

The Annual Quality Assurance Report (AQAR)

Department of Social Work

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, 2017 to June 30, 2018)*

Part – A

I. Details of the Institution

1.1 Name of the Institution

Dept. of Social Work

1.2 Address Line 1

Address Line 2

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	1 st Cycle				
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th 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 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR _____ (DD/MM/YYYY)
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

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	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	2
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.

Syllabus Revision of PhD social Work 2017-18 (CBCS Pattern)

1. Discipline Specific Theory (DST) paper added
2. Revision of contents of the paper Social Work Research

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	3	1	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	
R	V	R	V	R	V	R	V	R	V

2.4 No. of Guest and Visiting faculty and Temporary faculty

01

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		13	
Presented papers		02	
Resource Persons		03	

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

Skill Labs

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

03

01

01

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of student

90

2.11 Course/Programme wise

Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MSW	08	03	05			

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

Consultative meetings and trainings

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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.	
Others (Leadership Development Programme, UGC-MANUU)	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				01
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

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3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals		05	
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				

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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	02	Nil	Nil	
Sponsoring agencies	Nil		Nil	Nil	

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

10

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

02

SRF

01

Project Fellows

Any other

7(UGC)

3.21 No. of students Participated in NSS events:

University level

All

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

- List enclosed at the end of the report

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	02	Nil	Nil	Nil
Laboratories	Nil	Nil	Nil	Nil
Seminar Halls	Nil	Nil	Nil	Nil
No. of important equipments purchased (\geq 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	Departments	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	<div></div>
ii) Campus Infrastructure and facilities	<div></div>
iii) Equipments	<div></div>
iv) Others	<div></div>
Total :	<div></div>

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Regular close interaction and follow-up with students as part of students' s advisory
2. Orientation Programme
3. Individual Conference
4. Skill Lab Exercise
5. Fieldwork Seminar Presentation
6. Field visit of fieldwork agencies
7. Organising extracurricular activities: Social Work Day, Women's Day
8. International Mother Language Day etc

5.2 Efforts made by the institution for tracking the progression

1. Attendance record- Theory classes, fieldwork, skill lab and field work presentation
2. Individual Conference- Term plan, fieldwork review and report writing, activity log sheet and exercises on English Language
3. Supervisory meeting with Students' Advisor and Students' Representatives
4. Regular follow up by fieldwork coordinator with fieldwork agencies
5. Internal Evaluation- Assignment, Test and Presentation and Internal Viva Voce

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
	22	10	

(b) No. of students outside the state

PG=18, PhD=09

(c) No. of international students

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Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
4	0	0	4		08	09	0	0	5		14

Demand ratio

Dropout %

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

1. Weekly Individual Conference
2. Fortnightly Group Conference
3. Students' Advisory Meeting
4. Faculty Staff and Students' Review Meeting
5. NET Coaching guidance and Classes
6. Access to avail books from the dept.
7. Subscription of International and National Journal of Social Work and Social Sciences

No. of students beneficiaries

All

5.5 No. of students qualified in these examinations

NET	<input type="text" value="01"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

1. Students' Advisory Meeting
2. Weekly Individual Conference
4. Faculty Staff and Students' Review Meeting

No. of students benefitted

All

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			06 (75%)

5.8 Details of gender sensitization programmes

1. Documentary Screening and Extension lecture during Orientation Programme
2. Role play exercise during skill lab
3. Focus on Gender sensitive teaching learning process
4. International women's day celebration.

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	03(UGC-JRF/SRF) 07 (UGC Fellowship for Ph.D.)	Rs. 36400.00/month/student Rs. 8000.00/month/student
Financial support from other sources		
Number of students who received		

International/ National recognitions		
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5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="checkbox"/>	National level	<input type="checkbox"/>	International level	<input type="checkbox"/>
Exhibition:	State/ University level	<input checked="" type="checkbox"/>	National level	<input type="checkbox"/>	International level	<input type="checkbox"/>

5.12 No. of social initiatives undertaken by the students

A number of awareness programme on education, health and gender in collaboration with field work agencies in Hyderabad slums

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

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6.3.4 Research and Development

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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

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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

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6.13 Development programmes for support staff

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

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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.

- | |
|--|
| <ol style="list-style-type: none">1. Research Colloquium started for PhD scholars.2. With regard to the academic activities, Syllabus revision and innovative academic Intervention. (Term Plan template, field work Manual and skill lab outline)3. With regard to administrative aspect, proper record of files are made, internal audit of all assets and their records are in. |
|--|

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 Details of Activity Log

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

- | |
|--|
| <ol style="list-style-type: none">1. Starting of Research Colloquium2. Organising guest lecture3. Innovative Academic Intervention- Skill Lab4. Field Work Presentation |
|--|

**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)

Strength	Weaknesses
<ul style="list-style-type: none"> Urdu as a medium of Instruction leading to higher comprehension among students. Well designed, market & students' need based and practically implemented academic components (teaching methods, Concurrent Fieldwork, Fieldwork supervision, ICs, Fieldwork Presentation, skill lab etc) Innovative academic initiative including Skill Lab, ToTs Average students' attendance rate of 95 % through transparent system of monthly display of attendance across teachers and classes Transparent evaluation system Faculty members having sound experience from both academic and field Sound, updated and systematic database of the academic and administrative information Online record of students (Group mail account, CVs, Placement details, etc.) of all batches and regular communication & sharing with the passed out students 	<ul style="list-style-type: none"> Limited teaching faculty Limited infrastructure facility Limited Support Staff
Opportunities	Challenges
<ul style="list-style-type: none"> Develop quality indigenous social work literature in Urdu language Students with difficult life trajectories and accordingly to engage them with most marginalised section of the society and develop them to practice progressive human values. Research focus of the department: Conduct quality research focusing minorities with special 	<ul style="list-style-type: none"> Below expectation admission applications and enrolment. Lack of Social Work Literature in Urdu Language. Excessive work load on Faculty Members

reference to gender issues with emphasis on practice based/intervention research. <ul style="list-style-type: none"> • Providing professional education to Urdu knowing marginalised groups. • Developing Skill Manual • Developing Fieldwork Manual 	
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8. Plans of institution for next year

1. Adopting village for community based field work
2. Developing Skill Lab Manual (Bilingual)
3. Longitudinal Study on skill lab intervention
4. Practice based/Intervention research focusing minority and women
5. Organising seminar and workshops on social work education
6. Developing reading materials in Urdu language
7. Coordinating with agencies at national and international levels

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Abbreviations:

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

S. No. 3.26: Details

S. No	Date	Venue/ Publisher/O rganizer	Particulars	Resource Person/ Author	Remarks
1	2-9. 08.2017	Dept. of Social Work	Orientation Programme For Newly admitted MSW students	All faculty Members	
2	11.08.2017	Dept. of Social Work	Skill Lab Exercise: Cross Introduction & Force Field Analysis	Facilitators: Dr. Md Shahid Raza, Mr. Abu Osama & Mr. Md. Israr Alam	
3	18.08.2017	Dept. of Social Work	Skill Lab Exercise: Community Mapping & Role Play (Client-Worker Relationship)	Facilitator: Mr. Md Israr Alam & Dr. Md. Shahid Raza	
4	01.09.2017	Dept. of Social Work	Skill lab Exercise: Who am I? & Story Narration/ <i>Dastangoi</i> (Poverty & Multiple Marginalization)	Facilitator: Dr. Md Aftab Alam and Mr. Abu Osama	
5	08.09.2017	Dept. of Social Work	Skill lab Exercise: Communication Without Looking & Agree-Disagree (Gender Sensitivity)	Facilitator: Dr. Md. Shahid Raza Mr. Abu Osama	
6	08.09.2017	Dept. of Social Work	Guest Lecture: on Child Rights	Resource Person: Mr. Ravindra Kumar Kona	
7	06.10.2017	Dept. of Social Work	Skill lab Exercise: Extempore & Problem Tree	Facilitator: Dr. Md Shahid Raza & Mr. Md. Israr Alam	
8	13.10.2017	Dept. of Social Work	Skill lab Exercise: Force Field (Problem-Solution) & Visualizing Future	Facilitator: Dr. Md Aftab Alam, Mr. Abu Osama & Mr. Md. Israr Alam	
9	18.10.2017	Dept. of Social Work	Guest Lecture: on Health and Social Work Intervention	Resource Person: Dr. Renu Kapoor	
10	27.10.2017	Dept. of Social Work	Guest Lecture: on Online Interactive session	Resource Person: Ms. Saba Kaleem	

S. No	Date	Venue/ Publisher/O rganizer	Particulars	Resource Person/ Author	Remarks
11	03.11.2017	Dept. of Social Work	Skill lab Exercise: Expanding & Visual Narrative (Caste Issues)	Facilitator: Dr. Md. Aftab Alam Mr. Abu Osama	
12	10.11.2017	Dept. of Social Work	Skill lab Exercise: Group as Vehicle & interpreting/Predicting	Facilitator: Mr. Md Israr Alam Dr. Md. Aftab Alam	
13	14.11.2017	Dept. of Social Work	Guest Lecture: Digital Social Work	Resource Person: Prof. Abdul Matin	
14	14-15.12.2017	Dept of Social Work	1st National Urdu Social Science Congress	All faculty members	Organised by SASS
14	12.01.2018	Dept. of Social Work	Skill lab Exercise: Visualizing Future & Force Field (Problem-Solution)	Facilitator: Mr. Md. Israr Alam Dr. Md Aftab Alam	
15	19.01.2018	Dept. of Social Work	Skill lab Exercise: Proverb Inventory & Chinese Whisper	Facilitator: Dr Md. Shahid Raza & Abu Osama	
16	02.02.2018	Dept. of Social Work	Skill lab Exercise Role Play & Socio-gram	Facilitator: Mr. Md Israr Alam Mr. Abu Osama	
17	02.02.2018	Dept. of Social Work	Guest Lecture: on Contemporary Social Movements in India	Resource Person: Ms. Meera Sanghamitra	
18	03.02.2018	Dept. of Social Work	International Non-violence Day	All faculty Members and students	
19	7-11. 02.2018	Dept. of Social Work	Study Tour For MSW IV Semester	Facilitator: Dr. Md. Aftab Alam	
20	09.02.2018	Dept. of Social Work	Skill lab Exercise Collage (Religious Identity Markers)	Facilitator: Dr. Md. Shahid Raza & Mr. Abu Osama	
21	16.02.2018	Dept. of Social Work	Skill lab Exercise Listening Questionnaire & Paraphrasing	Facilitator: Dr. Md. Shahid Raza &	

S. No	Date	Venue/ Publisher/O rganizer	Particulars	Resource Person/ Author	Remarks
				Dr Md Aftab Alam	
22	21.02.2018	Dept. of Social Work	International Mother Language Day	All faculty Members and students	
23	23.02.2018	Dept. of Social Work	Skill lab Exercise Noun vs Adjective (Call Names) & Referencing	Facilitator: Dr. Md. Aftab Alam Mr. Abu Osama	
24	08.03.2018	Dept. of Social Work	International Women's Day	All faculty Members and students	
25	13.03.2018	Dept. of Social Work	NGO-Meet cum Exhibition	All faculty members and agency representatives	
26	19-20.03.2018	Dept. of Social Work	National Seminar On Social Work and Marginalised Groups	All faculty Members and students	
27	23.03.2018	Dept. of Social Work	Music-cum-Talk	Resource Person: Prof. Subhendu Ghosh	
28	7-9.05.2018	Dept. of Social Work	Research Colloquium Lecture Series Topic: Sociological Theories: From Positivism to Postmodernism	Resource Person: Dr. Saheed, Asst Prpf. Dept of Sociology, MANUU	

The Annual Quality Assurance Report (AQAR)

Al-Beruni Centre for the Study of Social Exclusion and Inclusive Policy

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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	csseip.manuu@gmail.com
Contact Nos.	040 23008335
Name of the Head of the Institution:	Vice Chancellor
Tel. No. with STD Code:	-
Mobile:	-

Name of the IQAC Co-ordinator:

-

Mobile:

-

IQAC e-mail address:

-

1.3 NAAC Track ID (For ex. MHC0GN 18879)

-

1.4 NAAC Executive Committee No. & Date:

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

-

1.5 Website address:

-

Web-link of the AQAR:

-

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

1.6 Accreditation Details

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

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

-

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

2017-18

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

- i. AQAR _____ (DD/MM/YYYY)
 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 Research Staff- 2

2.3 No. of students

M.Phil		PhD		
Under Progress	Awarded	Under Progress	Submitted	Awarded
1	5	8	6	4

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: Faculty Students
Non-Teaching Staff 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

- Centre organized **Panel Discussion** on “Ambedkar’s Contributions for the Building of Muslims Nation and Development of Excluded Sections”, on 18-05-2017 as part of Dr. B. R. Ambedkar’s Birthday Celebrations. In continuation of the Ambedkar Jayanti special lecture, this year also was significant where three panelist discussed on the various aspects of Ambedkars work and life and how that could be an important learning even to the present generations.
- Centre conducted **One Day National Conference** on “Understanding Equal Opportunity: Concept and Practice” in collaboration with Equal Opportunity Cell, CSE Residential Academy, Dept of Women Education and Social Work, January 16, 2018.
- Centre organized **International Seminar** On “Ethnicity and Minority: Debates and Discourse in Contemporary Muslims”, On March 15-16, 2018.
- The Centre had an **interactive session** with Prof. Laxman D Satya, Professor of History, Lock Haven University, Pennsylvania, USA, during March 14-15, 2018
- **Lecture** on “Castelian notion of Social Exclusion: it’s Relevance for Muslims” by Prof. Abdul Matin, Muslims. Of Sociology, AMU, Aligarh, 13 November, 2017
- **Lecture** on “Dynamics on Electoral Politics in Muslims” by Prof. Sanjay Kumar, Director CSDS, New Delhi, 26 March, 2018. He discussed widely with the evidence of data on the current political situations and the electoral debates in the contemporary in India.

2.14 Significant Activities and contributions made by IQAC

1. Visits to NGOs

The Faculty, Research Staff and Students made visits to several NGOs and Civil Society Organisations in Telangana State to get first hand information about their ongoing activities with regard to inclusive process and working mechanism adopted by them. Visited SAFA Society, Shaheen NGO, Confederation of Voluntary Associations (COVA), Zakat Trust, etc.

2. Awareness Programmes

The Centre conducted awareness programmes on Scholarships and Fellowships available for religious minorities and dalits on July 12, 2017 at ZPH School, Kondapur, Ranga Reddy District, Telangana State

Held an interactive session on August 10, 2017 for creating awareness about the rights and entitlements of education with school children and teachers of Muslims Medium School at Hussain Shahwali Darga, Hyderabad

Conducted an Awareness Programme with Anganwadi Staff at Hafeez Baba Nagar, old city of Hyderabad about the latest material adopted by the ICDS Programme and the quality of food served in the Centres. Also made interaction with mothers and women from old city Hyderabad about facilities available in ICDS Centres across the State in general and Hyderabad city in particular

3. Visit to Government Schools

Interactive sessions were conducted with the teaching staff and students about the importance of school education and opportunities for Telugu and Muslims medium students in the higher education sector in Hyderabad City and few places of Karnataka (Kudachi, Bijapur and Belgaum)

4. Field Visits

Research Scholars were taken to the various fields like NGOs, Schools, Residential areas for demonstrating the data collection techniques and ethics of research.

Major Research Project

Centre is awarded a Sponsored Research Programme (SRP) entitled “**South Indian Muslims: Present and Future**” by ICSSR, New Delhi. (2015-17 got extension till March 2018)

The total fund allotted for the project is 30.0 Lakhs and the project commenced from April 2015. Report is ready now for submission to the ICSSR, New Delhi. Prof. P.H. Mohammad (Project Director), Dr. S. Abdul Thaha and Dr. A. Nageswara Rao (Co-Project Directors) are working in the SRP.

Name of the Programme	Duration	Budget (in Rupees)	Status
South Indian Muslims: Present and Future	April 2015 –March 2017 got extension till March 2018	30 Lakhs	<ul style="list-style-type: none"> Fieldwork- Five States (A.P., Telangana, Karnataka, Kerala and Tamil Nadu) Data Processing- Completed Report Writing- Draft Ready

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

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1			
MPhil	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
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	Director I/C
4	3	-	1(Superannuated on 4 October 2017)	1(Since October 5, 2017

2.2 No. of permanent faculty with Ph.D.

4

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

Asst. Professors		Associate Professors		Professors		Others Research Associate		Total	
R	V	R	V	R	V	R	V	R	V
3	-	-	2	-	1	-	2	3	5

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	-	5	-
Presented papers	8	19	-
Resource Persons	1	7	1

Adjudications, Memberships and Foreign Visits:

S. No.	Name of the Teacher	Adjudications, memberships and Foreign Visits:
1	Dr. S. Abdul Thaha	Made a presentation in an International Conference at Durham, USA organized by RTI (Research Triangle Institute) and Visited University of North Carolina to look for possible research collaborations (2017)
		Sent Expression of Interest to Lock Haven University of Pennsylvania, USA for collaborative research and exchange programme for Students and Faculty Members (March 2018)
		Made a presentation on “ICT, Empowerment and Muslim Women: A Case Study of Hyderabad BPO Industry in India” in International Convention of Asia Scholars (ICAS-10), held by the Institute of Asian Studies (IIAS) of Leiden University, Netherlands, at Chiang Mai University, Chiang Mai, Thailand (July 20-23, 2017)
		Life Member in Indian History Congress, South Indian History Congress, Association for Social Exclusion Studies

Dr. K. M. Ziyauddin (Asst. Prof.)

Teaching & Evaluation Engagements:

Taught course on “Research Methods in Social Sciences for M.A. Programmes, Department of Sociology, MANUU, Hyderabad in 2017.

Taught course on “Research Methodology: Approaches and Traditions’ for M.A. Programme in Department of Sociology, MANUU, Hyderabad in 2017.

Paper setting for Masters’ courses in Sociology, for M.A. Programme in Department of Sociology, MANUU, Hyderabad in 2017.

Evaluated Papers of Sociology and Ph.D. in Sociology, in the Department of Sociology, MANUU, Hyderabad in 2017.

Dr. A. Nageswara Rao (Asst. Prof)

Taught courses on Research Methodology for M.Phil and Ph.D Political Science, taught Courses on Research Methodology, Human Rights, Social Movements in India for PG Students.

Academic Programmes of the Centre

Currently, the Centre offers M.Phil and PhD programmes. The following are the details provided in each of the programmes.

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

As a part of methodology for data collection and field work, research scholars were taken to the field locations for first hand information and understand the field dynamics

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

2017-18 acad. Session

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

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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2 (Dr. S Abdul Thaha and Dr. K. M Ziyauddin Completed Refresher on “Social Sciences (Multiculturalism)”, at UGC-HRDC, MANUU, Hyderabad, September 6-26, 2017)
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	-	-	-
Technical Staff	3	-	-	-
Research Staff	2	-	-	-
Research Associate	-	2	-	-

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			30 Lakh	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number			1	
Outlay in Rs. Lakhs			105000.00	

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	2014-15	ICSSR	30 Lakhs	12 Lakhs
Minor Projects	2016-17	MANUU	105000.00	20000.00
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

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	1	2		2	
Sponsoring agencies	ICSSR	UGC		UGC	

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

4

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

Extension Activities of the Centre

1. Visits to NGOs

The Faculty, Research Staff and Students made visits to several NGOs and Civil Society Organisations in Telangana State to get first hand information about their ongoing activities with regard to inclusive process and working mechanism adopted by them. Visited SAFA Society, Shaheen NGO, Confederation of Voluntary Associations (COVA), Zakat Trust, etc.

2. Awareness Programmes

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3. Visit to Government Schools

Interactive sessions were conducted with the teaching staff and students about the importance of school education and opportunities for Telugu and Muslims medium students in the higher education sector in Hyderabad City and few places of Karnataka (Kudachi, Bijapur and Belguam)

4. Field Visits

Research Scholars were taken to the various fields like NGOs, Schools, Residential areas for demonstrating the data collection techniques and ethics of research.

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 (\geq 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

Yes, computerised

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2530				2530	
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	Departments	Others

Existing	9		9				1(Proj ector	9
Added								
Total	9		9				1	9

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

1. ICT Training organised by IMC, MANUU,

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.	MPhil
		14	1

(b) No. of students outside the state

(c) No. of international students

No	%

Men

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)

Students were supported in the form of special coaching for UGC-JRF and NET.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Counseling was given to research scholars for the preparation of Lectureship and facing the Interviews.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

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	1 2	8000/- per month per student 5000/- per month per student

Financial support from government		
Financial support from other sources	2	25000/- per month per student
Number of students who received International/ National recognitions		per student,

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 provide data to different governmental departments and other stake holders like research institutes, NGOs and international organisations, for research and programme implementations.

6.2 Does the Institution has a management Information System

Networking with other CSSEIPs and other academic institutions across the country for curriculum development

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

Centre's Library has a collection of 2530 plus books and journals.

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

As per the norms of UGC and University.

6.3.8 Industry Interaction / Collaboration

-

6.3.9 Admission of Students

-

6.4 Welfare schemes for

Teaching	Medical, Children Educational Allowance and crèche
Non teaching	Medical, Children Educational Allowance and crèche
Students	Medical

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	Y	Advisory Committee		
Administrative	Y	UGC		

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.

Exposure to fieldwork given to PhD scholars

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*)

Direct exposure for data collection and fieldwork, Extension activities, Orientation and awareness programmes
--

Centre organises Lecture Series by Eminent Scholars from India and abroad.
--

****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)

Strength:

- Multi disciplinary centre with Faculty from Social science disciplines
- MPhil and PhD students: Having Different Disciplines, Social Sciences/Educational Studies (Social Science background)/Law/Gender Studies/ Human Rights/ Development Studies/ Child Rights/ Cultural Studies/ SEIP/ Dalit or Minority Studies/ Discrimination Studies/ Governance Studies/ Liberal Studies/ Human Studies/ International Studies/ Comparative Religion Studies/ Rural or Urban Studies, the job scope available in the University & NGOs.
- **Outreach: Work with Policy Makers, Government Agencies and Political Leaders :** (Conducted Round Table with all Muslim Political leader and intellectuals for Enhancement of Budget in 2013-14 Minority Budget, consequently the allocation of Muslim Minority was increased).

Weakness:

- Two Associate Professors and Two Research Associates to be recruited.

Opportunity:

- **Emerging as one of the Best Research Centres Studying Religious Minority Groups.** The centre and library has established Data Bank on Muslim Minorities related research and statistics (including MPhil & PhD Thesis).

Challenges:

- Regularisation of Centre by placing it in the Non-Plan Budget by UGC.

8. Plans of institution for next year

1. Knowledge Series: 10 to 15 pages small booklets on single concepts related to Social Exclusion and Inclusive Policies
2. Research Studies: Prepare research proposal for Waqf land Related Issues
3. Collaboration with Organisation: Undertaking MoUs with National and International organisations/ universities for carrying out collaborative research work and exchange programmes of faculty/research scholars
4. Training Modules: Police, Legal etc. Orientation Programme
5. Research Proposals to be sent to Administration (Information on Note Sheet along with proposal):
 - a. "Awareness level among Muslims about schemes and programmes by Government of Telangana State" by Dr. A Nageswara Rao, Asst.Prof. ACSSEIP
 - b. "Residential Schools for Muslims in Telangana State: A Preliminary Analysis" by Dr. K M Ziyauddin, Asst.Prof. ACSSEIP
 - c. "Audit of Urdu Medium Schools in Hyderabad" by Dr. S. Abdul Thaha, Asst.Prof. ACSSEIP
6. International and National Seminar Proceedings / Edited Book Publication in Urdu and English Vernacular: Information on Note Sheet along with Titles of Books
7. Proposal for National Seminar to ICSSR
8. Lecture Series Programme: Tentative names of local and outstation resource persons during 2018-19
9. Visit to Delhi for Data Collection to ICSSR and National Archives of India
10. Preparation of proposal for visiting faculty
 - a. Prof. Imtiaz Ahmed b.Prof. Sukhadeo Thorat

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)

MANUU Arts and Science College for Women, Budgam

(1st July 2017 to 30th June 2018)

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, 2017 to June 30, 2018)*

Part – A

I. Details of the Institution

1.1 Name of the Institution

MANUU-ASCW, BUDGAM

1.2 Address Line 1

BUDGAM ROAD, NEAR KSERT COLLEGE

Address Line 2

HUMHAMA, SRINAGAR (J & K)

City/Town

SRINAGAR

State

JAMMU AND KASHMIR

Pin Code

190021

Institution e-mail address

Principal.ascw@manuu.edu.in

Contact Nos.

0194-2303149 , 07417725941

Name of the Head of the Institution:

Dr. Ghazanfar Ali Khan

Tel. No. with STD Code:

0194-2303149

Mobile:

07417725941

Name of the IQAC Co-ordinator:

Dr. Naseem Akhtar

Mobile:

08491852312

IQAC e-mail address:

akhtar.azmi@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:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle				
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th 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 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR _____ (DD/MM/YYYY)
 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)

. PhD. Courses in Urdu, Islamic Studies, English, Economics

1.12 Name of the Affiliating University (for the Colleges)

MANUU-Hyderabad

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

01

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

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	00	04	-	-
PG	01	03	-	-
UG	01	00	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	02	07	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	08
Trimester	-
Annual	-

1.3 Feedback from stakeholders* (On all aspects)

Alumni ☐ Parents ☐ Employers ☐ Students ☐

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.

Three new Departments introduced in MANUU-ASCW: ENGLISH , URDU , ECONOMICS

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
11	10	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

02

00

03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01		
Presented papers		02	
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

208

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 (BoS)

85% (Approx.)

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 %
B.A	08					100 %
PG-Islamic studies	09					100%

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

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	05
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	01
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	01			

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 <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

--

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences
organized by the Institution

Level	International	National	State	University	College
Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sponsoring agencies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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	<input type="text"/>
	Granted	<input type="text"/>
International	Applied	<input type="text"/>
	Granted	<input type="text"/>
Commercialised	Applied	<input type="text"/>
	Granted	<input type="text"/>

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

15

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

14

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				
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	2.92			
Others (Rs. in Lakhs)	1.62			

4.2 Computerization of administration and library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	954	₹ 1,91,328	265	₹ 1,10,252/-	1219	₹ 3,01,580
Reference Books						
e-Books						
Journals	04	₹ 33,640.80			04	₹ 33,640.80
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	05	-	-	-	-	-	-	-
Added	00	-	-	-	-	-	-	-
Total	05	-	-	-	-	-	-	-

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

₹ 1,62,500/-

iii) Equipments

₹ 2,92,000/-

iv) Others

Total :

₹ 4,54,500/-

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
08	76	15	00

(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
25	-	01	-	-	26	97	-	01	-	-	98

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

<i>On campus</i>			<i>Off Campus</i>
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

1. Focus on Women Education and Empowerment.
2. To promote and develop the Urdu language and to impart vocational and technical education in Urdu medium.

6.2 Does the Institution has a management Information System

No. Although, the Institution is in constant touch with the higher authorities for the appropriate system at perusal.

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

6.3.1 Curriculum Development

Teaching Faculty is contributing for the development of the same.

6.3.2 Teaching and Learning

6.3.3 Examination and Evaluation

Conducting of examination is done with fair process and consistence.

6.3.4 Research and Development

Research development programmes are being run efficiently.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library and Physical infrastructure is in a developing stage.

6.3.6 Human Resource Management

--

6.3.7 Faculty and Staff recruitment

The same is recruited at the MANUU-Headquarters.
--

6.3.8 Industry Interaction / Collaboration

--

6.3.9 Admission of Students

The appreciating lot of aspirants are queuing up for the admission process.

6.4 Welfare schemes for

Teaching	
Non-teaching	
Students	Scholarships

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

No any programmes or Refresher support programmes have been conducted as such.
--

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.

Seminars, Symposia and Library updation has been a main focus to create a positive functioning of the institution.

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

The student community was made aware for the conservation of resources on world Earth Day.

Focus on Conservation of Resources.

7.5 Whether environmental audit was conducted?

Yes

☐

No

☐ *

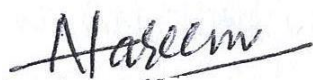
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

8. Plans of institution for next year

To have resourceful Library, Online Internet Access for students and the persons on staff.

Name: Dr. Naseem Akhtar

Name



Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

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

The Annual Quality Assurance Report (AQAR)

Department of Chemistry

(1st July 2017 to 30th June 2018)

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, 2017 to June 30, 2018)*

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	1	-
Presented papers	-	-	-
Resource Persons	-	-	-

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

Involving students in minor research projects to understand the concepts by doing it practically on their own. Project works and presentations by the students made mandatory for internal assessment

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

As per the university working schedule

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	2	2
---	---	---

2.10 Average percentage of attendance of students

85%

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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	1
HRD programmes	1
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	1
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	1			
Outlay in Rs. Lakhs	1.05			

3.4 Details on research publications

	International	National	Others
Peer Review Journals	10 +8	-	
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	1.05 lacs	1.05 lacs
Interdisciplinary Projects				

Industry sponsored				
Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total			2	

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	

3.16 No. of patents received this year

	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

1

1

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-1

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

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>	
NCC	<input type="text"/>	NSS	<input type="text"/>	Any other <input type="text"/>

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

- Organized two day hands on regional workshop on Tools and techniques in molecular biology and bioinformatics (Feb6-7, 2018)
-

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 (\geq 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	Departments	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
75	-	1	

(b) No. of students outside the state

40

(c) No. of international students

nil

Men	No	%	Women	No	%
	35	46		40	53

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 GA CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

No. of students benefitted

100%

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

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

Revis

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 Commerce

(1st July 2017 to 30th June 2018)

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	MANUU
1.2 Address Line 1	GACHIBOWLI
Address Line 2	HYDERABAD
City/Town	HYDERABAD
State	TELANGANA
Pin Code	500 032
Institution e-mail address	---
Contact Nos.	040-23008458
Name of the Head of the Institution:	Dr. Aslam Parwaiz
Tel. No. with STD Code:	040-23008458

Mobile:

Name of the IQAC Co-ordinator:

Dr. Md. Sadat Shareef

Mobile:

9948060784

IQAC e-mail address:

sadatshareef@yahoo.com

1.3 NAAC Track ID (For ex. MHC0GN 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	1 st Cycle				
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

2017-18

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 2010-11 submitted to NAAC on 12-10-2011*)

i. AQAR _____ (23/02/2016)

1.10 Institutional Status

University State ☐ Central ☒ Deemed ☐ Private ☐

Affiliated College Yes ☐ No ☒

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☒ No ☐

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

Type of Institution **Co-education** ☒ Men ☐ Women ☐

Urban ☒ Rural ☐ Tribal ☐

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

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

1.11 Type of Faculty/Programme

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

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

Others (Specify)

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

5

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

120

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

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Ph.D.			
PG	M.Com	-----	----	-----
UG	B.Com			
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	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.

Yes updated 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
	03	01	-----	02	

2.2 No. of permanent faculty with Ph.D.	03
---	----

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	01	04	..
Presented papers	01	04	-
Resource Persons	02	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	
---	--

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	05		
---	----	--	--

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 %
M.Com	14					100
B.Com					

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

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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.	
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	04	-
Non-Peer Review Journals	01
e-Journals	...	01	-
Conference proceedings	-	01	-

3.5 Details on Impact factor of publications: 02

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		01			
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

6

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 07

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

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	Departments	Others
Existing	02		yes			yes		
Added	03							
Total	05							

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	<div></div>
ii) Campus Infrastructure and facilities	<div></div>
iii) Equipments	<div></div>
iv) Others	<div></div>
Total :	<div></div>

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

No specific measure

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
47	52	10	-

(b) No. of students outside the state

52

(c) No. of international students

Men	No	%
	86	71.7

Women

No	%
34	28.3

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
43	--	6	27	--	76	68		07	45		120

Demand ratio

Dropout %

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

NET COACHING IS AVAILABLE IN THE CAMPUS

No. of student's beneficiaries

--

5.5 No. of students qualified in these examinations

NET	<input type="text" value="01"/>	SET/SLET	<input type="text" value="--"/>	GATE	<input type="text" value="--"/>	CAT	<input type="text" value="--"/>
IAS/IPS etc	<input type="text" value="--"/>	State PSC	<input type="text" value="--"/>	UPSC	<input type="text" value="--"/>	Others	<input type="text" value="---"/>

5.6 Details of student counselling and career guidance

Students Development Programme undertaken in the department.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

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: _____No major Grievances _____

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 wise

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

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				
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

Training Programmes

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

By spreading awareness among the institutional members for planting trees.

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

yes

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 _____

Dr. Md. Sadat Shareef

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Prof. N. I. Mulla
Head, Department of Commerce

_____***_____

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



Prof. N.I.Mulla
Head, Department of Commerce

The Annual Quality Assurance Report (AQAR)
Centre for Professional Development of Urdu Medium Teachers
(1st July 2017 to 30th June 2018)

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, 2017 to June 30, 2018)*

Part – A

I. Details of the Institution

1.1 Name of the Institution	CPDUMT
1.2 Address Line 1	MANUU CAMPUS
Address Line 2	GACHIBOWLI
City/Town	HYDERABAD
State	TELENGANA
Pin Code	500032
Institution e-mail address	CPDUMTMANUU@gmail.com
Contact Nos.	040-23008368
Name of the Head of the Institution:	PROF. H. KHATIJA BEGUM
Tel. No. with STD Code:	040-23008443

Mobile:

Name of the IQAC Co-ordinator:

MISBAHUL ANZAR

Mobile:

9948412484

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	1 st Cycle				
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

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

2017-2018

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

- i. AQAR _____ (DD/MM/YYYY)
 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)

Not Applicable

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

Autonomy by State/Central Govt. / University

CENTAL 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

2.1 No. of Teachers

02

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

NIL

2.4 No. of Management representatives

NIL

2.5 No. of Alumni

NIL

2. 6 No. of any other stakeholder and
community representatives

NIL

2.7 No. of Employers/ Industrialists

NIL

2.8 No. of other External Experts

NIL

2.9 Total No. of members

04

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) Not Applicable

(i) No. of Seminars/Conferences/ Workshops/Training Programme/Symposia organized by the IQAC
 Total Nos. International 01 National State Institution Level

(ii) Themes Blended Madrasa English language teacher training programme. (In collaboration with World learning, Washington DC & US Consulate Hyderabad during 22nd to 27th January 2018)

2.14 Significant Activities and contributions made by IQAC Not Applicable

2.15 Plan of Action by IQAC/Outcome Not Applicable

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
Planned for National level training programmes for madrasa teachers and MANUU Model School Teachers	

* Attach the Academic Calendar of the year as Annexure. (Last Phase in Aug 2018)

- 1-Blended Madrasa English Teacher Training Programme
- 2- Orientation Programme for Madrasa Teachers
- 3- Orientation Programme for PRTs
- 4- Refresher Course for TGTs PGTs
- 5- Orientation Programme for Madrasa Teachers

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

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG				
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
02	02			

2.2 No. of permanent faculty with Ph.D.

01

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	0	0	01	0	01			02	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

0

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)

Not Applicable

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: Not Applicable

2.11 Course/Programme wise: Not Applicable

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 : Not Applicable

2.13 Initiatives undertaken towards faculty development

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

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		02	01	
Technical Staff	02	02		

Criterion – III

3. Research, Consultancy and Extension

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

Blended English Language Teacher Training Programme for Madrasa Teachers hosted by CPDUMT AND Training and Placement Cell

3.2 Details regarding major projects Not Applicable

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects Not Applicable

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications Not Applicable

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

3.5 Details on Impact factor of publications: Not Applicable

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences	Level	International	National	State	University	College
organized by the	Number		02			
Institution	Sponsoring agencies		UGC			

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: Not Applicable

University level State level
National level International level

3.22 No. Of students participated in NCC events: Not Applicable

University level State level
National level International level

3.23 No. of Awards won in NSS: Not Applicable

University level State level
National level International level

3.24 No. of Awards won in NCC: Not Applicable

University level State level
National level International level

3.25 No. of Extension activities organized Not Applicable

University forum	<input type="text"/>	College forum	<input type="text"/>	
NCC	<input type="text"/>	NSS	<input type="text"/>	Any other <input type="text"/>

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: Not Applicable

Facilities	Existing	Newly created	Source of Fund	Total
Campus area			UGC	
Class rooms				
Laboratories/Library				
Seminar Halls				
No. of important equipments purchased ($\geq 1-0$ 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 work only

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books						
Reference Books	1163					
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	Departments	Others
Existing	05							
Added	—	—	—	—	—	—	—	—
Total								

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

Access to internet is available

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

Not Applicable

5.2 Efforts made by the institution for tracking the progression

Feedback is collected from the participants from time to time

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others

Not Applicable

(b) No. of students outside the state

(c) No. of international students

No	%

Men

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)

Not Applicable

No. of students beneficiaries

5.5 No. of students qualified in these examinations Not Applicable

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

5.6 Details of student counselling and career guidance Not Applicable

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events: Not Applicable

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: Not Applicable

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 : Not Applicable

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

Not Applicable

5.13 Major grievances of students (if any) redressed: _ Not Applicable

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

To provide short term in-service training to all the Urdu medium school teacher and madrasa teachers of A.P., Goa, Gujrat, Karnataka, Kerala, Maharashtra, Odhisa, Yamil Nadu and Telangana

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

As per the need of the training programme the Human Resources are facilitated from the different departments of the University

6.3.7 Faculty and Staff recruitment

--

6.3.8 Industry Interaction / Collaboration

--

6.3.9 Admission of Students

Not Applicable

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? Not Applicable

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

Time to time arrangement is made from UGC-HRDC of MANUU
--

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

Two orientation programmes for madrasa teachers and two orientation programmes /refresher courses for school teachers are proposed to be conducted.

Name MISBAHUL ANZAR

Name PROF. H. KHATIJA BEGUM

Signature of the Coordinator, CPDUMT

Signature of the Director, CPDUMT

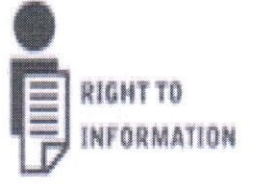
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Abbreviations:

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



مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A Central University established by an Act of Parliament in 1998)
(Accredited with 'A' Grade by NAAC)
Office of the Central Public Information Officer



Ref. No. MANUU/CPIO/F.177/2018/204/459

Dated: 12.09.2018

To
The Director
Internal Quality Assurance Cell (IQAC)
MANUU, Hyd.

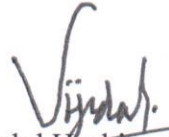
Sub: AQAR Report 2017- 18- Information furnished - Reg.

Sir,

This has reference to your email dated 10.08.2018 seeking information related to the brief report of the Office of the CPIO. A brief report of the Office of the CPIO for the period July 01, 2017 to June 30, 2018 is enclosed.

Thanking you,

Yours faithfully,


Mohd Hashim Ali Sajid
CPIO, MANUU.

Encl: As above


(CPIO)



مولانا آزاد نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

(Accredited with 'A' Grade by NAAC)

Office of the Central Public Information Officer



RIGHT TO
INFORMATION

Brief Introduction:

The Right to Information Act, 2005 is a landmark legislation that empowers the Indian citizens to seek information from the Government/Organisations. The office of CPIO deals with the applications filed under the Right to information Act, 2005. It follows the rules and regulations in letter and spirit as prescribed under the RTI Act as amended from time to time. As per the RTI Act, any citizen of India can apply for any "information" related to MANUU and its Constituent Institutions spread all over the country. The CPIO office facilitates in gathering information from various Departments/Sections of the University and dispose off the applications within the time - frame stipulated under the Act. The CPIO office Operates in both offline (applications receives directly/through Posts) and Online through RTI MIS Portal of Govt. of India. Online RTI Services were introduced to simplify the process of filing RTI applications and appeals, to improve the quality and speed of disposal of RTI requests and to ensure compliance with the provisions of the Act by making the information commissions effective.

Major Activities:

- Mr. Mohd. Hashim Ali Sajid, Deputy Registrar, ER-I Section & Incharge Legal Cell was appointed as CPIO, MANUU. He took over the charge of the Office of the CPIO w.e.f. 14.06.2017.
- Dr. M.A. Sikander, Registrar MANUU has been appointed as FAA (First Appellate Authority) of the University w.e.f. 28.09.2017.
- The University nominated Mr. Mohd Hashim Ali Sajid, DR & CPIO to attend five day advance course on RTI conducted by the National Productivity Council (NPC), Chandigarh at Portblair from 05th to 09th Feb, 2018 as part of capacity building.

Summary of RTI Applications received in MANUU during the period July 1, 2017 to June 30, 2018 is given below:-

Particulars	Offline	Online	Total
Opening Balance	05	00	05
Total number of applications received (Including applications forwarded by other PA's)	251	49	300
Applications rejected like invalid IPO's without IPO's etc as per rules.	38	00	38
Total number of applications processed.	218	49	267
Total number of applications disposed off.	216	49	265

The Annual Quality Assurance Report (AQAR)
Department of Computer Science & Information Technology
(1st July 2017 to 30th June 2018)

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, 2017 to June 30, 2018)*

Part – A

I. Details of the Institution

1.1 Name of the Institution	Department of Computer Science & Information Technology
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. MHC0GN 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	1 st Cycle				
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th 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 2010-11 submitted 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

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01			
PG	02			
UG	01			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
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	04
Trimester	
Annual	

1.3 Feedback from stakeholders* (On all aspects)

Alumni ☐ Parents ☐ Employers ☐ Students ☒

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, In 3rd School Board Meeting & 30th Academic Council Meeting

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	16	14	01	01	

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	-	-	-	-	-	01

2.4 No. of Guest and Visiting faculty and Temporary faculty	03		
---	----	--	--

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		19	
Presented papers			
Resource Persons			

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

CBCS System has been adopted including MOOCS, SWAYAM
--

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)	Double Evaluation
--	-------------------

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop	16		
---	----	--	--

2.10 Average percentage of attendance of students	84
---	----

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.Tech	54	14.8	85.8			100
M.Tech	05	80	20			100
MCA	26	19	77			96

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

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	12
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	01
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others (FDP)	04

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	03			

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	05			05
Outlay in Rs. Lakhs	5,25,000			5,25,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	15	-	
Non-Peer Review Journals	-	-	
e-Journals	-	-	
Conference proceedings	8	4	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

--

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		01			
Sponsoring agencies		MANUU			

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

04

12

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

02

3.21 No. of students Participated in NSS events:

University level

04

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	06			06
Laboratories	05			05
Seminar Halls	01			01
No. of important equipments purchased (\geq 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	185	30,977			185	30,977
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	Departments	Others
Existing	116	03						
Added								
Total	116	03						

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
234	105	12	

(b) No. of students outside the state

350

(c) No. of international students

04

Men	No	%
	325	93

Women

No	%
26	7

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
57			41		98	66	2		33		101

Demand ratio 98%

Dropout 02%

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

<i>On campus</i>			<i>Off Campus</i>
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

99

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	10	12,30,000/- p.m. (appx.)
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

Yes, IUMS MANUU

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

6.3.1 Curriculum Development

Board of Studies (BOS)

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

NIL

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

_____***_____

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)

College of Teacher Education, Asansol

(1st July 2017 to 30th June 2018)

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, 2017 to June 30, 2018)*

Part – A

I. Details of the Institution

1.1 Name of the Institution

MANUU – College of Teacher Education, Asansol

1.2 Address Line 1

Danishgah Islamia High School Campus

Address Line 2

School Lane, Hutton Road

City/Town

Asansol

State

West Bengal

Pin Code

713301

Institution e-mail address

**ct easansol1@gmail.com
ct easansol@rediffmail.com**

Contact Nos.

0341 2281901

Name of the Head of the Institution:

Prof. (Dr.) Noushad Husain

0341 2281901

Tel. No. with STD Code:

Mobile:

+91 7063594144

Name of the IQAC Co-ordinator:

Dr. Mukesh Kumar Menna

Mobile:

+91 8058608414

IQAC e-mail address:

ghunawatmukesh1507@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 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.manuucoc.in/cte/asansol

Web-link of the AQAR:

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

1.6 Accreditation Details

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

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

2017-18

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 2010-11 submitted 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*)

Not Applicable

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

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

07

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

150

2.4 No. of Management representatives

-

2.5 No. of Alumni

134

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

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	1 (B.Ed.)			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	01			
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01
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
7	6	Nil	1	Nil

2.2 No. of permanent faculty with Ph.D.

04

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
6	-	-	-	1	-	-	-	7	-

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

200

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 MCQ

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

05

78.96

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 %
B.Ed.	78	68%	32%	-	-	100%

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

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
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.	
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				03
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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sponsoring agencies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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	<input type="text"/>
	Granted	<input type="text"/>
International	Applied	<input type="text"/>
	Granted	<input type="text"/>
Commercialised	Applied	<input type="text"/>
	Granted	<input type="text"/>

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	2546.520 sq.mt			2546.520 sq.mt
Class rooms	04			04
Laboratories	02			02
Seminar Halls	01			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	2066	381989			2066	381989/-
Reference Books	1020	211022			1020	211022/-
e-Books						
Journals	17	9630			17	9630/-
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	25	01	Yes	Yes	Yes	Yes		
Added								
Total	25	01	Yes	Yes	Yes	Yes		

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
150			

(b) No. of students outside the state

89

(c) No. of international students

-

Men	No	%
	114	76

Women

No	%
36	24

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
25	-	-	51	02	78	10	-	-	60	02	72

Demand ratio **72%**

Dropout % **28%**

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

CTET = 22

5.6 Details of student counselling and career guidance

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

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: **Dr. Mukesh Kumar Meena**

Name _____


21.8.2018

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*____

Abbreviations:

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

The Annual Quality Assurance Report (AQAR)

College of Teacher Education, Aurangabad

(1st July 2017 to 30th June 2018)

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 is for the Academic Year, July 1, 2017 to June 30, 2018)

Part – A

I. Details of the Institution

1.1 Name of the Institution	MANUU College of Teacher Education, Aurangabad
1.2 Address Line 1	DRP Educational Campus
Address Line 2	Mahmoodpura, Rauzabagh
City/Town	Aurangabad
State	Maharashtra
Pin Code	431001
Institution e-mail address	manuucteawb@gmail.com
Contact Nos.	+91 2402100536
Name of the Head of the Institution:	Dr. Abdul Raheem
Tel. No. with STD Code:	+91 240 2100536
Mobile:	9422275799
Name of the IQAC Co-ordinator:	Mr. Pathan Md. Wasim Md. Shabbir
Mobile:	9527819587
IQAC e-mail address:	manuucteawbiqac@gmail.com

1.3 NAAC Track ID(For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:

EC(SC)/15/A&A dated May, 25, 2016

(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:

<http://www.manuu.ac.in/Eng-Php/Annual%20Quality%20Assurance%20Report.php>

1.6 Accreditation Details

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

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

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

2017-18

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

- AQAR _____ (DD/MM/YYYY)
- AQAR _____ (DD/MM/YYYY)
- AQAR _____ (DD/MM/YYYY)
- 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 (eg. AICTE, BCI, MCI, PCI, NCI) Yes ☒ No ☐

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 (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-CPEDST ☐ 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
<input type="text"/>	<input type="text"/>

** 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

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	01	00		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	01	00		
Interdisciplinary				
Innovative				

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

CBCS

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01
Trimester	xx
Annual	xx

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

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; revision/update of regulation or syllabi as per the NCTE Regulations 2014

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

xxx

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
05	04	01	00	00

2.2 No. of permanent faculty with Ph.D.

04

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
00	01	00	01	00	01	00	00	00	03

2.4 No. of Guest Faculty, Visiting Faculty and Temporary Faculty

02

00

00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	05	00
Presented papers	01	01	00
Resource Persons	00	01	02

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

Peer Teaching, Micro Teaching, Team Teaching, Seminar Presentation, etc.

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

210

2.8 Examination/ Evaluation Reforms initiated by the Institution

Bar Coding, MCQs

(for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online MultipleChoice Questions)

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

00 05 00

2.10 Average percentage of attendance of students

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 %
B.Ed. (R) Odd Semester	60	100	00	00	00	00
B.Ed. (R) Even Semester	55	100	00	00	00	00

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

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	00
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	02
Others	00

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	00	05	00	03
Technical Staff	00	03	00	00

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	05	00	00
Non-Peer Review Journals	02	00	00
e-Journals	01	00	00
Conference proceedings	01	00	00

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

04

and students registered under them

00

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

00

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

- Organisation of an awareness programme and garbage management under Swachh Bharat Mission
- Plantation Drive

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 (sq. ft.)	13794	Nil	13794
Class rooms	04	Nil	04
Laboratories	06	Nil	06
Seminar Halls	01	Nil	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	01	03	University	04
Value of the equipment purchased during the year (Rs. in Lakhs)	1705616	474787	University	2180403
Others	1117771	357956	University	1475727

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	2970	557109	260	51673	3230	608782
e-Books						
Journals	13	11560	03	0850	08*	7650
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

* Subscription of 8 Journals have been discontinued.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	25	01	x	x	x	03	x	x
Added	00	00	√	x	x	00	x	x
Total	25	01	√	x	x	03	x	x

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	<input type="text"/>	ii) Campus Infrastructure and facilities	<input type="text"/>
iii) Equipments	<input type="text"/>	iv) Others	<input type="text"/>
Total:			<input type="text"/>

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
61	00	00	00

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	58	95		03	05

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
50	00	00	24	02	74	32	00	00	29	01	61

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

<i>On campus</i>			<i>Off Campus</i>
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

Vision:

1. To create horizon of innovative knowledge blend with sound fundamental theoretical base and life skills based teacher education through Urdu medium.
2. To provide democratic, comfortable and creative environment where joyful strategy of teaching-learning process flourishes.
3. To mould the self to integral fully functional personalities being able to integrate cognitive and affective talents in the classroom to make learning a pleasant experience for the learner in the light of MANUU mandate.

Mission:

1. To develop self-confidence & promote the spirit of enquiry to sustain and help to keep pace with the rapid growth of knowledge among the members of knowledgeable society.
2. To transform student-teachers into knowledge workers by developing professional skills necessary in the contemporary context.
3. To empower the student-teachers to become competent, committed and innovative to meet the challenges that comes in the field of teaching-learning process.
4. To inculcate contemporary moral, ethical, cultural values and value for gender equality
5. To inculcate compassion, commitment & attitude of building warm rapport with all in a collaborative and cooperative environment.

6.2 Does the Institution has a management Information System

Yes, IUMS

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

6.3.1 Curriculum Development

The inputs shared to the Department of Education and Training, MANUU, Hqs and incorporated if needed.

6.3.2 Teaching and Learning

Constructive Approach, Participatory Approach, Seminar Presentation, Project works, Team Teaching and Learning, etc.

6.3.3 Examination and Evaluation

MCQs, Bar Coding, Grading system adopted by the University

6.3.4 Research and Development

xxxxx

6.3.5 Library, ICT and physical infrastructure / instrumentation

As or when required, the requirements are put forth to the Purchase section, University Hqs and approved as per the need and the Library, ICT and physical infrastructure are developed accordingly

6.3.6 Human Resource Management

6.3.7 Faculty and Staff recruitment

By the University Hqs as or when required

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

Through Entrance Test at National Level, Online Admission Process, Admission Counselling committees for online Admission Counselling of the candidates

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?

The college provide the suggestions to improve the examination system as or when feel and when asked by the University.

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

The University has established a separate office of the Dean, Satellite campuses to promote and smooth the functioning /autonomy of the 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

Awareness to beat plastic pollution programme, reducing collective plastic footprint by way of refuse, reduce, and reuse and recycling, Plastic Ban, Plantation, Using both side of papers, Environmental awareness Programme, etc.

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.

Constructive Approach, Participatory Approach, Seminar Presentation, Project works, Team Teaching and Learning, etc.

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*)

Adopting the Constructive and Participatory Approach by the use of Seminar Presentation and Project works, Team Teaching and learning

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

7.4 Contribution to environmental awareness / protection

Compulsory Paper on Environmental Education, Project reg. Environmental works undertaken, Field work regarding cleanliness, etc.

7.5 Whether environmental audit was conducted? Yes ☐ No ☐

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

Enriched and academically sound faculty members, Multicultural environment, Staff & students from different states, Development of Self Learning Material in Urdu for the B.Ed. students, still facing the Non-availability of sufficient & quality books in Urdu Medium

8. Plans of institution for next year

Proposal to start M.Ed. (R) at CTE-Aurangabad and making it a Research Centre

Name: Mr. Pathan Md. Wasim Md. Sahbbir

Name: Dr. Abdul Raheem

Signature of the Coordinator, IQAC

Assistant Professor, CTE-Aurangabad

Signature of the Chairperson, IQAC

Principal, CTE-Aurangabad

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)

College of Teacher Education, Bhopal

(1st July 2017 to 30th June 2018)

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, 2017 to June 30, 2018.)*

Part – A

AQAR for the year (for example 2013-14)

2017-2018

I. Details of the Institution

1.1 Name of the Institution

College of Teacher Education,(MANUU), Bhopal

1.2 Address Line 1

MHK, ITC, Campus,

Address Line 2

Rafiqia School Road

City/Town

Bhopal

State

Madhya Pradesh

Pin Code

462001

Institution e-mail address

ctebpl@gmail.com

Contact Nos.

0755-2744515

Name of the Head of the Institution:

Tel. No. with STD Code:

0755-2744515

Mobile:

9440028488

Name of the IQAC Co-ordinator:

Dr. Afaq Nadeem Khan
CTE, Bhopal

Mobile:

9981995549

IQAC e-mail address:

principal.cte.bhopal@manuu.edu.in/
ctebpl@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 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:

<http://manuu.ac.in/CTE/BHOPAL/>

Web-link of the AQAR:

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

1.6 Accreditation Details

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

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

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

- i. AQAR _____ (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.NCTE, 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*)

Not Applicable

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

Autonomy by State/Central Govt. / University

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

11

2.2 No. of Administrative/Technical staff

05

2.3 No. of students

189

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
<input type="text"/>	<input type="text"/>

* 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

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	01		
PG	01	-	-	-
UG	01	-	-	-
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	02	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	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.

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
11	09	-	02	-

2.2 No. of permanent faculty with Ph.D.

11

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

03

Nil

Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	2	-
Presented papers	3	16	-
Resource Persons	1	11	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

187

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

N/A

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

11

2.10 Average percentage of attendance of students

90%

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.Ed.	66		66			100
M.Ed.	06		06			100

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

2.13 Initiatives undertaken towards faculty development

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

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	04	Nil	450000.00	Yes

3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	03	4
Non-Peer Review Journals	-	-	-
e-Journals	3	-	-
Conference proceedings	2	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		ICSSR	1,50,000	1,50,000
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 No.
386460165-7
978-93-83549-77-1

Chapters in Edited Books

31

ii) Without ISBN No.

2

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

11

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

Nil

From Management of University/College

Nil

Total

Nil

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

7

01

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

1

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

JRF Nil SRF Nil Project Fellows Nil Any other Nil

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

- Participated in Swachh Bharat Swastha Bharat Abhiyan (2017) in Bhopal
- National Integrity on Pandit Deen Dyal Centennary Celebration

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	1116.6 sqmt.			
Class rooms	08			
Laboratories	03			
Seminar Halls	01			
No. of important equipments purchased (\geq 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

Yes

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	6436				6436	
Reference Books	430				430	
e-Books						
Journals	0	0			0	
e-Journals						
Digital Database						
CD & Video	35				35	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computers in Labs	Internet	Browsing Centres	Computer Centres/ Lab	Office	Departments	Others
Existing	18	12	yes	0	Yes	Yes		
Added								
Total	18	12	Yes	0	Yes	Yes		

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

42100

ii) Campus Infrastructure and facilities

258120

iii) Equipments

53295

iv) Others

33790

Total :

387305

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Nil

5.2 Efforts made by the institution for tracking the progression

College occasionally asked the pass out students about their further study or career

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
-	188	01	-

(b) No. of students outside the state

187

(c) No. of international students

0

Men

No	%
168	88.88

Women

No	%
21	11.12

Last Year(2016-17)						This Year(2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
30	-	-	48	02	80	58	-	-	48	05	109

Demand ratio

Dropout

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

Nil

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

<ol style="list-style-type: none"> Lecture on Self awareness skill, goal setting skill, time management skill, communication skill Career guidance and civil services orientation programmes
--

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			NA

5.8 Details of gender sensitization programmes

The College conducted separate programmes for Guidance and Counseling through. Field Trips, Educational CD's, special lectures on personality development.

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	01	27000/-
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

The College of Teacher education through its programme intends to develop knowledge, skills and thereby to improve the overall personality of the students for making a useful member of the society. The objectives of the college envisaged are:

- to provide the students with sound theoretical knowledge so that they can apply it at the grass root level;
- to develop mind of the students which is more professional, intellectual and conforms to the recent required skills for the teaching profession;
- to transform students into knowledge workers so that they would take up teaching and allied professions in their future careers and thus help themselves and the society to be productive; and
- to act as catalyst of change in the society by leading from the front with the issues related to social, economic, political, educational at local and national levels.

6.2 Does the Institution has a management Information System

Yes , connected to CIT cell MANUU

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

Well equipped and furnished Seminar Halls, Library, and Computer Lab. available;

6.3.3 Examination and Evaluation

--

6.3.4 Research and Development

--

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library is well equipped and furnished with many reference books, Encyclopedias, CDs etc.

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

Admission process is being adopted at Headquarter

6.4 Welfare schemes for

Teaching	Nil
Non teaching	Nil
Students	Nil

6.5 Total corpus fund generated

Nil

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	No		No	
Administrative	No		No	

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

Swacchh Bharat Abhiyan

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)

College of Teacher Education, Bidar

(1st July 2017 to 30th June 2018)

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, 2017 to June 30, 2018)*

Part – A

I. Details of the Institution

1.1 Name of the Institution

MANUU- COLLEGE OF TEACHER EDUCATION

1.2 Address Line 1

SHAHEEN NAGAR

Address Line 2

NEAR SHAHPUR GATE

City/Town

BIDAR

State

KARNATAKA

Pin Code

585403

Institution e-mail address

manuuctebidar@yahoo.co.in

Contact Nos.

9939981437

Name of the Head of the Institution:

Dr. Sadaquat Ali khan

Tel. No. with STD Code:

Mobile:

9939981437

Name of the IQAC Co-ordinator:

DR. Hina Hasan

Mobile:

7599359313 / 8987210435

IQAC e-mail address:

hina.manuu@rediffmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

NA

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)

NA

1.5 Website address:

<http://manuucoc.in/cte/bidar>

Web-link of the AQAR:

<http://manuucoc.in/cte/bidar>

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

1.6 Accreditation Details

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

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

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

2017-2018

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

- i. AQAR _____ (DD/MM/YYYY)
 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, NCTE)

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)

A Constituent college of MANUU

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

07+1

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

57

2.4 No. of Management representatives

00

2.5 No. of Alumni

00

2. 6 No. of any other stakeholder and
community representatives

00

2.7 No. of Employers/ Industrialists

00

2.8 No. of other External Experts

00

2.9 Total No. of members

00

NA

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
2017-18 as per University IQAC	05

* 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

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	B.Ed	00	00	00
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	01	00	00	00
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* **NA** Alum ☐ 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 NA

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

NA

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
08	07	01	00	00

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
					√				

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	10	03	0
Presented papers	10	03	0
Resource Persons	00	01	01

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

ICT Based Teaching and Learning process

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,
Double Valuation

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

05

85

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 %
B.Ed Final	08	100	Nil	Nil	Nil	100
B.Ed 2 nd Sem	30	85	100	Nil	Nil	100

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

Appreciable contribution with regular monitoring of teaching-learning process

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	02
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	01
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	02	00	00	
Technical Staff				02

Criterion – III

3. Research, Consultancy and Extension

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

NA

3.2 Details regarding major projects NA

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects NA

	Completed	Ongoing	Sanctioned	Submitted
Number		01		
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	08	04	
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 NA

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 NA

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges **NA** Auton CP DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences NA 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 **NA** International National Any other

3.14 No. of linkages created during this year **NO**

3.15 Total budget for research for current year in lakhs : NA

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

NO

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

03

NIL

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) **NIL**

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events: **NIL**

University level

State level

National level

International level

3.22 No. of students participated in NCC events: **NIL**

University level

State level

National level

International level

3.23 No. of Awards won in NSS:

NIL

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 **NIL**

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

- Community work

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities: NO

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	8050.80 Sq.ft			
Class rooms	982 sq.ft			
Laboratories	470 sq.ft			
Seminar Halls	474.sq.ft			
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	More than 01Lakh			
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

NO

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2402	05 LAKHS	250	Eight Thousan d	2402	5,64,000
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	25	20	20	20	10	03	01	01
Added								
Total	25	20	20	20	10	03	01	01

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

YES

4.6 Amount spent on maintenance in lakhs : NIL

i) ICT	<input type="text"/>
ii) Campus Infrastructure and facilities	<input type="text"/>
iii) Equipments	<input type="text"/>
iv) Others	<input type="text" value="25,000"/>
Total :	<input type="text" value="25,000"/>

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Co ordination with the students

5.2 Efforts made by the institution for tracking the progression

Different competitive activities

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
39			

(b) No. of students outside the state

37

(c) No. of international students

00

Men	No	%
	30	77

Women

No	%
09	13

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
03	00	00	05	01	09	8	00	00	22	00	30

Demand ratio 100 /39

Dropout % 23.0

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

NIL

No. of students beneficiaries

NIL

5.5 No. of students qualified in these examinations NA

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

5.6 Details of student counselling and career guidance

Time to time counselling provided to the students by the faculty members accordingly

No. of students benefitted

38

5.7 Details of campus placement **NIL**

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

Conducted various Programmes accordingly

5.9 Students Activities : **NIL**

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 **NO**

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	00	00
Financial support from government	00	
Financial support from other sources	00	00
Number of students who received International/ National recognitions	00	00

5.11 Student organised / initiatives **NIL**

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: **Hostel Accommodation facilities**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

To promote Urdu Language through Conventional system of Education specially from Teacher Education programme

6.2 Does the Institution has a management Information System

Yes IUMS

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

6.3.1 Curriculum Development

YES, According to NCTE Rules

6.3.2 Teaching and Learning

YES Credit system

6.3.3 Examination and Evaluation

YES, Internal and External

6.3.4 Research and Development

Action Research, Community work, Internship

6.3.5 Library, ICT and physical infrastructure / instrumentation

YES,

6.3.6 Human Resource Management

YES

6.3.7 Faculty and Staff recruitment

NO

6.3.8 Industry Interaction / Collaboration

NO

6.3.9 Admission of Students

YES

6.4 Welfare schemes for NIL

Teaching	
Non teaching	
Students	

6.5 Total corpus fund generated

NIL

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

6.7 Whether Academic and Administrative Audit (AAA) has been done? NO

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?

YES, CBCS credit system opted with theory and Practical

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

CBCS AND SPOT CENTRALIZED EVALUATION

6.11 Activities and support from the Alumni Association

Under Process

6.12 Activities and support from the Parent – Teacher Association

Under Process

6.13 Development programmes for support staff

Under Process

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

YES, According to Swatch Bharat Abhiyan various programmes and co curricular activities accordingly

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.

E- learning and Blended Learning

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

Awareness towards Teacher Education

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

Promote Practical and Theoretical aspects of Teacher Education Programme

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

7.4 Contribution to environmental awareness / protection

(i) Community Project through Environmental Education under the said programme.

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

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

Future plan for the development Infrastructure is under process

8. Plans of institution for next year

Acquisition of Land and Construction of Building for the Institute

Name DR. HINA HASAN

Name _____

H. Hasan
16.08.2018
Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

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

The Annual Quality Assurance Report (AQAR)

College of Teacher Education, Darbhanga

(1st July 2017 to 30th June 2018)

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

MANUU College of Teacher Education

1.2 Address Line 1

Ilyas Ashraf Nagar

Address Line 2

Chandanpatti, Laheriasarai

City/Town

Darbhanga

State

Bihar

Pin Code

846001

Institution e-mail address

manuuctedarbhanga@gmail.com

Contact Nos.

06272-277248

Name of the Head of the Institution:

Prof. Md. Faiz Ahmad

Tel. No. with STD Code:

06272-277616

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 (N/A)

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle				
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th 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 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR _____ (DD/MM/YYYY)
 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)

Maulana Azad National Urdu
University, Hyderabad

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

CE

UGC-Special Assistance Programme

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

09

2.2 No. of Administrative/Technical staff

07

2.3 No. of students

78 (B.Ed.) 38 (M.Ed.)

2.4 No. of Management representatives

2.5 No. of Alumni

1069

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

04

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty 02

Non-Teaching Staff Students 01 Alumni 02 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
<input type="text"/>	<input type="text"/>

* Attach the Academic Calendar of the year as Annexure.

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

Management ☐ State ☐ Any ☐ body ☐

Provide the details of the action taken

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	01			
PG	01			
UG	01			
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	01
Trimester	
Annual	

1.3 Feedback from stakeholders*Alumni (On all aspects)

☒

Parents

☐

Employers

☐

Students

☒

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, NCTE regulation 2014 has been realized into B.Ed. and. M.Ed. Programme

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

None

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
07	06	00	01	-

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
06	15	00	02	01	02			07	19

2.4 No. of Guest and Visiting faculty and Temporary faculty

02

Nil

Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	02	
Presented papers	02	09	
Resource Persons	01	01	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

200

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

08

00

01

as member of Board of Study/Faculty/Curriculum Development workshop

85%

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 %
B.Ed.	65 (2016-18)	98.5	--	--	--	--
M.Ed.	33 (2016-18)	90.9	3.03	--	--	--

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

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
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.	03 (Workshops on SLM Preparation)
Others	01 (Short Term Course)

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	04	01 (LDC)	00	00
Technical Staff	03	01 (Lib Asst.)	00	00

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	05	05	
Non-Peer Review Journals			
e-Journals	01		
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)				
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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Sponsoring agencies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	<input type="text"/>
	Granted	<input type="text"/>
International	Applied	<input type="text"/>
	Granted	<input type="text"/>
Commercialised	Applied	<input type="text"/>
	Granted	<input type="text"/>

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

06

03

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

0

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

JRF 01 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	3000 Sq. Mt.			
Class rooms	07			
Laboratories	03			
Seminar Halls	01			
No. of important equipment's purchased (\geq 1-0 lakh) during the current year.	00			
Value of the equipment purchased during the year (Rs. in Lakhs)	00			
Others	00			

4.2 Computerization of administration and library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2500	Rs.556664/-	200	Rs.50000/-	2700	Rs.606664/-
Reference Books	18	Rs. 9385/-	01	Rs.1616/-	19	Rs.11001/-
e-Books						
Journals	10	Rs.10715/-			10	Rs.10715/-
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	05	Yes	Yes	Yes	Yes	Yes	Yes	
Added								
Total	05	Yes	Yes	Yes	Yes	Yes	Yes	

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

NKN

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
78	38	03	00

(b) No. of students outside the state

02

(c) No. of international students

00

Men	No	%

Women

No	%

Last Year (2015-17)						This Year (2016-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
60	0	0	87	02	149	52	0	0	64	03	119

Demand ratio

100%

Dropout %

19%

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

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	26	04	

5.8 Details of gender sensitization programmes

Meeting in the beginning of session to orient gender sensitization

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

- Preparation Excellent Secondary Schools Teachers, Teacher Educators and produce quality research work in Education.
- Emphasize on the functional relationship between knowledge generation, theory development and effective practice through Urdu medium

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			Yes	MANUU

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

Plan to link National Knowledge Network.

Name Dr. Fakhruddin Ali Ahmad

Signature of the Coordinator, IQAC

Name Prof. Md. Faiz Ahmad

Signature of the Chairperson, IQAC

_____*_*_*____

Abbreviations:

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CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
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College of Teacher Education, Nuh

(1st July 2017 to 30th June 2018)

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Part – A

I. Details of the Institution

1.1 Name of the Institution	MANUU CTE NUH
1.2 Address Line 1	WARD NO. 01
Address Line 2	HAMID COLONY
City/Town	NUH
State	HARYANA
Pin Code	122107
Institution e-mail address	ctenuh@manuu.edu.in
Contact Nos.	9467506234
Name of the Head of the Institution:	Prof. Adam Paul Patteti
Tel. No. with STD Code:	01267-271386

Mobile:

9467506234

Name of the IQAC Co-ordinator:

Dr. Mozaffar Islam

Mobile:

8930151447

IQAC e-mail address:

mislam1manuu@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)

EC(SC/15/A&A, Date: 25May, 2016

1.5 Website address:

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle				
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th 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 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ (DD/MM/YYYY)
 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)

. MANUU CTE, NUH (B.Ed.)

1.12 Name of the Affiliating University (for the Colleges)

NCTE- JAIPUR

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

01+07

2.2 No. of Administrative/Technical staff

03

2.3 No. of students

78

2.4 No. of Management representatives

2.5 No. of Alumni

01

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

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG				
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* (On all aspects)

Alumni ☐ Parents ☐ Employers ☐ Students ☐

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
	07		01	

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

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	05	16	
Resource Persons		03	

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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	02
HRD programmes	
Orientation programmes	02
Faculty exchange programme	
Staff training conducted by the university	08
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	L.D.C, LIB. ASST. OFF. ATT.			

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			
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	08	10	
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 <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

--

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sponsoring agencies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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	<input type="text"/>
	Granted	<input type="text"/>
International	Applied	<input type="text"/>
	Granted	<input type="text"/>
Commercialised	Applied	<input type="text"/>
	Granted	<input type="text"/>

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

UNDER PROCES

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	2749					
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	Departments	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	<div></div>
ii) Campus Infrastructure and facilities	<div></div>
iii) Equipments	<div></div>
iv) Others	<div></div>
Total :	<div></div>

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

04, 02

(c) No. of international students

--

No	%

Men

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

<i>On campus</i>			<i>Off Campus</i>
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

_____***_____

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) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2017 to June 30, 2018)

Part – A

I. Details of the Institution

1.1 Name of the Institution	Centre for Urdu Culture Studies
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	cullcmanuu@gmail.com
Contact Nos.	040-23008359
Name of the Head of the Institution:	Anis Ahsan Azmi
Tel. No. with STD Code:	040-23008359
Mobile:	9891535053

Name of the IQAC Co-ordinator:

Dr. Firoz Alam

Mobile:

9908201880

IQAC e-mail address:

firozdde@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	1 st Cycle				
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

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

2017-18

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

- i. AQAR _____ (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*)

Maulana Azad National Urdu
University

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

01

2.2 No. of Administrative/Technical staff

02

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.

10

International

National

State

Institution Level

10

(ii) Themes

Workshop on Creative Writings, Theatre and Calligraphy

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
To organised workshops, capacity building programmes and cultural activities for the awareness and better social upbringing of the students.	A number of workshops, plays, reading sessions and cultural activities carried on by the centre which were very useful for the students.

* 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

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG				
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				04
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.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
01	01			

2.2 No. of permanent faculty with Ph.D.

01

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				02

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		7+1	
Presented papers			
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

--

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

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

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		02		
Technical Staff	02	03		

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		04	
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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sponsoring agencies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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	<input type="text"/>
	Granted	<input type="text"/>
International	Applied	<input type="text"/>
	Granted	<input type="text"/>
Commercialised	Applied	<input type="text"/>
	Granted	<input type="text"/>

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

1. Independence Day Programme

1. Patriotic Songs and Tarana's
2. Shaheedon ke Khutoot

Date	Venue	Number of participants	Expenditure
15.08.2017	DDE Auditorium	20	Rs.15000

2. Four Day Workshop (Urdu Creative Writing for children)

Date	Venue	Number of participants	Expenditure
28 th September to 1 st October, 2016.	CUCS Building	45	Rs. 110509

3. Republic Day Programme (Patriotic Songs and Tarana's)

Date	Venue	Number of participants	Expenditure
26.01.2018	DDE Auditorium	20	Rs. 21360

5. Azad Day Celebrations (Literary & Cultural Programmes, 2017)

Date	Venue	Number of participants	Expenditure
4-11 November 2016	Different places at MANUU Campus	A large number of MANUU Students and Staff children	Rs.

6. Cultural Programme, Mahfil-e-Mushaira by Anjuman Rekhta, 10th October, 2017

Date	Venue	Number of participants	Expenditure
28 th November, 2016	DDE Auditorium	House Full Audience	Rs. 108047

7. Cultural Programme, Dholak ke Geet, 11th October, 2017

Date	Venue	Number of participants	Expenditure
11 th October, 2017	DDE Auditorium	External Invitees	Rs. 28511

8. Theatre workshops: (Expert – Mr. Anis Ahsan Azmi, Mr. Meraj Ahmad)

- i. Organized 10 days theatre workshop for MANUU students 11th to 22nd September, 2017.
- ii. Organized 10 days theatre workshop for MANUU students from 15th to 25th January 2018.
- iii. Organized theatre 28 days workshop for MANUU students from 27th January to 28th February, 2018.

Date	Venue	Number of participants	Expenditure
As above mentioned dates	CUCS Building	90	Rs. 14981

9. **Calligraphy workshops:** (Expert – Master Abdul Gaffar)

- Organized 10 days Calligraphy workshop for MANUU students from 29th January to 8th February 2018.
- Organized 10 days Calligraphy workshop for MANUU students from 9th 20th February 2018.
- Organized 10 days Calligraphy workshop for MANUU students from 21st February to 5th March 2018.
- Organized 10 days Calligraphy workshop for MANUU students from 6th to 16th March 2018.
- Organized 10 days Calligraphy workshop for MANUU students from 9th to 19th April 2018.

Date	Venue	Number of participants	Expenditure
As above mentioned dates	CUCS Building	154	Rs. 97381

10. **MANUU Drama Club Presentation “Jamun Ka Ped”** A play based on famous Urdu fiction writer – Krishan Chandar’s (Prepared during theatre workshop from 27th January to 28th February, 2018)

Date	Venue	Number of participants	Expenditure
27 th January to 28 th February, 2018	Rehearsal at CUCS Building and Final show at Open Air Auditorium	25 Students, Boys and Girls	Rs. 30140

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	Departments	Others
Existing	08							
Added	01							
Total	09							

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	<input style="width: 100px; height: 20px;" type="text"/>
ii) Campus Infrastructure and facilities	<input style="width: 100px; height: 20px;" type="text"/>
iii) Equipments	<input style="width: 100px; height: 20px;" type="text"/>
iv) Others	<input style="width: 100px; height: 20px;" type="text"/>
Total :	<input style="width: 100px; height: 20px;" type="text"/>

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

<i>On campus</i>			<i>Off Campus</i>
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

- **CULLC now CUCS was established in 2007 with the following Vision and Mission:**
- **Vision:** *“Protection and promotion of aesthetical and cultural values of Urdu and its historical consciousness”.*
- **Mission:** *“to develop it as a combination of archives, museum, library, cultural window and wishes to be perceived as an authentic resource centre for Urdu Culture in terms of collection and conservation”.*

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

Library is working with 4875 Books in Urdu Language and Literature.

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.

- | |
|--|
| <ul style="list-style-type: none">• To ensure the Urdu character of the University is safe guarded.• To make the Urdu Language, Literature and Culture locally popular and globally relevant by equipping them with modern digital requirements.• To take care all the affairs and matters related to promotion and safe guard of Urdu within the University and whenever required to coordinate with outside agencies.• Preservation of rare books/manuscripts and digitization work.• Make the students socially & culturally aware and responsible through organizing different cultural programmes |
|--|

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 ☐

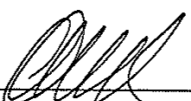
7.6 Any other relevant information the Department wishes to add. (for example SWOT Analysis)

8. Plans of Department for next year

- To organise workshops on different topics for the MANUU Students, Faculties and Non-Teaching Staff.
- To organise one exhibition on Calligraphy and another on happenings of 1857.
- To organise Extension Lectures.
- To organise different cultural programmes.
- Preservation of rare books/manuscripts and digitization work.

Name Anis Ahsan Azmi

Name _____



Signature of the HoD

Signature of the Dean

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)

Centre For Women Studies

(1st July 2017 to 30th June 2018)

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, 2017 to June 30, 2018)*

Part – A

I. Details of the Institution

1.1 Name of the Institution

Centre For Women Studies

1.2 Address Line 1

Gachibowli

Address Line 2

City/Town

Hyderabad

State

Telangana

Pin Code

500032

Institution e-mail address

registrar@manuu.ac.in

Contact Nos.

040-23006612/13/14/15/16 (Epabx)

Name of the Head of the Institution:

Dr. Amena Tahseen

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	1 st Cycle				
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th 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 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR _____ (DD/MM/YYYY)
 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

01

2.2 No. of Administrative/Technical staff

01

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

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG				
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* (On all aspects)

Alumni ☐ Parents ☐ Employers ☐ Students ☐

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
00	--	--	--	--

2.2 No. of permanent faculty with Ph.D.

00

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	01	01	01	01	04	04

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

01		
----	--	--

--

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

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

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	Nil	01	Nil	01 1. (Research Asst.)
Technical Staff	Nil	01	Nil	Nil

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	Yes	
Outlay in Rs. Lakhs		1,05,000/-		

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	Sept. 2016 – August, 2018	NCPUL - Delhi	1,05,000/-	Nil
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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sponsoring agencies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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	<input type="text"/>
	Granted	<input type="text"/>
International	Applied	<input type="text"/>
	Granted	<input type="text"/>
Commercialised	Applied	<input type="text"/>
	Granted	<input type="text"/>

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

4

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

03

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	<input type="text"/>	College forum	<input type="text"/>	
NCC	<input type="text"/>	NSS	<input type="text"/>	Any other <input type="text"/>

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	Departments	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

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

5.6 Details of student counselling and career guidance

--

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

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

Future Plan of Centre for Women's Studies:

Major Thrust areas in which the Centre would like to work

Teaching:

- Diploma/ Certificate Course in Women's Studies.
- Legal Literacy course.
- Gender and Human rights(In collaboration with Organizations those who are Working in this area)
- PG Diploma in women's Studies (Distance Mode)
- Elective paper on Women's Studies as a part of curriculum at graduation level.

Training:

- Gender Sensitization training (at Schools, Colleges, University)
- Short Term Skill Development workshop & Gender Sensitization training at community level, for educational, Socio-economically backward women.
- Capacity Building Training for Urdu Medium College students.
- SAM Workshop for women managers in higher education.
- Workshop on feminist analysis of literature and content of print and, electronic media.

Research:

- Academic and Field action research on Women issues (Education, Economy, Feminization of poverty, Impact of globalization and urbanization on Women in un organized sector, Technical revolution and Women's economy, Health ,Legal and Personal Rights , Marriage, Family, Migration ,Women headed Family, Politics, Panchayeti Raj and issues of girl child, are the Major areas for research)
- Collaborative research with gender perspective.
- Preservation and Translation of Women writings
- Documentation of Oral Narratives and Folklore

- Compilation of literature on women struggle for rights and equality
- Women History and Culture through literature and fine arts
- Feminist analysis of Urdu Literature.
- Compilation of Case Studies.

Field Action & Advocacy:

- Seminars, Symposia, Panel Discussion, Extension Lectures, Literary & Cultural Activities, Field Action Research and Advocacy.
- Educational Awareness Programmes (EAP)
- Health Awareness Programme (HAP)
- Legal Awareness Programme (LAP)
- Entrepreneurship Awareness Programme (EAP)
- Career Guidance & Psychological Counselling for Women.

Documentation (Library, Documentation Publications):

- Preparation of books on women's studies in Urdu language, which will be useful in teaching & research.
- Preparation of Booklets, Pamphlets, Posters for information dissemination.
- Thematic compilation of completed research/ published work for the reference of the students, scholars, field workers.
- Preparation & Translation of Glossary of terms/concepts in women's studies.
- Documentation of Oral Narrative & Folk Literature, Biographies, Autobiographies, Memories.
- Translation of Women's Writings.
- Knowledge dissemination through CWS-Portal on MANUU Website.

- Publication of Yearly Journal on Women's Studies in Urdu language.
- Publication of Research Reports.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Abbreviations:

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

The Annual Quality Assurance Report (AQAR)

Directorate of Distance Education

(1st July 2017 to 30th June 2018)

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

Directorate of Distance Education

1.2 Address Line 1

MANUU

Address Line 2

Gachibowli

City/Town

Hyderabad

State

Telangana

Pin Code

500032

Institution e-mail address

directordde@gmail.com

Contact Nos.

--

Name of the Head of the Institution:

Prof. P. F. Rahman
(Director i/c)

Tel. No. with STD Code:

040-23008311

Mobile: **9490105324**

Name of the IQAC Co-ordinator: Dr. A. M. Qadeer Khwaja
(for DDE)

Mobile: **8985044318**

IQAC e-mail address: **khwaja@manuu.ac.in**

1.3 NAAC Track ID (For ex. MHC0GN 18879) **To be filled by IQAC**

1.4 NAAC Executive Committee No. & Date: **To be filled by IQAC**
(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: **<http://www.manuu.ac.in/>**

Web-link of the AQAR: **To be filled by IQAC**

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

1.6 Accreditation Details **To be filled by IQAC**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.23	2009	2014
2	2 nd Cycle	A	3.09	2016	2021
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY **To be filled by IQAC**

1.8 AQAR for the year (for example 2010-11) **2017-18**

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

To be filled by IQAC

- i. AQAR_____ (DD/MM/YYYY)
 ii. AQAR_____ (DD/MM/YYYY)
 iii. AQAR_____ (DD/MM/YYYY)
 iv. AQAR_____ (DD/MM/YYYY)

1.10 Institutional Status : **DIRECTORATE**

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)

ODL

1.12 Name of the Affiliating University (for the Colleges)

N/A

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

To be filled by IQAC

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

To be filled by IQAC

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

To be filled by IQAC

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:

To be filled by IQAC

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 *

See Annexure – iii (Academic Calendar - DDE)

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

To be filled by IQAC

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	--	--	--	--
PG	3	--	--	--
UG	4	--	--	1
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	2	--	--	2
Certificate	2	--	--	--
Others	--	--	--	--
Total	11	--	--	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	--
Trimester	--
Annual	11

1.3 Feedback from stakeholders*

(On all aspects)

Alumni ☐ Parents ☐ Employers ☐ Students ☒

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, syllabi of all programmes are under review. Syllabus of B.Ed. (Distance Mode) has been synchronized with B.Ed. (Regular Mode) programme and made compliant to CBCS.

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

None

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
48	18	3	7	20

2.2 No. of permanent faculty with Ph.D.

25

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
--	--	--	--	--	--	20	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

--

--

20

2.5 Faculty participation in conferences and symposia:

See Annexure – i (Faculty Contribution)

No. of Faculty	International level	National level	State level
Attended	04	18	--
Presented papers	--	--	--
Resource Persons	--	01	--

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

See Annexure – i (Faculty Contribution)

- **Audio Visual Lessons Prepared and Posted on YouTube.**
- **Copy of B.Ed. (Distance Mode) SLM provided Online.**
- **Examination related processes such as Hall Ticket for examination, and generation of Form D have been made Online.**

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

N/A

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

None

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

All

All

All

2.10 Average percentage of attendance of students

N/A

2.11 Course/Programme wise

distribution of pass percentage : **Data From Exam Branch**

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:

To be filled by IQAC

2.13 Initiatives undertaken towards faculty development **See Annexure - ii (Faculty Development)**

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
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.	-
Others	-

2.14 Details of Administrative and Technical staff

At DDE

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	19	--	--	03
Technical Staff	--	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

To be filled by IQAC

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	01	--	--
Outlay in Rs. Lakhs	--	5,00,200/-	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01	--	--
Outlay in Rs. Lakhs	1,05,000/-	3 Lakh	--	--

3.4 Details on research publications **See Annexure – i (Faculty Contribution)**

	International	National	Others
Peer Review Journals	5	11	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference / Seminar 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 **N/A**

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 **N/A**

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	-	-	-	-	-

See Annexure – i (Faculty Contribution)

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: **N/A**

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year **N/A**

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

See Annexure - i (Faculty Contribution)

Total	International	National	State	University	Dist	College
02	01	01	--	--	--	--

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

1

1

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)

N/A

JRF

SRF

Project Fellows

Any other

3.21 No. of students Participated in NSS events: **N/A**

University level

State level

National level

International level

3.22 No. of students participated in NCC events: **N/A**

University level

State level

National level

International level

3.23 No. of Awards won in NSS: **N/A**

University level

State level

National level

International level

3.24 No. of Awards won in NCC: **N/A**

University level

State level

National level

International level

3.25 No. of Extension activities organized **N/A**

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: **None**

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

Yes, use of computers is being promoted. Admission process has been made Online. Fee remittance has also started in Online mode.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	--	--	--	--	--	--
Reference Books	3189	--	53	--	3189	--
e-Books	--	--	--	--	--	--

Journals	11	--	--	--	11	--
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	-
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	36	01	In all systems	--	--	--	--	--
Added	--	--	--	--	--	--	--	--
Total	36	01	In all systems	--	--	--	--	--

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

All Teaching and Administrative staff have been provided with computers and internet access.

4.6 Amount spent on maintenance in lakhs :

To be filled by Finance Section

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

To be filled by IQAC

5.2 Efforts made by the institution for tracking the progression

To be filled by IQAC

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
12512	9006	N/A	353

(b) No. of students outside the state

(c) No. of international students

Nil

Men	No	%
		52%

Women	No	%
		48%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
					41,323						21,871

Demand ratio

Dropout %

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

N/A

No. of students beneficiaries

--

5.5 No. of students qualified in these examinations

- Data Not Available -

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

5.6 Details of student counselling and career guidance

N/A

No. of students benefitted

N/A

5.7 Details of campus placement

N/A

<i>On campus</i>			<i>Off Campus</i>
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

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 **None**

	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

To reach the unreachable with quality education.

6.2 Does the Institution has a management Information System

YES

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

6.3.1 Curriculum Development

Curriculum designed and developed by organizing workshops.

6.3.2 Teaching and Learning

- **Conducting Counselling Classes**
- **Assignment tests**
- **Providing SLM**
- **Preparation of audio-visual lessons**

6.3.3 Examination and Evaluation

- **Conduct of Assignments**
- **Conduct of Practicals**
- **Term-end examination**
- **Evaluation by Internal & External faculty**

6.3.4 Research and Development

--

6.3.5 Library, ICT and physical infrastructure / instrumentation

- **Yes, reading material placed in university website**
- **Students are contacted through mail and sms**

6.3.6 Human Resource Management

- **Faculty development programmes**
- **Training for staff conducted**

6.3.7 Faculty and Staff recruitment

N/A

6.3.8 Industry Interaction / Collaboration

N/A

6.3.9 Admission of Students

Students are admitted to professional courses through Entrance Examination and Counselling.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	

N/A

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?

N/A

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?

N/A

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.

- **Unit wise distribution of work and manpower.**
- **Online Fee remittance.**
- **Online admission.**
- **Online generation of Exam Hall Ticket and Form-D for B.Ed. (DM) students.**
- **Integration of SMS facility with routine processes of Distance Education pertaining to students.**

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

- Academic activities were carried out as per Academic Calendar.
- New UGC-DEB Regulations 2017 adopted.
- Process of identifying LSCs which comply with ODL Regulations started.
- Syllabi are being synchronized with programmes in Regular Mode to facilitate student migration from Regular to Distance and vice-versa and also improve standard of curriculum.

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

- i) Web-based counselling simultaneously at all BEd programme centres during admissions 2017-18.
- ii) Online payment of Fees by students.

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

7.4 Contribution to environmental awareness / protection

- Compulsory paper in Environment Studies is introduced in Undergraduate programmes.

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

- Full use of ICT
- Introduction of MOOCs
- Audio-visual lessons of the subjects to be made available to the students.
- Syllabi of programmes to be made synchronized with syllabi of Regular Mode programmes.

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____***_____

Academic Contributions of the DDE Faculty Members

The faculty members have been involved in research, publication and several other activities throughout the year. The details are mentioned below.

▪ **Publications, Serving in Committees, Awards and Honour's/Memberships:**

Inputs	Details				
Publications	Books		Journals		Proceedings
	National	International	National	International	Documents / Reports
	2	-	11	5	2
Serving in Committees	National		International		Editorial Board
	1 (BoS); 2 (AC)		-		4
Awards	Regional		National		International
	-		-		1
Honor's / Memberships	Regional		National		Professional Bodies
	-		3		7

* Number of faculty who are currently serving in MANUU's Board of Studies (BoS) as Special Invitees is eighteen (18).

▪ **Research Details:**

On-going research projects with DDE faculty are as follows:

1. One Minor Research Project sanctioned by ICSSR with a total grant of Rs. 3,00,000/-
2. One Major Research Project on National level with a total grant of Rs. 5,00,200/- (UGC - MRP)
3. One Minor Research Project of History (Departmental) with a total grant of RS. 1,05,000/-

Completed Projects:

1. One Minor Research Project on National level sanctioned by MANUU with a total grant of Rs. 1,05,000/-

▪ **Workshops, Conferences, Seminars and Symposia (National & International):**

Category	Organized		Attended	
	National	International	National	International
Workshops	1	-	12	-
Conference	1	-	6	2
Seminars	-	-	12	2

▪ **Faculty Invited as Resource Persons (Guest Lectures, Distinguished Lectures and Chaired Sessions):**

Category	Coordinated		Delivered	
	National	International	National	International
Guest Lectures	5	-	7	1
Distinguished Lectures	-	-	2	-
Chaired Sessions	-	-	4	-

▪ **Developing, Writing, Editing and Coordinating of the Self Learning Material (SLM)**

SLM material has been designed in a way that creates interest in the students and motivates them while being self-contained. The DDE faculty has developed and arranged the SLM material for all the ODL programmes that are now running at DDE, MANUU. The current ODL material for the undergraduate courses is undergoing unit wise revision with most of the DDE faculty involved in the writing, editing and translation works.

▪ **Audio Visual Learning Materials Recorded for UG and PG Programmes**

DDE Regular and Guest Faculty members participate in audio visual recording of SLM which are posted on *MANUU CHANNEL* on *YouTube* for the benefit of the students. Recordings carried out during the concerned period are listed below.

Regular Faculty:

S. No.	Name of the Guest Faculty	Topic
1	Dr. Shaik Mahboob Basha	Early Medieval Indian Economy
		The Arrival of the Europeans in India and the Establishment of the British Empire

		Ancient History
		History and Historiography
		Importance of Historiography
2	Dr. Malik Raihan Ahmad	Aabadi Uboori Nazria (Parts I and II)
3	Dr. Shams Imran	Editorial Department & Press Council Guidelines
4	Dr. A. M Qadeer Khwaja	Umawi Hukumat (Part – I)
		Umawi Hukumat (Part – II)
		Mamluk Hukumat ki Mukhtasar Tarikh

Guest Faculty:

S. No.	Name of the Guest Faculty	Topic
1	Dr. Mohd Masood Hussain	Environment and Climate Changes
		Physiology of Digestion
		Resurgence of Diseases
2	Dr. Shaikh Kaleshvali	Exact Differential Equations
3	Mr. Shakeel Hussain	Introduction to Sufism
4	Dr. Azizur Rahman Khan	Bentham & Hooker System of Classification
		General Characters of Lichens & their Economic Importance
5	Dr. Mohd. Akbar	Introduction to Public Administration
6	Mr. Md. Afsar Ali Raani	Media and Society

DDE Staff Development

- **Trainings / Refresher / Orientation Courses**

Details are as follows:

National Refresher Course(s) attended: 2

National Orientation Course(s) attended: 2

Almanac for the Academic Year 2017-18

No.	Action		Date
PART - A: Admission Schedule			
1	Date of Issue of Notification for Admission to various Programs offered under DDE for Academic Year 2017-18		31 st May, 2017
2	Last Date for Submission of Application Form for ET		17 th July, 2017
3	Last Date for Submission of Admission Form for all Programs.	Without Late Fee	3 rd October, 2017
		With Late Fee of Rs.200/-	17 th October, 2017
4	Eligibility Test for Admission to B. A. Programs		17 th September, 2017
5	Declaration of Result of Eligibility Test		01 st October, 2017
6	Last Date for Submission of Admission Form for ET qualified candidates.		17 th October, 2017
7	Last Date for Submission of Admission Form for Follow-on Courses i.e. UG 2 nd and 3 rd year , PG 2 nd year.		01 st August 2017 to 3 rd October 2017
PART - B: Academic Schedule			
8	Date of Dispatch of SLM to Students (Those who Paid the Course Fee)		1 st week of Nov, 2017
9	Dates and Duration of Theory Counseling Sessions		November 2017 to July 2018
10	Dates and Duration of Practical Sessions for BSC Students		1 st March 2018 to 30 th April 2018
PART - C: Examination Schedule			
11	Date of Notification for Examination		1 st June 2018
12	Last Date for Submission of Examination Form	Without Late Fee	30 th June 2018
		With Late Fee of Rs.200/-	15 th July 2018
13	Date and duration of Re-Registration		01 st June 2018 To 15 th July 2018
14	Commencement of Examinations for all DDE Programs		8 th September 2018
15	Date of Declaration of Examination Results		Within 45 days after Completion of Exams

Academic Calendar for the B. Ed. (DM) Ist Year

1.	Issue of Admission Notification	22nd April 2018
2.	Last date of submission of Forms (On-Line)	14th May 2018
3.	Date of Entrance Test	27th May 2018
4.	Admission Counselling I Phase II Phase	20th & 21st June, 2018 28th June, 2018
6.	Workshop Activities	6 days during the month of October/November, 2018
7.	Counselling Session	12 days during the month of October/ November, 2018
8.	Annual Examinations	May, 2019

- Centre for Internal Quality Assurance (CIQA) Meetings:
 - Meeting held on: 10 January, 2018
 - Meeting held on: 09 May, 2018



INFORMATION FOR AQA REPORT 2017-18

(To be furnished by the DDE Faculty for the activities during 01 July 2017 to 30 June 2018 Only)

[1] Organized or Attended: Workshops / Conferences / Seminars / Lectures

Category	Name of Staff	Title / Theme	Dates	Remarks
Workshops	Prof. S. Kazim Naqvi	One-Week Workshops on "ICT Applications for Research" for Ph.D. students of MANUU	30.03.2018 to 04.04.2018	
		One-Week Workshops on "ICT Applications for Research" for Ph.D. students of MANUU	10-16 May, 2018	
	Dr. Mozzaffar Islam	Ten-Days workshop on "SLM preparation for B.Ed. (DM) programmes" DDE, MANUU, Hyderabad	13-22 July, 2017	
	Dr. Mahboob Basha	Four-Days Workshop on "History: Self Learning Material Development." Held at DDE, MANUU National	01-04 May 2018	
	Dr. Sanober Nikhath	Attended Workshop on "CBCS system in Distance Education" organized by DDE, MANUU.	2018	
	Mr. Mohammad Sadat Khan	"Question Paper Moderation", Organized by IASE - Govt. of MP	11-12 January 2018	
		"Mobilizers for NAI MANZIL scheme of Ministry of Minority Affairs" at Imphal, Manipur	15-19 May 2018	
	Dr. A. M. Qadeer Khwaja	Attended "Three-Day Workshop on Online Teaching, Learning and Assessment with Open Educational Resources...", Organised by the IMC, MANUU.	27-29 Nov., 2017	



	Dr. Mohammad Ahsan	Curriculum Development Programme “ National Curriculum Framework 2005 ” held at NCERT, New Delhi.	18-22 Feb., 2013	
Conferences	Prof. S. Kazim Naqvi	Delivered Keynote address during the Inaugural Session of the Two-Day National Conference “ Recent Innovations in Computer Science and IT – 2018 ”. Organised by Dept. of Computer Science, Telangana University in collaboration with Telangana State Council of Higher Education	12 March 2018	
	Dr. Mozaaffar Islam	Two-Days Annual Conference 2017 of Principals, I/C Satellite Campuses & Regional Directors at MANUU	18-19 Dec., 2017	
	Dr. A. H. Rizvi	“ Vision of Maulana Azad and National building ” Maulana Azad National Urdu University-Hyderabad	07-08 Dec., 2017	
	Dr. Mahboob Basha	As Joint Secretary of the <i>Andhra Pradesh History Congress</i> , Organised the 42 nd Session at Sri YN College, Narasapur. National Level	06-07 Jan., 2018	
	Dr. A. M. Qadeer Khwaja	Presented a Paper on “ <i>Women Empowerment in Islam through the Right of Delegated Divorce (talaq al-tafwidh)</i> ” in a National Conference “ Gender Empowerment and Sensitization Policy Response ”, Organised by Dept. of Women Education and Univ. Departments of Social Work, ACSSEIP, Training & Placement Cell, MANUU with Collaboration with Rubaroo.	05 March 2018	



	Dr. Mohammad Ahsan	Presented a paper on “Consumerism and Problems of Women” in the International Conference organized by BHU- Varanasi	27-29 Mar. 2018	
	Dr. S E H Imam Azam	Presented a paper entitled “EKKISWEEN SADI MEIN URDU ZABAN-O-ADAB KI ALAMGEER MAQBOOLIYAT” at 5 th World Urdu Conference organized by NCPUL, New Delhi.	24-26 Mar. 2018	
		Participated in the Two-Day Annual Conference 2017 of Principals, I/c. Satellite Campuses & Regional Directors, held at Saiyid Hamid Library, MANUU, Gachibowli, Hyderabad.	18-19 Dec., 2017	
Seminars	Dr. Mozzaffar Islam	Participated in a two-days National Seminar o “Use of Scientific and Technical Terminology in International relation” Organized by the Department of Political Science, khudiram bose central college Kolkata (WB) in association with Commission for Scientific and Technical Terminology MHRD, Govt of India, Delhi.	21-22 April, 2018	
	Dr. Mahboob Basha	Member of the Organising Committee. Two-day National Seminar on “Changing Trends in History and Historiography”. Department of History, MANUU.	20-21 Mar. 2018	
	Dr. Sanobar Nikhath	Participated in a Two National seminars organized by Hindi and Urdu Departments MANUU.	2018	
	Dr. S E H Imam Azam	Presented a paper on “MAZHAR IMAM KI SHAIRY ZAKHM-E-TAMANA KE HAWALE	06-07 Jan., 2018	



		SE” at International Seminar organized by Dept. of Urdu, M.L.S.M. College, Darbhanga and sponsored by NCPUL, New Delhi & Bihar Urdu Academy, Patna.		
		Presented a paper on “Modern Poetry and its possibilities”. in an International Seminar organized by Surendra Nath Evening College, Kolkata.	20-22 April 2018	
		Presented a paper on “Taraqqi Pasand Tahrik ki Tawana Awaz: Parwez Shahidi” in a One-Day National Seminar on “Pervez Shahidi – Hayat-O-Funn” organized by West Bengal Urdu Academy held at Maulana Abul Kalam Azad Auditorium (WBUA).	08 April 2018	
		Presented a paper on “Prof Abdul Gafoor Shahbaz key khutoot ki Ahmiyat” in a Two-Day National Seminar on Bengal Ke Urdu Adab Ka Manzar Nama “1857 to 1947” organized by The Dept. of Urdu in Collaboration with West Bengal Urdu Academy, Kolkata.	24-25 April 2018	
		Presented a paper on “Jadid Urdu Afsane Ka Aham Naam: Zafar Uganwi” in a Two-Day National Seminar on Zafar Uganvi: Hayat-O-Karname organized by Narasinha Dutt College, Howrah in collaboration with West Bengal Urdu Academy.	28-29 April 2018	
		Presented a paper entitled “Fort William College Ke Aham Mosannefien” in a One-Day National Level Seminar on “Fort William College Ki Adabi Khidmaat” organized by B.B. College, Dept. of Urdu, Asansol and sponsored by West Bengal Urdu Academy.	26 April 2018	



Lectures	Dr. Mahboob Basha	Delivered a lecture on “Strategies to incorporate Inclusiveness in Schools” . B.Ed., (distance mode), DDE, MANUU.	23 Feb., 2018	
		Delivered a lecture on “Classroom Management: How to manage the classroom with special reference to issues of Gender, Caste and Children with Special Needs” . B.Ed., (distance mode), DDE, MANUU.	01 March 2018	
	Dr. Sanober Nikhath	Delivered a lecture in the HRDC, MANUU, during the orientation programme.	February 2018	
	Mr. Mohammad Sadat Khan	Delivered lecture on “National Education day” at Innovative School, Dewas.	11 Nov., 2017	
		Delivered Lecture on “Importance of Girls Education” at I. K. Girls College, Indore.	24 Dec., 2017	
Other Events	Dr. Irshad Naiyyer	Refresher Course organized by UGC-HRDC, MANUU, Hyderabad	04-24 Sep., 2018	
	Mr. Mohammad Sadat Khan	Organized a Mobilization Camp for dropout Girls at Burhanpur for their enrolment in schools.	25 Dec., 2017	
	Dr. S E H Imam Azam	My compiled book ”Ekisween Sadi mein Urdu Sahafat” was included in the 4 th semester syllabus of Mass Media & Communication 2017-19 of Sido Kanhu Murmu University, Jharkhand.		
		Participated in All India Mushaira on the topic “Ek Sham Madire Watan ke Naam” organized by Naturoweda at Kala Mandir Auditorium, Kolkata.	08 Oct., 2017	
		Participated in Abhivyakti reading programme organized by Sahitya Akademi at Syed Bhagat	29-30 Dec., 2017	



		Singh Yuba Abas, Khejurbagan, Agartala.		
		Participated in All India Mushaira organized by Iqra Academy Bibi Pakar, Laheeradarai, Darbhanga at Millat College Ground, Darbhanga (Bihar).	10 Feb., 2018	
		Attended a meeting organized by Sahitya Akademi, New Delhi as a Jury member for the 2018 Sahitya Akademi Yuva Puraskar in Urdu at New Delhi.	20 June 2018	
		U.P. Urdu Academy had presented a cheque of Rs 10,000/- as a reward for my book “ Ekisween Sadi Mein Urdu Sahafat”.	05 June 2018	



[2] Details on research publications:

	Name of Staff	Title	Date of Publication	ISBN No. / ISSN No.
Books	Dr. Sanober Nikhath	SHAOOR-E- ADAB	2017	978-93-87539-36-6
		ROOH-E-ADAB	2017	978-93-87539-38-9
	Dr. S E H Imam Azam	Gesu-e-Asloob. (Literary Articles)	2018	978-93-88105-46-0
		Naqoosh-e-Alinagar: Tabsare Aur Tajziye. (Compiled)	2018	
		Quarterly "Tamseel-e-Nau" Darbhanga. (Magazine)	March 2018	2249-636X
Chapter in Ed. Books	Dr. Mahboob Basha	"Craving for Companionate Wives: Male Reformers, Women's Journals and Demestic Ideology in Andhra" in Salma Ahmad Farooqui ed., <i>Histories, Regions and Nodes: Essays for Rattan Lal Hangloo</i> , Primus Books, Delhi.	2017	ISBN: 978-93 84092-83-2.
Peer Review Journals (National)	Dr. Mozzaffar Islam	"Status of Education in Madrasa in Bihar" July 2017 volume 10 of Airo National Research Journal Impact Factor 2.77–3.19	July 2017	ISSN:2321-3914
		"Development and Innovation in Madrasa Curriculum" September 2017 publication in volume 12 of Airo National Research Journal	Sep., 2017	ISSN : 2321-3914
		"Inclusive Education and its Various Aspects" January 2018. volume 14 of Airo International Research Journal Impact Factor 2.12–3.07	Jan., 2018	ISSN : 2320-3714



		“Role of Education in Empowering Muslims” April 2018 publication in volume 14 of Airo National Research Journal Impact Factor 2.77 –3	April 2018	ISSN : 2321-3914
	Dr. A. H. Rizvi	“The Impact of Medium of Instruction on Professional Adjustment of Teachers.” <i>Review of Research, vol. 7(9).</i> Impact factor: 5.2331	June 2018	2249-894X UGC approved Journal 48514
	Dr. Sanober Nikhath	“Kalam-E-Iqbal mein waqae Karbala ki Asri Manviyat”	April 2018	ISSN2321-4627
e-Journals (National)	Dr. A. H. Rizvi	“The Approach to Nationalism of Maulana Azad.” <i>International Journal of Social Science & Development Policy, Vol. 2 (2), Published by Ambedkar Central University-Lucknow</i>	Jan-June.2018	2454-5732 UGC approved Journal 48957
Conference Proceedings (National)	Dr. Mahboob Basha	“Against the Dominant Discourse: Ideas of V. Saraswati, a Forgotten Feminist in Colonial Andhra”. <i>Proceedings of Andhra Pradesh History Congress, 41st Session.</i>	2017	ISSN 2320-057X

The Annual Quality Assurance Report (AQAR)
Department of Education and Training
(1st July 2017 to 30th June 2018)

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,

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. MHC0GN 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	1 st Cycle				
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

1.8 AQAR for the year (for example 2010-11)**July, 2017 to June, 2018**

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

- i. AQAR _____ (DD/MM/YYYY)
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
<input type="text"/>	<input type="text"/>

* 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

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	1			
PG	2 (M.Phil.,M.Ed.)			
UG	1- B.Ed.			
PG Diploma				
Advanced Diploma				
Diploma	1- D.El.Ed.			
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	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	22	51	-
Presented papers	22	51	-
Resource Persons	-	11	-

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

--

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

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	2
Faculty exchange programme	
Staff training conducted by the university	1
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	3

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

--

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	7	12	
Non-Peer Review Journals	1		
e-Journals	3		
Conference proceedings	2	9	

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	2017-18	MANUU	210000/-	210000/-
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		01			
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
02	01	01				

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

3.22 No. of students participated in NCC events:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC:

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>	
NCC	<input type="text"/>	NSS	<input type="text"/>	Any other <input type="text"/>

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 (\geq 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	4116	952291	201	193660	4317	1145951
Reference Books	112		89	109836	201	109836
e-Books						
Journals	17	13720			17	13720
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	Departments	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

<i>On campus</i>			<i>Off Campus</i>
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 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 local schools as practice teaching schools. Faculty also 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 Different Scholarships

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

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 2017-18

The Annual Quality Assurance Report (AQAR)

Department of English

(1st July 2017 to 30th June 2018)

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, 2017 to June 30, 2018)*

Part – A

I. Details of the Institution

1.1 Name of the Department

Department of English

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 Department:

Prof. Syed Mohammed Haseebuddin Quadri

Tel. No. with STD Code:

Mobile:

09492197720

Name of the IQAC Co-ordinator (Dept.):

Muhammed Aslam
Kunnathil

Mobile:

9744888566

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 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	1 st Cycle				
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

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

2017-2018

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

- i. AQAR _____ (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 ☒

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

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	Yes			
PG	Yes			
UG	Yes			

PG Diploma

Advanced Diploma

Diploma

Certificate

Others

Total

Interdisciplinary

Innovative

1.2 (i) Flexibility of the Curriculum:

CBCS- With Core Courses, Electives option, and Generic Elective options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	3 programs, UG, PG, PhD

Trimester

Annual

1.3 Feedback from stakeholders* (On all aspects)

 mni

Parents

Employers

Students

Revised Guidelines of IQAC and submission

QAR

F

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
11	7	NIL	2	2

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		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		14	
Presented papers		9	
Resource Persons		13	

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

8	8	-----
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2.10 Average percentage of attendance of students

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Commented [M1]: Data not available with the department since attendance was centralized since 2017-18 academic year

2.11 Course/Programme wise
distribution of pass percentage :

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

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

2.13 Initiatives undertaken towards faculty development

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

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	1			
Outlay in Rs. Lakhs	1,05,000/-			

3.4 Details on research publications

	International	National	Others
Peer Review Journals	12	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				
Interdisciplinary Projects				
Industry sponsored				

Projects sponsored by the University/ College				
Students research projects (other than compulsory by the University)				
Any other(Specify)				
Total	0	0	0	0

0

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	
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
National Applied
International Granted
Applied

Number

3.16 No. of patents received this year

Commercialised

Granted
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 Department
who are Ph. D. Guides
and students registered under them

5

14

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

4 PhD + 2 M Phil = 6

Commented [2]: 2017-18 AY

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

JRF

SRF

Project Fellows

Any other

13

(12 Non-Net; 1 FDP)

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

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>	
NCC	<input type="text"/>	NSS	<input type="text"/>	Any other <input type="text"/>

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	3			3
Laboratories (Language Lab)	1			1
Seminar Halls				
No. of important equipments purchased (\geq 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

Revised

Page 13

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
	52	10	05

(b) No. of students outside the state

25 (MA)+ 05 (Mphil)+08 (PhD)= 38

(c) No. of international students

NIL

Men

No	%
44	65.67

Women

No	%
23	34.32

Last Year							This Year					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
PhD	05	0	0	0	0	05	07	0	0	03	0	10
M Phil	0	0	0	0			01			04		05
MA	04	0	0	03	0	07	24	07	01	23	0	52
G Total	9	0	0	3	0	11	32	07	01	30	0	67

Demand ratio Dropout % : (2017-2018): MA: 28.86%; Mphil: 0; PhD: 10%; Over all = 23.88 %

Commented [M3]: Insufficient data. Total number of applications received can be obtained from Directorate of Admissions or CIT

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

<i>On campus</i>		<i>Off Campus</i>	
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	9 (Phd) + 5 (M Phil)	Rs. 8000/m + Rs. 5000/m Rs.1164000 (Approximately)
Financial support from other sources		
Number of students who received International/ National recognitions		

Commented [4]: The figure is only for 2017-18 admissions;

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.

- A 12-week course in ‘Communication Skills in English’ was offered to the students of MANUU. The course had been conducted as an experimental study, on the basis of which the Department is planning to offer it to all the students of MANUU on a massive scale.

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*)

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**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
