



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	BADRUKA COLLEGE OF COMMERCE AND ARTS (DAY)
• Name of the Head of the institution	Dr .B.MOHAN KUMAR
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	04024650232
• Mobile no	8121809419
• Registered e-mail	bccaiqac@gmail.com
• Alternate e-mail	bccanaveen@gmail.com
• Address	3-2-834 STATION ROAD , KACHIGUDA HYDERABAD
• City/Town	HYDERABAD
• State/UT	TELANGANA
• Pin Code	500027
2.Institutional status	
• Affiliated /Constituent	AFFILIATED
• Type of Institution	Co-education
• Location	Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	OSMANIA UNIVERSITY				
• Name of the IQAC Coordinator	K NAVEEN KUMAR/Dr .RAKHEE RENAPURKAR				
• Phone No.	9966325340				
• Alternate phone No.	9885241411				
• Mobile	9966325340				
• IQAC e-mail address	bccaiqac@gmail.com				
• Alternate Email address	bccacademic@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.badruka.com/i/bcca-day/AQAR%202020-21.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.badruka.com/i/bcca-day/Institution-Calendar-2021-22.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	B++	2.93	2018	03/07/2018	02/07/2023
6.Date of Establishment of IQAC			01/06/2008		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	3	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
ISO AUDIT ACADEMIC ADMINISTRATIVE AUDIT CERTIFICATE COURSES VALUE ADDED COURSES RESEARCH PUBLICATIONS PLACEMENT CLUBS EXTENSION ACTIVITIES WASTE MANAGEMENT IN ASSOCIATION WITH WOW MOUS		
12.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	
ISO	CERTIFICATION HAS DONE SUCCESSFULLY	
ACADEMIC AND ADMINISTRATION AUDIT	CONDUTED WITH 2 PROFESSORS	
LESSON PLAN	PREPARED BY EVERY FACULTY AND FOLLOWED	
EXAMINATION REFORMS	REVISED EXISTING SYSTEM AND IMPLEMENTATION NEW	
CURRICULUM PEDAGOGY	DEBATES, CLASS ROOM ACTIVITIES, JAM AND ROLE PLAYS etc.,	
CURRICULAR AND CO-CURRICULAR ACTIVITIES	IMPLEMENTED THROUGH INSTITUTION CALENDAR	
13.Whether the AQAR was placed before statutory body?	No	

<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2022	15/02/2023
15. Multidisciplinary / interdisciplinary	
16. Academic bank of credits (ABC):	
17. Skill development:	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):	
20. Distance education/online education:	

Extended Profile

1. Programme

1.1

08

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student2.1 990

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2 556Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 687

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 60

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 60

Number of sanctioned posts during the year

Extended Profile

1. Programme

1.1	08
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	990
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	556
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	687
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	60
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	60
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	45
Total number of Classrooms and Seminar halls	
4.2	98.42
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	240
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

One of the important responsibilities of the institution is curriculum planning and implementation. We ensure effective curriculum, planning and delivery through a well-planned documented process. We adopt the curriculum overview provided by Osmania University, which includes university almanac, internal assessment, semester exams etc., We have a formulated committee of principal, vice principals , IQAC coordinators, and academic co-ordinators to understand and analyse the requirements of the students before the commencement of academic year and prepare academic calendar.

In the beginning of the academic year every department in the college submits a report, furnishing the details of the workload requirement time-table. subject -wise lesson plans, allotment of subjects, study material, teaching diaries etc., A series of interactive sessions such as group discussions, PPT, mock interviews, workshops, seminars, debates, outreach programs, etc.

are included to make the classroom teaching interesting and effective. Field trips are also arranged to give the practical exposure, experience develop and enhance the use of their cognitive skills such as planning, decision making, critical analysis, creative thinking, empathy, problem solving, evaluation and synthesis.

The faculty also puts their efforts to ensure effective curriculum delivery and improve the academic growth of the students by conducting tests, remedial coaching classes as per the pattern of the examinations.

To provide adequate practical and theoretical knowledge mock viva-voce is conducted. The curriculum is enriched by participation of the teachers in board of studies, meetings, seminars, conferences, FDP conducted by affiliating colleges and the university from time to time.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college is affiliated to Osmania University and follow the curriculum prepared by the Osmania University. The college has developed a structure and documented process for implementing the curriculum. In the beginning of the semester, college prepares the academic calendar on the basis of university calendar. The academic calendar includes the schedule of the internal examinations, seminars, Workshops, expert's talks, add-on programs certificates course other co-curriculum and extra-curriculum activities. Academic co-ordinator prepares the class time-table and course plan for the semester. The Course plan contains class time-time, semester calendar and syllabus which is given to all the students and the content is published on the college website. The faculty members prepare the course plan with all the suggestions, revise the course outcomes and updates and prepare the study material. They also prepare assignments and case studies in advance besides question bank for their respective course. The syllabus is enriched by adding contents beyond syllabus for better achievement of the course outcomes. Recourse like relevant

websites and e-resource are made available for advanced learners.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.badruga.com/i/bcca-day/Institution-Calendar-2021-22.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

7

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1855

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

Courses offered in the college integrate issues related to gender sensitization, environment, human values, professional ethics, and other computer based certificate courses for the enhancement of subject knowledge and skill development of the students, keeping in view of the market requirements. Institution integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the co-curricular and extra-curricular activities. Environmental studies paper is offered to the students as part of the curriculum in 1st semester. Gender Sensitization course is offered as a certificate course in the 2nd semester. The college is established Vivekananda Human Excellence Cell to enable the students to understand the corporate standards of behaviour expected by the industry. The college offers a certificate course in professional ethics and human

values for the students of V semester to imbibe moral values, positive human behaviour, to enable them to become responsible citizens as they graduate and step into the world of competitiveness. The college also offers specialised subject based and skill based certificate courses like preparing the students as per the requirements of the market and business such as Digital marketing, Tabl

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

685

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	http://badruka.com/i/bcca-day/Curriculum-Feedback-2021-22.docx
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://badruka.com/i/bcca-day/Curriculum-Feedback-2021-22.docx

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

990

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

548

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution assesses the learning levels of the students, after admission and organizes special programs for advanced learners and slow learners

The college identifies the slow learners and advanced learners based on their Intermediate (10+2) percentages. A diagnostic test is conducted to assess their Basic English and subject knowledge. Students are identified as slow learners and advanced learners based on their performance in the diagnostic test.

Students are categorized as Commerce and Non-commerce students from their Intermediate specialization.

For advanced learners

Business plans, paper presentations, mini projects etc., are conducted. For the B.Com (Computers and Business Analytics) advanced learners, programs like IT Quiz, IT Seminars.

Students are also encouraged to attend various management/IT

meets, workshops, symposia, and seminars held at state and national level. A business quiz is conducted to upgrade their knowledge.

For slow learners

English proficiency classes are conducted for students to improve their communication and presentation skills. Subject experts scheduled the bridge course for an hour i.e. from 3:00 pm to 4:00 pm every day for Non- Commerce Students. Weekly tests are conducted to monitor their progress. The bridge courses were scheduled for duration of two and half weeks spanning 30 hours (12 hours each week).

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2592	60

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college encourage student-centric learning through various methods such as brain storming, group discussions, quiz competitions, presentations and project work in participative learning and problem solving methodologies. Regular activities viz., group discussions, projects, field visits, educational tours, seminars, extension lectures are conducted in the college and the students actively participate in these activities within and outside the college. Students are given individual projects and class assignments for focusing on self-study and to encourage independent learning. Different student support systems are available in the college like library, computer lab, reading room.

Beyond the classroom, college gives high importance to all-round development of students through extra-curricular, co-curricular and field based activities. The objective of student centred activities outside the classroom is to involve and engage the students in learning procedures that require more than reading or viewing the material. Students are taken for study tours/industrial tours to get familiar with the field/natural conditions. These activities also play an integral role in allowing the students to remould themselves from absorption of information while learning during academic sessions.

To enhance the concentration in various activities, the college has framed many committees and clubs including the cultural committee, sports committee, club co-ordinator in-charge committee, placement cell. Both intra and inter-college sports competitions are organized, where students exhibit talent in variety of games, programs, activities, to foster spirit of togetherness team building and leadership. In order to inculcate human values, ethics and social responsibility, students are encouraged to participate in the activities.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In the class rooms, the faculty members of the college use (ICT) Information Communication Technology to improve the teaching and learning process. Different software's available online is integrated with teacher's explanation and students are encouraged to learn and practice through interactive activities. LCD projectors, computer/laptops/tablet systems are used in the classrooms. You-tube, e-mails, whatsapp group, telegram, zoom and Google classrooms, college website are used as platforms to teach, communicate, provide material, syllabus. Circulate notice, announcement, make presentation and share information these applications are also used to provide online education during the pandemic situation. Wifi facility is also available in the campus for the students and staff. The library also provides access to computers and online journals subscribed, on the advice of faculty. Syllabus and study materials are also made available

on the college website. Student attendance, feedback are also received online from the students and faculty members.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

60

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

60

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

15

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

526

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Badruka College of Commerce & Arts of Osmania University is bounded by the university rules regarding internal assessment.

- The schedule of internal examination is decided at the beginning of the session in the form of academic calendar.
- Internal assessments are conducted as per the Osmania University examination pattern.
- Internal assessment is done twice in a semester.
- One assignment will be given to the students.
- Internal assessment will be conducted in 3 categories:

MCQs :10x1/2=5 marks ,Fill in the blanks :10x1/2=5 marks

1 mark questions 5x1=5 marks

- During COVID, internal assessment is conducted in online mode by using google form and evaluation done online.
- The exam coordinator will take care of conducting internal exams and submitting marks to the university on time.
- The question papers are prepared with approval of the HODs and academic committee.
- To be unbiased, the question paper contains column for the students to write only the rule number.
- The question papers are printed 1 day before the exam and are secured in sealed covers.
- The invigilators are handed the sealed question papers as per the seating allotment.
- The concerning subject teacher gives assignments to all students and keeps the record of all the internal exams and marks, which is sent to the university.
- The final internal examination marks are displayed for the students to verify.
- If any queries, it will be clarified and resolved by the examination cell in consultation with the subject teacher.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

- The grievances of the students with reference to internal exam are made clear by showing his/her performance in the answer sheet.
- Any student who is not satisfied with the assessment and award of marks may approach the concerned HOD who can intervene and seek opinion of another course teacher.
- The institute follows open evaluation system where the student performance is displayed on the notice board and the same is informed to the parents.
- Most of the grievances related to the examination are received after declaration of the results by the university.
- The errors in their results like internal assessment marks, attendance sheets, etc. are immediately addressed, corrected and quickly disposed for onward submission to the university by the exam coordinator to the examination branch.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college has well defined learning outcomes. The vision of the institution emphasizes on, to develop highly efficient, skilled professional and transfer them into enlightened spiritually inspired morally upright and socially. The college has a proper mechanism of communication of the learning outcomes of the programs and courses, which includes the hard copy of syllabi and the course/programme outcomes are available in the respective departments for ready reference to the teachers and students and also the copy of curriculum and outcomes of programs and courses are also uploaded on the college website for the easy access the students and teachers.

The Programs and Courses are highlighted and made aware to the students in the induction ceremony-cum-orientation programme at the beginning of the academic year and semester respectively.

- The program and course outcomes has been discussed and reviewed in regular staff meetings .

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Programme outcomes and course outcomes for all programme offered by the Institution are stated and displayed on website, prospectus and communicated to students and teachers.

The POs and COs are printed in the prospectus and in the syllabus

copy. The teachers are given general orientation at the beginning of every academic year which is followed by the departmental meeting. The class teachers allotted to each programme explain the details of POs and COs to the students.

The faculty is recruited based on their qualifications, experience and ability to deliver the POs and COs and also encourage to upgrade their subject knowledge and keep pace with the dynamics of the market. College supports staff in faculty development programs, training sessions, workshops and seminars to enhance attainment of POs and COs.

Apart from teaching, the students are provided with ICT enabled classrooms which enhances teaching learning effectiveness and outcome attainment. The students are encouraged to conduct and participate in seminars, workshops, field visits and write research projects.

UG programs have Placements based on POs. Many programs have experiential learning through lab activities, where students learn practical skills which is also an important component of POs attainment.

1. The institute followed the Academic Calendar of Osmania University
2. All the subject teachers prepared Semester-Wise evaluation Reports.
3. Exam branch committee analyses evaluation of internal and external results reports of results

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

668

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://www.badruka.com/i/bcca-day/SSS-2021-22.docx>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The innovation eco-system consists of academia, technical and support services, business participants, start-ups, and all the individuals that drive these results. Syncing in-line with the rapid emergence of the need of innovation, Badruka College of Commerce and Arts has established a Centres for Innovation and Entrepreneurship as Under the Entrepreneurship Development Cell, the college has also established Badruka Innovation Hub. The Cell helps students in comprehending the challenges in implementation of the concept/ideas into a reality. It also helps them to develop independent entrepreneurial thinking and have an innovative approach towards day to day issues/needs and necessities. As per the mandate of the Ministry of Education, the College has constituted an Institution & Innovation Council, to perform distinct activities related to Innovation and Entrepreneurship. They help promote awareness about innovation, business opportunities, funding resources and creating a start-up. The Badruka Incubation Hub aims to provide technical support, guidance

and supervision for incubating ideas, developing prototypes/working models etc. The college has been instrumental in establishing a couple of successful start-ups. We have robust interface with Industry Relations, Mentors. Under MGNCRE, Ministry of Education college has setup REDC and SESREC in the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

15

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

5

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college believes "There is no religion than human service. To work for the common good is the greatest creed. " NSS activities, Young-Indians (YI-CII) are some platforms which provide community service such as Swachh bharat abhiyan, cleanliness drives, Medical Camp at Chowdhariguda Village, Telangana formation day, conducting health care awareness programmes, Nationalism promotion by Azadi ka Amrit Mahostav celebration, Kargil vijay diwas rally, Rashtriya Ekta diwas rally, Blood donation drive, Child safety walkathon, Hearth Walk Rally , etc. Several seminars were also conducted on Constitution Day, Awareness Day , World Heart walk day, Tobacco awareness, Ant- drug awareness, etc. to spread awareness in the society.

The college consisting of various department take part actively in all the service related activities and awareness programmes. The various events conducted on the occasion of Telangana formation day and International yoga day, Elocutions , awareness and knowledge programs. The college conducts Blood Donation drive and a Medical camp at Chowdhariguda village. Students also participate in cultural activities like drama, dance, singing etc which are conducted on special occasions, through which social messages are conveyed.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

32

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

35

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

35

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

25

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Our Institution is well equipped with good infrastructure facilities. There are about 47 class rooms out of which 2 are exclusively used for languages. College has 4 computer laboratories in which it has 220 computers. The class rooms are equipped with the projectors, there are 33 projectors installed. In total the college has 33 printers which are used for printing the official notices, question papers, and other official documents. There are 27 air conditioners in campus. The eight water coolers are installed for the students to have access to potable water. There are 35 lockers facilities for faculty and staff to maintain the records. There are 58 almirahs and 17 racks for maintaining records.

- Auditorium: The College has an open auditorium with a seating capacity of 500 and two seminar halls to conduct major curricular, co-curricular and extracurricular, Extension Lectures, Staff Meetings
- Examination branch is fully furnished and has 3 Computer systems, 2 Large Copier Machines and 2 Printers.
- Campus is fitted out with the fire alarms and 25

extinguishers have been installed, 65 CC cameras installed, 3 units of RO Plants, 10 units of Biometric system

- The library is fully computerized and have e-library resources

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institution has the requisite infrastructure to promote active participation of the students in Cocurricular and Extra Curricular activities. Students have ample space for recreation to rejuvenate themselves from the academic schedules. College provides

- Sports Room
- Gymnasium
- Indoor Games
- Outdoor Games

Sports and Games :

Sports and Games are integral components of education. The Institution has a vibrant Department of Physical Education which involves the students incessantly to participate in the various competitive events throughout the term at - State, National levels through meticulous planning and practice. Students are trained to participate and compete in Inter College, Inter University, State and National level tournaments. To enhance the knowledge, playing performance, skills and ability of the students, the department has well stocked sufficient sports and games related books and journals. The Gymnasium and Yoga :

The College strongly believes that Healthy body leads to Healthy mind. Hence physical facilities such as Gymnasium, Open air stage and spacious Auditorium for Yoga are also provided in the Campus.

Cultural Activities:

For various facilities provided by the Institution to the

participants are Music system, Recording system, Cameras, Lighting system. Attires are also provided for the dance, drama and music competitions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

45

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

98.42

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Library at Badruka College of Commerce and Arts are integrated knowledge resource centre comprising area of 10,500 Sq. Mts with nearly 32000 books, periodicals, references, national and international journals and CD-ROMs, . It is automated using Integrated Library Management System (ILMS) computerized with Soul Software Open Source Integrated Software. It has access to more than 5000 e-journals under the e-shodhsindhu program of INFLIBNET. Under this service online access to full text and databases from 30 reputed publishers through N-LIST Oxford, Springer, Taylor and Francis, Web of Science and Wiley.

All e-resources are accessible locally within the campus as well as remotely. The library also provides access to CD/DVD based electronic resources. Library has adequate number of terminals to facilitate searching/accessing e-resources, web browsing and for other academic work. It has excellent ICT infrastructure with adequate bandwidth for fast and seamless access to Internet. It is also member of NList Initiatives taken by the University, are the following :

1. Free WI-FI, internet access
2. Reprographic facilities.
3. Organization of Book Exhibitions/Display of new books.
4. Proper system of feedback from users to improve library services.

System of recommendation for purchase of books through Departments

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

3.91

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

80

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

College frequently updates its IT facilities including Wi-Fi . It keeps itself abreast with the new developments using Technology as Learning Resources in Academic and Administrative Functioning.

- Need to have a comprehensive Annual Maintenance Contract

(AMC) system and should informative

- Some of the Firms for AMC:

1. DOTCOM COMPUTERS- shop No-7, Annapurna Block, Aditya Enclave, NEAR MYTHRIVANAM, Kumar Basti, Ameerpet, Hyderabad, Telangana 500018
2. B.R Computers-SRT-314, #2, Street Number 7, Ashoknagar, RTC Cross Road, Gandhinagar, Hyderabad, Telangana 500020- 096038 02802

- BSNL Broad Band Wi-Fi internet connection with 100Mbps speed costing Rs.3.9 lakh p.a.

No. of Computer Laboratories

04 (220 Computers)

50-60 Systems need to be Replaced

(50 Systems are approved)

No. of Projectors

35

Need of 20 Projectors

Printers

33

Color Printers

02 (1 Small and 1 Big)

- Number of ICT Classrooms : 35 (Projectors, Computers with internet)
- Number of Open Auditoriums : 1(Projectors, Computers with internet)
- Number of Seminar Halls: 02 (Projectors, Computers with internet)

Total No. of Computers at Present : 220

Total No. of Students (960+900+720+48+48) : 2676

Student - Computer ratio : 1: 17.84 (150:2676)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

240

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

98.42

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college infrastructure, including labs is used for academic and research activities by the faculty and students . Common facilities like Auditorium, Conference halls, Seminar halls, and multipurpose indoor facilities etc., are provided for the conduct of academic events by other institutions, organizations

After due evaluation of their prior request. The college has Indoor table-tennis cum fitness center

(gymnasium) for the use of staff, students for maintaining their physical fitness and training for competitive events. The college serves as venue for the conduct of local and national level examinations such as UPSC, MPSC, ICAI, SET, railways, bank recruitment drives, state government directorates etc. ,

The college also serves as an Examination center for the Annual and End-semester Examinations of the affiliated University. To ensure proper maintenance of the college infrastructure, the services of electricians, mechanics, plumbers and gardeners are made available in the college campus compulsorily during the office hours and quick response in case of emergencies during odd hours. The college is committed to share its infrastructural facilities for events such as blood donation camp, relief and e-waste collection centers etc. which are exclusively for the betterment of the society .

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

141

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

101

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

406

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

406

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

291

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

31

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

13

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

18

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Knowledge when combined with skill enhances the quality of education. The institution since its inception always strives for the overall development of the student and also to impart quality

education to the students so that they are well prepared to meet the requirements of the industry as well as the society. To enhance the skill and artistic talents of the students the college has initiated with the formation of various clubs.

Which are well maintained by the faculty and student volunteers. The students take active participation in the activities of NCC, NSS and sports and have won many Laurels to the institution. Our NCC cadets had the opportunity to participate in the Republic Day parade held at Delhi. NSS student volunteers are always readily render their services whenever and wherever required and called for. The student volunteers take active participation in organising various competitions related to their respective clubs under the able guidance and support of the faculty in-charge of that particular club. While organising a competition in any of the above mentioned clubs or organisations the students learn and get experienced in various important practical requisites like- planning, organising, communicating, advertising the event, team work etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

21

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Institution has a rich network of alumnae. They are eager and highly motivated to support the Alumnae Association to carryout number of developmental programmers. The Alumni Association ABA(Alumni Badruka Association) was registered in 1960. The alumni of the college are spread all over the world as Academicians, Accountant, I.T. Sector, Artists, Bankers etc. They also contribute a lot as members of Boards of Studies, deliver Guest lectures, offer Internships, assist in Placements, support in Industrial Visits etc.

ACTIVITIES OF ALUMNAE ASSOCIATION:

1. Alumnae Meetings: The Institution regularly arranges Meetings with Alumnae which helps socially and professionally as a way of keeping in touch with the institution and each other.
2. Alumnae as Lecturers: Some of our alumnae joined the institution as lectures, a few offer training to the students on latest Technologies and Research and boost up employment by giving necessary guidelines related to Entrepreneurship, Employment, Internships and Career Guidance.
3. Annual FETE: Alumnae Association actively participates in the Annual FETE and the income generated is utilized for charity activities, poor students' aid and improving infrastructure.
4. Alumnae interact: Alumni interactions help students in exploring avenues foremployability and setting up of entrepreneurial units or business by present students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs
(INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

BCCA envisions to nurture young graduates capable of surviving the dynamics of business world and achieving success. The young minds are effectively trained to be efficiently skilled, morally upright and socially committed citizens.

The institution believes in nurturing and educating the budding talents of the generation and in providing them the utmost support in their development, so that they become truly enlightened, emotionally balanced, spiritually inspired, self-reliant and socially committed citizens of our country. The institution believes in moulding the students into committed, compassionate and competent individuals, who are highly motivated and ready to contribute the best to the society and nation at large. The Institution takes special care of the spiritual and moral education of the students. The stake holders take the decisions under the light of vision and mission. All the activities, programs and other decisions of strategic importance are in tune with the institution's vision and mission. This has helped to maintain its position as one of the top institution for commerce education in Telangana.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization and Participative management is one of the core strength of our institution. The Faculty members are accountable

to the principal and Director General. The Vice-principals supervise unbiased distribution of work load, administrative responsibilities among all the faculties. Faculty meetings are organised regularly to understand the problems, possible solutions. These sessions serve as brainstorming for improvement in institutional functioning. The faculties are empowered to suggest constructive changes for the progress of the institution. The Management establishes regular communication with the faculty members fostering an environment of mutual understanding and a feeling of responsibility among the employees.

Both the academics and co-curricular activities are assigned to various faculty members, the activities are scheduled in coordination with institution heads, vice principals, and principal. The Secretary, Director General, principal and the Governing body meet regularly discussing various issues of strategic importance. Students are also involved in planning and organisation of small scale events, formulating rules and regulations and any such matters of their concern. Thus Decentralisation and participative management is reflected in the institutional practices at all levels

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has effectively implemented quality improvement strategies to develop and motivate both students and faculty to learn and explore various avenues related to their area of expertise and specialization for which they are motivated and reimbursed for any kind of expenditure bared by them. The institution provides various platforms that help them to learn and perform better as well improve their teaching methodology.

Library, ICT tools, conducting guest lecturers from experts from industry, industrial visits for practical exposure, and time off to attend such programs at various occasions are a few of the forms in which the institution encourages faculty and students to learn and impart knowledge.

Students are motivated, trained, and counseled to be competent and perform better. Their potential helps them to get a scholarship, better job opportunities both through on-campus and off-campus recruitment. The institution has an HR policy which is being revised periodically to incorporate several initiatives to make the teaching and non-teaching staff more engaged. The institution has also implemented Consulting & Research Policy along with Standard Operating Procedures (SOP) for streamlining the policies

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The organization is very clear in its policy framework. The Annual Quality Assurance Report of BADRUKA COLLEGE OF COMMERCE AND ARTS (BCCA) administrative work, the procedures followed for appointment and relieving of the employee, welfare activities, compensation practices, and regular activities are monitored and maintained according to the needs of the organization, which also matches in fulfilling the mission and vision of the institution.

The Employees are updated about all the employment related norms by the appointing authority and their immediate supervisor, and are also shared by their respective department members. Convenient changes in the norms are updated to the employees and institution expects support and coordination from the employees end. All the administrative decisions are taken by the management and communicated at all the lower levels. Faculties are appointed as required and there is no surplus or shortage of employees in the institution.

The head of the department and vice-principals shall monitor the departmental activities and faculty work on continuous basis; they also suggest the alternatives to overcome the problem if any. The Policies related to work, pay, leaves, promotions, increments, employment etc. are framed and communicated through proper channel to the employees approximately.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://www.badruka.com/i/bcca-day/6.2.2%20Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Institutions has been very fair in maintaining welfare practices within the environment. The institution provides security to employees by providing them Insurance and ESI benefits which differs from teaching to non-teaching employees in the organization. They provide Medical insurance, gratuity, maternity leave, increments on the basis of up-gradation for teaching staff. For Non-teaching staff they provide ESI, festive bonus and gratuity. PF, ELs', SLs, and CLs are common benefits enjoyed by both teaching and non-teaching staff. In addition to this Education leaves are also provided to the employees. College also conducts medical and health camps to monitor the employees' health. The institution also has an on-duty medical officer, who helps in resolving the health-related issues and problems of faculty and students. The Following are the list of welfare practices implemented in the institutions.

1. Health Insurance of Rs.5000/- to Faculty Members and their Family.
2. Financial support to attend the Conferences / Symposium & Seminars.
3. Financial incentive for publishing the article in Journals Rs.2000/- per article.
4. Four Increments will be provided to the Faculty Members who are awarded Ph.D.
5. Earned Leave can be en-cashed up to 60 days. 30 EL will be provided to Non-Teaching Staff every year.
6. 50% of Indian Accounting Association Membership fee to the Faculty Members.
7. Sponsored AIMA Course on Business Consulting to the Principal.
8. Conveyance Allowance of 1600/- paid to teaching staff and 1000/- to Non-teaching staff.
9. Festival Advance to Non-teaching staff and Class IV employees
10. Emergency Medical Advance Facility to teaching and Non-teaching Staff

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

36

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

42

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Institution believes in using both traditional and modern methods of conducting performance appraisal systems in the institution. The appraisal of non-teaching staff is purely based on their work and will be monitored by the supervisory administrator who continuously will inspect the records and based on their observations, an appraisal will be given to them. When it comes to the teaching staff their appraisal depends on a variety of variables which explains the multi-level contributions which includes for self, students, and organizations' development. The variables are feedback from Principal and department Co-ordinator, students feedback, result analysis, research, participation in conferences, seminars, FDPs and MDPs, paper setting, paper evaluation, paper presentation and publication, membership in various bodies related to area of specialization, undertaking funded project's, enhancement of qualifications like M.Phil., Ph.D., qualifying NET/SET, personal contribution to the organization/ society, etc., The criteria are modified once in three years based on need in the evaluation process of performance of employees. The existing appraisal of teaching staff is subject to the following criteria fulfilment.

1. Academic input
2. Co-Curricular activities
3. Accreditation and institution-building activities
4. Research and development
5. Student feedback
6. Academic output
7. Subjective assessment of the controlling officer

For non-teaching staff

Performance appraisal of non-teaching staff includes

1. Punctuality
2. Discipline
3. Honesty
4. Dependability
5. Integrity
6. Reliability
7. Technical skill enhancement
8. Vertical enhancement of qualification

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

A mechanism for audit is set at the beginning of every academic year during which all the events, activities, income, expenditures are recorded in various record books and detailed information is also maintained to produce them when required. Every document is inspected regularly and specific individuals are assigned the responsibility of maintaining it to maintain transparency in every area which may otherwise lead to misunderstanding or irregularities in the records of transactions. A team of auditors will inspect all the documents every year to give us a statement about the same. Auditing helps the organization in maintaining a healthy and cordial relationship with all the stakeholders of the institution and maintains it by maintaining transparency, proper communication, and regular updates within their implemented system. To initiate and complete the process of auditing effectively college has appointed both internal and external auditors for the institution who conduct the financial audits regularly. Internal audit is done by CA Nikhil Jain and external auditing is done by CA Sharat Chandra Toshniwal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institution motivates both the employees and students to prepare themselves to attend programs which helps them in expanding as well experimenting with their skill knowledge and abilities for which the institution helps the individuals in preparing proposals and apply to various authorities/ funding agencies so that the research can be done on a larger platform with convenient and timely available resources. Such research may be helpful both at the institutional level as well for the society at large and can bring substantial change in terms of benefits to those involved in it. Such events can get accolades and recognition to both the individual who is part of such events as well as to the organization with which they are working. The institution mobilizes its surplus funds through Mutual funds which are monitored by third-party hired by the institution. Budgetary is carried out from the bottom-up approach. Finance Committee & Governing Council once approved, the College is empowered to implement the resources. Pay Revision for the teaching and nonteaching staff is being done periodically. PRC has given to teaching and non-teaching employees in the month of January-2022.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

BCCA attempts to chisel out the total quality person through a persistent focus on imparting quality education, through its

innovative, comprehensive and flexible education policy.

Its Internal Quality Assurance Cell (IQAC) carries out activities that encompass all aspects of the Institute's functioning. The IQAC at BCCA was constituted on 02-06-2008. Since then, it has been performing the following tasks on a regular basis:

1. Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from students.
2. Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.
3. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak.

Students and staff give their feedback and suggestions on teaching and administrative performance through the Suggestion Box .or through email to the Coordinator, IQAC at bccaiqac@gmail.com.

The IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels. The Institute IQAC regularly meets three times in a year and other regular meetings.

The Institute IQAC prepares, evaluates and recommends the following for approval by the relevant Institute . (a) Annual Quality Assurance Report (AQAR) (b) Self-Study Reports of various accreditation bodies (ISO 9001, UGC 12b, NAAC, NIRF, (c) Performance Appraisal System(d) Feedback (e) New Programmes.etc..

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution believes in upgrading the quality of teaching through quality improvement and enhancement in skills, knowledge, and ability of faculty by providing the alternatives to attend

conferences, seminars, faculty development programs, and refresher courses which help to learn better ways and methods of teaching as well as techniques to improve their performance. These techniques will equally benefit the faculty as well the students to learn better and improve their knowledge. As the institution is providing ICT-equipped platforms which are equally helping the faculty to utilize better ways of teaching and helps in making the classroom activities more interactive. The Department heads and academic coordinators would continuously analyse the performance of employees and also consider the feedback given by the stakeholders of the institution to suggest the changes they expect in the future from the employees. Since this process is considered on periodic basis maintenance of a competitive and progressive environment becomes part of the culture in the system. Regular feedback, timely updates, and continuous learning are the key to maintaining a healthy and progressive environment in educational institutions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Institution believes in the principle of equality. To promote this message among the students and staff. The following steps are taken.

1. Safety and Security:

- The dedicated Women Cell in the college looks after the safety and security of the girls.
- CCTV surveillance is maintained at all entry and exit points, corridors and canteen.
- For girl students of the college instituted Self-defense program like karate and taekwondo around 200 students enrolled for this program.
- A Female security guard takes care of the of girl students.
- Organized guest lectures for students by SHE Teams on women safety.
- There is an anti-ragging squad active round the clock and not a single instance of ragging has been reported so far.
- The college physician is available at all hours to treat students whenever necessary.

Personal Counseling:

- Faculties address personal problems of students in stressful situation. If special attention is required they are sent to college counselors to overcome their personal crisis.
- The college organizes several awareness programs on the issues of gender equity to enable students to know their

rights and opportunities for women empowerment.

- Grievance-Redress cell promptly attends to the students requests for other amenities and complaints and solves them at the earliest.

File Description	Documents
Annual gender sensitization action plan	http://www.badruka.com/i/bcca-day/7.1.1.%20gender%20equity%20plan.docx
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.badruka.com/i/bcca-day/7.1.1%20specific.docx

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The objectives of waste management are as :

- To "Reduce re-use and recycle"
- To minimize waste production
- To utilize it in a best manner

Solid waste-management

- In the waste management process, the wastes are collected from different sources and are disposed.
- Waste management is important as it saves the environment from the toxic effects of inorganic and biodegradable

element present in waste. Mismanagement of waste can cause water contamination, soil erosion and air contamination. Waste can be recycled if collected and managed efficiently.

- Solid waste is the useless, unwanted and discarded material resulting from day to day activities in the community.

E-Waste Management

- Old fans, Tube lights, A/c's, Computers, laptops are discarded.
- It's so easy to purchase new computer systems, projectors and printers.

Waste recycling system

- Waste management refers to the practice of collecting transporting, processing or depositing, managing and monitoring various waste materials
- It is important to observe sustainability in this aspects so that every bit of waste can be managed in a efficient manner rather than just dumping it all in landfills/dumping yards
- We also collecting all our paper waste that which available in our esteemed college and submitted it to ITC WOW (Well Being Out of Waste)

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage

A. Any 4 or all of the above

including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities

(Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information :

Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The campus provides an inclusive environment and shows tolerance and harmony in all aspects of the activities. This inclusiveness goes beyond caste, community, colour, language and religious boundaries. The students find the campus as a conducive atmosphere which makes them feel unified and equal as no partiality is shown towards any student. As our students hail from diverse cultures, much importance is given to accommodate the contribution of every student without any disparity. These ventures help students to become better citizens for the future as the college believes learning is not confined only to the classrooms.

To promote peace and harmony in the campus, there is an Induction programme every year for the first year students to acquaint them with the college, other activities like NCC, NSS, Clubs and Cells. This helps the students to mingle, accept social and cultural differences that are created for campus culture. Fresher's Day helps to break the ice and build up the confidence and self-esteem, there by the students are ready to come out with their talents. Communal harmony is promoted through various activities and celebrations such as Bathukamma, Pongal, Traditional Day, Yoga day, eco-friendly Ganesh idol and Rakhi making

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Apart from the curriculum, the students have to be taught about human values, constitutional rights and their duties to be performed as citizens. The curriculum has been upgraded from time to time and value education has been included when students are taught certain values like respecting elders, honesty, tolerance and even yoga which promotes human excellence. Human Excellence Cell Students participated Ramakrishna math Voluntary Services, The tutors and the faculty counsel students on social values to enable them to get rid of fear and feeling of insecurity in the society. Through street plays and mimes the students and NSS volunteers create an awareness in the villages on De-addiction, female infanticide, misuse of social media, Anti dowry etc.

All the departments take the responsibility to inculcate moral values through value education, Human rights, Ethics, Environmental studies under the curriculum. Students are educated on the traffic rules and regulations by the NSS volunteers who constantly conduct Road safety campaigns that make the students to take precautions. As many students are unaware of their rights and duties, a number of lectures are arranged with the experts to educate the students, to promote awareness on human values, social norms, respect for elders and equality.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.badruka.com/i/bcca-day/7.1.9%20RESPONSIBLE%20CITIZEN.docx
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, A. All of the above

administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institution celebrates/ organizes national and international commemorative days, events and festivals.

National festivals play an important role in planting seed of Nationalism and Patriotism among people of India. Our institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout. Every year BCCA organizes several national commemorative days, festivals and birth/death anniversaries of the great Indian personalities such as:

Independence Day

Teachers Day

Sports Day

Rashtriya Ekta Diwas

Vijay diwas

World environment day

Republic Day

Women's day

International Yoga Day

The institute celebrates national and international commemorative days, events and festivals with full vigor. National festivals like Independence Day (15th August) and Republic Day (26th January) are celebrated every year with pride. The National Unity Day or Rashtriya Ekta Diwas is celebrated every year on October 31st to commemorate the birth anniversary of India's first Home Minister, Sardar Vallabhbhai Patel, who is also known as the Iron Man of India. Every year Institute organizes sports Day India celebrates National Sports Day on 29th August to commemorate the birth anniversary of hockey legend, Major Dhyan Chand.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practices 1

Institutional Social Responsibility (ISR) and Community engagement

Badruka College of Commerce & Arts (BCCA) has been in forefront for taking various social initiatives for the betterment of the society. The important programmes which have been organised so far by the college are addressed to meet the challenges and

requirements of the present day scenario.

Objectives:

The following are the objectives of institutional social responsibility and community engagement.

- To Inculcate Social awareness, values and environmentally responsible behaviour amongst students.
- To nurture students as citizens with moral, ethical and social values so as to provide service to the society through activities and discharge their obligations towards the society.
- To provide services to the needy people (specially neighbourhood backward areas)
- To help the community by the activities of NCC and NSS.

Best Practice II Holistic development of the Students

Students who are trained and moulded in human excellence cells achieved their goals and made successful careers they:

- Were placed in reputed Multi-National Companies (MNC) as recognized designations.
- Started own Enterprises with great zeal.
- Went abroad for higher studies secured better placements.
- Continued in professional studies Like CA, CMA, and CS with a strong optimistic attitude.
- Attended/Participated in many social service activities as volunteers in different events at Ramakrishna Math.

File Description	Documents
Best practices in the Institutional website	http://www.badruka.com/i/bcca-day/BEST-PRACTICES-21-22.docx
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

PERFORMANCE APPRAISAL:

This is one of the important policy adopted by our college in order to improve the professional as well as personal profile of the teaching and non-teaching staff.

The parameters for teaching staff are the following:-

1. Teaching methods used by the teacher in the class
 2. Organizing various events in the college like seminars, workshops, FDPS
 3. Student related activities fests, arranging industrial trips
 4. Faculty are accompanying students to attend outside programmes if they are participating.
-
- The number of lectures taken by the staff in the academic year is taken into consideration.
 - The invigilation for the Osmania University external examination.
 - Evaluation of the answer scripts of University and other Autonomous colleges.
 - Setting examination papers for various Universities and Autonomous colleges.
 - Student related co-curricular activities such as arranging field trips for the students, taking up extension activities such as NSS, NCC, SWO CLUB Coordinators and other roles.
 - Research and Development:-This particular parameter is having more weightage.
 - To publish articles in Scopus Indexed. UGC-CARE, ISSN AND ISBN.
 - The faculty contributing to various text books, editing and chapters in their subjects is also taken into consideration.
 - Academic growth by qualifying NET/SET exam and PhD award in the academic year.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

One of the important responsibilities of the institution is curriculum planning and implementation. We ensure effective curriculum, planning and delivery through a well-planned documented process. We adopt the curriculum overview provided by Osmania University, which includes university almanac, internal assessment, semester exams etc., We have a formulated committee of principal, vice principals , IQAC coordinators, and academic co-ordinators to understand and analyse the requirements of the students before the commencement of academic year and prepare academic calendar.

In the beginning of the academic year every department in the college submits a report, furnishing the details of the workload requirement time-table. subject -wise lesson plans, allotment of subjects, study material, teaching diaries etc., A series of interactive sessions such as group discussions, PPT, mock interviews, workshops, seminars, debates, outreach programs, etc. are included to make the classroom teaching interesting and effective. Field trips are also arranged to give the practical exposure, experience develop and enhance the use of their cognitive skills such as planning, decision making, critical analysis, creative thinking, empathy, problem solving, evaluation and synthesis.

The faculty also puts their efforts to ensure effective curriculum delivery and improve the academic growth of the students by conducting tests, remedial coaching classes as per the pattern of the examinations.

To provide adequate practical and theoretical knowledge mock viva-voce is conducted. The curriculum is enriched by participation of the teachers in board of studies, meetings, seminars, conferences, FDP conducted by affiliating colleges and the university from time to time.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college is affiliated to Osmania University and follow the curriculum prepared by the OsmaniaUniversity. The college has developed a structure and documented process for implementing the curriculum. In the beginning of the semester, collegeprepares the academic calendar on the basis of university calendar. The academic calendar includes the schedule of the internal examinations, seminars. Workshops, expert's talks, add-on programs certificates course other co-curriculum and extra-curriculum activities. Academic co-ordinator prepares the class time-table and course plan for the semester. The Course plan contains class time-time, semester calendar and syllabus which is given to all the students and the content is published on the college website. The faculty members prepare the course plan with all the suggestions, revise the course outcomes and updates and prepare the study material. They also prepare assignments and case studies in advance besides question bank for their respective course. The syllabus is enriched by adding contents beyond syllabus for better achievement of the course outcomes. Recourse like relevant websites and e-resource are made available for advanced learners.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://www.badruka.com/i/bcca-day/Institution-Calendar-2021-22.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic

A. All of the above

**council/BoS of Affiliating University
Setting of question papers for UG/PG
programs Design and Development of
Curriculum for Add on/ certificate/
Diploma Courses Assessment /evaluation
process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

7

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1855

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Courses offered in the college integrate issues related to gender sensitization, environment, human values, professional ethics, and other computer based certificate courses for the enhancement of subject knowledge and skill development of the students, keeping in view of the market requirements. Institution integrates crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability into the co-curricular and extra-curricular activities. Environmental studies paper is offered to the students as part of the curriculum in 1st semester. Gender Sensitization course is offered as a certificate course in the 2nd semester. The college is established Vivekananda Human Excellence Cell to enable the students to understand the corporate standards of behaviour expected by the industry. The college offers a certificate course in professional ethics and human values for the students of V semester to imbibe moral values, positive human behaviour, to enable them to become responsible citizens as they graduate and step into the world of competitiveness. The college also offers specialised subject based and skill based certificate courses like preparing the students as per the requirements of the market and business such as Digital marketing, Tabl

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	No File Uploaded
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

685

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the

A. All of the above

institution from the following stakeholders
Students Teachers Employers Alumni

File Description	Documents
URL for stakeholder feedback report	http://badruka.com/i/bcca-day/Curriculum-Feedback-2021-22.docx
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://badruka.com/i/bcca-day/Curriculum-Feedback-2021-22.docx

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

990

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

548

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution assesses the learning levels of the students, after admission and organizes special programs for advanced learners and slow learners

The college identifies the slow learners and advanced learners based on their Intermediate (10+2) percentages. A diagnostic test is conducted to assess their Basic English and subject knowledge. Students are identified as slow learners and advanced learners based on their performance in the diagnostic test.

Students are categorized as Commerce and Non-commerce students from their Intermediate specialization.

For advanced learners

Business plans, paper presentations, mini projects etc., are conducted. For the B.Com (Computers and Business Analytics) advanced learners, programs like IT Quiz, IT Seminars.

Students are also encouraged to attend various management/IT meets, workshops, symposia, and seminars held at state and national level. A business quiz is conducted to upgrade their knowledge.

For slow learners

English proficiency classes are conducted for students to improve their communication and presentation skills. Subject experts scheduled the bridge course for an hour i.e. from 3:00 pm to 4:00 pm every day for Non- Commerce Students. Weekly tests are conducted to monitor their progress. The bridge courses were scheduled for duration of two and half weeks

spanning 30 hours (12 hours each week).

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2592	60

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The college encourage student-centric learning through various methods such as brain storming, group discussions, quiz competitions, presentations and project work in participative learning and problem solving methodologies. Regular activities viz., group discussions, projects, field visits, educational tours, seminars, extension lectures are conducted in the college and the students actively participate in these activities within and outside the college. Students are given individual projects and class assignments for focusing on self-study and to encourage independent learning. Different student support systems are available in the college like library, computer lab, reading room. Beyond the classroom, college gives high importance to all-round development of students through extra-curricular, co-curricular and field based activities. The objective of student centred activities outside the classroom is to involve and engage the students in learning procedures that require more than reading or viewing the material. Students are taken for study tours industrial tours to get familiar with the field/natural conditions. These activities also play an integral role in allowing the students to remould themselves from absorption of information while learning during academic sessions.

To enhance the concentration in various activities, the college has framed many committees and clubs including the cultural committee, sports committee, club co-ordinator in-charge committee, placement cell. Both intra and inter-college sports competitions are organized, where students exhibit talent in variety of games, programs, activities, to foster spirit of togetherness team building and leadership. In order to inculcate human values, ethics and social responsibility, students are encouraged to participate in the activities.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In the class rooms, the faculty members of the college use (ICT) Information Communication Technology to improve the teaching and learning process. Different software's available online is integrated with teacher's explanation and students are encouraged to learn and practice through interactive activities. LCD projectors, computer/laptops/tablet systems are used in the classrooms. You-tube, e-mails, whatsapp group, telegram, zoom and Google classrooms, college website are used as platforms to teach, communicate, provide material, syllabus. Circulate notice, announcement, make presentation and share information these applications are also used to provide online education during the pandemic situation. Wifi facility is also available in the campus for the students and staff. The library also provides access to computers and online journals subscribed, on the advice of faculty. Syllabus and study materials are also made available on the college website. Student attendance, feedback are also received online from the students and faculty members.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**2.3.3.1 - Number of mentors**

60

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

60

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

15

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

526

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Badruka College of Commerce & Arts of Osmania University is bounded by the university rules regarding internal assessment.

- The schedule of internal examination is decided at the beginning of the session in the form of academic calendar.
- Internal assessments are conducted as per the Osmania University examination pattern.
- Internal assessment is done twice in a semester.
- One assignment will be given to the students.
- Internal assessment will be conducted in 3 categories:

MCQs :10x1/2=5 marks ,Fill in the blanks :10x1/2=5 marks

1 mark questions 5x1=5 marks

- During COVID, internal assessment is conducted in online

mode by using google form and evaluation done online.

- The exam coordinator will take care of conducting internal exams and submitting marks to the university on time.
- The question papers are prepared with approval of the HODs and academic committee.
- To be unbiased, the question paper contains column for the students to write only the rule number.
- The question papers are printed 1 day before the exam and are secured in sealed covers.
- The invigilators are handed the sealed question papers as per the seating allotment.
- The concerning subject teacher gives assignments to all students and keeps the record of all the internal exams and marks, which is sent to the university.
- The final internal examination marks are displayed for the students to verify.
- If any queries, it will be clarified and resolved by the examination cell in consultation with the subject teacher.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

- The grievances of the students with reference to internal exam are made clear by showing his/her performance in the answer sheet.
- Any student who is not satisfied with the assessment and award of marks may approach the concerned HOD who can intervene and seek opinion of another course teacher.
- The institute follows open evaluation system where the student performance is displayed on the notice board and the same is informed to the parents.
- Most of the grievances related to the examination are received after declaration of the results by the university.
- The errors in their results like internal assessment marks, attendance sheets, etc. are immediately addressed, corrected and quickly disposed for onward submission to the university by the exam coordinator to the examination

branch.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The college has well defined learning outcomes. The vision of the institution emphasizes on, to develop highly efficient, skilled professional and transfer them into enlightened spiritually inspired morally upright and socially. The college has a proper mechanism of communication of the learning outcomes of the programs and courses, which includes the hard copy of syllabi and the course/programme outcomes are available in the respective departments for ready reference to the teachers and students and also the copy of curriculum and outcomes of programs and courses are also uploaded on the college website for the easy access the students and teachers.

The Programs and Courses are highlighted and made aware to the students in the induction ceremony-cum-orientation programme at the beginning of the academic year and semester respectively.

- The program and course outcomes has been discussed and reviewed in regular staff meetings .

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Programme outcomes and course outcomes for all programme offered by the Institution are stated and displayed on website,

prospectus and communicated to students and teachers.

The POs and COs are printed in the prospectus and in the syllabus copy. The teachers are given general orientation at the beginning of every academic year which is followed by the departmental meeting. The class teachers allotted to each programme explain the details of POs and COs to the students.

The faculty is recruited based on their qualifications, experience and ability to deliver the POs and COs and also encourage to upgrade their subject knowledge and keep pace with the dynamics of the market. College supports staff in faculty development programs, training sessions, workshops and seminars to enhance attainment of POs and COs.

Apart from teaching, the students are provided with ICT enabled classrooms which enhances teaching learning effectiveness and outcome attainment. The students are encouraged to conduct and participate in seminars, workshops, field visits and write research projects.

UG programs have Placements based on POs. Many programs have experiential learning through lab activities, where students learn practical skills which is also an important component of POs attainment.

1. The institute followed the Academic Calendar of Osmania University
2. All the subject teachers prepared Semester-Wise evaluation Reports.
3. Exam branch committee analyses evaluation of internal and external results reports of results

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

668

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<http://www.badruga.com/i/bcca-day/SSS-2021-22.docx>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The innovation eco-system consists of academia, technical and support services, business participants, start-ups, and all the individuals that drive these results. Syncing in-line with the rapid emergence of the need of innovation, Badruka College of Commerce and Arts has established a Centres for Innovation and Entrepreneurship as Under the Entrepreneurship Development Cell, the college has also established Badruka Innovation Hub. The Cell helps students in comprehending the challenges in implementation of the concept/ideas into a reality. It also helps them to develop independent entrepreneurial thinking and have an innovative approach towards day to day issues/needs and necessities. As per the mandate of the Ministry of Education, the College has constituted an Institution & Innovation Council, to perform distinct activities related to Innovation and Entrepreneurship. They help promote awareness about innovation, business opportunities, funding resources and

creating a start-up. The Badruka Incubation Hub aims to provide technical support, guidance and supervision for incubating ideas, developing prototypes/working models etc. The college has been instrumental in establishing a couple of successful start-ups. We have robust interface with Industry Relations, Mentors. Under MGNCRE, Ministry of Education college has setup REDC and SESREC in the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

15

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

0

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

5

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college believes "There is no religion than human service. To work for the common good is the greatest creed. " NSS

activities, Young-Indians (YI-CII) are some platforms which provide community service such as Swachh Bharat Abhiyan, cleanliness drives, Medical Camp at Chowdhariguda Village, Telangana formation day, conducting health care awareness programmes, Nationalism promotion by Azadi Ka Amrit Mahostav celebration, Kargil Vijay Diwas rally, Rashtriya Ekta Diwas rally, Blood donation drive, Child safety walkathon, Hearth Walk Rally, etc. Several seminars were also conducted on Constitution Day, Awareness Day, World Heart Walk Day, Tobacco awareness, Anti-drug awareness, etc. to spread awareness in the society.

The college consisting of various departments take part actively in all the service related activities and awareness programmes. The various events conducted on the occasion of Telangana formation day and International Yoga Day, Elocutions, awareness and knowledge programs. The college conducts Blood Donation drive and a Medical camp at Chowdhariguda village. Students also participate in cultural activities like drama, dance, singing etc which are conducted on special occasions, through which social messages are conveyed.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

32

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

35

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

35

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

25

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Our Institution is well equipped with good infrastructure facilities. There are about 47 class rooms out of which 2 are exclusively used for languages. College has 4 computer laboratories in which it has 220 computers. The class rooms are equipped with the projectors, there are 33 projectors installed. In total the college has 33 printers which are used for printing the official notices, question papers, and other official documents. There are 27 air conditioners in campus. The eight water coolers are installed for the students to have access to potable water. There are 35 lockers facilities for faculty and staff to maintain the records. There are 58 almira's and 17 racks for maintaining records.

- Auditorium: The College has an open auditorium with a seating capacity of 500 and two seminar halls to conduct major curricular, co-curricular and extracurricular, Extension Lectures, Staff Meetings
- Examination branch is fully furnished and has 3 Computer systems, 2 Large Copier Machines and 2 Printers.
- Campus is fitted out with the fire alarms and 25 extinguishers have been installed, 65 CC cameras installed, 3 units of RO Plants, 10 units of Biometric system
- The library is fully computerized and have e-library resources

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The Institution has the requisite infrastructure to promote active participation of the students in Cocurricular and Extra Curricular activities. Students have ample space for recreation to rejuvenate themselves from the academic schedules. College provides

- Sports Room
- Gymnasium
- Indoor Games
- Outdoor Games

Sports and Games :

Sports and Games are integral components of education. The Institution has a vibrant Department of Physical Education which involves the students incessantly to participate in the various competitive events throughout the term at - State, National levels through meticulous planning and practice. Students are trained to participate and compete in Inter College, Inter University, State and National level tournaments. To enhance the knowledge, playing performance,

skills and ability of the students, the department has well stocked sufficient sports and games related books and journals. The Gymnasium and Yoga :

The College strongly believes that Healthy body leads to Healthy mind. Hence physical facilities such as Gymnasium, Open air stage and spacious Auditorium for Yoga are also provided in the Campus.

Cultural Activities:

For various facilities provided by the Institution to the participants are Music system, Recording system, Cameras, Lighting system. Attires are also provided for the dance, drama and music competitions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

45

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

98.42

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Library at Badruka College of Commerce and Arts are integrated knowledge resource centre comprising area of 10,500 Sq. Mts with nearly 32000 books, periodicals, references, national and international journals and CD-ROMs, . It is automated using Integrated Library Management System (ILMS) computerized with Soul Software Open Source Integrated Software. It has access to more than 5000 e-journals under the e-shodhsindhu program of INFLIBNET. Under this service online access to full text and databases from 30 reputed publishers through N-LIST Oxford, Springer, Taylor and Francis, Web of Science and Wiley.

All e-resources are accessible locally within the campus as well as remotely. The library also provides access to CD/DVD based electronic resources. Library has adequate number of terminals to facilitate searching/accessing e-resources, web browsing and for other academic work. It has excellent ICT infrastructure with adequate bandwidth for fast and seamless access to Internet. It is also member of NList Initiatives taken by the University, are the following :

1. Free WI-FI, internet access
2. Reprographic facilities.
3. Organization of Book Exhibitions/Display of new books.
4. Proper system of feedback from users to improve library services.

System of recommendation for purchase of books through Departments

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

3.91

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

80

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

College frequently updates its IT facilities including Wi-Fi . It keeps itself abreast with the new developments using Technology as Learning Resources in Academic and Administrative Functioning.

- Need to have a comprehensive Annual Maintenance Contract (AMC) system and should informative
- Some of the Firms for AMC:
 1. DOTCOM COMPUTERS- shop No-7, Annapurna Block, Aditya Enclave, NEAR MYTHRIVANAM, Kumar Basti, Ameerpet, Hyderabad, Telangana 500018
 2. B.R Computers-SRT-314, #2, Street Number 7, Ashoknagar, RTC Cross Road, Gandhinagar, Hyderabad, Telangana 500020-096038 02802
- BSNL Broad Band Wi-Fi internet connection with 100Mbps speed costing Rs.3.9 lakh p.a.

No. of Computer Laboratories

04 (220 Computers)

50-60 Systems need to be Replaced

(50 Systems are approved)

No. of Projectors

35

Need of 20 Projectors

Printers

33

Color Printers

02 (1 Small and 1 Big)

- Number of ICT Classrooms : 35 (Projectors, Computers with internet)
- Number of Open Auditoriums : 1 (Projectors, Computers with internet)
- Number of Seminar Halls: 02 (Projectors, Computers with internet)

Total No. of Computers at Present : 220

Total No. of Students (960+900+720+48+48) : 2676

Student - Computer ratio : 1: 17.84 (150:2676)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

240

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

98.42

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college infrastructure, including labs is used for academic and research activities by the faculty and students . Common facilities like Auditorium, Conference halls, Seminar halls, and multipurpose indoor facilities etc., are provided for the conduct of academic events by other institutions, organizations

After due evaluation of their prior request. The college has Indoor table-tennis cum fitness center

(gymnasium) for the use of staff, students for maintaining their physical fitness and training for competitive events. The college serves as venue for the conduct of local and national level examinations such as UPSC, MPSC, ICAI, SET, railways, bank recruitment drives, state government directorates etc. ,

The college also serves as an Examination center for the Annual and End-semester Examinations of the affiliated University. To ensure proper maintenance of the college infrastructure, the services of electricians, mechanics, plumbers and gardeners are made available in the college campus compulsorily during the office hours and quick response in case of emergencies during odd hours. The college is committed to share its infrastructural facilities for events such as blood donation camp, relief and e-waste collection centers etc. which are exclusively for the betterment of the society .

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

141

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

101	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above
File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
406	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
406	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

<p>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</p>	<p>A. All of the above</p>
--	-----------------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

291

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

31

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

13

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

18

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Knowledge when combined with skill enhances the quality of education. The institution since its inception always strives for the overall development of the student and also to impart quality education to the students so that they are well prepared to meet the requirements of the industry as well as the society. To enhance the skill and artistic talents of the students the college has initiated with the formation of various clubs.

Which are well maintained by the faculty and student volunteers. The students take active participation in the activities of NCC, NSS and sports and have won many Laurels to the institution. Our NCC cadets had the opportunity to participate in the Republic Day parade held at Delhi. NSS student volunteers are always readily render their services whenever and wherever required and called for. The student volunteers take active participation in organising various competitions related to their respective clubs under the able guidance and support of the faculty in- charge of that particular club. While organising a competition in any of the above mentioned clubs or organisations the students learn and get experienced in various important practical requisites like- planning, organising, communicating, advertising the event, team work etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

21

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Institution has a rich network of alumnae. They are eager and highly motivated to support the Alumnae Association to carryout number of developmental programmers. The Alumni Association ABA(Alumni Badruka Association) was registered in 1960. The alumni of the college are spread all over the world as Academicians, Accountant, I.T. Sector, Artists, Bankers etc. They also contribute a lot as members of Boards of Studies, deliver Guest lectures, offer Internships, assist in Placements, support in Industrial Visits etc.

ACTIVITIES OF ALUMNAE ASSOCIATION:

1. Alumnae Meetings: The Institution regularly arranges Meetings with Alumnae which helps socially and professionally

as a way of keeping in touch with the institution and each other.

2. **Alumnae as Lecturers:** Some of our alumnae joined the institution as lectures, a few offer training to the students on latest Technologies and Research and boost up employment by giving necessary guidelines related to Entrepreneurship, Employment, Internships and Career Guidance.

3. **Annual FETE:** Alumnae Association actively participates in the Annual FETE and the income generated is utilized for charity activities, poor students' aid and improving infrastructure.

4. **Alumnae interact:** Alumni interactions help students in exploring avenues for employability and setting up of entrepreneurial units or business by present students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

BCCA envisions to nurture young graduates capable of surviving the dynamics of business world and achieving success. The young minds are effectively trained to be efficiently skilled, morally upright and socially committed citizens.

The institution believes in nurturing and educating the budding

talents of the generation and in providing them the utmost support in their development, so that they become truly enlightened, emotionally balanced, spiritually inspired, self-reliant and socially committed citizens of our country. The institution believes in moulding the students into committed, compassionate and competent individuals, who are highly motivated and ready to contribute the best to the society and nation at large. The Institution takes special care of the spiritual and moral education of the students. The stake holders take the decisions under the light of vision and mission. All the activities, programs and other decisions of strategic importance are in tune with the institution's vision and mission. This has helped to maintain its position as one of the top institution for commerce education in Telangana.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Decentralization and Participative management is one of the core strength of our institution. The Faculty members are accountable to the principal and Director General. The Vice-principals supervise unbiased distribution of work load, administrative responsibilities among all the faculties. Faculty meetings are organised regularly to understand the problems, possible solutions. These sessions serve as brainstorming for improvement in institutional functioning. The faculties are empowered to suggest constructive changes for the progress of the institution. The Management establishes regular communication with the faculty members fostering an environment of mutual understanding and a feeling of responsibility among the employees.

Both the academics and co-curricular activities are assigned to various faculty members, the activities are scheduled in coordination with institution heads, vice principals, and principal. The Secretary, Director General, principal and the Governing body meet regularly discussing various issues of

strategic importance. Students are also involved in planning and organisation of small scale events, formulating rules and regulations and any such matters of their concern. Thus Decentralisation and participative management is reflected in the institutional practices at all levels

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has effectively implemented quality improvement strategies to develop and motivate both students and faculty to learn and explore various avenues related to their area of expertise and specialization for which they are motivated and reimbursed for any kind of expenditure bared by them. The institution provides various platforms that help them to learn and perform better as well improve their teaching methodology.

Library, ICT tools, conducting guest lecturers from experts from industry, industrial visits for practical exposure, and time off to attend such programs at various occasions are a few of the forms in which the institution encourages faculty and students to learn and impart knowledge.

Students are motivated, trained, and counseled to be competent and perform better. Their potential helps them to get a scholarship, better job opportunities both through on-campus and off-campus recruitment. The institution has an HR policy which is being revised periodically to incorporate several initiatives to make the teaching and non-teaching staff more engaged. The institution has also implemented Consulting & Research Policy along with Standard Operating Procedures (SOP) for streamlining the policies

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The organization is very clear in its policy framework. The Annual Quality Assurance Report of BADRUKA COLLEGE OF COMMERCE AND ARTS(BCCA) administrative work, the procedures followed for appointment and relieving of the employee, welfare activities, compensation practices, and regular activities are monitored and maintained according to the needs of the organization, which also matches in fulfilling the mission and vision of the institution.

The Employees are updated about all the employment related norms by the appointing authority and their immediate supervisor, and are also shared by their respective department members. Convenient changes in the norms are updated to the employees and institution expects support and coordination from the employees end. All the administrative decisions are taken by the management and communicated at all the lower levels. Faculties are appointed as required and there is no surplus or shortage of employees in the institution.

The head of the department and vice-principals shall monitor the departmental activities and faculty work on continuous basis; they also suggest the alternatives to overcome the problem if any. The Policies related to work, pay, leaves, promotions, increments, employment etc. are framed and communicated through proper channel to the employees approximately.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	http://www.badruga.com/i/bcca-day/6.2.2%20Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Institutions has been very fair in maintaining welfare practices within the environment. The institution provides security to employees by providing them Insurance and ESI benefits which differs from teaching to non-teaching employees in the organization. They provide Medical insurance, gratuity, maternity leave, increments on the basis of up-gradation for teaching staff. For Non-teaching staff they provide ESI, festive bonus and gratuity. PF, ELs', SLs, and CLs are common benefits enjoyed by both teaching and non-teaching staff. In addition to this Education leaves are also provided to the employees. College also conducts medical and health camps to monitor the employees' health. The institution also has an on-duty medical officer, who helps in resolving the health-related issues and problems of faculty and students. The Following are the list of welfare practices implemented in the institutions.

1. Health Insurance of Rs.5000/- to Faculty Members and their Family.
2. Financial support to attend the Conferences / Symposium & Seminars.
3. Financial incentive for publishing the article in Journals Rs.2000/- per article.
4. Four Increments will be provided to the Faculty Members who are awarded Ph.D.
5. Earned Leave can be en-cashed up to 60 days. 30 EL will be provided to Non-Teaching Staff every year.
6. 50% of Indian Accounting Association Membership fee to the Faculty Members.
7. Sponsored AIMA Course on Business Consulting to the Principal.
8. Conveyance Allowance of 1600/- paid to teaching staff and 1000/- to Non-teaching staff.
9. Festival Advance to Non-teaching staff and Class IV employees
10. Emergency Medical Advance Facility to teaching and Non-teaching Staff

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

36

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

42

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Institution believes in using both traditional and modern methods of conducting performance appraisal systems in the institution. The appraisal of non-teaching staff is purely based on their work and will be monitored by the supervisory administrator who continuously will inspect the records and based on their observations, an appraisal will be given to them. When it comes to the teaching staff their appraisal depends on a variety of variables which explains the multi-level contributions which includes for self, students, and organizations' development. The variables are feedback from Principal and department Co-ordinator, students feedback, result analysis, research, participation in conferences, seminars, FDPs and MDPs, paper setting, paper evaluation, paper presentation and publication, membership in various bodies related to area of specialization, undertaking funded project's, enhancement of qualifications like M.Phil., Ph.D., qualifying NET/SET, personal contribution to the organization/ society, etc., The criteria are modified once in three years based on need in the evaluation process of performance of employees. The existing appraisal of teaching staff is subject to the following criteria fulfilment.

1. Academic input
2. Co-Curricular activities
3. Accreditation and institution-building activities
4. Research and development
5. Student feedback
6. Academic output
7. Subjective assessment of the controlling officer

For non-teaching staff

Performance appraisal of non-teaching staff includes

1. Punctuality
2. Discipline
3. Honesty
4. Dependability
5. Integrity
6. Reliability
7. Technical skill enhancement
8. Vertical enhancement of qualification

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

A mechanism for audit is set at the beginning of every academic year during which all the events, activities, income, expenditures are recorded in various record books and detailed information is also maintained to produce them when required. Every document is inspected regularly and specific individuals are assigned the responsibility of maintaining it to maintain transparency in every area which may otherwise lead to misunderstanding or irregularities in the records of transactions. A team of auditors will inspect all the documents every year to give us a statement about the same. Auditing helps the organization in maintaining a healthy and cordial relationship with all the stakeholders of the institution and maintains it by maintaining transparency, proper communication, and regular updates within their implemented system. To initiate and complete the process of auditing effectively college has appointed both internal and external auditors for the institution who conduct the financial audits regularly. Internal audit is done by CA Nikhil Jain and external auditing is done by CA Sharat Chandra Toshniwal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Institution motivates both the employees and students to prepare themselves to attend programs which helps them in expanding as well experimenting with their skill knowledge and abilities for which the institution helps the individuals in preparing proposals and apply to various authorities/ funding agencies so that the research can be done on a larger platform with convenient and timely available resources. Such research may be helpful both at the institutional level as well for the society at large and can bring substantial change in terms of benefits to those involved in it. Such events can get accolades and recognition to both the individual who is part of such events as well as to the organization with which they are working. The institution mobilizes its surplus funds through Mutual funds which are monitored by third-party hired by the institution. Budgetary is carried out from the bottom-up approach. Finance Committee & Governing Council once approved, the College is empowered to implement the resources. Pay Revision for the teaching and nonteaching staff is being done periodically. PRC has given to teaching and non-teaching

employees in the month of January-2022.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

BCCA attempts to chisel out the total quality person through a persistent focus on imparting quality education, through its innovative, comprehensive and flexible education policy.

Its Internal Quality Assurance Cell (IQAC) carries out activities that encompass all aspects of the Institute's functioning. The IQAC at BCCA was constituted on 02-06-2008. Since then, it has been performing the following tasks on a regular basis:

1. Improvement in quality of teaching and research by regular inputs to all concerned based on feedback from students.
2. Providing inputs for best practices in administration for efficient resource utilization and better services to students and staff.
3. Providing inputs for Academic and Administrative Audit and analysis of results for improvement in areas found weak.

Students and staff give their feedback and suggestions on teaching and administrative performance through the Suggestion Box .or through email to the Coordinator, IQAC at bccaiqac@gmail.com.

The IQAC has immensely contributed in the implementation of quality assurance strategies and processes at all levels. The Institute IQAC regularly meets three times in a year and other regular meetings.

The Institute IQAC prepares, evaluates and recommends the following for approval by the relevant Institute . (a) Annual Quality Assurance Report (AQAR) (b) Self-Study Reports of

various accreditation bodies (ISO 9001, UGC 12b, NAAC, NIRF, (c) Performance Appraisal System(d) Feedback (e) New Programmes.etc..

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution believes in upgrading the quality of teaching through quality improvement and enhancement in skills, knowledge, and ability of faculty by providing the alternatives to attend conferences, seminars, faculty development programs, and refresher courses which help to learn better ways and methods of teaching as well as techniques to improve their performance. These techniques will equally benefit the faculty as well the students to learn better and improve their knowledge. As the institution is providing ICT-equipped platforms which are equally helping the faculty to utilize better ways of teaching and helps in making the classroom activities more interactive. The Department heads and academic coordinators would continuously analyse the performance of employees and also consider the feedback given by the stakeholders of the institution to suggest the changes they expect in the future from the employees. Since this process is considered on periodic basis maintenance of a competitive and progressive environment becomes part of the culture in the system. Regular feedback, timely updates, and continuous learning are the key to maintaining a healthy and progressive environment in educational institutions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of

B. Any 3 of the above

**Internal Quality Assurance Cell (IQAC);
Feedback collected, analyzed and used for
improvements Collaborative quality
initiatives with other institution(s)
Participation in NIRF any other quality
audit recognized by state, national or
international agencies (ISO Certification,
NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Institution believes in the principle of equality. To promote this message among the students and staff. The following steps are taken.

1. Safety and Security:

- The dedicated Women Cell in the college looks after the safety and security of the girls.
- CCTV surveillance is maintained at all entry and exit points, corridors and canteen.
- For girl students of the college instituted Self-defense program like karate and taekwondo around 200 students enrolled for this program.
- A Female security guard takes care of the of girl students.
- Organized guest lectures for students by SHE Teams on women safety.
- There is an anti-ragging squad active round the clock and

not a single instance of ragging has been reported so far.

- The college physician is available at all hours to treat students whenever necessary.

Personal Counseling:

- Faculties address personal problems of students in stressful situation. If special attention is required they are sent to college counselors to overcome their personal crisis.
- The college organizes several awareness programs on the issues of gender equity to enable students to know their rights and opportunities for women empowerment.
- Grievance-Redress cell promptly attends to the students requests for other amenities and complaints and solves them at the earliest.

File Description	Documents
Annual gender sensitization action plan	http://www.badruka.com/i/bcca-day/7.1.1.%20gender%20equity%20plan.docx
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.badruka.com/i/bcca-day/7.1.1%20specific.docx

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling

system Hazardous chemicals and radioactive waste management

The objectives of waste management are as :

- To "Reduce re-use and recycle"
- To minimize waste production
- To utilize it in a best manner

Solid waste-management

- In the waste management process, the wastes are collected from different sources and are disposed.
- Waste management is important as it saves the environment from the toxic effects of inorganic and biodegradable elements present in waste. Mismanagement of waste can cause water contamination, soil erosion and air contamination. Waste can be recycled if collected and managed efficiently.
- Solid waste is the useless, unwanted and discarded material resulting from day to day activities in the community.

E-Waste Management

- Old fans, Tube lights, A/c's, Computers, laptops are discarded.
- It's so easy to purchase new computer systems, projectors and printers.

Waste recycling system

- Waste management refers to the practice of collecting, transporting, processing or depositing, managing and monitoring various waste materials
- It is important to observe sustainability in this aspect so that every bit of waste can be managed in an efficient manner rather than just dumping it all in landfills/dumping yards
- We also collect all our paper waste that is available in our esteemed college and submitted it to ITC WOW (Well Being Out of Waste)

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The campus provides an inclusive environment and shows tolerance and harmony in all aspects of the activities. This inclusiveness goes beyond caste, community, colour, language and religious boundaries. The students find the campus as a conducive atmosphere which makes them feel unified and equal as no partiality is shown towards any student. As our students hail from diverse cultures, much importance is given to accommodate the contribution of every student without any disparity. These ventures help students to become better citizens for the future as the college believes learning is not confined only to the classrooms.

To promote peace and harmony in the campus, there is an Induction programme every year for the first year students to acquaint them with the college, other activities like NCC, NSS, Clubs and Cells. This helps the students to mingle, accept social and cultural differences that are created for campus culture. Fresher's Day helps to break the ice and build up the confidence and self-esteem, there by the students are ready to come out with their talents. Communal harmony is promoted through various activities and celebrations such as Bathukamma, Pongal, Traditional Day, Yoga day, eco-friendly Ganesh idol and Rakhi making

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Apart from the curriculum, the students have to be taught about human values, constitutional rights and their duties to be performed as citizens. The curriculum has been upgraded from time to time and value education has been included when students are taught certain values like respecting elders, honesty, tolerance and even yoga which promotes human excellence. Human Excellence Cell Students participated

Ramakrishna math Voluntary Services, The tutors and the faculty counsel students on social values to enable them to get rid of fear and feeling of insecurity in the society. Through street plays and mimes the students and NSS volunteers create an awareness in the villages on De-addiction, female infanticide, misuse of social media, Anti dowry etc.

All the departments take the responsibility to inculcate moral values through value education, Human rights, Ethics, Environmental studies under the curriculum. Students are educated on the traffic rules and regulations by the NSS volunteers who constantly conduct Road safety campaigns that make the students to take precautions. As many students are unaware of their rights and duties, a number of lectures are arranged with the experts to educate the students, to promote awareness on human values, social norms, respect for elders and equality.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	http://www.badruka.com/i/bcca-day/7.1.9%20RESPONSIBLE%20CITIZEN.docx
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Institution celebrates/ organizes national and international commemorative days, events and festivals.

National festivals play an important role in planting seed of Nationalism and Patriotism among people of India. Our institution celebrates these events with great enthusiasm to commemorate the ideology of nationalism and to pay tribute to our great National Leaders. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout. Every year BCCA organizes several national commemorative days, festivals and birth/death anniversaries of the great Indian personalities such as:

Independence Day

Teachers Day

Sports Day

Rashtriya Ekta Diwas

Vijay diwas

World environment day

Republic Day

Women's day

International Yoga Day

The institute celebrates national and international commemorative days, events and festivals with full vigor. National festivals like Independence Day (15th August) and Republic Day (26th January) are celebrated every year with pride. The National Unity Day or Rashtriya Ekta Diwas is celebrated every year on October 31st to commemorate the birth anniversary of India's first Home Minister, Sardar Vallabhbhai Patel, who is also known as the Iron Man of India. Every year Institute organizes sports Day India celebrates National Sports Day on 29th August to commemorate the birth anniversary of hockey legend, Major Dhyan Chand.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practices 1

Institutional Social Responsibility (ISR) and Community engagement

Badruka College of Commerce & Arts (BCCA) has been in forefront for taking various social initiatives for the betterment of the society. The important programmes which have been organised so far by the college are addressed to meet the challenges and requirements of the present day scenario.

Objectives:

The following are the objectives of institutional social responsibility and community engagement.

- To Inculcate Social awareness, values and environmentally

responsible behaviour amongst students.

- To nurture students as citizens with moral, ethical and social values so as to provide service to the society through activities and discharge their obligations towards the society.
- To provide services to the needy people (specially neighbourhood backward areas)
- To help the community by the activities of NCC and NSS.

Best Practice II Holistic development of the Students

Students who are trained and moulded in human excellence cells achieved their goals and made successful careers they:

- Were placed in reputed Multi-National Companies (MNC) as recognized designations.
- Started own Enterprises with great zeal.
- Went abroad for higher studies secured better placements.
- Continued in professional studies Like CA, CMA, and CS with a strong optimistic attitude.
- Attended/Participated in many social service activities as volunteers in different events at Ramakrishna Math.

File Description	Documents
Best practices in the Institutional website	http://www.badruka.com/i/bcca-day/BEST-PRACTICES-21-22.docx
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

PERFORMANCE APPRAISAL:

This is one of the important policy adopted by our college in order to improve the professional as well as personal profile of the teaching and non-teaching staff.

The parameters for teaching staff are the following:-

1. Teaching methods used by the teacher in the class
 2. Organizing various events in the college like seminars, workshops, FDPS
 3. Student related activities fests, arranging industrial trips
 4. Faculty are accompanying students to attend outside programmes if they are participating.
- The number of lectures taken by the staff in the academic year is taken into consideration.
 - The invigilation for the Osmania University external examination.
 - Evaluation of the answer scripts of University and other Autonomous colleges.
 - Setting examination papers for various Universities and Autonomous colleges.
 - Student related co-curricular activities such as arranging field trips for the students, taking up extension activities such as NSS, NCC, SWO CLUB Coordinators and other roles.
 - Research and Development:-This particular parameter is having more weightage.
 - To publish articles in Scopus Indexed. UGC-CARE, ISSN AND ISBN.
 - The faculty contributing to various text books, editing and chapters in their subjects is also taken into consideration.
 - Academic growth by qualifying NET/SET exam and PhD award in the academic year.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The institution believes in implementing more quality initiatives and administrative changes for the benefit of stakeholders of the society. The following are the initiatives which, we would wish to implement in next academic year.

- Industry - Academia Connect
- Guest Lectures from practitioners
- Become Certified from ISO 9001:2015

- Augment the ICT Facilities
- Certificate Courses - Tableau and Advanced Ms-Excel
- Value - Added Course in collaboration with Vivekananda Institute of Human Excellence.
- Village Adoption
- Enhance NSS and NCC Activities
- Tie -up with OUTBI