



**INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)**

Accreditation - (Cycle - 3)

**PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
BADRUKA COLLEGE OF COMMERCE AND ARTS(DAY)
HYDERABAD
500027**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA**

Section I:GENERAL INFORMATION

1.Name & Address of the institution:	BADRUKA COLLEGE OF COMMERCE AND ARTS(DAY) HYDERABAD Telangana
2.Year of Establishment	1950
3.Current Academic Activities at the Institution(Numbers):	
Faculties/Schools:	-
Departments/Centres:	1
Programmes/Course offered:	6
Permanent Faculty Members:	42
Permanent Support Staff:	35
Students:	1646
4.Three major features in the institutional Context (Asperceived by the Peer Team):	<ol style="list-style-type: none">1. College is situated in the heart of the city2. Majority of the students belong to the female category3. One of the oldest college in the field of commerce
5.Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	Visit Date From : 09-04-2018 Visit Date To : 10-04-2018
6.Composition of Peer Team which undertook the on site visit:	
Chairman:	Monippallil Chandrasekharan Nair
Member Co - ordinator:	Ashish Kumar
Member:	EDWIN
NAAC Co - ordinator:	MR. B.S. PONMUDIRAJ

Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrics(QIM) in Criterion1)	
1.1	Curricular Planning and Implementation
1.1.1 QIM	The institution ensures effective curriculum delivery through a well planned and documented process
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum
1.4	Feedback System

Qualitative analysis of Criterion 1

The college is affiliated with Osmania University, Hyderabad, the academic curricular activities are carried out in tune with that of the University. It has only one department under which six programmes are carried out mainly B.Com (General), B.Com(Computer), B.Com (Hons), B.Com(Computer Applications), B.B.A and M.Com. For each programme a separate co-ordinator is appointed to work out in its specific programme. The college also prepare its own academic calendar as per the guidance of the university as well as Government guidelines. Only B.Com (Hons) and M.Com students are admitted through entrance test conducted by the Osmania University, Where as the students admitted in the rest of the programmes at the college level. Only third year students are in annual system and the rest of the students are under the semester system. For effective curricular delivery a course curriculum, the faculty members are using ICT based teaching, case studies and group discussions, role play, business games, etc.. For practical exposure of the student college has commerce lab as well as English lab. The involvement of the IQAC team along with the principal and the department heads in the supervision of effective delivery of the courses is a step forward in the improvement of teaching methodologies. Through Bridge course the freshers are benefitted to reduce the knowledge gap.

With respect to the Cross cutting issues like, Gender Sensitization, Environmental and Sustainability, Human Values and Professional Ethics including cultural issues are incorporated in the curriculum by the university. Such issues may develop the attitude, understanding and a holistic development of the students

The possibility of academic flexibility may be used in innovating the current courses rather than introducing additional courses. Stakeholders like students can be involved in the preparation of the academic calendar too. Seminars and conferences shall be organised by the college in the cross cutting issues.

Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QIM	The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.4 QIM	Innovation and creativity in teaching-learning
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	Reforms in Continuous Internal Evaluation(CIE) system at the institutional level
2.5.2 QIM	Mechanism of internal assessment is transparent and robust in terms of frequency and variety
2.5.3 QIM	Mechanism to deal with examination related grievances is transparent, time-bound and efficient
2.5.4 QIM	The institution adheres to the academic calendar for the conduct of CIE
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students
2.6.2 QIM	Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution
2.7	Student Satisfaction Survey

Qualitative analysis of Criterion 2

It is observed that the College conduct induction programme for newly admitted students to develop the awareness about the college facilities, its academic calendar and extracurricular activities organised in the campus time to time. Remedial coaching and additional support to the slow learners. Advanced learners are encouraged by the faculties towards various aspects of learning. Further they are encouraged to deliver lectures during teacher's day and they are enrolled as members of professional bodies. It is noted that the advanced learners are associated with slow learners to interact with the subjects. In order to filled the knowledge gap the college conducted Bridge course in English and Accounting for the first year students. Students lacking communication skill and students who come from an economically poor background and their needs are taken care of. Apart from class teaching group discussion, role playing, debates etc are organised by the department from time to time. Entrepreneurial activities also provided to the students by the faculty members through EDP Cell. The college encourage the students for practical exposure through preparing different types of card, posters, pictures etc. The college has a provision of MOCK practice of examination before final examination of the university.

Approximately 150 students enrolled in ICAI, CS and CMA every year and students are encouraged to publish articles in newsletters and college magazines every year.

College is equipped with Language Lab, Commerce Lab and Computer Lab. College developed audio CD for the visually challenged students. Internal assessment test conducted regularly by the college and awarding a

maximum of 20% of the total credits assigned for a course.

The college follows the academic calendar designed by the college as per the guidelines of the university.

Special coaching classes need to be strengthened for the absentee students. Organises regular meetings of the parents and the college should take initiative to collect feedback from the parents and this would be analysed. CO and the PO of curriculum need to be systematically analysed and up loaded in the college web site. Formal mechanism to analyse the CO and PO is to be initiated.

The Grievance Redressal Cell is to be strengthened to the issues related to the examination being the is an affiliated college.

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Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)	
3.1	Resource Mobilization for Research
3.2	Innovation Ecosystem
3.2.1 QIM	Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge
3.3	Research Publications and Awards
3.4	Extension Activities
3.4.1 QIM	Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years
3.5	Collaboration

Qualitative analysis of Criterion 3

The college provides financial assistance for conducting guest lectures, seminars, workshops, symposium etc. The faculties are encouraged and motivated to attend and present papers in the National and International Seminar, Conferences and Workshops through financial assistance. The faculty members have published many research papers in journals and books. The college has to develop incubation centre. The Research Development & Consultancy Division needs to be strengthened by the college to encourage and monitoring research and consultancy activities of the teachers and the students in the college.

Two Minor projects are sanctioned by the UGC. Six faculty members are recognised as research supervisors. Through the NSS Units of the college, it serves the local community in different ways by donating blood and adopting a village. The students of the college are donating blood to the patients whenever required.

The college is having a strong NCC units both for boys and girls. Every year NCC student are representing in the RD Parade held at New Delhi. They attended many training programmes conducted by the defense personnel. Many students were awarded C certificate.

The college should take necessary steps to include the journal entitled “Badruka Journal of Business Review” in the UGC listed journals.

The college shall try to establish a research centre in commerce.

Industrial collaboration needs to be initiated in the college.

Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.
4.1.2 QIM	The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS)
4.2.2 QIM	Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QIM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Qualitative analysis of Criterion 4

The basic infrastructure is adequate and every year expansion if needed is given on the basis of assessment not only by the head of the department and faculty but also on the basis of assessment by the lab staff, system administrator. An auditorium and three seminar halls with audio and video facilities suit the requirements of various departments to conduct workshops, seminars, etc. A generator with a reasonable capacity, safety equipments like fire alarms and extinguishers are a welcoming addition. The college is under CCTV surveillance. The college is also having Bio metric system for the student's attendance. The college has a library with seating capacity of sixty. The library is fully automated and well equipped with bar coding associated with the ID cards of the students.

Installation of RO plants to provide safe and healthy drinking water facility to the staff, students and hostel inmates needs appreciation.

Even though separate Wash room facilities are available both for male and female students but more facilities are required to the female students.

Reasonably good indoor facilities with a gym give the opportunity for students to train themselves in games. Outdoor facilities need to be developed for the use of students. Yoga and meditation classes are conducted at every Sunday organised by Ramachandra Mission at free of cost.

The library needs to be kept open before 9 and closes after 5 for better access by students

Better and larger indoor game facilities needs to be provided for badminton , squash etc. The college is having a BAMS qualified doctor in the health centre.

Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QIM	Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution
5.4	Alumni Engagement
5.4.1 QIM	The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Qualitative analysis of Criterion 5

In the college from each section one boy and one girl is elected to form a college council. The representatives of the college council work as mediator between faculty members, college administrators and rest of the students. They are not involved in the decision making regarding the students matters as well as the development of the college on various aspects.

The alumni association is registered and have been effectively utilised by the college.

It can be understood that the alumni association is being very active by organising many seminars and guest lectures for the benefit of the students. But in terms of financial resource mobilization from Alumni, it needs to be encouraged and developed.

Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution
6.1.2 QIM	The institution practices decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QIM	Perspective/Strategic plan and Deployment documents are available in the institution
6.2.2 QIM	Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism
6.2.4 QIM	Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QIM	Institution has Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution conducts internal and external financial audits regularly
6.4.3 QIM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QIM	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms
6.5.5 QIM	Incremental improvements made during the preceding five years (<i>in case of first cycle</i>) Post accreditation quality initiatives (<i>second and subsequent cycles</i>)

Qualitative analysis of Criterion 6

The vision and mission of the college is found to be student oriented. The governing body of the college by coordinating with the principal and staff in implementing various programmes at certain level of decentralization in the college. The college has formed various committees which implements all the important functions of the college such as placements, student support and progression, maintenance, etc. The research advisory committee is encouraging the teachers to do pre doctoral and doctoral programmes.

It is a private college and not having any clear cut service rules, recruitment, promotion policies, even though they are following the norms of the university and the government. The college is having a performance appraisal system for teaching and non-teaching staff. Further the academic audit paves way for assessing the staff as well as the performance of the department.

The college has auditing system. Apart from the statutory audit, Internal audit is also carried out by the State

Government. IQAC has been actively involved in the activities of the college such as organising programmes, ensuring quality enhancement of teachers, performance appraisal of teachers, etc. IQAC frequently interacts with teachers and students.

The management of the college encourages the staff by implementing various welfare measures both monetary and non-monetary.

Creation of a placement cell and medical facilities have been carried out after the first cycle. After the second cycle various welfare measures have been initiated along with various clubs and associations. EDC is another major initiative. Although the teaching and learning process is active frequent review of teaching and learning process needs to be carried out.

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Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.2 QIM	<p>1. Institution shows gender sensitivity in providing facilities such as:</p> <ol style="list-style-type: none"> 1. Safety and Security 2. Counselling 3. Common Room
7.1.5 QIM	<p>Waste Management steps including:</p> <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • E-waste management
7.1.6 QIM	Rain water harvesting structures and utilization in the campus
7.1.7 QIM	<p>Green Practices</p> <ul style="list-style-type: none"> • Students, staff using <ol style="list-style-type: none"> a) Bicycles b) Public Transport c) Pedestrian friendly roads • Plastic-free campus • Paperless office • Green landscaping with trees and plants
7.1.18 QIM	Institution organizes national festivals and birth / death anniversaries of the great Indian personalities
7.1.19 QIM	The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions
7.2	Best Practices
7.2.1 QIM	Describe at least two institutional best practices (as per NAAC Format)
7.3	Institutional Distinctiveness
7.3.1 QIM	Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Qualitative analysis of Criterion 7

The college is situated at the heart of the city and has safe environment both for boys and girls. In the campus CCTV cameras are placed at different locations which are monitored by the office of the Principal. As far as counselling is concerned lectures are given by the experts on career counselling. The college has inadequate women common but no common room exists for the boys. SHE team supports the women students in all respects. Anti ragging committee is also doing a good job. Class in charge of each class address the student issues.

The college has solid and waste management through Hyderabad Municipal Corporation. There is a provision of E waste management in the college. A rain water harvesting structure is in place with help of the government. The college administration needs to develop awareness regarding plastic free campus and paperless office. No space in the existing is available for green landscaping with trees and plants. Few students use bicycles but a great majority use the public transport. Only a very small percentage use own vehicles.

College organizes national festivals such as Independence Day, National Yoga Day, Republic Day, National Unity Day, Teachers Day, Telangana State Formation Day, etc.

There is transparency in admission procedure. As far as financial transparency is concerned both internal and external audit are conducted.

Academic audit being conducted by the Commissioner of Collegiate Education is an excellent practice. Proper Mentoring system may be introduced.

Short films on education, social are prepared by the students with the help of teachers.

Newsletter is published by students with the guidance of teachers.

Section III:OVERALL ANALYSISbased on Institutional strengths.Weaknesses,Opportunities & Challenges(SWOC)(up to 500 words)

Strength

Strengths:

- The College has its own brand name in the field of commerce
- All class rooms are ICT facilities
- Well-equipped library with bar coding system
- Support of Management and the Government
- Students, alumni, teachers ,management and staff are maintaining good relationship

Weakness :

- Less number of faculty having Ph.D degree in their respective discipline
- E -Waste management system needs to be strengthened
- Eco friendly activities needs to be improved
- No flexibility in curriculum designing being an affiliated college

Opportunities :

- The location which gives the opportunity for the college to introduce innovative courses
- Scope for more post graduate course
- New academic building, ground, hostel for boys and girls etc. can be constructed in 80 acres of land acquired by the college from the Government at free of cost.

Challenges:

- Establishment of private colleges and universities in the region offering the same courses at low cost
- Find out more source of fund for the developmental activities from RUSA , State Government and the participation of Alumni
- Introduce online examination and evaluation system

Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

- Cross cutting issues like women sensitization needs to be practically addressed rather than including only in the curriculum
- Students mentoring programme need be organised systematically
- Encourage all the faculty members to acquire Ph.D degrees in their respective discipline
- The college authorities should take positive steps to make this institution as an autonomous one
- Revision of salary to the last grade of staff is essential. It is very difficult to live with a minimum salary of rupees 4,400/- per month.
- By considering the strength of female students, more wash room facilities to be provided
- Alumni association may be utilised for mobilization of funds towards college development
- Counselling activities needs to be strengthened with proper records
- A well formulated plan for liquid and e-waste management needs to be strengthened
- BLANK.

I have gone through the observations of the Peer Team as mentioned in this report

Signature of the Head of the Institution

Seal of the Institution

Sl.No	Name		Signature with date
1	Monippallil Chandrasekharan Nair	Chairman	
2	Ashish Kumar	Member Co - ordinator	
3	EDWIN	Member	
4	MR. B.S. PONMUDIRAJ	NAAC Co - ordinator	

Place

Date

NAAC