (as above in Journals)	9	
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-

The Annual Quality Assurance Report (AQAR)
Lucknow Campus, MANUU

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, July 1, 2016 to June 30, 2017)*

Part – A

I. Details of the Institution

1.1 Name of the Institution	Lucknow Campus, MANUU
1.2 Address Line 1	504/122 Tagore Marg
Address Line 2	Near Shabab Market
City/Town	Lucknow
State	Uttar Pradesh
Pin Code	226020
Institution e-mail address	manuu.lko@gmail.com
Contact Nos.	0522- 2742240
Name of the Head of the Institution:	Dr.Abdul Quddoos, Incharge, Lucknow Campus
Tel. No. with STD Code:	0522- 2742240
	9949129892

Mobile:

Name of the IQAC Co-ordinator: Dr.S.Mohammad Fayez

Mobile: 9559764160

IQAC e-mail address: manuu.lko@gmail.com

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

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

1.5 Website address: manuu.ac.in

Web-link of the AQAR: **http://manuu.ac.in/Eng-Php/IQAC.php**

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle				
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

1.8 AQAR for the year ***(for example 2010-11)*** 2016-17

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

i. AQAR _____ _____ (DD/MM/YYYY)4
ii. AQAR_____ _____ (DD/MM/YYYY)
iii. AQAR_____ _____ (DD/MM/YYYY)
iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University State [ ] Central [√] Deemed [ ] Private [ ]

Affiliated College Yes [ ] No [√]

Constituent College Yes [ ] No [√]

Autonomous college of UGC Yes [ ] No [√]

Regulatory Agency approved Institution Yes [ ] No [ ]

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

Type of Institution Co-education [√] Men [ ] Women [ ]

Urban [√] Rural [ ] Tribal [ ]

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

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

1.11 Type of Faculty/Programme

Arts [√] Science [ ] Commerce [ ] Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

Others (Specify) [.]

1.12 Name of the Affiliating University *(for the Colleges)* [--]

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	12
2.2 No. of Administrative/Technical staff	05
2.3 No. of students	21
2.4 No. of Management representatives	--
2.5 No. of Alumni	
2. 6 No. of any other stakeholder and community representatives	
2.7 No. of Employers/ Industrialists	--
2.8 No. of other External Experts	--
2.9 Total No. of members	
2.10 No. of IQAC meetings held	

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	03			
UG				
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	03			

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	03
Trimester	
Annual	

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

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

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

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

Syllabi for various MA programs were revised by the parent department

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
12	11	01	00	

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

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers	6	10	
Resource Persons			

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

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

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 02

2.10 Average percentage of attendance of students 75

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MA English	05		100			100
MA Urdu	06		100			100
MA Persian	01		100			100

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

2.13 Initiatives undertaken towards faculty development

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

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	05			01
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01			01
Outlay in Rs. Lakhs	105000/=			

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals		10	
e-Journals		02	
Conference proceedings			

3.5 Details on Impact factor of publications:

Range | Average | h-index | Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	1	UGC	105000/-	105000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. 06 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		01		02	
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	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
			04			

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum		College forum			
NCC		NSS		Any other	

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

-
-

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	10000sq feet			
Class rooms	06			
Laboratories	01			
Seminar Halls				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	00			
Value of the equipment purchased during the year (Rs. in Lakhs)	--			
Others				

4.2 Computerization of administration and library

List of books prepared in Excel Format. The same was uploaded on the campus website.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5463				5463	
Reference Books						
e-Books						
Journals	8				8	
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	07		yes			01	04	
Added								
Total	07					01	04	

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

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total :

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

5.2 Efforts made by the institution for tracking the progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
	21		

(b) No. of students outside the state 02

(c) No. of international students

Men	No	%
	07	33.3

Women	No	%
	14	66.7

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
25	--	01	18	---	44	13	01	---	07		21

Demand ratio 21:12 Dropout % 42.8

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

No. of students benefitted

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

5.8 Details of gender sensitization programmes

Guest Lecture organized on "Crime against Women"

5.9 Students Activities

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

State/ University level	02	National level		International level	

No. of students participated in cultural events

State/ University level	04	National level		International level	

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

Sports : State/ University level		National level		International level	
Cultural: State/ University level	02	National level		International level	

5.10 Scholarships and Financial Support

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

5.11 Student organised / initiatives

Fairs : State/ University level		National level		International level	
Exhibition: State/ University level		National level		International level	

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

6.2 Does the Institution has a management Information System

NO

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

6.3.1 Curriculum Development

6.3.2 Teaching and Learning

6.3.3 Examination and Evaluation

6.3.4 Research and Development

6.3.5 Library, ICT and physical infrastructure / instrumentation

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

Based on Merit List / ET as decided by the University.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes [ ] No [√]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

6.8 Does the University/ Autonomous College declares 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?

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

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.

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

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

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

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted? Yes ☐ No ☐

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

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

Name _____ *Name* _____

_____ _____

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

_____***_____

Annexure I

Abbreviations:

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

****

The Annual Quality Assurance Report (AQAR)
Department of Management Studies

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, July 1, 2016 to June 30, 2017)*

Part – A

AQAR for the year *(for example 2016-17)* 2016-17

1. Details of the Institution

1.1 Name of the Institution	***MAULANA AZAD NATIONAL URDU UNUIVERSITY***
1.2 Address Line 1	Department of Management Studies
Address Line 2	I Floor, CPDUMT Building
City/Town	Hyderabad
State	Telangana
Pin Code	500 032
Institution e-mail address	-
Contact Nos.	040-23008304
Name of the Head of the Institution:	Dr. Aslam Parvez
Tel. No. with STD Code:	040-23008304
Mobile:	09849325765

Mobile:

Name of the IQAC Co-ordinator: Dr. Syed Khaja Safiuddin

Mobile: 9849847434

IQAC e-mail address: sksafiuddin@gmail.com

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

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

1.5 Website address: www.manuu.ac.in

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle				
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

1.8 AQAR for the year *(for example 2010-11)* 2016-17

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

i. AQAR _____ _____ (DD/MM/YYYY)4
ii. AQAR_____ _____ (DD/MM/YYYY)
iii. AQAR_____ _____ (DD/MM/YYYY)

iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University State ☐ Central ☑ Deemed ☐ Private ☐

Affiliated College Yes ☐ No ☑

Constituent College Yes ☐ No ☑

Autonomous college of UGC Yes ☐ No ☑

Regulatory Agency approved Institution Yes ☑ No ☐

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

Type of Institution Co-education ☑ Men ☐ Women ☐

Urban ☑ Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☑

Others (Specify) .

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

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

Autonomy by State/Central Govt. / University Central Govt .

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	---
2.2 No. of Administrative/Technical staff	---
2.3 No. of students	---
2.4 No. of Management representatives	----
2.5 No. of Alumni	----
2. 6 No. of any other stakeholder and community representatives	----
2.7 No. of Employers/ Industrialists	----
2.8 No. of other External Experts	----
2.9 Total No. of members	---

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. ☐ International ☐ National ☐ State ☐ Institution Level ☐

(ii) Themes ☐

2.14 Significant Activities and contributions made by IQAC

☐

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

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes ☐ No ☐

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken

☐

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Management Studies			
PG	MBA			
UG				
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	M.Phil			
Total	03			

Interdisciplinary				
Innovative				

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

Pattern	Number of Programmes
Semester	03
Trimester	
Annual	

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

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

Please provide an analysis of the feedback in the Annexure

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

Yes ,Job Oriented and employability skills component included in syllabus

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
07	05		02	---

2.2 No. of permanent faculty with Ph.D. 06

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
	01								

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

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	12	----
Presented papers		12	----
Resource Persons		12	----

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

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

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

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

2.10 Average percentage of attendance of students	80%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MBA	48					
M.Phil	02					
Ph.D	02					

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	01
Others	01

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				
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

---

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range ✓ Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. [ ] Chapters in Edited Books [ ]

ii) Without ISBN No. [ ]

3.8 No. of University Departments receiving funds from

UGC-SAP [ ] CAS [ ] DST-FIST [ ]

DPE [ ] DBT Scheme/funds [ ]

3.9 For colleges Autonomy [ ] CPE [ ] DBT Star Scheme [ ]

INSPIRE [ ] CE [ ] Any Other (specify) [ ]

3.10 Revenue generated through consultancy [ ]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

3.13 No. of collaborations International [---] National [---] Any other [---]

3.14 No. of linkages created during this year [ ]

3.15 Total budget for research for current year in lakhs :

From Funding agency [ ] From Management of University/College [ ]

Total [ ]

3.16 No. of patents received this year

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

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

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

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

05

13

3.19 No. of Ph.D. awarded by faculty from the Institution ---

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF --- SRF --- Project Fellows --- Any other 03

3.21 No. of students Participated in NSS events:

University level --- State level ---

National level --- International level ---

3.22 No. of students participated in NCC events:

University level --- State level ---

National level --- International level ---

3.23 No. of Awards won in NSS:

University level --- State level ---

National level --- International level ---

3.24 No. of Awards won in NCC:

University level --- State level ---

National level --- International level ---

3.25 No. of Extension activities organized

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

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

-
-

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				
Class rooms	04			
Laboratories				
Seminar Halls	01			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing								
Added								
Total								

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

WIFI Enabled Campus Supported by YMAX

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total :

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

5.2 Efforts made by the institution for tracking the progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
---	110	05	05

(b) No. of students outside the state 110

(c) No. of international students ---

Men	No	%

Women	No	%

Last Year							This Year					
Course	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
MBA	42	---	---	16		58	33	---	01	14		48
M.Phil	01	---	---	03		04	02	---	---	---		02
Ph.D	02	01	---	---		03	02	---	---	---		02

Demand ratio Dropout % Nil

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Mentorship: The Department guides the student through mentorship. Each Faculty member (mentor)is allotted a group of 8-10 students (mentees). The mentors counsel the students.

No. of students benefitted ----

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

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level | National level | International level

No. of students participated in cultural events

State/ University level ☐ National level ☐ International level ☐

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

Sports : State/ University level ☐ National level ☐ International level ☐

Cultural: State/ University level ☐ National level ☐ International level ☐

5.10 Scholarships and Financial Support

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

5.11 Student organised / initiatives

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

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

5.12 No. of social initiatives undertaken by the students ----

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

Through Board of Studies and School Board Meetings

6.3.2 Teaching and Learning

Two-way communication

6.3.3 Examination and Evaluation

Semester system

6.3.4 Research and Development

6.3.5 Library, ICT and physical infrastructure / instrumentation

Access to Central Library

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

6.3.8 Industry Interaction / Collaboration

Yes

6.3.9 Admission of Students

E.T basis

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

6.8 Does the University/ Autonomous College declares 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?

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

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.

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

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

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

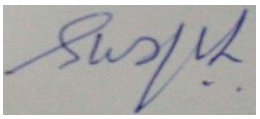
7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted? Yes ☐ No ☐

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

8. Plans of institution for next year

Name Dr. Syed Khaja Safiuddin *Name* _____



_____ _____

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

_____***_____

Annexure I

Abbreviations:

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

****

The Annual Quality Assurance Report (AQAR)
Maulana Abul Kalam Azad Chair

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, July 1, 2016 to June 30, 2017)*

Part – A

1. Details of the Institution

1.1 Name of the Institution	Maulana Abul Kalam Azad Chair
1.2 Address Line 1	Maulana Azad National Urdu University
Address Line 2	Gachibowli
City/Town	Hyderabad
State	Telangana
Pin Code	500032
Institution e-mail address	Maulanaazadchair1@gmail.com
Contact Nos.	
Name of the Head of the Institution:	
Tel. No. with STD Code:	
Mobile:	

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

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

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

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle				
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

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

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

i. AQAR _____ _____ (DD/MM/YYYY)4
ii. AQAR_____ _____ (DD/MM/YYYY)
iii. AQAR_____ _____ (DD/MM/YYYY)
iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☐ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

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

Type of Institution Co-education ☐ Men ☐ Women ☐

Urban ☐ Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify) ☐

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

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	
2.2 No. of Administrative/Technical staff	
2.3 No. of students	
2.4 No. of Management representatives	
2.5 No. of Alumni	
2. 6 No. of any other stakeholder and community representatives	
2.7 No. of Employers/ Industrialists	
2.8 No. of other External Experts	
2.9 Total No. of members	
2.10 No. of IQAC meetings held	

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National 1 State Institution Level

(ii) Themes "Vision of Maulana Azad and Nation Building'' on 7th and 8th December 2017

2.14 Significant Activities and contributions made by IQAC

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

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG				
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total				

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	

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

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

Please provide an analysis of the feedback in the Annexure

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

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

2.2 No. of permanent faculty with Ph.D.

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers			
Resource Persons			

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

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

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

2.9 No. of faculty members involved in curriculum

restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %

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

2.13 Initiatives undertaken towards faculty development

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

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				
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range | Average | h-index | Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				

Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. ☐ Chapters in Edited Books ☐

ii) Without ISBN No. ☐

3.8 No. of University Departments receiving funds from

UGC-SAP ☐ CAS ☐ DST-FIST ☐

DPE ☐ DBT Scheme/funds ☐

3.9 For colleges Autonomy ☐ CPE ☐ DBT Star Scheme ☐

INSPIRE ☐ CE ☐ Any Other (specify) ☐

3.10 Revenue generated through consultancy ☐

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

3.13 No. of collaborations International ☐ National ☐ Any other ☐

3.14 No. of linkages created during this year ☐

3.15 Total budget for research for current year in lakhs :

From Funding agency ☐ From Management of University/College ☐

Total ☐

Type of Patent		Number
National	Applied	
	Granted	

3.16 No. of patents received this year

International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level		State level	
National level		International level	

3.25 No. of Extension activities organized

University forum		College forum			
NCC		NSS		Any other	

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

-
-

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				
Class rooms				
Laboratories				
Seminar Halls				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing								
Added								
Total								

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

4.6 Amount spent on maintenance in lakhs :

i) ICT	
ii) Campus Infrastructure and facilities	
iii) Equipments	
iv) Others	
Total :	

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

5.2 Efforts made by the institution for tracking the progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others

(b) No. of students outside the state

(c) No. of international students

No	%

Men

No	%

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio Dropout %

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

No. of students benefitted

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

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level ☐ National level ☐ International level ☐

No. of students participated in cultural events

State/ University level ☐ National level ☐ International level ☐

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

Sports : State/ University level ☐ National level ☐ International level ☐

Cultural: State/ University level ☐ National level ☐ International level ☐

5.10 Scholarships and Financial Support

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

5.11 Student organised / initiatives

Fairs : State/ University level ☐ National level ☐ International level ☐

Exhibition: State/ University level ☐ National level ☐ International level ☐

5.12 No. of social initiatives undertaken by the students ☐

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

6.3.2 Teaching and Learning

6.3.3 Examination and Evaluation

6.3.4 Research and Development

6.3.5 Library, ICT and physical infrastructure / instrumentation

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes ☐ No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

6.8 Does the University/ Autonomous College declares 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?

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

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.

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

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

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

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted? Yes ☐ No ☐

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

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

Name _____ *Name* _____

_____ _____

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

_____***_____

Annexure I

Abbreviations:

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

TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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The Annual Quality Assurance Report (AQAR)
Department of Mass Communication & Journalism

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, July 1, 2016 to June 30, 2017)*

Part – A

I. Details of the Institution

1.1 Name of the Institution	Mass Communication & Journalism
1.2 Address Line 1	Gachibowli
Address Line 2	Hyderabad
City/Town	Hyderabad
State	T.S
Pin Code	500032
Institution e-mail address	registrar@manuu.ac.in
Contact Nos.	23006601
Name of the Head of the Institution:	Dr. M. Aslam Parvaiz
Tel. No. with STD Code:	040-23006601
	9441205201

Mobile:

Name of the IQAC Co-ordinator: Prof. Najam Hasan

Mobile: 9441205201

IQAC e-mail address: Iqac.manuu@gmai.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* EC(SC)15/A

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

1.5 Website address: manuu.ac.in

Web-link of the AQAR: www.manuu.ac.in

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle				
2	2nd Cycle	A	3.09	2016	2021

1.7 Date of Establishment of IQAC : DD/MM/YYYY 18.06.2010

1.8 AQAR for the year ***(for example 2010-11)*** 2016-17

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

i. AQAR _____ _____ (DD/MM/YYYY)4
ii. AQAR_____ _____ (DD/MM/YYYY)
iii. AQAR_____ _____ (DD/MM/YYYY)
iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☐ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

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

Type of Institution Co-education ☐ Men ☐ Women ☐

Urban ☐ Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify) . Mass Communication & Journalism

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

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	05
2.2 No. of Administrative/Technical staff	00
2.3 No. of students	25
2.4 No. of Management representatives	
2.5 No. of Alumni	151
2. 6 No. of any other stakeholder and community representatives	
2.7 No. of Employers/ Industrialists	
2.8 No. of other External Experts	
2.9 Total No. of members	

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:	No.		Faculty	08			
Non-Teaching Staff	04	Students	06	Alumni		Others	

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☐

If yes, mention the amount ☐

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. ☐ International ☐ National ☐ State ☐ Institution Level ☐

(ii) Themes ☐

2.14 Significant Activities and contributions made by IQAC

☐

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

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes ☐ No ☐

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken

☐

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1	-	-	-
PG	1	-	-	-
UG				
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	2	-	-	-

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	1
Trimester	
Annual	

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

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

Please provide an analysis of the feedback in the Annexure

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

The syllabus of the M.A (JMC) course has been revised at regular intervals and updated as per the feedback from the media industry, senior working journalists and eminent academicians. This has allowed the Department to shape the syllabus as per the need of the news and entertainment industry. The trend is towards a more balanced approach and optimum mix of theoretical knowledge and practical exposure. As part of this initiative the Department has recently added theoretical and practical based papers Graphics and Animations and Translation Techniques for Urdu Media with hands on training.

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
5	2	2	1	-

2.2 No. of permanent faculty with Ph.D. 3

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

Asst. Professors		Associate Professors		Professors		Others		Total	
02	02	02	01	01	00	0	0	05	03

2.4 No. of Guest and Visiting faculty and Temporary faculty 02 Guest Faculty - -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		06	
Presented Papers	04	04	
Resource Persons		01	

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

The faculty members have adopted a diverse approach to the classroom teaching method. This ranges from the use of PowerPoint presentations as an integral part of the classroom teaching process to compulsory film /documentary viewing every week. This has enabled the students to know the vast and underexplored reservoir of Indian cinematic heritage. Besides the department arranges Tutorials which are scheduled every week so as to enable the students to develop well honed communication & presentations skills. Besides, to enable the students to understand the workings of the media organizations in real life situations, students are taken for field visits both within the city and outside. This has helped the students to understand the pressures under which the journalist and the media in general operate.

The learning objectives and outcome based curriculum has been adopted in 2016. Each paper in the syllabus adopted in 2016 explicitly outlines what it intends to impart to the students, and the knowledge students will gain as their learning outcomes. This allows students to plan their studies beforehand in a structured manner.

As part of the department's initiate to widen the horizon of the students beyond scholarly activities, the department organizes dynamic Workshops on a range of themes. Students exchange their ideas with invited guests in a free and interactive environment.

2.7 Total No. of actual teaching days During this academic year	180
2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)	Bar Coding

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop	5	5	5

2.10 Average percentage of attendance of students	77%

2.11 Course/Programme wise

Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
M.A (JMC)	08	25%	62.5%	12.5%	0	100%

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

2.13 Initiatives undertaken towards faculty development

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

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	01	-	-	1
Technical Staff	-	-	-	1

Criterion – III

3. Research, Consultancy and Extension

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

- Encouraged faculty members to undertake Research Projects;
- Encourage student to participate in Seminars/Workshops;
- Enables students to present papers in Seminars and Workshops;
- Enables Faculty members to attend and present papers in various national and International Seminars and Workshops.
- In M.A. (JMC) course students has to take the research project as part of the syllabus.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		Rs.1, 05,000/-		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	01	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		01	

3.5 Details on Impact factor of publications:

Range [ ] Average [ ] h-index [ ] Nos. in SCOPUS [ ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)	2017	Ministry of Consumer		

		Affairs, GOI		
Total				

3.7 No. of books published i) With ISBN No. 02 Chapters in Edited Books 01

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/Workshop Organized by the Institution

Level	International	National	State	University	College
Number		05 Days, 01 workshop			
Sponsoring agencies		NCPUL, New Delhi			

3.12 No. of faculty served as experts, chairpersons or resource persons 04

3.13 No. of collaborations International 00 National 01 Any other

01 (Consumer Assessment Program, **"Jago Grahak Jago" for one week in collaboration with IIMC New Delhi** funded by Ministry of Consumer .Affairs, GOI, New Delhi.

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3

8

3.19 No. of Ph.D. awarded by faculty from the Institution -

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF [ ] SRF [ ] Project Fellows [ ] Any other 01 (MANF)

3.21 No. of students Participated in NSS events:

University level 12 State level -

National level 01 International level -

3.22 No. of students participated in NCC events:

University level - State level -

National level - International level -

3.23 No. of Awards won in NSS:

University level 02 State level -

National level - International level -

3.24 No. of Awards won in NCC:

University level - State level -

National level [-] International level [-]

3.25 No. of Extension activities organized

University forum [-] College forum [-]

NCC [-] NSS [03] Any other [-]

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

- One of the students of the Department, **Mr. Danish Khan, Ph.D. Scholar** has been awarded by the Ministry of HRD for Best Volunteer Award of 'VISAKA VittiyaSakshartaAbhiyan)'. The purpose of 'VISAKA' is to actively engage youths/students of higher educational institutions to encourage and motivate all payers and payees to use a digitally enabled cashless economic system for transfer of funds. The Award was given HRD Minister **Mr. Prakash Javedekar**.

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				
Class rooms	2	-		2
Laboratories	2			2
Seminar Halls	1			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	49	2	All					
Added								
Total	49	2	All					

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

Networking

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total :

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

5.2 Efforts made by the institution for tracking the progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
-	19	06	-

(b) No. of students outside the state 17

(c) No. of international students -

Men	No	%
	20	

Women	No	%
	5	

Last Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
12	-	1	2	-	15	18		01	01	-	20

Demand ratio 60% Dropout % 00

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	SET/SLET	GATE	CAT
01	01		

IAS/IPS etc	State PSC	UPSC	Others

5.6 Details of student counselling and career guidance

No. of students benefitted

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
1	05	01	05

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level	National level	International level

No. of students participated in cultural events

State/ University level	National level	International level
07		

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

Sports : State/ University level ☐ National level ☐ International level ☐

Cultural: State/ University level ☐ National level ☐ International level ☐

5.10 Scholarships and Financial Support

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

5.11 Student organised / initiatives

Fairs : State/ University level ☐ National level ☐ International level ☐

Exhibition: State/ University level ☐ National level ☐ International level ☐

5.12 No. of social initiatives undertaken by the students ☐

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

To train and pursue careers Urdu speaking students to in different fields of media. The main objective of the Department is to produce professionals who are well trained and well equipped to cope up with emerging challenges in the field of Electronic and Print Media and research.

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

6.3.2 Teaching and Learning

Tutorials, Seminar Presentations, Remedial classes and other group activities are conducted besides theoretical and practical activities in the Department.

6.3.3 Examination and Evaluation

Continues and comprehensive evaluation is emphasized in day to day instructional activities of the Department.

6.3.4 Research and Development

A Departmental lab journal named “IZHAAR” is published by the students of the in order to enhance the research orientation among the students of the Department.

6.3.5 Library, ICT and physical infrastructure / instrumentation

An initiative has been taken to establish Departmental Library by the voluntary contribution of a minimum of three books by each faculty .members of the Department. As of now, 40 books have been collected and placed in a Reading Hall. Scholars and faculty members.

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

6.3.8 Industry Interaction / Collaboration

Students have been taken to ETV- Network, RFC, Hyderabad and Radio FM, Hyderabad to meet the officials working their and Interact with them and to have a knowledge of infrastructure and peoples involved in TV Productions.

Eminent personalities and professionals working in different media houses are invited from time to time for interaction with the students and research scholars and Faculty of the Department of Mass Communication and Journalism.

A One Week Educational tour to Delhi (5th-12th March2017) was organized by MCJ Department. The students visited many media houses which includes TV News Channels, Newspapers and Magazine offices. Students met eminent personalities of media like- Mr. Rajdeep Saradesai and Mr. Punya Parsun Bajpayee of TV Today and AajTak Channel. Students had very good learning experience with Mrs. Niraj Nirash, Mr. Mukesh Kumar, Mr. Shakeel Ahmad and Mr. Dilnawaz Pasha Quadri of BBC. The students also visited JamiaMilliaIslamia's MCRC, and had interaction with the Mr. Iftekhar Ahmad, Director, MCRC. The Indian Institute of Mass Communication; New Delhi was the next destination where student had good Learning experience and Director of General of IIMC. During their Educational tour student also interacted with RNI Director and Chairman, Press Council of India (PCI). The Students also visited the Parliament of India and see the live proceeding of the Lok Sabha.

6.3.9 Admission of Students

Admissions to PG is based on Merit and Research programme (Ph.D) is made on the basis of Written Entrance Test followed by Viva –Voce Examination.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated -

6.6 Whether annual financial audit has been done Yes 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	Yes
Administrative	-	-	Yes	Yes

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

For UG Programmes	Yes	-	No	-
For PG Programmes	Yes	yes	No	

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

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

6.11 Activities and support from the Alumni Association

Passed out students are invited to attend the Seminar/Workshop/Guest Lecture organised by the Department

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

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.

Workshops on various aspects of the Media have been conducted by the Department in each semester, by inviting media professional are invited.

The syllabus has been designed to give hands of training for print Lab Journal/Radio Practical & TV & Video Production.

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

Tutorials are held every Friday, where students are asked to present a topic through Power Point Presentation as assigned by the mentors of students.

In each Semester, the students are divided among all the faculty members to be their mentor and guide the student every week about the topic presented every week for tutorials.

Establishment of MCJ Film Club by the students and a weekly film screening of famous documentaries/films is being screened every Friday.

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

To encrich the studens with practical knowledge, 3 to 5 Days Media Workshop on different issues has been organized yearly for students of M. A. (JMC) course. Eminent Media personalities are invited as resource person in the Workshop.

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

7.4 Contribution to environmental awareness / protection

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

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

Strength:

Only Department which is offering Two years Masters course in Mass Communication and Journalism in India.

Fulfilling the need of the professional students for Urdu Media and Regional Media.

Good placement record of passed out students from the Department.

Having good infrastructure and Resource Persons to provide hands on training for Print and Electronic Media as well as Academic-Industry Interface Industry Exposure.

Growing demand for bilingual/trilingual/Multilingual media professional an expanding Urdu networks of TV Channels and Newspapers.

Weaknesses:

To bring quality students of Urdu background for the PG Course and to train them for Main stream media who become voice of the marginalised and minority community.

Non-availability of Urdu books in subjects of Mass Communication and Journalism.

Poor economic background of students of urdu speaking population.

Catering to a large catchment area

External Opportunities:

To have MOU with premier institute of India like- IIMC, New Delhi, FTII, Pune, MCRC, JMI, New Delhi for the purpose of Faculty and Student exchange program for existing course of M. A. (JMC in subjects like Radio Production, TV & Video Production, Advertising and Public Relations, Graphics & Animation and Film Studies etc.

To offer/design short term training courses of a duration of 15/30 days or Workshop or Film Appreciation course for our students at MANUU.

To involve the students of the Department of Mass Communication and Journalism in research programs/activities/projects/workshop etc carried out by FTII, Pune.

To bring consultancy Projects

Threats:

Meeting the demands of the expanding Urdu speaking population spread across a wide geographical area.

Non-availability of specialised technical support for offering specialization in Film Direction and required Infrastructure

8. Plans of institution for next year

The Department intends to launch UG course so that students have the option of enrolling for Communication courses at the B.A (JMC) level. Besides as part of emplyment generation, the department also plans to launch a One Year Diploma course in Graphics and Animation with pratcial training after 10+2

Students of M.A. (JMC) with Mr. Rajdeep Saradesai, Eminent Journalist and Consulting Editor of TV Today Network during Educational Tour at New Delhi.

Students of M.A. (JMC) and Chairman, Press Council of India and DG, IIMC, New Delhi during Educational Tour.

Name _____ *Name* _____

_____ _____

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

_____***_____

Annexure I

Abbreviations:

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

****

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DEPARTMENT OF PERSIAN

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Part – A

1. Details of the Institution

1.1 Name of the Institution	Dept. of Persian MANUU
1.2 Address Line 1	Gachibowli, Hyderabad
Address Line 2	----
City/Town	Hyderabad
State	Telangana State
Pin Code	500 032
Institution e-mail address	hodpersian.manuu@gmail.com
Contact Nos.	040-23008384
Name of the Head of the Institution:	Prof. Shahid Naukhez Azmi
Tel. No. with STD Code:	040-23008384
	+91 99667 90046

Mobile:

Name of the IQAC Co-ordinator: Dr. Janaid Ahmed

Mobile: +91 0880373935

IQAC e-mail address: janaidahmedalig@gmail.com

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

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

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

1.5 Website address: www.manuu.ac.in

Web-link of the AQAR: ----

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	---	--	---	---
2	2nd Cycle	--	--	--	---
3	3rd Cycle	--	--	--	--
4	4th Cycle	--	--	---	--

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

1.8 AQAR for the year ***(for example 2010-11)*** 2016-17

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

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iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University State [ ] Central [✓] Deeme [ ] [ ] 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) [----]

1.12 Name of the Affiliating University *(for the Colleges)* [-----]

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

Autonomy by State/Central Govt. / University	Central		
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	---
2.2 No. of Administrative/Technical staff	--
2.3 No. of students	---
2.4 No. of Management representatives	--
2.5 No. of Alumni	--
2. 6 No. of any other stakeholder and Community representatives	--
2.7 No. of Employers/ Industrialists	--
2.8 No. of other External Experts	2
2.9 Total No. of members	8

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. --- Faculty ---

Non-Teaching Staff Students --- Alumni --- Others --

2.12 Has IQAC received any funding from UGC during the year? Yes [ ] No [ ]

If yes, mention the amount --

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. -- International -- National -- State -- Institution Level --

(ii) Themes ---

2.14 Significant Activities and contributions made by IQAC

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
---	----

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes [ ] No [ ]

Management -- Syndicate -- Any other body --

Provide the details of the action taken

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	✓	--		
PG	✓	--	--	
UG	✓	--	--	
PG Diploma	--	--	--	
Advanced Diploma	--	--	--	
Diploma	✓	--	--	✓
Certificate	✓		---	
Others	M. Phil.		--	
Total	6		--	

Interdisciplinary	---	--	---	--
Innovative	--	--	--	--

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

Pattern	Number of programmes
Semester	6
Trimester	---
Annual	---

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

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

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

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

CBCS adopted from U.G, P.G & Research Programs.

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
7	5	--	2	--

2.2 No. of permanent faculty with Ph.D. 7

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
2		--	1	--		--	--	--	1

2.4 No. of Guest and Visiting faculty and Temporary faculty | nil | --- | ---

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	0 7	--
Presented papers	01	07	--
Resource Persons	--	--	--

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

Modern Speaking Persian with activity

2.7 Total No. of actual teaching days during this academic year: As per UGC

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop | --- | --- | 5

2.10 Average percentage of attendance of students: 80 %

2.11 Course/Programme wise distribution of pass percentage :

(2016-17)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Ph. D.	02	---	--	--	--	--
M. Phil.	3	3	--	--	--	--
P.G.	3	3	--	--	---	--
U.G	2	---	2	--	--	--

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	5
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	2
Faculty exchange programme	---
Staff training conducted by the university	---
Staff training conducted by other institutions	---
Summer / Winter schools, Workshops, etc.	3
Others	---

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	--	--	---	---
Technical Staff	--	--	---	---

Criterion – III

3. Research, Consultancy and Extension

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

--

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2		--	2
Outlay in Rs. Lakhs	.	--	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	--	--	--
Outlay in Rs. Lakhs	2 lacs.	--	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	---	---
Non-Peer Review Journals	---	---	---
e-Journals	---	---	---
Conference proceedings	2	---	---

3.5 Details on Impact factor of publications:

Range [ ] Average [ ] h-index [ ] Nos. in SCOPUS [ ]

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

(2009-16)

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2009-2011	UGC – MRP	5,08,840	5,08,840
	2009-2011	UGC – MRP	6,67,000	6,67,000
Minor Projects	2009	NCPUL	1,20,000	1,20,000
	2013-2014	NCPUL	70,000	70,000
	2013-2014	NCPUL	70,000	70,000
Interdisciplinary Projects	---	---	---	---
Industry sponsored	---	---	---	---
Projects sponsored by the University/ College	---	---	---	---
Students research projects *(other than compulsory by the University)*	---	---	---	---
Any other(Specify)	---	---	---	---
Total	5	---	---	---

3.7 No. of books published i) With ISBN No. 18 Chapters in Edited Books 5

ii) Without ISBN No. 4

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 **(2009-16)**

Level	International	National	State	University	College
Number	3	3	--	--	--
Sponsoring agencies	UGC	--	--	--	--

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

3.13 No. of collaborations International 1 National 1 Any other --

3.14 No. of linkages created during this year --

3.15 Total budget for research for current year in lakhs :

From Funding agency -- From Management of University/College --

Total --

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
10	---	1	9	---	--	---

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

4	
17	

3.19 No. of Ph.D. awarded by faculty from the Institution 2

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones) (Including MANF)

JRF 5 SRF 5 Project Fellows --- Any other ---

3.21 No. of students Participated in NSS events:

University level	2	State level	2
National level	No	International level	No

3.22 No.of students participated in NCC events:

University level	2	State level	2
National level	No	International level	No

3.23 No. of Awards won in NSS:

University level	No	State level	No
National level	No	International level	No

3.24 No. of Awards won in NCC:

University level	No	State level	No
National level	No	International level	No

3.25 No. of Extension activities organized

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

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

-
-

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	---	---	---	---
Class rooms	4	---	HRD	4
Laboratories	nil	---	---	---
Seminar Halls	1	---	---	---
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	nil	---	---	---
Value of the equipment purchased during the year (Rs. in Lakhs)	nil	---	---	---
Others	---	---	---	---

4.2 Computerization of administration and library

nil

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	---	---	---	---	---	---
Reference Books	---	---	---	---	---	---
e-Books	---	---	---	---	---	---
Journals	---	---	---	---	---	---
e-Journals	---	---	---	---	---	---
Digital Database	---	---	---	---	---	---
CD & Video	---	---	---	---	---	---
Others (specify)	---	---		---	---	---

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	5	0	yes	---	---	yes	---	---
Added	nil	---	---	---	---	---	---	---
Total	5	---	---	---	---	---	---	---

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

Yes

4.6 Amount spent on maintenance in lakhs :

i) ICT	--
ii) Campus Infrastructure and facilities	---
iii) Equipments	--
iv) Others	--
Total :	----

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

yes

5.2 Efforts made by the institution for tracking the progression

Advertisement for the subject scope among students

5.3 (a) Total Number of students **(2015-16)**

UG	PG	M. Phil	Ph. D.	Diploma	Others
4	10	8	5	3	---

(b) No. of students outside the state: 28

(c) No. of international students: NIL

Men	No	%

Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
25	--	--	1	--	26	22		2	3	--	26

Demand ratio Dropout %

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

No. of students beneficiaries: ---

5.5 No. of students qualified in these examinations

NET	4	SET/SLET	--	GATE	--	CAT	--
IAS/IPS etc	--	State PSC	--	UPSC	--	Others	--

5.6 Details of student counselling and career guidance

No. of students benefitted: --

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
04	10	1	03

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level | 8 | National level | -- | International level | --

No. of students participated in cultural events

State/ University level | 15 | National level | -- | International level | --

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

Sports : State/ University level | 5 | National level | -- | International level | --

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

5.10 Scholarships and Financial Support **(2009-16)**

	Number of students	Amount
Financial support from institution **(P.G)**	80	1000/- Per-month
(M.Phil)	22	5000/- Per-month
(Ph. D)	12	8000/- Per-month
Financial support from government		
(M. Phil - MANF)	5	28,000/- Per-month
(Ph. D. MANF)	4	36,000/- Per-month
Financial support from other sources	--	--
Number of students who received International/ National recognitions	---	--

5.11 Student organised / initiatives

Fairs : State/ University level [4] National level [--] International level [--]

Exhibition: State/ University level [2] National level [--] International level [--]

5.12 No. of social initiatives undertaken by the students [2]

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

To attract more students toward department for making them fluent in Persian Language and other job avenues in different companies

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

Keeping in view the market demands curriculum is being developed

6.3.2 Teaching and Learning

Modern speaking Persian Including the teaching about manuscripts and inscriptions

6.3.3 Examination and Evaluation

As per university Guidelines

6.3.4 Research and Development

Research on Thirst areas like manuscriptology

6.3.5 Library, ICT and physical infrastructure / instrumentation

---

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

6.3.8 Industry Interaction / Collaboration

Many companies visited department and had interaction with students for the recruitment as Facebook, Amazon, Microsoft, Google Etc.

6.3.9 Admission of Students

Ph.D. on Entrance test base and M.A. , B.A. is On Merit Basis

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated ---

6.6 Whether annual financial audit has been done Yes ✓ No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	University	yes	University
Administrative	yes	University	yes	University

6.8 Does the University/ Autonomous College declares 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?

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

---

6.13 Development programmes for support staff

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

---

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.

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

---

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

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

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted? Yes ye No

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

---

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

CBCS Courses for all U.G. , P.G. and Research Program

Name: Dr. Janaid Ahmed *Name* _____

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

_____***_____

Annexure I

Abbreviations:

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

****

The Annual Quality Assurance Report (AQAR)
Department of Physics

All NAAC ac credited 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, July 1, 2016 to June 30, 2017)

Part – A

1. Details of the Departments

1.1 Name of the Department: Physics

1.2 Departmental Status

Name of the School **Sciences** Name of the **Dept Physics**

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

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

1.3 Type of Faculty/Programme ☐ ☐ ☐

Arts ☐ Science √ Commerc ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

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

University with Potential for Excellence ☐ UGC-CPE ☐

UGC-Special Assistance Programme		DST-FIST	
UGC-Innovative PG programmes		Any other (*Specify*)	
UGC-COP Programmes			

2 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.		International		National		State		Institution Level	

(ii) Themes

2.15 Plan of Action/ Outcome by Departments

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

Plan of Action	Achievements

** Attach the Academic Calendar of the year as Annexure.*

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	02			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total				

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	02
Trimester	
Annual	

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

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

Please provide an analysis of the feedback in the Annexure

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

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

Criterion – II

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	02
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

Criterion – III

3. Research, Consultancy and Extension

3.1 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number			02	
Outlay in Rs. Lakhs			2 lakhs	

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	1	UGC	2 lakhs	2
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.11 No. of conferences

organized by the Institution

3.12 No. of faculty served as experts, chairpersons or resource persons 03

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level | State level

National level | International level

3.22 No. of students participated in NCC events:

University level | State level

National level | International level

3.23 No. of Awards won in NSS:

University level | State level

National level | International level

3.24 No. of Awards won in NCC:

University level | State level

National level | International level

3.25 No. of Extension activities organized

University forum | College forum

NCC | NSS | Any other

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

-
-

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				
Class rooms				
Laboratories				
Seminar Halls				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

Criterion – V

5. Student Support and Progression

5.1 Contribution of Department in enhancing awareness about Student Support Services

5.2 Efforts made by the Departments for tracking the progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others

(b) No. of students outside the state

(c) No. of international students

No	%

No	%

Men

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

Demand ratio Dropout %

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

No. of students benefitted

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

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level | National level | International level

No. of students participated in cultural events

State/ University level | National level | International level

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

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

Cultural: State/ University level | National level | International level

5.10 Scholarships and Financial Support

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

5.11 Student organised / initiatives

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

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

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the Department

6.2 Does the Department has a management Information System

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

6.3.1 Curriculum Development

6.3.2 Teaching and Learning

6.3.3 Examination and Evaluation

6.3.4 Research and Development

6.3.5 Library, ICT and physical infrastructure / instrumentation

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

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 Department. Give details.

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

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

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

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted? Yes ☐ No ☐

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

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

Name _____ *Name* _____

_____ _____

Signature of the HoD *Signature of the Dean*

_____***_____

The Annual Quality Assurance Report (AQAR)
Department of Political Science

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, 2016 to June 30, 2017)*

Part – A

1. Details of the Institution

1.1 Name of the Institution	MANUU
1.2 Address Line 1	TELECOM NAGAR, NEAR LNT BUILDINGS
Address Line 2	GACHIBOWLI
City/Town	HYDERABAD
State	TELANGANA
Pin Code	500032
Institution e-mail address	
Contact Nos.	
Name of the Head of the Institution:	
Tel. No. with STD Code:	
Mobile:	

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

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

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

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle				
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

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

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

i. AQAR _____ _____ (DD/MM/YYYY)4
ii. AQAR_____ _____ (DD/MM/YYYY)
iii. AQAR_____ _____ (DD/MM/YYYY)
iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University State ☐ Central ☐ emed ☐ 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 ☐ GC 2(f) UG ☐ 2B ☐

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

1.11 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☐ Law ☐ PEI (PhysEdu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify) ☐

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

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 CE

UGC-Special Assistance Programme

UGC-Innovative PG programmes *Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2. 6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. ulty

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

2.13Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management S ate Any body

Provide the details of the action taken

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	1			
UG	1			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	1 (M.Phil)			
Total	3			

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	3
Trimester	
Annual	

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

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

Please provide an analysis of the feedback in the Annexure

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

Revised syllabus of B.A. and M.A of previous years in accordance with the feedback of students, faculty and subject experts and approved by **BOS on 27th January, 2017**

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
4	3	1		

2.2 No. of permanent faculty with Ph.D. 2

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty | | | 02 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		6	
Presented papers		5	
Resource Persons		3	

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

Use of Audio Visual, Group Discussion ,Student Activity,

2.7 Total No. of actual teaching days during this academic year 180

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop | | | 4

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.						
M.A.	21	34.79%	65.21%			
M.Phil	05					

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	1
Orientation programmes	
Faculty exchange programme	1
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	1			
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1		
Outlay in Rs. Lakhs		105000/-		

3.4 Details on research publications

	International	National	Others
Peer Review Journals		2	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range | Average | h-index | Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2016-17	MANUU	105000	100000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. [ ] Chapters in Edited Books [ ]

ii) Without ISBN No. [ ]

3.8 No. of University Departments receiving funds from

UGC-SAP [ ] CAS [ ] DST-FIST [ ]

DPE [ ] DBT Scheme/funds [ ]

3.9 For colleges Autonomy [ ] CPE [ ] DBT Star Scheme [ ]

INSPIRE [ ] CE [ ] Any Other (specify) [ ]

3.10 Revenue generated through consultancy [ ]

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	NIL	NIL	NIL
Sponsoring agencies	NIL	NIL	NIL	NIL	NIL

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

3.13 No. of collaborations International [ ] National [ ] Any other [ ]

3.14 No. of linkages created during this year [ ]

3.15 Total budget for research for current year in lakhs :

From funding agency [ ] Management of University/College [ ]

Total [ ]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

3.18No. of faculty from the Institution who are Ph. D. Guides and students registered under them: 2

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: NIL SRF: NIL Project Fellows: NIL Any other:

3.21 No. of students Participated in NSS events:

University level: State level:

National level: International lev:

3.22 No. of students participated in NCC events:

University level: State level:

National level: International lev:

3.23 No. of Awards won in NSS:

University level: State level:

National level: International lev:

3.24 No. of Awards won in NCC:

University level: State level:

National level: International lev:

3.25 No. of Extension activities organized

University forum		College forum			
NCC		NSS		Any other	

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

-
-

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	NIL	NIL	NIL	NIL
Class rooms	2	NIL	NIL	2
Laboratories	NIL	NIL	NIL	NIL
Seminar Halls	NIL	NIL	NIL	NIL
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	NIL	NIL	NIL	NIL
Value of the equipment purchased during the year (Rs. in Lakhs)	NIL	NIL	NIL	NIL
Others	NIL	NIL	NIL	NIL

4.2 Computerization of administration and library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	06		Yes			Yes	Yes	
Added								
Total								

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

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total :

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Orientation Programme, Individual Conference, Skill Lab exercise, Interaction with students as part of student's advisory.

5.2 Efforts made by the institution for tracking the progression

Supervisory Meeting with student's
Regular follow up by Coordinator
Internal Evaluation, Assignment, Test & Presentation, Internal Viva-Voce.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
	20	Nil	**05** M.Phil

(b) No. of students outside the state 03

(c) No. of international students Nil

Men	No	%
	23	55

Women	No	%
	19	45

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
09	Nil	0l	02	Nil	12	08	Nil	Nil	Nil	Nil	08

Demand ratio Dropout %

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/ GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Faculty Staff & Students Review Meeting.
Weekly Individual Seminar/ Presentations
Students Advisory Meetings.

No. of students benefitted All

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
			01

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level ☐ National level ☐ International level ☐

Cultural: State/ University level ☐ National level ☐ International level ☐

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	05 (M.Phil)	5000/Month/Student
Financial support from government		
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level ☐ National level ☐ International level ☐

Exhibition: State/ University level ☐ National level ☐ International level ☐

5.12 No. of social initiatives undertaken by the students ☐

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

6.3.2 Teaching and Learning

6.3.3 Examination and Evaluation

6.3.4 Research and Development

6.3.5 Library, ICT and physical infrastructure / instrumentation

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

Through Notification

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes [ ] No [ ]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

6.8 Does the University/ Autonomous College declares 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?

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Revision of UG and PG Syllabus
2. Student Activity Programmes
3. Regular Guest Lectures

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

Annual Report
Annual Calendar

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

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

7.4 Contribution to environmental awareness / protection

Paper on Environmental Studies is taught which highlights Environmental Awareness.

7.5 Whether environmental audit was conducted? Yes ☐ No ☐

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

Strength:

1. Revision of UG and PG Syllabus
2. Student Activity Programmes
3. Regular Guest Lectures
4. Faculty members having sound experience from both academic and presentation.
5. Average student's attendance rate of 75% through transparent system of monthly display of attendance across teachers and classes.
6. Transparent evaluation system.

Weaknesses:

1. Limited infrastructure facility
2. Limited Supported staff
3. Limited teaching faculty.

8.Plans of institution for next year

1. Developing reading materials in Urdu language.
2. Staring Ph.D Programme.

Name _____ *Name* _____

_____ _____

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

_____***_____

nnexure I

Abbreviations:

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

****

The Annual Quality Assurance Report (AQAR)
Polytechnic, Bengaluru

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, 2016 to June 30, 2017)*

Part – A

1. Details of the Institution

1.1 Name of the Institution	MANUU POLYTECHNIC,BENGALURU
1.2 Address Line 1	8th Cross, 1st Stage, 3rd Block
Address Line 2	Nagarbhavi
City/Town	BENGALURU
State	Karnataka
Pin Code	560072
Institution e-mail address	m.riazurrahaman@gmail.com
Contact Nos.	080 – 23181062, 23181726
Name of the Head of the Institution:	Mohammed Riazur Rahaman
Tel. No. with STD Code:	080 – 23181062, 23181726
Mobile:	91 9482009116

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

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

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

1.5 Website address: www.manuu.ac.in

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle				
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

1.8 AQAR for the year ***(for example 2010-11)*** 2016-17

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

i. AQAR _____ _____ (DD/MM/YYYY)4
ii. AQAR_____ _____ (DD/MM/YYYY)
iii. AQAR_____ _____ (DD/MM/YYYY)
iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University State [ ] Central [Y] Deemed [ ] Private [ ]

Affiliated College Yes [ ] No [Y]

Constituent College Yes [Y] No [ ]

Autonomous college of UGC Yes [ ] No [Y]

Regulatory Agency approved Institution Yes [ ] No [Y]

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

Type of Institution Co-education [Y] Men [ ] Women [ ]

Urban [Y] 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) [. Diploma in Engineering (Polytechnic)]

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

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

Autonomy by State/Central Govt. / University	Central Govt.		
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	
2.2 No. of Administrative/Technical staff	
2.3 No. of students	
2.4 No. of Management representatives	
2.5 No. of Alumni	
2. 6 No. of any other stakeholder and community representatives	
2.7 No. of Employers/ Industrialists	
2.8 No. of other External Experts	
2.9 Total No. of members	
2.10 No. of IQAC meetings held	

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG				
PG Diploma				
Advanced Diploma				
Diploma	3			
Certificate				
Others				
Total	3			

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	3
Trimester	
Annual	

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

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

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

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

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
15	12	2		1(Principal)

2.2 No. of permanent faculty with Ph.D. 6

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
12	2	2	1			1	0	15	3

2.4 No. of Guest and Visiting faculty and Temporary faculty 3 | 3 | 0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers		1	
Resource Persons			

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

The Polytechnic has an ICT enabled Classrooms & Seminar Room which is engaged by faculty regularly for lectures and other academic activities.

2.7 Total No. of actual teaching days during this academic year 190

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

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

2.10 Average percentage of attendance of students

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Civil Engineering	31	16	65			
ECE	30	10	50			
CSE	27	22	44			

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	4
Faculty exchange programme	
Staff training conducted by the university	4
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	1
Others (Short term courses & Professional development)	2

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	05	6	0	02
Technical Staff	01	3	0	05

Criterion – III

3. Research, Consultancy and Extension

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

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	-	2	2
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2		
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range | Average | h-index | Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2016-17	Maulana Azad National Urdu University/UGC	210000	157395
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. ☐ Chapters in Edited Books ☐

ii) Without ISBN No. ☐

3.8 No. of University Departments receiving funds from

UGC-SAP ☐ CAS ☐ DST-FIST ☐

DPE ☐ DBT Scheme/funds ☐

3.9 For colleges Autonomy ☐ CPE ☐ DBT Star Scheme ☐

INSPIRE ☐ CE ☐ Any Other (specify) ☐

3.10 Revenue generated through consultancy ☐

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

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

3.13 No. of collaborations International ☐ National ☐ Any other ☐

3.14 No. of linkages created during this year ☐

3.15 Total budget for research for current year in lakhs :

From Funding agency ☐ From Management of University/College ☐

Total ☐

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level Nil State level Nil

National level Nil International level Nil

3.22 No. of students participated in NCC events:

University level Nil State level Nil

National level Nil International level Nil

3.23 No. of Awards won in NSS:

University level Nil State level Nil

National level Nil International level Nil

3.24 No. of Awards won in NCC:

University level Nil State level Nil

National level Nil International level Nil

3.25 No. of Extension activities organized

University forum	Nil	College forum	Nil		
NCC	Nil	NSS	Nil	Any other	Nil

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

-
-

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	2 Acres			2 Acres
Class rooms	9			9
Laboratories	8			8
Seminar Halls	1			1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-			
Value of the equipment purchased during the year (Rs. in Lakhs)	-			
Others	-			

4.2 Computerization of administration and library

Administration & Library are provided with Computers.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	539	200000	0	0	539	200000
Reference Books	49	5926	0	0	49	5926
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	99	74	YES	----	07	06	12	
Added	0							
Total	99	74	---	---	07	06	12	

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

Computers & Internet Access is provided to all teaching & office staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total :

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

5.2 Efforts made by the institution for tracking the progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others (Diploma in Engg.)
			251

(b) No. of students outside the state: 241

(c) No. of international students: Nil

Men	No	%
	248	98.8

Women	No	%
	3	1.2

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
183	0	0	68	0	183	182	0	0	69	0	251

Demand ratio Dropout %

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

No. of students benefitted

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
			15

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level	Nil	National level	Nil	International level	Nil

No. of students participated in cultural events

State/ University level	Nil	National level	Nil	International level	Nil

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

Sports : State/ University level [Nil] National level [Nil] International level [Nil]

Cultural: State/ University level [Nil] National level [Nil] International level [Nil]

5.10 Scholarships and Financial Support

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

5.11 Student organised / initiatives

Fairs : State/ University level [Nil] National level [Nil] International level [Nil]

Exhibition: State/ University level [Nil] National level [Nil] International level [Nil]

5.12 No. of social initiatives undertaken by the students [Nil]

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

Apart from the mandate given to the University, the Polytechnic strives to churn out socially responsible technocrats.

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

6.3.2 Teaching and Learning

Knowledge gained from Orientation Programmes has helped faculty with more effective teaching techniques.
Use of ICT is encouraged.

6.3.3 Examination and Evaluation

Internal and external examinations are conducted.

6.3.4 Research and Development

Two minor research projects were taken upon funding from MANUU/UGC.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library and ICT facility is available in campus.

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

6.3.8 Industry Interaction / Collaboration

All students of the final Semester are sent to various industries across India for training.

6.3.9 Admission of Students

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes ☐ No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

6.8 Does the University/ Autonomous College declares 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?

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

Counselling of parents & students by teachers begin right from Admissions process and continue throughout the students' academic life on campus. Parents are regularly updated on students' attendance, performance & disciplinary matters.

6.13 Development programmes for support staff

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

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.

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

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

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

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted? Yes ☐ No ☐

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

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

- Implementation of CBCS for Polytechnic students
- Extensive utilization of MANUU iUMS portal by all staff & students

Name _____ *Name* _____

_____ _____

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

_____***_____

Annexure I

Abbreviations:

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

****

The Annual Quality Assurance Report (AQAR)
Department of Public Administration

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, 2016 to June 30, 2017)*

Part – A

1. Details of the Institution

1.1 Name of the Institution	
1.2 Address Line 1	
Address Line 2	
City/Town	
State	
Pin Code	
Institution e-mail address	
Contact Nos.	
Name of the Head of the Institution:	
Tel. No. with STD Code:	
Mobile:	

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

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

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

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle				
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

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

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

i. AQAR _____ _____ (DD/MM/YYYY)4
ii. AQAR_____ _____ (DD/MM/YYYY)
iii. AQAR_____ _____ (DD/MM/YYYY)
iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☐ No ☐

Constituent College Yes ☐ No ☐

Autonomous college of UGC Yes ☐ No ☐

Regulatory Agency approved Institution Yes ☐ No ☐

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

Type of Institution Co-education ☐ Men ☐ Women ☐

Urban ☐ Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme

Arts ☐ Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify) .

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

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	
2.2 No. of Administrative/Technical staff	
2.3 No. of students	
2.4 No. of Management representatives	
2.5 No. of Alumni	
2. 6 No. of any other stakeholder and community representatives	
2.7 No. of Employers/ Industrialists	
2.8 No. of other External Experts	
2.9 Total No. of members	
2.10 No. of IQAC meetings held	

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1			
PG	1			
UG	1			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total				

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	MA
Trimester	
Annual	

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

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

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

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

Paper- political Thought revised in Jan 2017 details given in annexure 1

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
6	3	2	1	

2.2 No. of permanent faculty with Ph.D. 6

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
1									

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers		5	
Resource Persons			3

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

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

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 6

2.10 Average percentage of attendance of students

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MA 2016-2017	9	Gold medal1	55.55	33.33	11.11	100

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	1
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	1

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				
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1			
Outlay in Rs. Lakhs			6.622	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals	1	2	
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications: 3.5

Range [%] Average [ ] h-index [ ] Nos. in SCOPUS [ ]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. 2 Chapters in Edited Books 1

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme

INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons 3

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
			1			

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

5

20

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 1 SRF Project Fellows Any other 4

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum		College forum			
NCC		NSS		Any other	

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

-
-

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				
Class rooms	2			
Laboratories				
Seminar Halls	1	1		
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books						
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing							8	
Added								
Total							8	

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

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

iii) Equipments

iv) Others

Total :

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

5.2 Efforts made by the institution for tracking the progression

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
	9	20	1

(b) No. of students outside the state: 3

(c) No. of international students: Nil

Men	No	%
	nil	

Women	No	%
	6	100

2015Last Year						This Year 2016					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
26			4	1	12 + 18(existing) = 30	29			1		12+18 = 30

Demand ratio Dropout % 10

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

No. of students benefitted

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

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level | National level | International level

No. of students participated in cultural events

State/ University level | National level | International level

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

Sports : State/ University level ☐ National level ☐ International level ☐

Cultural: State/ University level ☐ National level ☐ International level ☐

5.10 Scholarships and Financial Support

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

5.11 Student organised / initiatives

Fairs : State/ University level ☐ National level ☐ International level ☐

Exhibition: State/ University level ☐ National level ☐ International level ☐

5.12 No. of social initiatives undertaken by the students ☐

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

6.2 Does the Institution has a management Information System

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

6.3.1 Curriculum Development

6.3.2 Teaching and Learning

6.3.3 Examination and Evaluation

6.3.4 Research and Development

6.3.5 Library, ICT and physical infrastructure / instrumentation

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic				
Administrative				

6.8 Does the University/ Autonomous College declares 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?

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

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

6.13 Development programmes for support staff

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

Greenery is promoted

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.

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

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

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

7.4 Contribution to environmental awareness / protection

7.5 Whether environmental audit was conducted? Yes ☐ No ☐

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

8. Plans of institution for next year

Name _____ *Name* _____

_____ _____

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

_____***_____

Annexure I

Abbreviations:

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

****