# Yearly Status Report 2019-20

## Part – A

### Data of the Institution

*(Data may be captured from IIQA)*

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

- Name of the Head of the Institution:     Mr K Sree Hari

- Designation: Principal

- Does the Institution Function from Own Campus:    Yes

- Phone No./Alternate Phone No.:      040-24607120

- Mobile No.:  7337345650

- Registered e-mail:  rgkediacollege@gmail.com

- Alternate E-mail:  rgkediacollege@yahoo.co.in

- Address: Door No:3-1-336, Opposite to New Chaderghat Bridge, Esamia Bazaar, Hyderabad.

- City/Town   :   Hyderabad

- State/UT      :   Telangana

- Pin Code       : 500 027

**2.** Institutional status:
- Affiliated / Constituent: Affiliated
- Type of Institution: Co-education/Men/Women: Co Education
- Location: Rural/Semi-urban/Urban: Urban
- Financial Status:  Grants-in aid/ UGC 2f and 12 (B)/ Self-financing (Please specify): Yes
- Name of the Affiliating University:  Osmania University
- Name of the IQAC Co-ordinator:    Mrs. V Radhika

- Phone no.: 9440147113

  Alternate phone no.

- Mobile: 8639129620

- IQAC e-mail address: iqacrgkc@gmail.com

- Alternate Email address: rgkediacollege@gmail.com

**3.** Website address: www.rgkediacollege.com

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

        rgkediacollege.com/AQAR/AQAR-2018-2019.pdf

**4.** Whether Academic Calendar prepared during the year? Yes

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

Academic Calendar

**5.** Accreditation Details:

| Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|-------|-------|------|-----------------------|-----------------|
| 1st | B+ | 77.3 | 2007 | From 2007 To 2012 |
| 2nd | B | 2.65 | 2015 | From 2015 To 2020 |

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

7**.** Internal Quality Assurance System

| 7.1 Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|---|---|
| Item /Title of the quality initiative by IQAC | Date & duration | Number of participants/beneficiaries |
| Conducting Departmental Meetings | June 07th 2019 / 40 Minutes | Faculty Members and Non-Teaching |
| Optimum Utilization of Library Resources by Students and Faculty | - | Principal and Heads |
| Collaboration with Government and Other Institutions | _ | _ |

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*Note: Some Quality Assurance initiatives of the institution are:*
    *(Indicative list)*
- Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Any other Quality Audit

**8.** Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

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

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

*[Notification of Formation of IQAC](#)

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

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website…….
Yes/No: Yes

[IQAC Meeting](#)

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

   If yes, mention the amount:   -      Year:    -

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

   * Measures have been taken for utilization of   Solar Energy

   * To organize FDP's

   * To Organize SDP's

   * Organized Extension & Outreach Activities

   * Corporate Social Responsibility

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

| Plan of Action | Achievements/Outcomes |
|---|---|
| Change of Pedagogical Tools and Techniques | Innovative teaching Methodologies have been implemented successfully. |
| Student Outreach Programs | Extension and Extra Curricular activities have been organized and Students took an active participation. |
| To Organize Guest Lectures and FDP's | The FDP's and Guest Lectures had a greater impact on Faculty and Students which helped them to enhance their teaching skills and learning abilities. |

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

   Name of the statutory body: - Governing Body       Date of meeting(s): - 20-12-2019

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

**16.** Whether Institutional Data Submitted to AISHE: **Yes**

      Year: 2019-20            Date of Submission: 29-01-2020

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

   **1) Administrative procedure**
   The Institution makes use of Tally as a tool for maintaining accounts, rough cash book is maintained, gathering of administrative feedback, conduction Governing Council and IQAC Meetings for decision making**.**

   **2) Student Admission:**
   Daily report on admission status is maintained by interacting with Students and Parents.

   **3) Students Records:**
   The Institution maintains student information related to fee structure and instalments. The defaulters will be intimated from time to time.

   **4) Evaluation and Examination Procedures:**
   The Institution constituted a committee for evaluation and examination related procedures and the committee monitor and evaluates the students' progress and maintains the records of the students' performance.

# Part-B

| CRITERION I – CURRICULAR ASPECTS |
|---|

**1.1 Curriculum Planning and Implementation**

1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words

As per the University norms Institution has mechanism in place to ensure well-planned curriculum delivery and documentation. This mechanism is designed to ensure that the curriculum is effectively implemented and continuously Monitors the progress and outcomes of the programs are documented appropriately. Through careful planning, institution establishes guidelines and frameworks for curriculum delivery, including the sequencing of topics, instructional methods, assessment strategies, and learning resources. The Institution also employ various tools and teaching methods to support curriculum delivery, such as digital platforms, and educational software etc. Furthermore, institutions prioritize documentation to record important aspects of curriculum implementation, such as lesson plans, assessment records, student performance data, and feedback mechanisms. This documentation serves as a valuable reference for educators, administrators, and external stakeholders to evaluate the effectiveness of the curriculum and make informed decisions for improvement. Each department made an attempt to make the optimum balance between the slow learner and advanced learners as to ensure proper curriculum implementation by providing the remedial teaching and Carrier guidance. By maintaining well-planned curriculum delivery and documentation, institution strive to provide quality education and enhance the learning experience for their students.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

| Name of the Certificate Course | Name of the Diploma Courses | Date of introduction and duration | focus on employability/ entrepreneurship | Skill development |
|---|---|---|---|---|
| CORPORATE LAW | - | 26-10-2019 to 20-11-2019 | Entrepreneurship | Grounding in corporate laws, and examines newer legislation governing business and commerce |

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**1.2 Academic Flexibility**

1.2.1 New programmes/courses introduced during the Academic year

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

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

| Name of Programmes adopting CBCS | UG | PG | Date of implementation of CBCS / Elective Course System | UG | PG |
|---|---|---|---|---|---|

| | | | | | |
|---|---|---|---|---|---|
| B.com (General) | 2016 | | 17-06-2019 | | |
| B. Com (Computer Application) | 2016 | | 17-06-2019 | | |
| B. Com(honour) | 2016 | | 17-06-2019 | | |
| B.Sc. (M.S. Cs) | 2016 | | 17-06-2019 | | |
| B.Sc. (M.E. Cs) | 2016 | | 17-06-2019 | | |
| B.B. A | 2016 | | 17-06-2019 | | |
| M.B. A | | 2016 | - | - | 01-08-2019 |
| M.C. A | | 2016 | - | - | 03-09-2019 |
| | | | | | |

| Already adopted (mention the year) | | |
|---|---|---|

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

| | Certificate | Diploma Courses |
|---|---|---|
| No of Students | 77 | - |

## 1.3 Curriculum Enrichment

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

| Value added courses | Date of introduction | Number of students enrolled |
|---|---|---|
| Personality Development & Self Grooming | 20-01-2020 to 05-02-2020 | 81 |
| Module for Advanced Excel | 15-02-2020 to 01-03-2020 | 131 |
| MS – ACCESS | 16 – 09 – 2019 To 30-09-2019 | 33 |
| MACHINE LEARNING USING PYTHON | 15 – 10 – 2019 to 21-10-2019 | 21 |

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1.3.2 Field Projects / Internships under taken during the year

| Project/Programme Title | No. of students enrolled for Field Projects / Internships |
|---|---|
| B. Com (Honours) | 23 |
| B.B. A | 30 |
| M.B. A | 153 |
| M.C. A | 16 |

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## 1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

| 1) Students | 2) Teachers | 3) Employers | 4) Alumni | 5) Parents |
|---|---|---|---|---|
| | | | | |

| Yes | Yes | Yes | Yes | Yes |
|-----|-----|-----|-----|-----|

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

The institution obtained feedback from students through online and offline mode at the end of the semester.

The feedback that is obtained from the

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

A Structured Questionnaire has been prepared based on the curriculum aligns with the intended learning outcomes and educational goals. The IQAC entrusted the feedback analysis committee with the task of procuring the feedback forms from Students, Teachers and Employers, Alumni and Parents. The purpose of the survey is to procure information regarding the teaching, infrastructure and support material. In this survey it is analysed that students are satisfied with the completion of syllabus, teacher communication, and internal valuation process. The survey further analyses the feedback to improve further l. The remarks are taken into account for the overall development of the institution. The strengths and flaws mentioned by the stakeholders are summarized. The graphical analysis of the same is prepared and the areas where improvements are required are discussed in the meeting chaired by the Principal, Heads of the Department and IQAC Members. From the above analysis the heads of the Department are most focused on upgradation and strategic planning of the activities for the academic year. Students are motivated to join different Add in Certificate by the college.

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## CRITERION II -TEACHING-LEARNING AND EVALUATION

### 2.1 Student Enrolment and Profile

### 2.1. 1 Demand Ratio During the Year

| Name of the Programme | Number of seats available | Number of applications received | Students Enrolled |
|---|---|---|---|
| B. Com Computers Applications | 120 | 150 | 113 |
| B. Com General | 120 | 94 | 31 |
| B. Com Honors | 40 | 42 | 16 |
| BBA | 50 | 65 | 50 |
| B.Sc. MSCs | 30 | 42 | 12 |
| B.Sc. MECs | 30 | 32 | 10 |
| MBA | 180 | 210 | 180 |
| MCA | 60 | 95 | 33 |

### 2.2.1. Student - Full time teacher ratio (current year data)

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of full-time teachers available in the institution teaching only UG courses | Number of full-time teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|---|---|---|---|---|---|
| 2019-2020 | 232 | 213 | 28 | 24+5=29 (MBA +MCA) | 15 |

## 2.3 Teaching - Learning Process

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

| Number of teachers on roll | Number of teachers using ICT *(LMS, e-Resources)* | ICT tools and resources available | Number of ICT enabled classrooms | Number of smart classrooms | E-resources and techniques used |
|---|---|---|---|---|---|
| 57 | 51 | COMPUTERS, LAPTOPS, AND SOFTWARE TOOLS SUCH AS PPTS GOOGLE MEET, GOOGLE SPREAD SHEETS, ZOOM MEET, WEBEX ETC | 16+7+2 (UG+MBA +MCA) | 25 | MOOCS, SWAYAM NPTEL, NATIONAL DIGITAL LIBRARY, E JOURNALL SUBSCRIPT ION, J GATE. |

2.3.2 Students Mentoring System available in the institution? Give details. (Maximum 500 words)

The Institution has initiated Student Mentoring System since **2015-2016**, for establishing a better and effective relationship between student and teacher this helped also continuously monitor, council and guide students in educational and personal matter. Once the mentoring relationship is established, students and mentors usually meet on a regular basis, either in person or through virtual meetings. The frequency and format of these meetings can be flexible, allowing for personalized support according to the student's needs.

The mentoring program offer various benefits to the students. The allocated mentors will provide academic assistance, career advice, and help students navigate their personal and professional development at least twice in a semester. They can offer insights into course selection, study strategies, and project guidance. Mentors also serve as a valuable resource for networking opportunities and industry connections.

Overall, the students mentoring system at institution proves to foster a supportive environment where students can receive guidance, encouragement, and practical advice to enhance their educational journey and achieve their goals.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor: Mentee Ratio |
|---|---|---|
| 445 | 57 | 1:8 |

| 2.4 Teacher Profile and Quality | | | | |
|---|---|---|---|---|
| **2.4.1 Number of full-time teachers appointed during the year** | | | | |
| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D. |
| 10+5+2 UG+MBA+MCA | 14 | - | 14 | 3 |

**2.4.2 Honours and Recognitions Received by Teachers**

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

| Year of award | Name of full-time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
|---|---|---|---|
| *2019-2020* | Mr K Sree Hari | *ASST. PROFESSOR* | *LIONS CLUB* |
| | Mrs K Madhavi | *ASSOCIATE. PROFESSOR* | *LIONS CLUB* |

**2.5 Evaluation Process and Reforms**

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

| Programme Name | Programme Code | Semester/ year | | Last date of the last semester-end examination | Date of declaration of results of semester-end/ year- end examination |
|---|---|---|---|---|---|
| B. Com COMPUTERS | 405 | 1/ii | | | |
| | | 2/iv | | | |
| | | 3/vi | | 08/10/2020 | 16/11/2020 |
| B. Com GENERALS | 401 | 1/ii | | | |
| | | 2/iv | | | |
| | | 3/vi | | 08/10/2020 | 16/11/2020 |
| B. Com HONORS | 407 | 1/ii | | | |
| | | 2/iv | | | |
| | | 3/vi | | 08/10/2020 | 16/11/2020 |
| BBA | 684 | 1/ii | | | |
| | | 2/iv | | | |
| | | 3/vi | | 08/10/2020 | 16/11/2020 |
| B.Sc(MSCs) | 467 | 1/ii | | | |
| | | 2/iv | | | |
| | | 3/vi | | 08/10/2020 | 16/11/2020 |

| | | | | | |
|---|---|---|---|---|---|
| B.Sc(MECs) | | 1/ii | | | |
| | | 2/iv | | | |
| | 474 | 3/vi | | 8/10/2020 | 16/11/2020 |
| MBA | 672 | 1/i | | 21/10/2020 | 06/12/2020 |
| | | 2/iii | | 02/11/2020 | 17/12/2020 |
| MBA | 672 | 1/ii | | 21/10/2020 | 06/12/2020 |
| | | 2/iv | | 12/10/2020 | 25/11/2020 |
| MCA | 862 | 1/i | | | |
| | | 2/iii | | | |
| MCA | 862 | 1/1 | | | |
| | | 3/2 | | 24-12-2019 | 10-02-2019 |
| | | 5/2 | | 13-12-2019 | 5-02-2019 |
| | | | | 13-12-2019 | 5-02-2019 |

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

The College follows the standard internal assessment procedure as per Osmania University Guidelines. According to the almanac, 20% of marks will be awarded for internal examination as per CIE. To attain this 20% mark, the students must appear for two internal examinations per semester. The schedule of the Internal examination is framed at the beginning of the semester in the form of an academic calendar issued by Osmania University. Concerned subject faculty prepares question paper after discussion with H.O.D and Principal and conducts the internals per schedule. Display Marks on the notice board per university norms so students can know about their performance. They can observe their test copies and display marks on the notice board for better transparency.

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

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

Institution prepared a calendar as per the scheduled prescribed by the affiliating university for implementation of curriculum participation in extracurricular and co-curricular activities. As per university rules and regulation academic activity run in college throughout the year. At the beginning of session institution prepared an academic calendar to organize the curricular and extracurricular activities in the institution. In academic calendar institute adhered to available working days. Short and long holidays, National public holidays, admission process, semester wise teaching plans, Tentative university examination days of semester, tentative practical examination days ,allocation of internal assessment work i.e. seminar activity, project assignment, theory assignment, class tests, practical assignment, submission of internal assessment work, ICT lectures, guest lectures, celebration of National Science day, celebration of various birth and death anniversary, celebration of week like wild life, sampling plantation etc. and special days. Departmental Unit tests, educational tour departmental stock verification, various literacy days, awareness

programmes and rallies, organising workshop/seminar activity are planed month wise and makes implementation on it. As per academic calendar institution follows all the related curricular, co-curricular and extra-curricular activities for the better academic work. As per calendar institution participation in extracurricular activities like Athletics, youth festival, inter collegiate sports competition like kabaddi, chess, badminton, table tennis organised by the affiliating university. Besides this institute arrange some curricular and co-curricular activities casually as per the guidelines suggested by the state government of Punjab time to time. Institute tries to run all the activities as per the academic calendar but sometime due to circumstances some events scheduled get changed.

## 2.6 Student Performance and Learning Outcomes

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

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2.6.2 Pass percentage of students

| Programme Code | Programme name | Number of students appeared in the final year examination | Number of students passed in final semester/year examination | Pass Percentage |
|---|---|---|---|---|
| 405 | B. Com Computers | 68 | 65 | 96% |
| 401 | B. Com General | 42 | 34 | 81% |
| 407 | B. Com Honors | 23 | 23 | 100% |
| 684 | BBA | 28 | 26 | 93% |
| 467 | B.Sc. MSCs | 9 | 8 | 89% |
| 474 | B.Sc. MECs | 6 | 6 | 100% |
| 672 | MBA | 152 | 143 | 94% |
| 862 | MCA | 18 | 17 | 95% |

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2.7 Student Satisfaction Survey

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

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# CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 Resource Mobilization for Research

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

| Nature of the Project | Duration | Name of the funding Agency | Total grant sanctioned | Amount received during the Academic year |
|---|---|---|---|---|
| Major projects | - | - | - | - |
| Minor Projects | - | - | - | - |
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored Projects | - | - | - | - |

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

**3.2 Innovation Ecosystem**

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

| Title of Workshop/Seminar | Name of the Dept. | Date(s) |
|---|---|---|
| Symposium of Union Budget 2019-20 | Department of Commerce & Management | 09-07-2019 |
| National Education Policy Collaboration with Forum of Higher Education | Department of Commerce & Management | 30-07-2019 |
| A Study of Nature and Causes of Wealth of Nation with reference to Economic theory & Practice | Department of Commerce & Management | 30-11-2019 |
| Symposium on Cultural Diversity Management | Department of Commerce & Management | 29-01-2020 |
| Symposium on Union Budget 2020 | Department of Commerce & Management | 04-02-2020 |
| Campus to Corporate: Shaping Your Minds and Green Marketing | Department of Commerce & Management | 17-02-2020 |
| Seminar on Empowerment of Women in the field of Education | Department of Commerce & Management | 11-03-2020 |
| Insights for Effective project | Department of Commerce & Management | 10-01-2020 |
| Webinar on Indian Economy forgoing a head of Covid - 19 | Department of Commerce & Management | 18-06-2020 |
| Webinar on Challenges of the Corona Crisis – the Economic Dimensions | Department of Commerce & Management | 10-05-2020 |
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| 3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year | | | | |
|---|---|---|---|---|
| Title of the innovation | Name of the Awardee | Awarding Agency | Date of Award | Category |
| - | - | - | - | - |

| 3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year | | |
|---|---|---|
| Incubation Centre | Name | Sponsored by |
| - | - | - |

| Name of the Start-up | Nature of Start-up | Date of commencement |
|---|---|---|
| - | - | - |

## 3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

| State | National | International |
|---|---|---|
| - | - | - |

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Centre)*

| Name of the Department | No. of Ph. Ds Awarded |
|---|---|
|  |  |

3.3.3 Research Publications in the Journals notified on UGC website during the year

| | Department | No. of Publication | Average Impact Factor, if any |
|---|---|---|---|
| National | MBA | 7 | - |
| International | - | - | - |

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

| Department | No. of publication |
|---|---|
| - | - |

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

| Title of the paper | Name of the author | Title of the journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self-citations |
|---|---|---|---|---|---|---|
| 1)An Analysis of Investors awareness | Dr. J Madhavi | ITIHAS | April – June 2020 | - | R.G. Kedia College | - |

| | | | | | | |
|---|---|---|---|---|---|---|
| & Preference of different Investment Avenues-with special reference to IT Employees | | | | | | |
| 2)Changing Attitude in methods of Savings by Individual Investors – A Study | Dr.J. Madhavi | International Journal of Research in Economics & Social Sciences | Feb, 2019. | 6.939 | R.G. Kedia College | 0 |
| 3)Revamp education policy | Prof D.V. G Krishna | Business Waves | June 2019 | - | RG Kedia College | - |
| 4)Role of Micro Small & Medium Enterprises in National Development | Mr Duvvuri V N Pradeep | Business Waves | June 2019 | - | RG Kedia College | - |
| 5)Cargo Movement - Vital for national Economy and Supply chains | Mr Kuldip Rai | Business Waves | June 2019 | - | RG Kedia College | - |
| 6)Global Economic Slow Down-The Way Forward | Prof D.V. G Krishna | Business Waves | Jan 2020 | - | RG Kedia College | - |
| 7)Higher Education Cross Roads | Prof D.V. G Krishna | Business Waves | Jan 2020 | - | RG Kedia College | - |
| 8) A Study on Customer Satisfaction of Mobile | Dr.K.Kiran Kumar | International Journal of Engineering and Management | Feb 2019 | - | RG Kedia College | - |

| Wallet services provided by PayTM | | | Research | | | | | | |
|---|---|---|---|---|---|---|---|---|---|

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

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

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

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

## 3.4 Extension Activities

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

| Title of the Activities | Organising unit/ agency/ collaborating agency | Number of teachers co-ordinated such activities | Number of students participated in such activities |
|---|---|---|---|
| Adolescent Girl Empowerment against Abuse | Swashakthi Smart and Dr.sasanakota avulappa Foundation | 15 | 50 School Children 50 students |
| Awareness Program on Nutrition Diet and Generalizing | Kachiguda Government school | 03 | 150 |
| Swachh Bharat | Haritha Haram | 10 | 31 |
| International Leo Day | Lions Club,Leo Club of Hyderabad Deccan | 08 | 33 |
| Mega Medical Camp | Lions Club | 11 | 43 |
| Awareness Program on | R.G.Kedia College | 10 | 48 |

| Barosa App on account of International Women's Day | | | |
|---|---|---|---|
| Self-Safety Technique Training Program | Gurumaa & Rekha Ji | 09 | |
| | | | 36 |

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

| Name of the Activity | Award/recognition | Awarding bodies | No. of Students benefited |
|---|---|---|---|
| - | - | - | - |
| | | | |

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

| Name of the scheme | Organising unit/ agency/ collaborating agency | Name of the activity | Number of teachers coordinated such activities | Number of students participated in such activities |
|---|---|---|---|---|
| Swachh Bharat | LIONS CLUB | HARITHAHARAM | 10 | 30 |
| International Leo Day | Lions Club, Leo Club of Hyderabad Deccan | Gender Sensitization | 08 | 33 |
| | | | | |

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**3.5 Collaborations**

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

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

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

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration **(From-To)** | participant |
|---|---|---|---|---|
| Industrial Visit | Industrial Visit /Field Trip | Manasa Dairy (MBA) | 10-09-2019 | 86 |

| /Field Trip | | | | |
|---|---|---|---|---|
| Industrial Visit /Field Trip | Industrial Visit /Field Trip | Aleap – MSME (MBA) | 16-11-2019 | 65 |
| Industrial Visit /Field Trip | Industrial Visit /Field Trip | SuryaLakshmi Spinning Mills (UG) | 17-10-2019 | 58 |
| Industrial Visit /Field Trip | Industrial Visit /Field Trip | CCMB | 17-08-2019 | 28 |
| Industrial Visit /Field Trip | Industrial Visit /Field Trip | Quality Protinex | 22-11-2019 | 21 |

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

| Organisation | Date of MoU signed | Purpose and Activities | Number of students/teachers participated under MoUs |
|---|---|---|---|
| Silver Peak | 5-03-2019 | Carrier guidance J CET | **59** |
| CareerZoneTech | 1-09-2019 | Provide integrate trainings with the modern-day technologies | **91** |
| Arrow knowledge service private limited | 14-12-2019 | Training and Placement Associate | 67 |
| Mouktik consulting services private Limited | 18-12-2019 | Career Oriented training programme | **78** |

| Young Indians | 7-08-2019 | Engaging Students in various Initiative Programs for Young generation | 84 |
|---|---|---|---|

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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 Physical Facilities

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

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|---|---|
| 10,00,000/- | 11,41,000/- |

4.1.2 Details of augmentation in infrastructure facilities during the year

| Facilities | Existing | Newly added |
|---|---|---|
| Campus area | 43,560sq. ft | - |
| Class rooms | 34 | 3 |
| Laboratories | 8 | - |
| Seminar Halls | 1 | - |
| Classrooms with LCD facilities | 4 | 10 |
| Classrooms with Wi-Fi/ LAN | 4 | 4 |
| Seminar halls with ICT facilities | 1 | - |
| Video Centre | 1 | - |
| No. of important equipment's purchased (≥ 1-0 lakh) during the current year. | 223 (systems) | 10 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | 2,40,000/- |
| Others | - | - |

### 4.2 Library as a Learning Resource

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

| Name of the ILMS software | Nature of automation (fully or partially) | Version | Year of automation |
|---|---|---|---|
| New Gen Lib | Partially | 3.1 | 2017 |

4.2.1 Library Services:

| | Existing | | Newly added | | Total | |
|---|---|---|---|---|---|---|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 19652 | 43,85,438 | 346 | 136508 | 19998 | 4521946 |
| Reference Books | 6306 | 1543298 | 79 | 32866 | 6385 | 1576164 |
| e-Books | 782 | 3,067,22 | - | - | 782 | 3,067,22 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Journals | 48 | 84049 | 48 | 82,005 | | 166054 |
| e-Journals | J Gate | 66198 | | 67,522 | | |
| Digital Database | 1 | 1 | - | - | 1 | |
| CD & Video | - | - | - | - | - | |
| Library automation | NEWGEN Lib | - | -- | - | - | |
| Weeding (Hard & Soft) | | | | - | - | |
| Others (specify) | - | - | - | - | - | |
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**4.3 IT Infrastructure**

4.3.1 Technology Up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Available band width (MGBPS) | Others |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 223 | 6 | 165 | 165 | 6 | 15 | 3 | 100MBPS | - |
| Added | 10 | - | 5 | 5 | - | 5 | | | - |
| Total | 233 | 6 | 170 | 170 | 6 | 20 | 3 | 100MBPS | - |

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

THE BAND WIDTH OF INTERNET CONNECTION IN THE INSTITUTION IS 100 MBPS /GBPS

4.3.3 Facility for e-content

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

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

| Name of the teacher | Name of the module | Platform on which module is developed | Date of launching e - content |
|---|---|---|---|
| - | - | - | - |

**4.4 Maintenance of Campus Infrastructure**

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

| Assigned budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|---|---|---|---|
| 30,00,000/- | 29,08,484/- | 7,00,000/- | 6,96,276/- |

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

1. **Maintenance Procedures**: Institution constituted a Maintenance Committee to prepare the policies and monitor the regular maintenance of the equipment by preparing a schedule for all facilities and equipment. This includes routine inspections, repairs, and upgrades to ensure that they are in proper working condition to minimize the disruptions.

2. **Safety Protocols**: Institution Implements comprehensive safety protocols to ensure the well-being of students, Staff, and Non-Teaching staff by providing the safety equipment and facilities.

3. **Resource Allocation**: Institution Developed a fair and transparent system for allocating resources such as Laboratory Equipment, Library Books and Computer Resources. By Evaluating the factors related to demand, academic requirements, and equitable access to ensure optimal utilization of these facilities.

4. **Access Control**: Institution Implements appropriate access control measures in sensitive areas such as laboratories and computer rooms with CCTV Survivalance. This helps maintain security and prevents unauthorized use or access to valuable resources.

5. **Staff Training**: Institution Provides training to faculty, staff, and students on the proper use and maintenance of facilities and equipment which includes workshops, FDP's, preparation of manuals, utilization of online resources to enhance their understanding and promote and use the aids for the student's growth.

6. **Monitoring and Evaluation**: Institute constituted a Monitoring and Evaluation Committee which monitors the utilization of facilities, effectiveness of policies and procedures by gathering the feedback from users and evaluates the resource usage patterns, and make necessary adjustments to optimize the efficiency also address the issues that arise during the evaluation process.

## CRITERION V - STUDENT SUPPORT AND PROGRESSION

### 5.1 Student Support

5.1.1 Scholarships and Financial Support

|  | Name /Title of the scheme | Number of students | Amount in Rupees |
|---|---|---|---|
| Financial support from institution | SC | 53 | 195000+1120000+0 |
|  | ST | 1+6+0 | 10,000+210000+0 |
|  | BC | 131+93+19 | 12,01000+2511000+513000 |
|  | EBC | 9+23+7 | 83500+621000+189000 |
|  | MINORITY | 93+20+2 | 827500+540000+54000 |
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| Financial support from other sources | | | |
| a) National | - | - | - |
| b) International | - | - | - |

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

| Name of the capability enhancement scheme | Date of implementation | Number of students enrolled | Agencies involved |
|---|---|---|---|
| Job Fair | 13-07-2019 | 180 | MNC Companies |
| Preplacement Talk | 16-09-2019 | 67 | MR Nandha Kishore, Freelancer |
| Interview Skills | 10-07-2019 | 51 | Dr.K Ravi Kiran Sharma |
| Group Discussion | 9-01-2020 | 21 | Department of Commerce |
| Webinar on Google Class rooms | 25-05-2020 | 41 | Department of Business Management |

| | | | |
|---|---|---|---|
| Online Quiz on Financial Management | 23-05-2020 | 480 | S.R Patwari of PG College |
| Webinar on strategies and Opportunities for Indian Industry-Post Covid 19 | 17-06-2020 | 80 | RG Kedia college |
| Webinar on Indian Economy Forging a Head Covid 19 | 15-06-2020 | 100 | RG Kedia college |
| Challenges in Building Great institution | 23-06-2020 | 67 | RG Kedia college |
| Bridge Courses for UG | 26-08-2019 | 30 | Osmania University |
| Bridge Courses for MBA | 23-09-2019 | 30 | Osmania University |
| Quiz on Marketing Management Quiz | 23-06-2020 | 90 | SR PATWARI |
| Guest lecture on Campus to Corporate shaping young minds & Green Marketing Speaker: Dr Chaithan Srivastava Associate Prof School of Management -UOH | 17-02-2020 | 82 | RG Kedia college |
| Invocation Cermony by Abhiram Krishna HR Expert | 14-10-2019 | 88 | RG Kedia college |
| Know your Nation –Eradicate Social events | 31-10-2019 | 89 | RG Kedia college |
| Quiz on Managerial Economy | 01-07-2020 | 151 | SR PATWARI |
| Quiz on Cost & Control | 04-07-2020 | 104 | SR PATWARI |
| Quiz on Advance Managerial Accounting | 29-07-2020 | 77 | SR PATWARI |

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

| Year | Name of the scheme | Number of benefited students by Guidance for Competitive examination | Number of benefited students by Career Counselling activities | Number of students who have passed in the competitive exam | Number of students placed |
|---|---|---|---|---|---|
| 12-May -2019 | I-CET Mock Test Online | 100 | - | - | - |
| 18-july-2020 | Carrier counselling | 81 | - | - | - |

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5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

| - | - | - |
|---|---|---|

**5.2 Student Progression**

5.2.1 Details of campus placement during the year

| On campus | | | Off Campus | | |
|---|---|---|---|---|---|
| Name of the Organization Visited | Number of Students Participated | Number of Students Placed | Name of Organizations Visited | Number of Students Participated | Number of Students Placed |
| Accenture, Cognizant, Wipro, Tech Mahindra. Karvy, Kotak Mahindra | 183 | 26 | ICICI, Sutherland, Facts Set, HDFC, Genpact, Tech Mahindra | 50 | 17 |

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5.2.2 Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Department graduated from | Name of institution joined | Name of Programme admitted to |
|---|---|---|---|---|---|
| 2019-2020 | 87 | B. Com, BBA, B.Sc | Department of Commerce, Department of Management and Sciences | Hrd College, A V College, St. Joseph, Omega, St. Francis, Nizam College, Ark College, Pragati Maha Vidyalaya & RG Kedia College | MBA, M. Com, LLB, Company Secreteary |

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

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

| | | |
|---|---|---|
| | | |

**5.2.4 Sports and cultural activities / competitions organised at the institution level during the year**

| Activity | Level | Participants |
|---|---|---|
| Chess Competition | Institution Level | 20 |
| Carrom Competition | Institution Level | 20 |
| Table Tennis | Institution Level | 8 |
| Cricket | Inter Institution Level | 15 |
| Republic Day | Institution Level | 121 |
| Independence Day | Institution Level | 101 |
| Blood Donation Camp | Institution Level | 13 |
| Women's Day Celebration | Institution Level | 73 |
| Haritha Haram | Institution Level | |
| Farewell Party | Institution Level | 79 |
| Business Quiz | Institution Level | 45 |
| Essay Writing Competition | Institution Level | 31 |
| Greeting Card Preparation | Institution Level | 27 |
| Rangoli Competition | Institution Level | 14 |
| | Institution Level | 21 |

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## 5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

| Year | Name of the award/ medal | National/ International | Sports | Cultural | Student ID number | Name of the student |
|---|---|---|---|---|---|---|
| - | - | - | - | - | - | - |

| | | | | | | |
|---|---|---|---|---|---|---|

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Institution constituted various committees for the continuous evaluation of student activities. The committees laid the policies and practices to be followed for student related activities like student council, representation of students in academic bodies to address the concerns and interests of student community and work towards enhancing the skills of the students.

Some of the activities carried out by the committees are:

Student Services: The committee prepares the guide lines for the staff to provide the services like career counselling, preparation of academic reports, health and wellness programs and extracurricular activities from time to time.

Communication and Feedback: The Institution serves as a liaison between students and the faculty for facilitating communication channels for feedback, suggestions and grievances which are to be addressed by the management for the growth of the organization.

Events: The committee provides guide lines for conducting Cultural Activities, Sports, academic competitions, co – curricular activities to foster a vibrant and inclusive campus environment

Academic Audit: The academic audit committee is responsible for academic policies and decisions within the institution. It may include student representatives who provide input on matters such as curriculum development, grading policies, and academic regulations.

Committees: The students are involved in various committees such as disciplinary committee, admissions committee, diversity and inclusion committees, and student life committees. These committees address specific areas of concern and make recommendations for improvement.

## 5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):NO

5.3.2 No. of registered enrolled Alumni:  **322**

5.3.3 Alumni contribution during the year (in Rupees)**:     -**

5.3.4 Meetings/activities organized by Alumni Association**:  -**

## CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 Institutional Vision and Leadership

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

Vision:

- To impart in-depth knowledge and expertise through innovative methods of teaching and learning so as to create a pool of resourceful self-motivated scientific manpower.
- To introduce re-structured and vocational courses to keep pace with the changing standards of professional competence.
- To provide ideal academic atmosphere for the pursuit of excellence in higher education and to be accredited by NAAC and NBA as per UGC and AICTE norms.

- To promote high quality research stressing the regional needs and social relevance.
- To prioritize good governance and high ethical standards at institutional level.

**Mission**

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

The College practices decentralized and participative management approach in all its activities, initiatives and decision making by involving Director, Principal, Vice Principal, Head of Departments, Teaching and non-teaching staff. The decentralized system is implemented in the institution and major decisions are taken by the Director, Principals and required policies are framed for smooth functioning.

At the beginning of academic year, different generic duties and committees are formed and entrusted with responsibilities of various activities. The Academic subcommittees seek the annual action plan from each department relish autonomy in performing and also participate in enhancing the calibre of the Institution.

The Principal, GB, IQAC Members engross in outlining the Policies and Procedures, Framing the guidelines and rules regulation pertaining to academic development, grievance, comforting, training elaboration and library services etc, and effectively enforcing the same to insure the smooth and methodological functioning of the institute.

The principal conducts regular meetings and address the faculty about their responsibilities. Besides, the faculty follows the instructions given by the University for Overall Development of the students. The teaching and non-teaching staffs are taken into consideration as per their interest, capacity, and experience.

The College encourages a culture of participative management by involving staff members in various administrative roles. The Management allocates the budget and the important duties are assigned to the Faculty, Administrative staff and Students by the Principal.

The Institution practices the decentralization participative management in organizing National seminar and conferences as a part of quality improvement initiative, the Seminars, Workshops Committee members along with the Principal and Vice- Principals discuss to conduct the National Conference during the academic year.

Academic decentralization uses agile approach for improvement in teaching learning process. Faculty development programs and trainings are recommended for faculty as per the University curriculum. The examinations are carried out periodically throughout the year, for which there is separate Examination Committee. Coordinator is the in charge of examination department and the administrative heads are the office employees. The principal conducts regular meetings with teaching, administrative and non- teaching staff for conducting the examinations in a smoother way, thus the participative arrangements is being followed in decision making.

Important committees such as IQAC, Anti Ragging, and Internal Complaints have effective representation of all stakeholders, class representatives, parents, alumni. Feedbacks are collected from faculty, students,

parents and all stakeholders to improve the quality of the Institution. IQAC does the planning and evaluation for quality assurance in the college and organizes meetings periodically throughout the year. Every committee has liberty to prepare their plan and decide implementation strategies. IQAC unanimously defines the quality pinnacle parameters for enhancing the overall academic ambiance of the college and takes initiative in planning, implementing and reforming the various quality improvements, strategies of the college. This committee follows the recommendations discussed in staff meetings and other stakeholders' meetings.

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6.1.2 Does the institution have a Management Information System (MIS)?
 Yes/No/Partial: YES

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**6.2 Strategy Development and Deployment**

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

| | |
|---|---|
| **Admission of Students** | **The students' queries are answered through the Help desk. Application forms are made available both online and offline. Students are allotted seats according to their merit through college counselling. The category seats are allocated to the students as per the rules of TSCHE Government of Telangana.** |
| **Curriculum Development** | **The curriculum designed by the Board of Studies, Osmania University for various Courses are strictly followed and implemented – Choice Based Credit System with electives. • Complementing traditional written examination with Project work and seminar presentation-based evaluation.** |
| **Teaching and Learning** | **Wide access to internet facility is given to inculcate online learning– e-book, ejournal and Digital Library facility for carrying out project work. • Learning through Field Work and Industrial visits. • Enhancement of learning by attending Guest lectures,Seminars and Workshops.** |
| **Research and Development** | **Educational institutions are the cynosure of propelling research related programs** |

| | |
|---|---|
| | to find out various new avenues to deal with ever changing and challenging Ⅵ Research, Innovation and extension at R.G. KEDIA college continuously thrust up on improving the standards and knowledge of educator's and the result of this can be yielding maverick students who are the torch bearers for the society. |
| **Examination and Evaluation** | The College constitutes academic and examination committee which takes the responsibility of conducting in-house, internal and external examinations. The internal and practical exams are evaluated and marks are uploaded to the University. The semester End examination question papers are received through online from Osmania University. These papers are evaluated online through the instructions given Osmania University secured web links. |
| **Library, ICT and Physical Infrastructure / Instrumentation** | Library is well equipped and fully. Various Open-Source links for e-books, e-journals, e-learning and open online – courses are available the library has 48 journals, 18 Newspapers, 782 E books, J-gate e journals. There is a Sports room with all required sports and games kits. |

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

| E-governance area | Details |
|---|---|
| **Planning and Development** | ➢ **Implementation of MIS** . <br> ➢ **Disseminating information by making calls and sending SMS.** <br> ➢ **Wi-Fi facility is available for students and faculty in the campus** |
| **Administration** | ➢ **Maintenance of student database. Implementing SMS to the stake holders.** <br> ➢ **Notice display system to the students and faculty** <br> **Online functioning is implemented for transparency of information within the college.** <br> ➢ **The institution makes continuous efforts togo paperless in administrative** |

| | work |
|---|---|
| **Finance and Accounts** | ➢ **The college office is fully computerized and uses the Tally software for transparent functioning of finance and accounts department. This helps to increase the efficiency of staff towards the accuracy in financial transactions. There is an internal and external audit of the books of accounts regularly by an auditor. The administrative office maintains the financial records as per the transactions.** |
| **Student Admission and Support** | ➢ **The college website provides the information about the college courses, infra structural facilities, faculty and Placements. The application forms for the courses can be downloaded fromthe college website. The interested students can apply through online** |
| **Examination** | ➢ **The question papers are received online from Osmania University, internal / practical marks are uploadedand evaluation is also done online.** |

## 6.3 Faculty Empowerment Strategies

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

| Year | Name of teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|---|---|---|---|---|
| 2020 | Mr. Srinivasulu Asst.Professor | Role of Teachers in Quality Enhancement and Accreditation at Santhiram Engineering College Nandya | 05-06-2020 | |

| | | | | |
|---|---|---|---|---|
| 2019 | Ms B Sudha Rani Assistant Professor | Attended seminar of Five weeks On Financial accounting Analysis at SWAYAM | 15th July 2019 To 04th ,2019 | |
| 2019 | Ms B Sudha Rani Assistant Professor | Attended 12 weeks Seminar on Financial Derivatives and risk Management 26th September 2019 | 29th July 2019 To 26th September 2019 | |

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

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | Dates (from-to) | No. of participants (Teaching staff) | No. of participants (non-teaching staff) |
|---|---|---|---|---|---|
| 2020 | Seminar on Guidelines to write a good Research Paper | | 04-01-2020 | | |
| 2019 | Research in the area of Finance | | 17-07-2019 | | |
| 2019 | GST & Impact on Business | | 19-08-2019 | | |
| 2020 | Training Program on Entrepreneurship Development & Innovation | | 12-02-2020 | | |

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6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | Date and Duration (From – to) |
|---|---|---|
| - | - | - |

6.3.4   Faculty and Staff recruitment (no. for permanent/fulltime recruitment):
The faculty are recruited through Selection Committee, Management and also Adjunct Procedure .2018-2019 the teaching staff were recruited for aided process through the government orders. For the PG Programme most of the faculty are recruited through Selection committee and few as adjunct faculty

| members | | | |
|---|---|---|---|
| Teaching | | Non-teaching | |
| Permanent | Fulltime | Permanent | Fulltime/temporary |
| | | | |

6.3.5 Welfare schemes for

A welfare measure taken towards the staffs reflects on the output and selfless contribution towards tremendous growth of any Institution. R.G. KEDIA College has been offering several welfare measures to both teaching and non-teaching staff.

| Teaching | Non-teaching | Students |
|---|---|---|
| • Providing the General Insurance facility.<br>• Providing the Employee State Insurance Scheme (ESI).<br>• Preferential treatment as impatient, outpatient and emergency care in super specialty Mahavir hospital and Sadhuram Eye Hospital at subsidized rates.<br>• Providing the Employee Provident Fund (EPF) | | • On-line remedial classes & Bridge Course are organized for the Slow Learners students |
| • Providing Financial Assistance to the Faculty for Published Articles, FDP, Seminars & Conferences Attended | | • Financial aid through student's welfare scheme. |
| • Financial incentives for faculty after completion of Ph.D | | |

## 6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

(Within 100 words each)

Internal audit is conducted by Mr Abhishek kabra and co charted accountants. The main Purpose of this internal audit is to ascertain prompt receipt of the fees from the students, deposit into respective bank accounts, verification of payment vouchers and fee Concession which the institution receives in the form of fee reimbursement from the state government for different category of students viz., SC, ST, BC and EBC and minorities.

This audit will be conducted month wise and three staff members are deputed from the CA office and the report will be submitted to the management along with audit objections and rectifications. Based on the internal audit reports all the cash books will be updated and verified on regular basis. Reconciliation of the errors found in the previous month will be ratified regularly at the college level. By this mode of operation, the accounts department concerned will take necessary steps and precautions which enable the management to take the timely decisions.

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

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

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

6.4.2 Total corpus fund generated 42,09,000/-

## 6.5 Internal Quality Assurance System

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality initiatives.

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

1. Conducting internal and external financial Audits.
2. Conducting academic audits.
3. Strengthening the Placement Cell- Promoting placements through seminars and webinars from corporates.
4. Improving the performance of students through remedial classes.
5. Student Registration in Alumni Association.

Obtaining and analysing feedback from all the stakeholders.

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

| Audit Type | External | | Internal | |
|---|---|---|---|---|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | NIL | Yes | Academic Audit Committee |
| Administrative | NO | NIL | Yes | S.K.Kabra & Co |

6.5.2 Activities and support from the Parent – Teacher Association (at least three)
- Provide a communication network for student internships and other extra-curricular events sponsored by the college.
- The Parent- Teacher Association of the college provides active support for the academic development of the college.
- All departments conduct class wise open forums after internal examinations.
- One Parent- Teacher meeting per semester is conducted.
- Suggestions are incorporated based on suggestions by various bodies.

6.5.3 Development programmes for support staff (at least three)
- A Sadhana training and orientation programme is conducted for supporting staff by the Department of Language to improve their communication and writing skills in various languages by the Institution.
- A computer orientation program was also conducted by the institution to make aware of various accounting packages which will help them in maintaining records.

- Conducted awareness program on Nutrition and Health Hygiene.

6.5.4 Post Accreditation initiative(s) (mention at least three)

1. Extension of Clean and Green campus is continuing activity as a part of environmental protection.
2. Awareness program on Importance of Nutrient and General Diet.
3. To Enhance the Research Area various FDP, Seminars were conducted.
4. Seminars On Various topics were organized to attain the overall development of the students of various Streams.
5. Water Harvesting system is available in the institution premises.

**6.5.5**

a. Submission of Data for AISHE portal: (Yes)

b. Participation in NIRF              : (No )

c. ISO Certification              : (No)

d. NBA or any other quality audit    : (NO )

**6.5.6 Number of quality initiatives undertaken during the year.**

| Year | Name of Quality initiative by IQAC | Date of conducting activity | Duration (from – to) | No of participants |
|---|---|---|---|---|
| 2019-2020 | National Webinar on Effective Use of Google Classroom & Generation of E-Certificate Using Google Class room | 21-May-2020 | 1 Day | 67 |
| 2019-2020 | A Webinar on "Business Supply Chain Management & Covid-19" | 12th June, 2020. | 1 Day | 59 |
| 2019-2020 | Know you Nation-Eradicate Social Evils Vigilance Awareness Week | 30th October 2020 | 1 Day | 63 |
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**CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

| Title of the programme | Period **(from-to)** | Participants |
|---|---|---|

| | | Female | Male |
|---|---|---|---|
| A Workshop on Adolescent on Girl Empowerment against Abuse | 2019-2020 | 40 | 62 |
| Awareness Program on Bharosa App for the women Safety | 2019-2020 | 81 | - |
| **Self-Safety Technique Training Programme for Girls** | 2019-2020 | 73 | - |
| Campaigning Women's Right -Building and Equitable Society | 2019-2020 | 61 | - |

[View File](#)

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

30%

7.1.3 Differently abled (Divyangjan) friendliness

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

7.1.4 Inclusion and Situatedness

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

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date and duration of the initiative | Name of the initiative | Issues addressed | Number of participating students and staff |
|---|---|---|---|---|---|---|
| 2019 | - | 1 | 08-08-2019 | Blood Donation Camp | As a part of Corporate Social Responsibility | 87 |
| 2019 | - | 1 | 26-11-2019 | Samvidhan Divas | Awareness Session on illuminate the significance of constitution | 119 |
| 2020 | - | 1 | 30-04-2020 | To create | Create | 47 |

| | | | | awareness about COVID - 19 and precaution to be taken to save guard | Awareness about the Precautions and safety measures for Covid 19. | |
|---|---|---|---|---|---|---|

| 7.1.5 Human Values and Professional Ethics | | |
|---|---|---|
| Code of conduct (handbooks) for various stakeholders | | |
| Title | Date of Publication | Follow up (maximum 100 words each) |
| STUDENT CODE OF CONDUCT | 19/06/2019 | Student Code of Conduct is given to all the students at the time of Admission. It facilitates the students to get an Awareness of basic Ethics/Codes to be followed in the college. Discipline Committee and Anti – Ragging Committee is taking care of the discipline of students in the Campus. |

| 7.1.6 Activities conducted for promotion of universal Values and Ethics | | |
|---|---|---|
| Activity | Duration (from-------to-------) | Number of participants |
| | | |
| | | |
| Blood Donation Camp | 25/09/2019 | 35 |
| | | |

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

# 1.UTILIZATION OF RENEWABLE ENERGY:

➢ The institution has taken a significant step to install the solar panel to power the facilities. This solar panels were installed on rooftops to generate the electricity, to reduce the carbon footprint and also to educate the students about renewable energy and its benefit.

# 2.ENERGY CONSERVATION:

➢ All the lights (CFL) have been switched to energy efficient LED bulbs and tube set in the Institution.
➢ Faculty members, administrative staff and students are sensitised to use electric power responsibly.
➢ Master switch has been implemented in all the classrooms so that all fans/lights can be switched off at the end of class work in the Institution.
➢ New Constructions in the Institution have been built with more natural lights and ventilation, reducing the consumption of electrical energy during the day. All the courses in the college

are run in day shift. We do not run any evening courses, hence very minimal power usage.

**3.HAZARDOUS WASTE MANAGEMENT**: The institution does not produce any hazardous waste however, the waste generated by discarding unnecessary paper and paper boards is disposed of for recycling to paper companies.

4. **E-WASTE MANAGEMENT**: Computer peripherals, spare parts, CD, DVD and other equipment generated by computers are sent to the relevant companies for recycling.

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

**7.2 Best Practices**

Describe at least two institutional best practices

Upload details of two best practices successfully implemented by the

institution as per NAAC format in your institution website, provide the link

**Best practice -I**

Symposium on Union Budget

Objective

The objective of conducting a symposium on the Union Budget in college is to provide students with a platform to understand and analyse the annual financial plan presented by the government. The symposium aims to achieve the following:

This Symposium allows the faculty & students to gain insights into the Union Budget, its significance, and its impact on various sectors of the economy. It helps in enhancing their knowledge about fiscal policies, taxation, and government expenditure. It also aims to promote a deeper understanding of fiscal policies, encourage critical thinking, and foster an active interest in economic and governance issues among students.

The symposium provides an opportunity for students to actively engage with economic policies and governance issues. It encourages them to reflect on the budget's implications for economic growth, social welfare, infrastructure development, and other aspects of nation-building.

Outcome:

Every Year the Institution is Conducting "**Symposium on Union Budget**" by inviting the eminent personalities and it serves as a platform for in depth discussion and analysis of the

annual budget presented by the government of India. The event brought together the Experts, Economist, Policy Makers and representatives from various sectors to exchange ideas, insights, and opinions on the budgetary provisions and their potential impact on the economy.

Moreover, the symposium served as a platform for students to voice their opinions, ask questions, and exchange ideas with the experts. It encouraged critical thinking and sparked meaningful debates on the budget's allocation of resources, taxation policies, and overall economic vision.

**Best practise -II**

## CONTINUE RECOGNITION OF TEACHING AND NON-TEACHING STAFF

## Objective

The objective of continuing recognition of teaching and non-teaching staff is to acknowledge and appreciate their contributions and achievements. The Purpose of recognition is to boost morale, motivating employees, and fostering a positive work environment. By recognizing the efforts and dedication of both teaching and non-teaching staff, it reinforces their sense of value and encourages them to continue their valuable work. This recognition can take various forms, including awards, public appreciation, professional development opportunities, and creating a culture of recognition within the institution. the objective is to create a supportive and rewarding environment that recognizes and celebrates the hard work and commitment of all staff members.

## Outcome

Every year the management has taken the initiation of awarding the faculty, administrative staff and supporting staff for their enormous contribution towards teaching and other administrative works.

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**7.3 Institutional Distinctiveness**

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

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

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

- The college brings Quarterly newsletter "**BUSINESS WAVES**", bearing the prestigious International Standard Serial Number (ISSN -2456-3382), is a comprehensive publication that serves as a valuable source of information and updates for the college community and beyond wherein International and National topics are highlighted. This thoughtfully crafted newsletter is a reflection of the college's commitment to effective communication and its dedication to fostering a strong sense of community among students, faculty, staff, alumni, and other stakeholders.

- "**A WEBINAR ON CHALLENGES OF THE CORONA CRISIS – THE ECONOMIC DIMENSIONS**" was a significant event wherein the corona crisis has had a profound impact on the global economy, presenting numerous challenges across various sectors. The Professionals, Staff and students are participated. The experts have been shared the views on the Analysis of the COVID-19 pandemic's economic effects on various industries. The Resource person provided incisive presentations on subjects like the pandemic's effects on the world economy, difficulties unique to particular industries, reactions of the government, and recovery plans. A panel discussion gave audience members the chance to interact with the speakers and discuss their experiences, problems, and potential solutions. The seminar gave attendees the chance to meet and talk with other professionals in the field, which promoted interaction and education.

## 8. **Future Plans of action for next academic year (500 words)**

In the coming academic year much of the emphasis is focused on the following points

1) Faculty should be encouraged to attend Faculty development programs, refresher

courses for their overall development.

2) Students should develop their skills by pursuing certification programs.

3) National seminar should be organised.

4) Community outreach programs should be taken up as part of corporate social

responsibility.

5) Faculty should focus on publishing research articles in UGC-CARE Listed journals.

*Dr. N Srinivas Kumar*

*Dr. K. Sree Hari*

Principal
R.G.Kedia College of Commerce
Esamia Bazar, Hyderabad

_____

_____

*Signature of the Coordinator, IQAC*

*Signature of the Chairperson, IQAC*

## Annexure I

### Abbreviations:

| | | |
|---|---|---|
| CAS | - | Career Advancement 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 |

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For Communication with NAAC

**The Director**
**National Assessment and Accreditation Council (NAAC)**
*(An Autonomous Institution of the University Grants Commission)*
P. O. Box. No. 1075, Nagarbhavi
Bengaluru - 560 072
Phone: +91-80-2321 0261/62/63/64/65
Fax: +91-80-2321 0268, 2321 0270
E-mail: director.naac@gmail.com
Website: www.naac.gov.in