Part – A

1. Details of the Institution

1.1 Name of the Institution

> HINDI MAHAVIDYALAYA

1.2 Address Line 1

> 2-1-569,
> OSMANIA UNIVERSITY ROAD,

Address Line 2

> NALLAKUNTA,

City/Town

> HYDERABAD.

State

> TELANGANA STATE

Pin Code

> 500044

Institution e-mail address

> info@hindimahavidyalaya.org

Contact Nos.

> 040-27616330

Name of the Head of the Institution:

> Smt. Jyoti Hastak

Tel. No. with STD Code:

> 040-27616330

Mobile:

> 9849605051

Name of the IQAC Co-ordinator:

> Dr. Prabhakar Tripathi

Mobile:

> 9948999258

IQAC e-mail address:

info@hindimahavidyalaya.org

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)__14003 (old) ,_____**TSCOGN12734**_____

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

EC/61/RAR/15 Dt. 15/109/2012

1.5 Website address:

www.hindimahavidylaya.org

Web-link of the AQAR:

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B (70.75%)	NA	2006	6 yrs (up to 2012)
2	2nd Cycle	B	2.49	2012	5 Yrs (up to 14th September 2017)

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   22/05/2006

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

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

   i. AQAR 2012-2013 23/09/2013
   ii. AQAR 2013-2014 05/12/2014

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)* | Osmania University, Hyderabad |

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

    Autonomy by State/Central Govt. / University | U.G.C. & Osmania University |

    University with Potential for Excellence | - | UGC-CPE | - |

    DST Star Scheme | - | UGC-CE | - |

    UGC-Special Assistance Programme | - | 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 | 02 |

2.4 No. of Management representatives | 01 |

2.5 No. of Alumni | 02 |

2. 6 No. of any other stakeholder and community representatives | 02 |

2.7 No. of Employers/ Industrialists | 01 |

2.8 No. of other External Experts | 01 |

2.9 Total No. of members | 19 |

2.10 No. of IQAC meetings held | 03 |

2.11 No. of meetings with various stakeholders: No. [03]   Faculty [03]

Non-Teaching [03]   Staff Students [03]   Alumni [03]   Others [03]

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. 04   International -   National 0   State -   Institution Level 04

(ii) Themes Not   Applicable

2.14 Significant Activities and contributions made by IQAC :

❖ New computers were purchased.
❖ Computer Furniture purchased.
❖ Xerox Machine purchased.
❖ Free computer classes are conducted for all the students of the college.
❖ Internet facility is made available in all systems.
❖ Computerisation of Library is in process.
❖ Reading/Reference material collected from various Journals is maintained.
❖ Web information is made available to the students.
❖ Books have been purchased for all the departments according to their requirements.
❖ UGC Grants meant exclusively for Library has been utilized.
❖ LAN Connections maintained.
❖ Examination Software is updated.

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 in the beginning of 2013-2014	Achievements
❖ Add on Programmes conducted during the last 5 years are to be reviewed and new programmes to be introduced during 2013-14 are to be identified, content to be prepared so that the same can be implemented from the 1st week of June, 2013.	**Outcome at the end of the year (2013-14)** ❖ Spoken English Classes started from 10th June 2013 onwards for all the students of B.A., B.Com. and B.B.A., Smt. Nalini was appointed exclusively to teach the subject and develop communication skills among the students and enable them to face the tough competition in the market. ❖ New add on courses in vocational stream were discussed with the management and senior faculty members and a resolution was taken to introduce short term courses in 'Mobile technology' and 'Dress designing'. 'Genesis' a reputed institution of Secunderabad offered the 'Mobile technology' course at a very reasonable fees and the management also came forward to share 50% of the fee payable by the students for the course. The course could not be conducted because the students who had shown zeal in the beginning declined later. The course in 'Dress designing got good response and around 20 girl students participated in the course and were awarded a certificate after the completion of the course.
❖ Feedback collected is to be reviewed and necessary measured are to be initiated for redesigning the programmes.	❖ Feedback from students was reviewed.
❖ New programmes which are professional and Vocational are to be discussed thoroughly with the management.	❖ A course in 'Practical accountancy and Taxation' was conducted in the college for the students of Commerce. The course got good response and was taken by 25 enthusiastic participants from various fields and employees of some organizations. Certificates were given to all the participants. It is mentionable that the above mentioned course was taught by exclusively identified Chartered accountants and reputed professors of twin cities.
❖ Performance appraisal of teachers as per U.G.C. norms, which are already collected from the	❖ Performance of the teachers are reviewed and necessary measures are taken to improve the academic ambience of the institution. Teachers

faculty members are to be once again reviewed and measures to be under taken for improvement in academic ambience of the institution are to be initiated.	are encouraged to attend/ present papers or conduct various Seminars/ conferences/ Symposia/workshops. They are also encouraged to attend Refresher and orientation courses. Also teachers are advised to send proposals for Minor/ Major Research Projects in the academic year 13-14. But no minor/major projects were taken up during 2013-14.

❖ All faculty members who are having Ph..D. are requested to submit proposals for Minor / Major Research Projects on or before 20-06-2013 and 30-06-2013 as this is the cut-off date for submitting the proposals to SERO, U.G.C., Hyderabad/ Secretary, U.G.C., New Delhi.

❖ Teaching plan and Plan of extra curricular activities are to be reviewed periodically and remedial action is to be taken up.

❖ *SWOT ANALYSIS* is to be applied at the beginning of the academic year 2013-14 duly providing necessary emphasis on Remedial Courses/ Bridge Programmes.

❖ To conduct a Training programme for Teachers at the beginning of the academic year i.e., 2013-14.

❖ Monthly meeting of departments and faculty meeting with the Principal on Academic and Administrative matters so far conducted during the last 5 years is to be reviewed.

❖ Educational materials so far procured are to be reviewed and detailed indents for the year

❖ Teaching plans are well maintained and they are reviewed by conducting meetings with various departments as and when required.

❖ SWOT analysis applied & add on courses& remedial coaching started.

❖ The steps to be followed under autonomy scheme is being explained to all the faculty members at the beginning of the year and were advised to get the syllabus of each department ratified by the Board of studies members.

❖ Monthly meetings of faculties with Principal & All the faculty members are in constant touch with faculty members of their respective departments of Osmania University, Hyderabad.

❖ Students are provided with class notes for each subjects.

2013-14 are to be collected from all the faculty members on or before 1.7.2013.	
❖ Linkages are to be developed and all the faculty members are requested to offer their suggestions on are before 1-7-2013. so that a process of initiation can be started from 1st week of July 2013.	❖ Faculty members of the department of Hindi, English, & Political Science, History. Commerce are in constant touch with Andhra Mahila Sabha (Autonomous) College, Hyderabad., R.G. Kedia College, Hyderabad, St. Francis Xavier College, Reddy Women's College, Koti Women's College, Government Degree College, Begumpet, Nizam Colllege, Hyderabad.
❖ Coordinator U.G.C. funds implementation Committee is requested to prepare proposals for Financial Assistance on or before 30-05-2013 so that the same can be processed in the 1st week of June 2013.	❖ UGC grants received as per norms. ❖ Coordinator, UGC Funds Implementation Committee prepared proposals for financial assistance & submitted to UGC, SERO, Hyd.
❖ To update the Library Facilities and purchase of more number of books, journals, CDs etc.	❖ A meeting is held with the Library committee and the needs of the library are discussed and the budget for the library requirements was sanctioned to purchase more number of books, update library s/w. and other material. ❖ Computerisation of Library is in process ❖ Reading/Reference material collected from various Journals is maintained ❖ Web inforrmation is made available to the students ❖ In the academic year 2013-14, 1474 books worth Rs 685332 have been purchased for all the departments according to their requirements ❖ UGC Grants meant exclusively for Library has been utilized. ❖ 1474.New books and 4 Jounals were subscribed in the academic year 2013-14.
❖ To organize Seminars, workshops, Guest lectures , awareness programmes by the concern departments.	❖ A Guest lecture on 'State of Indian Economy:The newer prospects and Employment opportunities' was delivered by Shri P.A. Kalyan sunder. ❖ A Guest lecture on 'Globalization of Accounting standards' was delivered by Shri Abbas ali Mirza- Member of Deloitte, Middle east regional technical team

	❖ A seminar was conducted on 'Changes and trends seen in Hindi prose in Electronic era' by Department of Hindi. Four Hindi lecturers Dr. Archana Jha, Shri C.P. Singh, Dr. Vineeta sinha and Dr. Rajani dhari delivered research oriented speech on various relevant topics in the seminar. ❖ The college celebrated Independence day on 15th August 2013. Reputed Chartered accountant and well wisher of Hindi Mahavidyalaya Shri Pankaj Trivedi was invited as Chief Guest on the occasion. ❖ 50 students of Hindi Mahavidyalaya participated in an event 'Run for nation' organized on Swami Vivekananda's 150th anniversary. ❖ A film on life and History of Mahatma Gandhi was exhibited to all the students in December by Department of History. ❖ State Bank of Hyderabad and Hindi Mahavidyalaya jointly conducted an Essay writing competition on 12th December 2013. The subject given for the competition was 'The future of new generation' and 'The role of Indian languages in the field of Information Technology'. The students were asked to choose one topic from the two topics given. ❖ The students of Hindi Mahavidyalaya participated in the Intercollegiate events organized by Siddhartha group of institutions. The students registered victory and success in almost all the events and got prizes. ❖ The Department of Sanskrit conducted a guest lecture on 'Haasya ras'. Dr. Vidyanand from the Department of Sanskrit, OU delivered the lecture. ❖ A picnic was arranged for the students of Hindi Mahavidyalaya. All the students and lecturers visited a religious place viz., 'Kulanpak (A Jain temple) and an Archaeological museum. ❖ NFC and Hindi Mahavidyalaya jointly conducted an Essay writing competition on 2nd January 2014. The subject given for the Essay writing competition was related to Atomic power awareness'. In the valedictory function a special lecture was delivered by Dr. P. S. Parihar regarding Atomic power. ❖ The college conducted an Essay writing competition on 'Aids awareness'. The programme was sponsored by Government of Andhra Pradesh. ❖ A Guest lecture was organized in February 2014 on 'Companies act 2013'. The Guest speaker was Shri P.R. Ramesh, A renowned Chartered Accountant and partner – Deloitte India ➢ A workshop on Career guidance was conducted by Department of Commerce on 26th February. Four old students (Shri Praveen kumar-C.A., Shri Vijay singh-C.A., Sajan lal-Branch manager, SBI and Shri Ajay

	kumar-Executive officer, HSBC) were invited to deliver lecture on Career guidance.
	➢ A 3 days long workshop was organized to guide and inculcate moral values in new generation
	➢ The Department of English and students attended a workshop on English language conducted by Government city college.
	➢ Women's Day was celebrated in the college on 8th March 2014. The Principal Smt. Jyoti Hastak, Vice Principal Dr. Surabhi Tiwary and senior lecturers expressed their views on importance of women and their role in the Socio-political arena.
❖ NCC Activities	➢ Two students Arjun More, B.Vinod, attended National Camp, Mumbai in September 2013.
	➢ Students attended Army attachment Camp at Mehdipatnam – 1st to 15th October 2013.
❖ Sports Activities	❖ O.U. Inter College Yoga competition was organized at HMV and our college Yoga Team won the championship and two boys, Rakesh, B.Com. II and Neeraj , B.A. II selected for Yoga University Team 2012-13.
	❖ Our college teams participated in the Yoga, Table Tennis, Chess, wrestling.
	❖ Praveen and Mahaveer of B.Com. I year selected for O.U. Handball camp for All India University Tournament.
	❖ Our Boys & Girls yoga team gave demonstration on the Independence day at our premises.
	❖ G. Manohar Reddy becomes the selector of Hyderabad Cricket Association Junior Selection Committee, IPL 6 Net Practice incharge at Uppal RGICS
	❖ Coach for U-16 state Team and organized summer camp at Gymkhana, Secunderabad from 1st May to 31st May 2013.

* Attach the Academic Calendar of the year as Annexure : **Almanac 2013-14 attached.**

2.15 Whether the AQAR was placed in statutory body   Yes | √ | No | - |

Management | √ | Syndicate | - | Any other body | - |

Provide the details of the action taken

❖ Examination Software is purchased.
❖ Almanac was prepared and all the internal & Semester exams are scheduled.
❖ Given fee concessions to the Meritorious students and also for students from rural areas, Hindi medium institutions, Economically poor background.
❖ Extended the infrastructural facilities like Classrooms, Labs, Books etc. for the new courses.
❖ Encouraged Innovative Teaching and Learning methods.
❖ Conducted awareness programmes on Health and Hygiene, Traffic awareness, Career opportunities, Clean and Green etc.
❖ Conducted Dental and Health Checkup for the students.
❖ Encouraged and Motivated students to participate in Intercollegiate Competitions, quiz, Debate, Sports, NCC activities etc.

Criterion – I
1. **Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes Aided	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	01 M.A.(Hindi)	-

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
UG	03 (BA, B.Com., B.Sc.)	-	01 B.B.A. English Medium	
	B.A.(HHP) – Hindi Medium			
	B.A.(HHS) – Hindi Medium			
	B.Com.(General) – Hindi Medium			
	B.Sc.(MPC) – Hindi Medium			
	B.Sc.(BZC) – Hindi Medium			
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	01	-	-	-
Others	-	-	-	-
Total	04	-	02	NIL

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: **Elective option**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Semester Pattern is followed for all the courses offered by the College – 06 Programmes
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.

NO

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

> ➢ Department of Business Management.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
12	01	09	-	02 (Demonstrators)

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
0	0	0	01	0	0	06	NIL	06	01

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest   05   Visiting Faculty   -   Temporary Faculty   -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	-
Presented Papers	-	-	-
Resource Persons	-	-	-
Research Publications	-	-	-

1) No. of faculty members involved in :
   i.   Curriculum restructuring /Revision : 03
   ii. Syllabus development : 03
   iii. Members of Board of study : 05
   iv. Faculty / Curriculum Development workshop : 0

2) No. of books published : Department-wise details given below :
i) With ISBN No. : Nil
ii) Chapters in Edited Books : Nil
iii) Without ISBN No. : Nil

Department of English :
Dr. Rajasekhar :

- Attended "Two day UGC sponsored National Seminar on " **Effective Language Learning Strategies in English"** and presented a paper entitled effective learning strategies for speaking English on 6th and 7th August 2014 at Govt. City College, Hyderabad.

- Appointed as BOS Member for Andhra Mahila Sabha Women's college.

Department of Hindi :
Dr. Prabhakar Tripathi :

- Invited as a Subject expert by Dakshin Bharat Hindi Prachar Sabha, Hyderabad to interview of M.Phil. and Ph.D. Candidates.

- Felicitated by Dakshin Bharat Hindi Prachar Sabha, Hyderabad on Teachers Day.

- Evaluated more than ten dissertations of M.Phil. and Ph.D..

- Invited by Central University, Hyderabad as a Subject Expert in a Ph.D. Viva.

- Member Secretary of Autonomous Hindi Mahavidyalaya.

- Member of Governing Council.

- NAAC Coordinator.

- IQAC Coordinator.

- Member of almost all the committees constituted in Hindi Mahavidyalaya.

- Advisor to so many Educational educations and Socio-cultural organizations.

Dr.Rajani Dhari :
- Presented papers on various subjects in Hindi Mahavidyalaya and other colleges at Guest Lecturers. various translation work is undertaken.

- A seminar was conducted on 'Changes and trends seen in Hindi prose in Electronic era' by Department of Hindi. Four Hindi lecturers Dr. Archana Jha, Shri C.P. Singh, Dr. Vineeta sinha and Dr. Rajani dhari delivered research oriented speech on various relevant topics in the seminar.
- A workshop on Career guidance was conducted by Department of Commerce on 26th February. Four old students (Shri Praveen kumar-C.A., Shri Vijay singh-C.A., Sajan lal-Branch manager, SBI and Shri Ajay kumar-Executive officer, HSBC) were invited to deliver lecture on Career guidance.

Department of Sanskrit :
- The Department of Sanskrit conducted a guest lecture on 'Haasya ras'. Dr. Vidyanand from the Department of Sanskrit, OU delivered the lecture in January 2013.
- Member of BOS(U.G. & P.G.) in the Department of Sanskrit, Osmania University.

- Attended election duty for Parliament, Assembly, Municipal Elections for last 15 years.

> ➢ Appointed as observer for TSPSC Exams.

Participated in Centenary celebration of Osmania University from Alumni Association.

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

> ❖ Spoken English Classes started from 10th June 2013 onwards for all the students of B.A., B.Com. and B.B.A., Smt. Nalini was appointed exclusively to teach the subject and develop communication skills among the students and enable them to face the tough competition in the market.
> ❖ New add on courses in vocational stream were discussed with the management and senior faculty members and a resolution was taken to introduce short term courses in 'Mobile technology' and 'Dress designing'. 'Genesis' a reputed institution of Secunderabad offered the 'Mobile technology' course at a very reasonable fees and the management also came forward to share 50% of the fee payable by the students for the course. The course could not be conducted because the students who had shown zeal in the beginning declined later. The course in 'Dress designing got good response and around 20 girl students participated in the course and were awarded a certificate after the completion of the course.
> ❖ Purchased CD's for all departments and Audio Visual classes conducted
> ❖ Latest reference books relevant to the syllabus, Modern technology and Computer Science are procured regularly to update the knowledge of the students of Hindi Mahavidyalaya.
> ❖ Guest Lecturers , Seminars and workshops were conducted.
> ❖ Spoken English classes are conducted .
> ❖ Spoken Sanskrit course is conducted to promote Sanskrit language.
> ❖ Many short term courses like computer skills and beautician course are conducted.
> ❖ Special programmes like remedial teaching, tutorials to marginalized sections of society conducted.
> ❖ Special programmes for differently abled students conducted.

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

| 193 |

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

U.G. –Single Evaluation (Semester Based System)

P.G – 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

All the faculty members of the concerned departments are involved in curriculum revision/syllabus development as member of Board of Study in addition to having University representatives and faculties from other colleges.

2.10 Average percentage of attendance of students   75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Com(General)	20	-	6	3	-	45%
B.A.	09	-	6	2	-	69%
B.B.A.	-	-	-	-	-	-
M.A.(Hindi)	11	4	3	2	-	82%

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

a) Procurement of books, Journals, Magazines, CD's and other Learning Resources.
b) Upgrading the lab facilities.
c) Introducing new technology like Smart boards, Projectors etc.
d) A/c. Auditorium and a Seminar with state of art is used for Guest lectures and seminars.
e) Academic Softwares are updated as per the requirement.
f) Continuous evaluation during implementation of Autonomy Innovative Teaching Learning Methods with more emphasis on learners centric activities.
g) Academically weak students are given special attention.
h) Academic packages to students in all subjects free of cost.
i) To meet the market requirement students are given training in Banks, Insurance companies, Hotels. Travel agencies.
j) Career Guidance programmes are conducted to the Students and are the outgoing students are prepared for facing the Job interviews.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	NIL
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	NIL
Faculty exchange programme	All the faculty members are sent for faculty exchange programmes, staff training, workshops conducted by the university and other institutions.
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	

Others	NIL

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	0	31	NIL	13
Technical Staff	0	04	NIL	01

Criterion – III

3. Research, Consultancy and Extension

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

> All the Teaching Staff members are advised :
>
> To take up Major/ Minor projects and Research Activities.
>
> All the Teaching Staff members are participate/Present Papers and conducted Workshops/ Seminars/ Symposia/ Conferences.
>
> Conducted Guest lectures/ Extension Lectures.
>
> Teaching staff of different departments attend various orientation Programmes/ Refresher Courses and other Faculty Development Programmes.

3.2   Details regarding major projects

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

3.3   Details regarding minor projects

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

3.4   Details on research publications

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

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

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 **07**

3.13 No. of collaborations   International | - | National | - |

Any other | - |

3.14 No. of linkages created during this year | NIL |

3.15 Total budget for research for current year in lakhs : | NIL |

From Funding agency   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
01	-	-	-	Ph.D. Degree	-	-

3.18 No. of faculty from the Institution
who are Ph. D. Guides | 04 |
and students registered under them | 10 |

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

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

JRF | 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 | NA | International | NA |

3.22 No. of students participated in NCC events:

University level | - | State level | - |

National level | 4 | International level | - |

Others | 02 |

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 | - | State level | - |

National level | - | International level | - |

3.25 No. of Extension activities organized

University forum | - | College forum | - |

NCC | 02 | NSS | - | Any other | - |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility :
  ➢ Independence Day was .
  ➢ Hindi Diwas was celebrated on 14th September 2013.
  ➢ Republic Day was celebrated
  ➢ Alumni meet was conducted.
  ➢ Voters Day was celebrated.
  ➢ **Annual Day** was celebrated.

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	3acres	Nil	Management	3 acres
Class rooms	14	-	-	-
Laboratories	09(Physics, Chemistry, Computer, English, Commerce, Bio technology, Biochemistry, Microbiology)	-	-	-
Seminar Halls	01 Auditorium (with 400 capacity) 01 Seminar Hall (with 100 capacity)	-	-	-
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.		- Computers - Printer - Exam Branch S/w - Computers -Chemicals and Lab equipment for B.Sc. Labs.	Management & Autonomy Fund	
Value of the equipment purchased during the year (Rs. in Lakhs)	-	-	-	-
Others	1 Principal Room 3 Staff Rooms 1 Director Room 1 Management Rooms 1 Ladies Room	-	-	-

| | 2 Big Examination Halls

1 fully equipped Examination Controller Room

Girls Hostel to accommodate 75 to 100 students | | | |
|---|---|---|---|---|

4.2 Computerization of administration and library :

Computerization of Library is under process.

All the systems of the Administrative staff, Library are in LAN. All the Systems in the computer Lab are in LAN and have Internet Facility.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	36565	31,14,825	1083	412031	-	-
Reference Books					-	-
e-Books	-	-	5	15000	-	-
Journals	4	5210	-	-	-	-
e-Journals	-	-	11		-	-
Digital Database	-	-	-	-	-	-
CD & Video	31	3556	-	-	31	3556
Others	-	-	-	-	-	-
Magazines	19	11479	-	-	-	-

 * LIBMAN SOFTWARES are used in the library.

4.4 Technology upgradation (overall)

	Total Computers	Computers Lab	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	Lab =70 Other = 10 80	70	80	-	-	8	-	2
Added	10	-	-	-	-	-	-	-
Total	90	-		-	-	-	-	-

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

- 10 computers purchased.
- LAN is extended.
- Internet service is extended .
- Intercom Facility provided (06 Departments).
- Computer training is given to UG I & II year students.
- ICT facilities are provided for teaching.

4.6 Amount spent on maintenance in lakhs :

  i) ICT

391900

  ii) Campus Infrastructure and facilities

544766

  iii) Equipments

32600

  iv) Others

Library Books - 210171
Furniture - 662875

Total :

1842312

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services :

> ➢ Students are given Traffic awareness Programme
> ➢ They are allowed to participate in awareness programmes like Anti ragging, Clean And Green, Health and Hygiene.
> ➢ NCC students attended various camps.
> ➢ Students participated in Independence and Republic Day events.

5.2 Efforts made by the institution for tracking the progression   :

> ➢ Students are provided with various facilities by providing latest Learning Sources – Smart Classes, Projectors, Public Address system, CD's in Concerned subjects.
> ➢ Weak students are given special attention.
> ➢ A course in 'Practical accountancy and Taxation' was conducted in the college for the students of Commerce. The course got good response and was taken by 25 enthusiastic participants from various fields and employees of some organizations. Certificates were given to all the participants. It is mentionable that the above mentioned course was taught by exclusively identified Chartered accountants and reputed professors of twin cities.
> ➢ Spoken English classes are conducted.
> ➢ Guest Lectures, Extension Lectures and seminars are conducted on latest topics by inviting industry Experts.
> ➢ Many Add on programmes are conducted to update the students to reach the Industry requirement.
> ➢ Well Equipped Labs are made available.
> ➢ Enriched Library with latest curriculum books and books and magazines for competitive exams.
> ➢ Vast Ground is Provided.
> ➢ GYM is Provided.
> ➢ Girls Hostel is Provided.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
157	16	-	-

 (b) No. of students outside the state

UG- 14
PG -01

(c) No. of international students | - |

Men

No.	%
UG – 91	58
PG - 05	31

Women

No.	%
UG – 66	42
PG - 11	68

	Last Year(2013-2014)							This Year(2014-2015)						
Course	General	SC	ST	OBC	Minority	Physically Challenged	Total	General	SC	ST	OBC	Minority	Physically Challenged	Total
UG	89	18	05	48	03	0	163	93	13	05	43	3	0	157
PG	09	0	01	01	01	0	12	09	0	01	05	01	0	16

Demand ratio

Sl. No.	Name of the Programme	2014-15
1	B.A.	1:1
2	B.Com.	1:1
3	B.B.A.	1:1
4.	M.A.(Hindi)	1:1

Dropout

Name of the Programme	I	II	III
B.Com.	3	1	4
B.A.	2	2	0
B.B.A.	0	0	NA
M.A.(Hindi)	4	0	NA

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

Students are given Careeer Guidance by the faculty and books and library facility is made available. Many competitive Exam Books, Material, General Knowledge books, Current affairs, Journals, New papers in different languages are made available in the Library.

Internet Facility is provided to all the systems.

5.5 No. of students qualified in these examinations

NET | 5% | SET/SLET | - | GATE | - | CAT | - |

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | 50% of the pursue PG courses |

5.6 Details of student counselling and career guidance :

> ❖ Student are given Career Counselling and Placement Guidance.

No. of students benefitted

> Support is provided to all the students to get placement from the teachers, Management and the Alumni.

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes :

> ➢ Plans to introduce Gender Sensitization as an Inter Disciplinary Course.

5.9 Students Activities :

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

State/ University level | 7 | National level | - | International level | -

No. of students participated in cultural events

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

> ➢ Two students Arjun More, B.Vinod, attended National Camp, Mumbai in September 2013.
> ➢ Students attended Army attachment Camp at Mehdipatnam – 1st to 15th October 2013.
> ➢

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

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

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

> ➢ Students of Hindi Mahavidyalaya participated in Talent search competition organized by M. D. Signodia college and got I, II, III prizes. Also they have participated in various cultural activities and competitions held at Badruka College, Asmitha

Foundation, St. Joseph Degree and P.G. College, Agrawal siksha samithi and won prizes.

➢ O.U. Inter College Yoga competition was organized at HMV and our college Yoga Team won the championship and two boys, Rakesh, B.Com. II and Neeraj , B.A. II selected for Yoga University Team 2012-13.

➢ Praveen and Mahaveer of B.Com. I year selected for O.U. Handball camp for All India University Tournament.

5.10 Scholarships and Financial Support for the academic year 2016-17

S. No.	Details of financial aid	No. of students benefited	Amount Disbursed
1	Govt. of A.P. S.C. Scholarship	11	13,679
2	Govt. of A.P.S.T. Scholarship	01	1000
3	Govt. of A.P. B.C. Scholarship	20	23,771
4	Minority	03	20,500
5	Pannalal Pitti Trust, Hyderabad	10	8000
6	Rajput Trust Hyderabad	03	1750

5.11   Student organised / initiatives

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

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

➢ The students participate in the activities conducted by the college at various levels such as conducting the programmes, presenting papers in seminars at college level, maintain the discipline during the programmes, tree plantation , clean and green programme, stage decoration, anchoring, traffic control activity.

5.12   No. of social initiatives undertaken by the students | 7 |
   ❖ Blood donation camps
   ❖ Health Services by conducting Eye check up programmes
   ❖ AIDS awareness programmes
   ❖ Anti dowry campaign
   ❖ Clean & Green programmes
   ❖ Tree Plantation
   ❖ Participated in Traffic awareness Programme.

5.13 Major grievances of students (if any) redressed
   ➢ A Supportive and active grievance redressal cell is maintained where all the students are given support, advises for different financial, family, subject related and other problems.
   ➢ Girls students are given special attention and immediate action is taken towards the problems faced by them in the college or Hostel.
   ➢ As the no. of students are less, there is one to one communication between the student and the teacher, immediate action is provided for any type of grievance.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

OUR VISION

Keeping in view our social and ethical responsibility towards the nation, we intend to provide education and courses related to Humanities, Science, Commerce and latest Technology to students hailing from different sections of the society, charging reasonable fees within the reach of common man. We wish to provide inspiring and serene atmosphere for our students to undertake in-depth study of all subjects through Hindi and English medium with equal involvement in extra curricular activities and other streams of life for their all-round development bringing laurels to our institution thereby establishing our image as a unique university not only in India but all over the world, that

OUR MISSION

➢ To become Hindi University by 2020.
➢ To enhance the strength of the students to satisfactory level by 2020.
➢ All round development of students by imparting quality education and providing improved and innovative methods of Teaching.

➢ To Strengthen the placement cell and coordinate with various industries, P. S. U.'s, Banks and other organizations for campus recruitments.

➢ To set up counselling cell.
➢ To introduce various relevant and new courses related to Knowledge, Science and Technology.

➢ To participate and represent Hindi Mahavidyalaya at regional and national level tournaments and competitions to win medals and awards in various sports and academic events suitable environment and greenery in the campus.

➢ Complete automation of office and adopting new techniques and methods in maintenance of accounts etc.

➢ To make each & every year memorable on account of it's remarkable achievements.

6.2 Does the Institution has a management Information System

Yes
• All the Students personal and academic information is maintained in a special software.
•Library Computerisation is in progress .
•Details of Students Results, Achievements are well maintained.

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

6.3.1 Curriculum Development

a) Value added programmes – Indian constitution, Personality Development, Health - Hygiene and Physical Care, Computer Skills, Spoken English etc.
b) Foundation subjects at UG level.
c) Inter disciplinary approach.
d) The college procures relevant CDs etc., for all departments and Audio Visual classes are conducted as and when required.
e) Modern teaching aids/methods - Projectors, Power Point Presentation are adopted .
f) Latest reference books relevant to the syllabus, Modern technology and Computer Science are procured regularly to update the knowledge of the students of Hindi Mahavidyalaya.
g) Spoken English, Spoken Sanskrit, Computer training is provided to the students.

6.3.2 Teaching and Learning

a) Continuous evaluation during implementation of Autonomy Innovative Teaching Learning Methods with more emphasis on learners centric activities.
b) Study projects by under Graduate and Post Graduate students.
c) Academic packages to students in all subjects free of cost.
d) Class Notes are given to the students.
e) Remedial coaching is given to academically weak students.
f) ICT facilities are used for teaching.
g) Guest Lectures are conducted as and when required.

6.3.3 Examination and Evaluation

❖ Exam Branch was set up exclusively for Autonomous courses being run in the college. It is equipped with necessary infrastructure & S/W. Required qualified staff was appointed. All the internal assessment and semester exams (Theory & Practical) were conducted successfully and results were announced for degree I year courses.
❖ Online CBT in English for 30 marks each continued for Degree 1st & 2nd year classes, more no. of papers introduced in Dept. of Commerce as Practical Examination involving the use of computers.

6.3.4 Research and Development

❖ The Department of Hindi , the P.G. Centre, Department of Political Science ,Department of Sanskrit, Department of Business Administration and B.Vocational Department have been very proactive in the research field.
❖ a) Compilation of papers presented at National Seminars and Workshops by the faculty

6.3.5 Library,ICT and Physical Infrastructure / Instrumentation

- ❖ Computerisation of library is in progress.
- ❖ Reading/Reference material collected from various Journals is maintained.
- ❖ 1474 books have been purchased for all the departments according to their requirements.
- ❖ UGC Grants meant exclusively for Library has been utilized.
- ❖ Library facility has been made accessible to Research scholars, Degree and PG students of other colleges, Universities, Girls hostel in the campus etc.,
- ❖ A latest software for the library 'LIBMAN' is successfully Implemented.
- ❖ Maintenance of more number of folders on various areas.
- ❖ Offering Abstract and Annotated Bibliography by General library.
- ❖ Compilation of important articles from University news, Current science Reporter, Economic and Political weekly.
- ❖ Power point presentations are given.
- ❖ Improving the laboratory equipments as per the requirement.
- ❖ Purchase of new computers and software.
- ❖ Purchase of Audio visual CD's, speakers and ear phones for English LAB.
- ❖ Internet facility to all the systems.
- ❖ Special programmes like remedial teaching, tutorials to marginalized sections of society conducted.

6.3.6 Human Resource Management

- • Workload of teaching and Non-teaching staff is examined and necessary steps are taken to recruit the required staff by the management.

- • Details of teaching and Non-teaching staff working and vacant position of aided posts are sent to the concern government departments and University.

6.3.7 Faculty and Staff recruitment

❖ The following are the details of teachers and officers recruited in the academic Year 2015-16

S. No.	Name & Designation	Year of Recruitment
1	Smt. Payal	2013
2	Smt. Radha	2013
3	Smt. Nalini	2013

Non-Teaching		
1	Sri Vishal – Hindi Data Entry Operator	2013
2	Smt. Anita – Assistant Controller of Exams	2013

6.3.8 Industry Interaction / Collaboration

> ❖ All the faculty members are in constant touch with faculty members of their respective departments of Osmania University, Hyderabad.
> ❖ Faculty members of the department of Hindi, English, & Political Science, History. Commerce are in constant touch with Andhra Mahila Sabha (Autonomous) College, Hyderabad., R.G. Kedia College, Hyderabad, St. Francis Xavier College, Reddy Women's College, Koti Women's College, Government Degree College, Begumpet, Nizam Colllege, Hyderabad.

6.3.9 Admission of Students

> • Degree admissions are made by following the rules framed by Osmania University.
> • Admission are taken into PG through Osmania University P.G. Counselling.

6.4 Welfare schemes for

Teaching	• PF and ESI are implemented as per rules. • Study leave is provided.
Non teaching	• The office staff encouraged to undergo office related training programs to enhance their efficiency and awareness.
Students	• Follow up of student's charter of NAAC, Bangalore. • Effective functioning of grievance redressal mechanism – students and staff. • Feedback from students – follow up action. • Career development programs for the students • Active placement cell • Special attention is given to the weak students. • Internet connection for all the system. • English CBT Lab is provided . • Spoken English course conducted. • Computer Training Courses are conducted and certificates are given to the students. • Good number of books for reference, competitive exams, Journals, Magazines. • Promoting Inter college competitions. • NCC • Excellent Sports & GYM. • Guest lectures and Extension lectures are conducted by different departments. • Fee concession to economically poor, meritorious students and Sports achievers. Freeship for students from hindi medium institutions. Scholarships facility is also provided.

No

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes √   No -

Statutory Audit is done upto – 2013-14, Govt, Audit is done upto 2011-12

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Commissioner of Collegiate Education	NA	NA
Administrative	Yes	Commissioner of Collegiate Education	NA	NA

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 has been taking advices from University and   various Autonomous colleges for the necessary information and support.
- Examination committee is formed.
- Exam Branch is Established.
- Examination Software is purchased.
- All the subject results are ratified by the Board of studies.

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

- Time to Time Cooperation and support is provided by the different department officials of University for promoting Autonomy.
- University members support in deputing BOS Chairpersons of different department, approval of syllabus, conducting of Academic council and Governing Body meeting and sharing their valuable suggestions .
- Supporting and Sanctioning new courses.
- Supporting UG and PG Admissions.
- Providing Support in examination related guidance.

6.11 Activities and support from the Alumni Association

> ❖ Remarkable support is received from Alumni of the college in terms of inspiration and encouragement to the new generation, their placements and moral support.

6.12 Activities and support from the Parent – Teacher Association

> ❖ No formal Parent – Teacher Association is constituted. Parents are called at the time of admissions and under specific circumstances.

6.13 Development programmes for support staff

> - Lecturers are given opportunity to attend Refresher, orientation programmes, Seminars, Workshops to update their knowledge.
> - The lecturers working in Hindi Mahavidyalaya are deputed to participate in the seminars, workshops etc., conducted by other colleges and Universities for the updation of their knowledge.

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

> - Tree Plantation program was organized on the occasion of World Environment Day.
> - Instructions to students of less use of plastic and to plant more number of trees.
> - Students and staff are instructed to save water and electricity.

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.

- Fee Concession given to economically poor, to student from Hindi medium schools, sport achievers.
- Stocked books.
- Efficient & dedicated staff.
- Spacious infrastructure.
- Ventilated class rooms.
- Well equipped labs.
- Computer Lab with internet facility to all the system.
- Vast Play ground.
- Good Sports Facilities.
- Girls Hostel with capacity to accommodate 100 students
- Boys Hostel Under construction to accommodate 25 boys.
- A/c. Auditorium with 400 seating capacity state of Art facility.
- Spoken English classes are conducted.
- Spoken Sanskrit classes are conducted.
- On Job training for students.
- Organizing guest lectures for students.
- Sahajyoga Classes are conducted every Saturday Evening from 6PM. onwards.
- Organizing and also sending students to participate inter college competitions
- Selfless and supportive management.
- Special assistance is provided for Disabled students, Lift is provided for them.
- Remedial coaching is given to academically poor students.
- ESI & EPF contribution is provided to the staff.
- New courses are introduced.
- Skill oriented courses are introduced .
- Donations to Ekal Vidyalaya.
- Donations to Hindi medium Schools.
- Shelter is provided in the college during Calamities.
- College provides Polling booth during various Elections.
- College provides accommodation for people during floods.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year 2015-16.

- ❖ Spoken English Classes started from 10ᵗʰ June 2013 onwards for all the students of B.A., B.Com. and B.B.A., Smt. Nalini was appointed exclusively to teach the subject and develop communication skills among the students and enable them to face the tough competition in the market.
- ❖ New add on courses in vocational stream were discussed with the management and senior faculty members and a resolution was taken to introduce short term courses in 'Mobile technology' and 'Dress designing'. 'Genesis' a reputed institution of Secundrabad offered the 'Mobile technology' course at a very reasonable fees and the management also came forward to share 50% of the fee payable by the students for the course. The course could not be conducted because the students who had shown zeal in the beginning declined later. The course in 'Dress designing got good response and around 20 girl students participated in the course and were awarded a certificate after the completion of the course.
- ❖ Feedback from students was reviewed.
- ❖ To start new Skill based programmes at vocational level was discussed .
- ❖ Performance of the teachers are reviewed and necessary measures are taken to improve the academic ambience of the institution. Teachers are encouraged to attend/ present papers or conduct various Seminars/ conferences/ Symposia/workshops. They are also encouraged to attend Refresher and orientation courses. Also teachers are advised to send proposals for Minor/ Major Research Projects in the academic year 2015-16. But no minor/major projects were taken up during 2015-16
- ❖ SWOT analysis applied & add on courses& remedial coaching started.
- ❖ Teaching plans are well maintained and they are reviewed by conducting meetings with various departments as and when required.
- ❖ Faculty members of the department of Hindi, English, & Political Science, History. Commerce are in constant touch with Andhra Mahila Sabha (Autonomous) College, Hyderabad., R.G. Kedia College, Hyderabad, St. Francis Xavier College, Reddy Women's College, Koti Women's College, Government Degree College, Begumpet, Nizam Colllege, Hyderabad.
- ❖ UGC grants received as per norms.
- ❖ Coordinator, UGC Funds Implementation Committee prepared proposals for financial assistance & submitted to UGC, SERO, Hyd.
- ❖ A meeting is held with the Library committee and the needs of the library are discussed and the budget for the library requirements was sanctioned to purchase more number of books, update library s/w. and other material.
- ❖ Reading/Reference material collected from various Journals is maintained.
- ❖ In the academic year 2013-14, 1474 books have been purchased for all the departments according to their requirements.
- ❖ UGC Grants meant exclusively for Library has been utilized.
- ❖ Library hours extended in the morning and evening for the convenience of the students.
- ❖ Library facility has been made accessible to Research scholars, Degree and PG students of other colleges, Universities, Girls hostel in the campus etc.,
- ❖ **19** magazines and **04** .Journals were subscribed in the academic year 2013-14.
- ❖ Titles of the magazines subscribed for the library: India Today (Hindi and English), Employment news, Business world, Sports star, University news. Economic and

Political weekly, The week, Outlook, Science reporter, Bhaswar Bharat, Business India, Yojanaa, Kurukshetra, Vartman Sahitya, Pratiyogita darpan, Madhumati, Hans, Alaav, Competition success, and Sarita.

- ➢ Performance of the teachers are reviewed and necessary measures are taken to improve the academic ambience of the institution. Teachers are encouraged to attend/ present papers or conduct various Seminars/ conferences/ Symposia/workshops. They are also encouraged to attend Refresher and orientation courses. Also teachers are advised to send proposals for Minor/ Major Research Projects in the academic year 2013-14. But no minor/major projects were taken up during 2013-14

- ➢ Teaching plans are well maintained and they are reviewed by conducting meetings with various departments as and when required.

- ➢ SWOT analysis applied & add on courses& remedial coaching started.

- ➢ Monthly meetings of faculties with Principal & All the faculty members are in constant touch with faculty members of their respective departments of Osmania University, Hyderabad.

- ➢ Students are provided with class notes for each subjects.

- ➢ Faculty members of the department of Hindi, English, & Political Science, History. Commerce are in constant touch with Andhra Mahila Sabha (Autonomous) College, Hyderabad., R.G. Kedia College, Hyderabad, St. Francis Xavier College, Reddy Women's College, Koti Women's College, Government Degree College, Begumpet, Nizam Colllege, Hyderabad.

- ➢ UGC grants received as per norms.

- ➢ Coordinator, UGC Funds Implementation Committee prepared proposals for financial assistance & submitted to UGC, SERO, Hyd.

- ➢ A meeting is held with the Library committee and the needs of the library are discussed and the budget for the library requirements was sanctioned to purchase more number of books, update library s/w. and other material.

- ➢ Performance of the teachers are reviewed and necessary measured are taken.

- ➢ Teaching Plans are well maintained. Linkages and MOU's are established.

- ➢ Organised Seminars, Workshops, Guest/Extension lectures and awareness programmes by the concern departments.

- ➢ Encouraged and Motivated students to participate in Intercollegiate Competitions, quiz, Debate, Sports, NCC activities etc.

- ➢ Organised Health Camps.

- ➢ Examination Software is purchased.

- ➢ Almanac was prepared and all the internal & Semester exams are scheduled.

- ➢ Given fee concessions to the Meritorious students and also for students from rural areas, Hindi medium institutions, Economically poor background.

- ➢ Extended the infrastructural facilities like Classrooms, Labs, Books etc. for the new courses.

- ➢ Encouraged Innovative Teaching and Learning methods.

- ➢ Conducted awareness programmes on Health and Hygiene, Traffic awareness, Career opportunities, Clean and Green etc.

- ➢ Conducted Health Checkup for the students.

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

Best Practices of the institution :

I. CURRICULAR ASPECTS :
   a) Value added programmes – Indian constitution, Personality Development, Health - Hygiene and Physical Care, Computer Skills, Spoken English etc.
   b) Foundation subjects at UG level.
   c) Inter disciplinary approach.

II. TEACHING – LEARNING AND EVALUATION
   a) Continuous evaluation during implementation of Autonomy Innovative Teaching Learning Methods with more emphasis on learners centric activities.
   b) Study projects by under Graduate and Post Graduate students.
   c) Academic packages to students in all subjects free of cost.

III. RESEARCH, CONSULTANCY AND EXTENSION
   a) Publication of pamphlets/ handouts on issues of social concern.
   b) Compilation of papers presented at National Seminars and Workshops by the faculty members.

IV. INFRASTRUCTURE AND LEARNING RESOURCES :
   a) Maintenance of more number of folders on various areas.
   b) Offering Abstract and Annotated Bibliography by General library
   c) Imparting training on Fundamentals of computers and Ms- office, Internet for all students, Teaching and Non- teaching staff.
   d) Compilation of important articles from University news, Current science Reporter, Economic and Political weekly, Yojana and Kurukshetra.

V) STUDENTS SUPPORT AND PROGRESSION
   a) Follow up of student's charter of NAAC, Bangalore.
   b) Effective functioning of grievance redressal mechanism – students and staff.
   c) Feedback from students – follow up action.

VI) LEADERSHIP AND GOVERNANCE
   a) International Women's Day celebrated on 8th March 2013.
   b) Teachers Day celebrated on 5th Sept. 2013.
   c) International Environmental Day celebrated.
   d) Special programmes for teaching and Non teaching staff conducted.

VII) INNOVATIONS
   a) Special programmes like remedial teaching, tutorials to marginalized sections of society conducted.
   b) Special programmes for differently abled students conducted.

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

7.4 Contribution to environmental awareness / protection

> ❖ World Environment Day' was celebrated in the college on 5th June 2015.
> ❖ Tree Plantation was done, Management members, Principal , staff and students participated in the programme on World Environment Day.
> ❖ Clean & Green programmes was conducted

7.5 Whether environmental audit was conducted?   Yes | √ | No | - |

Information about the No. of plants and types of plants planted is sent to Higher Education, T.S.

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

> ➤ **Strengths**
> - Autonomous Status.
> - College has :
>   - 3 acres land area,
>   easy accessibility, adequate number of class rooms
> - College is centrally located
> - Very close to Osmania University
> - A.C. auditorium
> - Well equipped Laboratories.
> - Quaified and dedicated Faculty.
> - Spacious Examination Hall on II floor for conducting all exams
> - Lift Facility available
> - Library :
>   - Enriched library
> - Sports facilities
>   - Cricket Coaching Academy
>   - Gymnasium
>   - Volley ball
>   - Shuttle badminton
>   - Table Tennis
>   - Carroms
>   - Chess
>   - Tennikoit
>   - Track and Field events
>   - Judo
>   - Wrestling
>   - Yoga
>   - Stadium
> - Girls Hostel
>
> ➤ **Weakness**
> Hindi Mahavidyalaya is established in the year 1961 with the aim of propagating education at degree and P.G. level through medium of Hindi. As per the new trend the student community is attracted towards courses through English medium which has resulted in decrease in students strength.
>
> ➤ **Opportunities**
> Students are given opportunity to work as lecturers in the institution if they acquire desired Qualification.

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

- ❖ To start new Add-on courses.
- ❖ To start inter-disciplinary courses.
- ❖ To organize extension lectures for all subjects.
- ❖ To start minor research projects from UGC.
- ❖ To improve infrastructural facilities of the college.
- ❖ To Start Hotel Management related courses.
- ❖ To start certificate course on Accountancy & Taxation, Journalism & Translation, Mobile Technology, Professional Accountancy & Taxation, Hardware & Networking, Dress Designing.
- ❖ To start degree course in Mass Communication & Journalism and Bachelor of Library Science
- ❖ To improve infrastructural facilities for the newly introduced courses.
- ❖ To strengthen Placement support.
- ❖ To continue Freeship, fee concession and financial support to the students.
- ❖ To purchase more number of books for the library.
- ❖ To provide more ICT facilities.
- ❖ To introduce many short term courses.
- ❖ To strengthen sports facilities.

Name _Smt. Jyoti Hastak_____   *Name* ____Smt. Jyoti Hastak_____

_____   _____

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

_____***_____

HINDI MAHAVIDYALAYA

(AUTONOMOUS)

Affiliated to Osmania University

Nallakunta, Hyderabad-44

Phone no. 040-27616330, Email: info@hindimahavidyalaya.org

ALMANAC 2013-14

Semester - I

Re-Opening of the college after summer vacation	-	03-06-2013
Commencement of instruction for Semesters, I, III & V	-	10-06-2013
		16 weeks
Last date of Instruction for Semester I, III & V	-	28-09-2013
1st Internal Assessment	-	08-08-2013 to 14-08-2013
2nd Internal Assessment	-	30-09-2013 to 04-10-2013
Practical Examinations (B.Com. Only)	-	07-10-2013 to 10-10-2013
Mid Term Vacation and Preparatory holidays	-	11-10-2013 to 03-11-2013
Re-opening of the college after midterm vacation	-	04-11-2013
Regular Theory Examinations for Semester I, III & V and Supplementary Theory Examinations for II ,IV & VI Semesters	-	04-11-2013 to 20-11-2013

Semester - II

Commencement of instruction for Semester II, IV, VI Classes -	-	21-11-2013
Last Day of Instruction for II, IV & VI Semester	-	12-03-2014
1st Internal Assessment	-	29-01-2014 to 01-02-2014
2nd Internal Assessment	-	12-03-2014 to 15-03-2014
Practical Examinations (B.Com. Only)	-	18-03-2014 to 22-03-2014
Regular Theory Examinations for II, IV & VI Semesters and Supplementary Theory Examinations for I, III & V Semesters	-	02-04-2014 to 23-04-2014
Summer Vacation	-	24-04-2014 to 01-06-2014
Re-opening of college after summer vacation	-	02-06-2014

PRINCIPAL