



YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	BADRUKA COLLEGE OF COMMERCE AND ARTS
• 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.	
• Mobile no	8121809419
• Registered e-mail	principalbcc@badruka.com
• Alternate e-mail	bmk_sap@hotmail.com
• Address	KAHCIGUDA 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				
• Phone No.	0402752654				
• Alternate phone No.	0402752654				
• Mobile	9966325340				
• IQAC e-mail address	bccaiqac@gmail.com				
• Alternate Email address	bccaacademic@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://www.badruka.com/i/AQAR%202021-2022.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://badruka.com/i/ACADEMIC%20CALENDER%202022-2023.xlsx				
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)		
<p>IMPROVEMENT IN RESEARCH PUBLICATIONS ISBN FOR COLLEGE PUBLICATIONS ALMA CONNECT - ALUMNI MEMBERS DATA BASE GREENERY IN CAMPUS ALUMNI TALKS STRENGTHENING OF PLACEMENT AND GROOMING DIVISION Preparation of Academic, Administrative and Green Audit Report</p>		
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	ISO CERTIFICATION IS DONE	
EXTENSION ACTIVITIES	NSS , NCC, CLUBS ARE ARE EXPOSED THE STUDENT TALENTS	
PLACEMENT TRAINING	410 STUDENTS SELECTED IN PLACEMENT	
GREEN and ENERGY AUDITS	AS RESOLUTION PASSED TO APPLY GREEN AND ENERGY AUDIT Green and Academic Audit reports	
MOUs	2 MORE MOUS ARE ADDED	
CERTIFICATE COURSES	ADDED 2 CERTIFICATE COURSES	
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	30/01/2024
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. Student

2.1

2776

Number of students during the year

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2

565

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

914

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

58

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	2776
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	565
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	914
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	58
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	48
Total number of Classrooms and Seminar halls	
4.2	14699770
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	305
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 coordinators to understand and analyse the requirements of the students before the commencement of academic year and prepare academic calender.

College prepares submits a report, furnishing the details of the workload requirement time-table. subject -wise lesson plans, allotment of subjects, 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 vivavoce 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	https://www.badruka.com/i/ACADEMIC%20CALENDAR%202022-2023.xlsx

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 almanac . 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 lesson plan with all the suggestions, revise the course/subject/ outcomes and updates .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	https://badruka.com/i/ACADEMIC%20CALENDER%202022-2023.xlsx

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

B. Any 3 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

08

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)

04

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

1462

File Description	Documents
Any additional information	View File
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

The present course deals with meaning purpose and relevance of Universal Human Values and how to inculcate and practice them human benefits and realize. The primary objectives of this course is to ensure that the students have enormous knowledge of the constitution, fundamental rights and duties of citizens, professional ethics and the responsibilities.

Human values and Professional Ethics was also included in the curriculum for all the fourth semester students as a part of the curriculum to inculcate human values among the students. Human values enable the students to have a holistic view of life and add grace and consistency to their character. The overall purpose of education is to enable a human being to live a fulfilling life, in harmony with oneself and with family society and nature.

Therefore, it becomes the responsibility of educators to enable

the resolution of these issues so that human society can achieve the cherished goal.

The institution integrates cross cutting issues into its curriculum to make the students responsible citizens with human values and professional ethics.

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

07

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

947

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	https://badruka.com/i/Curriculum%20Feedback%202022-2023.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	https://badruka.com/i/Curriculum%20Feedback%202022-2023.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

904

File Description	Documents
Any additional information	View File
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

565

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 and organises special programmes for advanced learners and slow learners. The institution has well-planned multi-level strategies that are implemented from time to time to address the issues of diversity in learning levels. Initially the learning levels of the students are obtained from their subject teachers from their performance in classroom and examinations. Since then the students are trained by the respective faculty members during their course work, catering their needs and putting conscious efforts to remove their difficulties. The actual stratification of the students into slow, medium and advanced happens only after the conduction of first internal examination and from then a continuous follow up is taken until the completion of the bridge course by the teaching faculty, course coordinator and head of the department. Special remedial classes are conducted for the the slow learners after the regular class schedule and individual attention is paid for improving the learning levels of the students, problem solving abilities using presentations and ppts for better understanding. Assignments and more importantly peer-group discussions are encouraged to yeild a good outcome and to benifit slow, medium and

advanced learners as well. Slow learners are further assisted by the concerned faculty by taking time to explain them, giving individualized counseling and paying special attention in labs.

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
2776	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

Badruka College of Commerce and Arts provides an effective platform for students to develop their skills, knowledge, language, attitude and values to shape their behavior in correct manner. College conducts innovative programs to enhance skills of students. College aims to develop the creative abilities of students. College also provides a platform where we nurture the problem solving skills of our students. Badruka college has several clubs and cells. These clubs conduct various programs like Commerce Quiz, Talking titans etc. Students are motivated to participate and showcase their learning abilities. Field trips and industrial visits provide them with experiential learning.

Badruka college of Commerce and Arts focuses on student centric methods enhancing lifelong learning skills of students. Faculty members put efforts in making the learning activity more interactive by adopting the below mentioned student-centric methods.

1. **Experiential Learning** : College conducts add on programs to support students in their experiential learning. The institution imparts the following experiential learning practices to enhance

creativity and cognitive levels of the students

2. Participative Learning :In this type of learning students participate in various activities such as seminars, group discussions, projects and skill based add on courses. Students are encouraged to participate in activities where they can use their management skills.

3. Problem solving methods :Departments encourage students to acquire and develop problem solving skills. For this, college organizes expert lectures on various topics, motivate students to participate in various intercollegiate and intra college fests and other competitions.

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

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/laptop 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 also made available on the college website. Student attendance, feedback are also collected through 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

58

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

11

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

523

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

The exam coordinator takes 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 forwarded to osmania university 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	View File
Link for additional information	https://www.badruka.com/bcca/examination-branch.html

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

As our college is an affiliated college of Osmania University, we follow Osmania university guidelines. At the end of each semester, final exams schedule is given by the University to all the affiliated colleges. The end-semester exams are given 80% weightage of overall assessment and the remaining 20% constitute internal assessment marks. We follow academic calendar(almanac) for conducting internals examinations.Our college is constituted an Exam Branch to conduct examinations in a smooth manner. The committee prepares arrangements as per the schedule of exams and is upload in the college . The faculty completes the syllabus in time as planned for the internal examinations. Completion of syllabus is ensured with the faulty by the department concerned. The examination branch issues a date to correct the answer scripts and hand over the marks to the authorities. The uploading of marks carried out as per the university guidelines.

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	https://www.badruka.com/i/II,IV%20&%20VI%20SOURCE%20OUTCOME.pdf
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 syllabuscopy. 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	https://www.badruka.com/i/II,IV%20&%20VI%20SOURCE%20OUTCOME.pdf

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

893

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	View File
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)

<https://www.badruka.com/i/STUDENT%20SATISFACTION%20SURVEY%202022-2023.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

01

File Description	Documents
Any additional information	No File Uploaded
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 & 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 & Arts has established a Centre for Innovation and Entrepreneurship as EdCell for providing a platform to help our students and teachers fulfil their dreams of solving real world problems using their innovation and critical thinking skills. The college has also established Badruka Innovation Hub. The Cell helps students in comprehending the challenges in implementation of the concepts/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. ED Cell is constituted to perform distinct activities related to Innovation and Ent. Besides, the college also focuses on ED Cell, largely drawing students from various sections of the college, who work in the ecosystem and organise round the year

programmes in the college. 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. Capacity towards this end is built through Teaching, Training, Workshops etc. as also by encouraging participation in attending and participating in Workshops/conferences competitions etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.badruka.com/bcca/ed-cell.html

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

12

File Description	Documents
Report of the event	View File
Any additional information	View File
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

04

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	No File Uploaded

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

34

File Description	Documents
Any additional information	No File Uploaded
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

29

File Description	Documents
Any additional information	No File Uploaded
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

Badruka College of Commerce and Arts carries its vision as "integrative Development" of students,

where it supports for their balanced growth. The college believes "There is no religion than human

service. To work for the common good is the greatest creed." The College consisting of various Departments are very much involved in conducting as many programs as possible for the welfare of the society.

The NSS unit of college has taken several community development programmes during the year 2022 - 2023 such as, cleanliness drives, Medical Camp at Chowdhariguda and Dabilpur Village, sports items donation at MPUP school, Kanti Velugu, free eye screening programme, Nationalism promotion by Azadi ka Amrit Mahotsav celebration, Kargil Vijay Diwas rally, Rashtriya Ekta Diwas rally, Blood donation drive, etc. seminars were also conducted on Constitution Day, AIDS Day 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 and programmes conducted in the college premises and in the local community on various occasions.

File Description	Documents
Paste link for additional information	https://www.badruga.com/bcca/nss.html
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

11

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

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

73

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

1860

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

13

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.

College has well equipped infrastructure facilities. There are about 50 class rooms out of which 2 are exclusively used for languages. College has 4 computer laboratories. 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 2 colour printers. Some class rooms are equipped with air conditioners; 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 facility for faculty and staff to maintain the records. There are 58 almira's and 17 racks for maintaining records.

- 2 Auditoriums
- 2 Seminar Halls
- Examination branch is fitted out with a confidential room and strong room to download and print online question papers for conducting university examinations with 3 Computer systems, 2 Large Copier Machines and 2 Printers.
- No. of Generators : 2 (1 in the Centenary Building and another one in Main Building)
- Campus is fitted out with the fire alarms and 25 extinguishers have been installed.
- The entire campus is under C.C. Camera surveillance, covered by 65 CC cameras installed in entire the campus.
- The library is fully computerized and at the same time the students and faculty have an access to the e-library resources of the college.
- 2 units of RO Plants are installed.
- Hostel Facility is also available for Girls .

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.

(indoor, outdoor), gymnasium, yoga centre etc.

The institute places on the holistic development of its students, ensuring that they are not just academically proficient but also well-rounded individuals. This is accomplished through a range of co-curricular and extra-curricular activities, which are designed to foster qualities such as leadership, teamwork, and competitiveness.

Outdoor and indoor sports are actively encouraged, with a dedicated sports in-charge overseeing regular activities. The physical director provides training and assistance to students participating in university and national-level events. The institute offers well-equipped facilities for indoor sports as well as outdoor sports like Badminton, Basketball, Cricket, and Football. Individual sports like fencing, Taekwondo, and swimming

are also promoted.

The importance of mental and physical health is recognized, with dedicated spaces provided for Yoga and Meditation. Additionally, an in-house gymnasium equipped with treadmills, cycles, weights, and dumbbells is available for faculty and students.

Cultural activities play a vital role in campus life, with events such as induction ceremonies, teacher's day celebrations, and funfairs. To nurture talent and provide creative outlets, the institute has established clubs such as Theatrics, Music, and Literary. These clubs provide platforms for students to showcase their talents and interests, contributing to their overall personal and professional growth.

The institute's infrastructure supports these activities, with an open-air auditorium and seminar halls available for cultural programs and events. Overall, the institute is committed to providing a holistic educational experience that promotes physical fitness, personal development, and creative expression.

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.

38

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)**537.24**

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 Page 29/119 03-05-2024 01:59:19 Annual Quality Assurance Report of BADRUKA COLLEGE OF COMMERCE AND ARTS 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	https://badruka.com/bcca/library.html

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

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)

6.28

File Description	Documents
Any additional information	No File Uploaded
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

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

Badruka College of Commerce and Arts boasts excellent IT facilities, regularly updating its infrastructure to meet the evolving standards of education. With a dedicated 100 MBPS internet line provided by Bharath Sanchar Nigam Limited, both faculty and students benefit from seamless connectivity across the campus. Internet access is not limited to specific departments; all systems on campus are equipped with internet capabilities, ensuring easy access to academic resources and materials.

Key administrative sections such as the principal's office, administrative office, Examination branch, and Placement section are all equipped with internet facilities, facilitating smooth administrative operations. Moreover, uninterrupted power supply ensures continuous internet access, eliminating any disruptions.

Wi-Fi connectivity extends throughout the campus, offering convenience and flexibility to users. The college boasts four computer labs housing a total of 240 computers, all regularly updated with the latest software to enhance learning experiences.

In response to the changing educational landscape, professors have been tasked with conducting online classes, live lectures, and creating e-content for students using platforms like Zoom, Google Meet, and Microsoft. Additionally, the college organizes a variety of events including webinars, faculty development programs, workshops, cultural activities, and competitions, further enriching the academic experience for students and faculty alike.

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

4.3.2 - Number of Computers

305

File Description	Documents
Upload any additional information	View File
List of Computers	No File Uploaded

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

File Description	Documents
Upload any additional Information	View File
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)

147

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 has well established systems for handling various academic and physical support systems like laboratories, library, sports, computers, classrooms and procedures in place for maintaining and its utilization of various for infrastructure and other facility. They look after overall cleanliness in the

institute on daily basis. Regular maintenance reports are maintained every day and any new proposals for change or addition of infrastructure shall be taken care time to time by institute. For the academic support examination section, account section works coherently to take care the need of students. Separate training and placement cell, Alumni, Incubation, industry-Institute interaction, skill development, student welfare, entrepreneur cells etc are available for overall development of students. Training placement cell takes care of students' overall improvement necessary for placement purpose like conducting various aptitude sessions and interview skills for getting students placed. Laboratories and classrooms are cleaned daily and reports are maintained. Lab incharges, lab coordinators and head of department take care overall utilization of respective department laboratories and maintenance of the existing system.

A fully furnished Auditorium, with 300 seating capacity was established for organizing mega academic events. The College has very good sports and games infrastructure facilities to promote and organize various physical and mental fitness programmes, sports and games events, coaching camps, tournaments, etc. The College is also having infrastructure facility to conduct courses in Yoga, Marshal Arts and other Co-curricular Activities.

File Description	Documents
Upload any additional information	No File Uploaded
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

107

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
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

142

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

A. All 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

820

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

400

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	No File Uploaded

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

400

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

149

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

8

File Description	Documents
Upload supporting data for the same	No File Uploaded
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.

37

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
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 organizing various competitions related to their respective clubs under the able guidance and support of the faculty in- charge of that particular club. While organizing a competition in any of the above mentioned clubs or organizations the students learn and get experienced in various important practical requisites like planning, organizing, communicating, advertising the event, team work etc., For good academic functioning Class representatives are appointed for each

class.

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

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

908

File Description	Documents
Report of the event	No File Uploaded
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 College has a network of alumni. They are eager and highly motivated to support the Alumni Association to carry number of developmental programs. This is a win-win situation for the alumni and the institution. The BCCAAA(Badruga College of Commerce and Art Alumni Association) alumni association of the college are spread all over the world as Academicians, Accountants, I.T/ Software Engineer, Artists, Bankers etc. They also contribute a lot delivering Guest lectures, offering Internships, assisting in Placements, providing support in Industrial Visits and also helping students to get admission into reputed Universities abroad. The College takes pride in recruiting qualified and meritorious Alumni as faculty members, also.

ACTIVITIES OF ALUMNI ASSOCIATION:

1. **Alumni Meetings:** The Institution regularly arranges Meetings with Alumni for every quarterly.

2. **Alumni as Lecturers:** Some of our alumni joined the institution as lecturers and serving the students. Few alumni are invited as guest lecturers.

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

4. **Guest of Honor:** It is the practice of the Institution to honor prominent alumni who excelled in their chosen fields on the college Annual Day, Fest, farewell and fresher party every year to motivate the 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	No File Uploaded

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

The governance of Badruka College of Commerce and Arts is intricately woven into the fabric of its vision and mission, embodying a commitment to the continuous improvement, discovery, and dissemination of knowledge among young men and women. At the core of the institution's governance structure is a profound dedication to nurturing an environment where intellectual and cultural enrichment thrive, aligning seamlessly with the spirit and skills of creative individuals.

The vision of the institution serves as a guiding light, steering the governance processes toward the transformation of students into enlightened, spiritually inspired, emotionally balanced, self-reliant, morally upright, and socially committed citizens of the country. This vision becomes the bedrock upon which the institution's governance decisions are made, emphasizing not only academic excellence but also the holistic development of individuals who can contribute meaningfully to society.

The mission of the institution further elucidates the purpose of its governance. By fostering an intellectual and cultural environment, the governance structure supports the flourishing of creative spirits and skills among students. This aligns with the broader objective of catering to the educational and business needs of both the national and international community.

The commitment to contributing to the growth of India's international business is reflected in the governance decisions, as they are geared towards imparting the requisite knowledge to individuals entering the international business industry.

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.

The college embraces decentralization and participative management in its administrative operations, engaging stakeholders from all levels. Strategic decision-making is carried out by the Secretary and Governing Council, comprising the College Management. Decisions of strategic importance, such as the Institution Perspective Plan, Infrastructure, Vision and Mission, and the introduction of new courses, are made by the Management.

As the functional head of the institution, the Principal oversees decisions concerning academics, subject allocation, clubs, and extracurricular activities. The Principal, acting as the final authority at the college level, grants permissions for various programs, competitions, guest lectures, certificate courses, etc., and all faculty members are accountable to the Principal.

Two Vice-Principals operate under the Principal i.e. Vice-Principal (Academics), Vice-Principal (Admin. & Student Affairs)

The college has a well-organized Internal Quality Assurance Cell (IQAC), headed by a Coordinator who leads a team of Criteria heads. Each NAAC criterion is overseen by a senior faculty member, guiding several faculty members in data collection and compilation.

At the departmental level, Academic Coordinators, at the classroom level, each section is led by a faculty in-charge who monitors student performance, attendance, and behavior. They are also responsible for communicating regularly with parents and student counselling. Each class in-charge appoints a Class Representative responsible for disseminating information to classmates through a centralized WhatsApp group, aiding in the smooth flow of information.

Decentralization and participative management are evident in the organizational structure, involving faculty members and students in the decision-making process.

File Description	Documents
Paste link for additional information	https://www.badruka.com/i/bcca-day/6.2.2%20Organogram.pdf
Upload any additional information	No File Uploaded

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.

IQAC unanimously defines the quality pinnacle parameters for enhancing the overall academic ambiance of the college and takes initiative in planning, implementing and reforming the various quality improvements, strategies of the college. This Cell follows the recommendations discussed in staff meetings and other stake holders' meetings.

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	View File

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 Badruka College of Commerce and Arts is a highly reputed and ranked higher education institution in the state of Telangana, imparting education during the last 73 years to the students since 1950. The Governing Body consists of OU representative, Honorary Secretary, Principal and other executive members who together make decisions pertaining to the Institutional Perspective plan, Infrastructure, Vision and Mission, Course Introduction, and other matters of strategic nature and implements through the next level administrators.

Principal:

- The Principal follows a democratic and participative style of leadership, soliciting the total participation and active involvement of teaching and non-teaching staff.
- The Head of the college has long term vision for both academics and administration.
- He guides, initiates, persuades and convinces the staff to

actively involve themselves in realizing the goals and objectives of the Management.

Vice- Principals: Two Vice-Principals assist the Principal in smooth running of an Institution.

- The Vice- Principal (Academic) is the complete in charge of the academics of the college. He looks after the completion of syllabus, maintenance of academic records, maintenance of attendance registers, lesson plans, etc. The Vice-Principal coordinates all the activities of the college.
- The Vice- Principal (Administration & Student Affairs) is the complete in charge of the administration of the college and maintenance of discipline (Faculty & Students).

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://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	No File Uploaded
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 institution has effective welfare measures for teaching and non-teaching staff. The institution provides security to employees by providing them insurance and ESI benefits which differs from teaching to non-teaching employees in the organisation. They provide Medical Insurance, gratuity and increments on the basis of up-gradation for teaching staff and for non-teaching staff they provide ESI, festive bonus and gratuity. Provident fund, Earned Leave, Sick Leave and Casual Leave are given as per HR policy to both teaching and non-teaching staff. In addition to this earned leave is also provided to the employees.

College also conducts medical and health camps to monitor the employees' health. The institutions also have an on-duty medical officer, who helps in resolving the health-related issues and the problems of faculty and students. Four increments are provided to the faculty members who are awarded Ph.D. 5 days of Earned Leave to teaching staff and 30 days of Earned Leave is provided to non-teaching staff every year. Faculties are sponsored for AIMA courses and expenses incurred by them are reimbursed by the institutions. Health insurance of Rs.5000/- to faculty members and their family is provided. Children and grandchildren of teaching and non-teaching staff joining the college are given a concession of Rs5000/- only. The management introduced the Bereavement policy for the benefit of its staff effective from 1st April, 2023

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

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	View File
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

36

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 multilevel 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 input2. Co-Curricular activities3. Accreditation and institution-building activities4. Research and development5. Student feedback6. Academic output7. Subjective assessment of the controlling officer

Performance appraisal of non-teaching staff includes1. Punctuality2. Discipline3. Honesty4. Dependability5. Integrity6. Reliability7. Technical skill enhancement8. 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 maintain 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 audition 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 audition 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	View File

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

The BCCA strives to cultivate individuals of exceptional quality through a steadfast commitment to delivering superior education through its innovative, comprehensive, and flexible educational framework.

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. Enhancing the quality of teaching and research through continuous feedback from students, thereby facilitating ongoing improvements.
2. Offering insights for optimal administrative practices to ensure efficient resource allocation and enhanced services for both students and staff.
3. Providing inputs for Academic and Administrative Audits, coupled with result analysis to identify and address areas requiring improvement.

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

The IQAC has played a pivotal role in implementing quality assurance strategies and processes across all levels of the institute. It convenes regular meetings three times a year, along with other periodic meetings.

Additionally, the Institute IQAC is tasked with preparing, evaluating, and recommending the following for approval by the relevant authorities:

- (a) Annual Quality Assurance Report (AQAR)
- (b) Self-Study Reports for various accreditation bodies such as ISO 9001, UGC 12b, NAAC, NIRF
- (c) Performance Appraisal System
- (d) Feedback mechanisms

(e) Introduction of 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. The institution regularly evaluates its teaching-learning processes, operational structures, and methodologies, as well as the outcomes of learning through its IQAC. Based on the University almanac, the Institute schedules the academic calendar well in advance at the start of the year with ample time frame for not only the regular teaching-learning process but also to accommodate the various events like seminar/ guest lecture/ workshops/ FDP's/ Hands-on-series and many more. The lesson plan is prepared by the faculty members for all the subjects they teach in that particular semester.

Enriching the curriculum with guest lectures, industrial visits, and Internships. The initiatives taken by IQAC motivated many students to take up their Internship at various esteemed universities in which students gained global exposure. The IQAC identifies the best practice and implements the same, year after year at various levels of management and makes sure that the system is well placed to have a better progress in the future.

Review meetings are conducted regularly. The problems and difficulties of the students is recorded, improvement and practical solutions are discussed. The gap between the learner's needs and the teacher's expectations are sorted.

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	No File Uploaded
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

Our institution is actively working towards promoting equality and ensuring the safety and well-being of its students. The dedicated Women Cell, CCTV surveillance, and the presence of a female security guard contribute significantly to creating a secure environment. The collaboration with organizations like "Heaven Homes Society" for guest lectures on women safety and awareness against spy cameras and drug abuse demonstrates a proactive approach in addressing crucial issues in the benefit of the students.

The institution also organizes various programs periodically in

order bring awareness among students on socio-economic and health aspects happening in the present society.

The active anti-ragging squad instances of ragging showcase the institution's commitment to maintaining a healthy atmosphere. The availability of a college physician, psychologist, and faculty members to address personal problems further reflects a holistic approach towards student well-being. The provision of college counselors for students facing personal crises is a thoughtful initiative acknowledging the importance of mental health support. The Grievance-Redress cell prompt response to students' requests and complaints ensures a responsive and student-centric administration. Overall, the institution seems to be fostering a safe, inclusive, and supportive environment for its students, aligning with the principles of gender equality and holistic development

File Description	Documents
Annual gender sensitization action plan	https://www.badruka.com/i/7.1.1%20Action%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	https://www.badruka.com/i/7.1.1%20attachme nts.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	No File Uploaded

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

Solid Waste management

Waste management is the 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.

In this regard our institution has taken initiative to handover the paper waste to ITC and abstained a certificate also enclosed.

E-WASTE MANAGEMENT

Old fans, tubes, lights, A/cs, computers, lap tops, keyboards, mouses, monitors etc., discarded.

Collection of E-Waste separately is a sustainable approach to prevent such waste reaching the landfills and also provides an opportunity to recycle such waste. For this purpose institution is handed over all E-Wastes during the year to ITC vendor for recycling of disposal.

SAVING WATER

Our institute has implemented water harvesting system in the campus with a strong desire to utilise the rain water at maximum extent.

The institute has taken tremendous efforts to reduce the water usage. Consumption and also to treat the waste generated within the campus so that it can be effectively reused for gardening and toilets flushing purpose.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
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 A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

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	No File Uploaded

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 D. Any 1 of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

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

B. Any 3 of the above

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	View File

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).

Institution provides an inclusive environment for everyone with

tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like (1) Women's day (2) Yoga day, Cancer day, AIIDS along with many regional festivals like Bathukamma and Sankranthi are celebrated in the college. This establishes positive interaction among people of different racial and cultural backgrounds. There are different grievance redressal cells in the institute like Student grievance redressal cell, Women grievance redressal cell which deal with grievances without considering anyone's racial or cultural background. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. For the patients also, the institute reaches out to community for providing better oral health care.

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

BCCA takes pride in the fact that apart from preparing a sound academic foundation of the student community; the college constantly works upon to develop them as better citizens of the country. In this regard, the institute, apart from imparting professional legal education, inculcates a feeling of oneness among the student community through various practices and programs. Various faculties have always been in the practice of organizing activities that not only initiate but also motivate the students to adopt various practices that promote the "Unity in Diversity" of our motherland. The College ensures that the students participate very enthusiastically in all such activities. Since the last five years, the college has strived forward with great effort to increase the level of awareness and appropriate practices amongst the students with regard to the following areas:

1. Fundamental Duties and Rights of Indian Citizens: The Faculty of various departments, have organized various academic and co-curricular activities for the propagation of the Fundamental

Duties and Rights of the Indian citizens. The students of have enthusiastically participated in various programs like: a. Academic programs like Seminar, Conferences, Expert talks, etc which have enriched the awareness about these aspects. b. Various activities like poster making competition, etc. c. Organizing Annual Competitions on various contemporary legal issues. 2. Constitutional Obligations: BCCA has organized student centric activities like Quiz & essay competition displays at annual Synergy event etc which have always received huge participation from the students and promoted their awareness about various aspects of Indian citizenship

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
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

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

Our institution conducted various programs and activities in promoting gender equity and its relevance in the society. All the departments and various cells/clubs in the college conducts programs and awareness classes on gender sensitization. The programs basically intends to promote awareness on gender related issues. organizing guest lectures for students by SHE Teams on women safety and technical support. There is an anti-ragging squad active round the clock and not a single instance of ragging has been reported so far. Fire extinguishers are maintained on all floors of the building. The college physician is available at all hours to treat students whenever necessary. In case of emergency the college admits the students in hospital with prior intimation to the parents. Sannihith- A Sport's day event for Orphanage children is organised every year at Saroornagar Cricket Ground.

Our institution observed many national and international days of importance during the academic year. The World Environment Day, World Book Day, World Heart Day, National youth day, Water Day and World day for safety and health at work place. Celebrations and Awareness campaigns like Independence Day, Republic Day, Constitutional day, Yoga Day, International Women's Day, National Aids Day, Law Day, Mock Parliament, Kargilvijaydiwas, Azadikaamritmahosav, PrakramDiwas, Pulwama Day, Rashtriyaekthadiwas, Breast Cancer Awareness Campaignetc., also conducted by various departments and clubs/cells. Telangana Formation Day and College Foundation Day are celebrated every year.

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.

Institutional Social Responsibility (ISR) and Community engagement 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. Holistic development of the Students ?

Objective: The holistic education concept—the philosophy of educating the student beyond core academics—is gaining steam in learning circles as colleges struggle to improve student outcomes. Holistic education is a comprehensive approach to teaching where educators seek to address students' emotional, social, ethical, and academic needs in an integrated learning format. The basic aim of all core activities of the college is to provide them with facilities and opportunities not only related to academics but also with co-curricular/extra-curricular, extension and other life-enhancing activities. They are given such a conducive environment that they gradually become clear about their aptitude, respective forte, career options and ways to move forward in a productive manner to achieve their goals. The practice of holistic development of students needs keen efforts at multiple levels on the part of the staff, students and other stakeholders. Multifarious co-curricular/extra-curricular and extension activities are the forte of college functioning and are finely balanced with regular studies.

File Description	Documents
Best practices in the Institutional website	Nil
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 policies adopted by our college to improve the professional as well as personal profile of the teaching staff. The non-teaching staff is also having performance appraisals but the scale used is different for them. Both teaching and non-teaching this is working very

effectively. The parameters for teaching staff are the following:- teaching methods used by the teacher in the class, organizing various events in the college like seminars, workshops, FDP, student-related activities fests, arranging industrial trips, faculty are accompanying students to outside programmes if they are participating. Faculty must also take up some positions and also departments and coordinate various activities under that, for example, placement coordinators, student welfare department, women welfare, NSS, club in-charges, and academic coordinators.

After initiating performance appraisal there is constant effort from the staff to improve both professional and as well as personal front. Initially, there was hesitation among staff and many were against this policy and were not ready to fill out the performance appraisal forms. But later they understood and all the staff have accepted and there is a constant effort from them to contribute to the appraisal system and evaluate themselves and upgrade their profiles. year. The staff members have to attend seminars, workshops, refresher courses and FDPs, Many have registered for The PhD programme, and some are awarded, but few are on the verge of submission.

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 coordinators to understand and analyse the requirements of the students before the commencement of academic year and prepare academic calendar.

College prepares submits a report, furnishing the details of the workload requirement time-table. subject -wise lesson plans, allotment of subjects, 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	https://www.badruka.com/i/ACADEMIC%20CALENDER%202022-2023.xlsx

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, college prepares the academic calendar on the basis of university almanac . 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 lesson plan with all the suggestions, revise the course/subject/ outcomes and updates .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 relevantwebsites and e-resource are made available for advanced learners

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://badruka.com/i/ACADEMIC%20CALENDER%202022-2023.xlsx

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

B. Any 3 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

08

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)

04

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

1462

File Description	Documents
Any additional information	View File
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

The present course deals with meaning purpose and relevance of Universal Human Values and how to inculcate and practice them human benefits and realize. The primary objectives of this course is to ensure that the students have enormous knowledge of the constitution, fundamental rights and duties of citizens, professional ethics and the responsibilities.

Human values and Professional Ethics was also included in the curriculum for all the fourth semester students as a part of the curriculum to inculcate human values among the students. Human values enable the students to have a holistic view of life and add grace and consistency to their character. The overall purpose of education is to enable a human being to live a fulfilling life, in harmony with oneself and with family society and nature.

Therefore, it becomes the responsibility of educators to enable the resolution of these issues so that human society can achieve the cherished goal.

The institution integrates cross cutting issues into its curriculum to make the students responsible citizens with human values and professional ethics.

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

07

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

947

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	https://badruka.com/i/Curriculum%20Feedba ck%202022-2023.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	https://badruka.com/i/Curriculum%20Feedba ck%202022-2023.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

904

File Description	Documents
Any additional information	View File
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

565

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 and organises special programmes for advanced learners and slow learners. The institution has well-planned multi-level strategies that are implemented from time to time to address the issues of diversity in learning levels. Initially the learning levels of the students are obtained from their subject teachers from their performance in classroom and examinations. Since then the students are trained by the respective faculty members during their course work, catering their needs and putting conscious efforts to remove their difficulties. The actual stratification of the students into slow, medium and advanced happens only after the conduction of first internal examination and from then a continuous follow up is taken until the completion of the bridge course by the teaching faculty, course coordinator and head of the department. Special remedial classes are conducted for the the slow learners after the regular class schedule and individual attention is paid for improving the learning levels of the students, problem solving abilities using presentations and ppts for better understanding. Assignments and more importantly peer-group discussions are encouraged to yeild a good outcome and to benifit slow, medium and advanced learners as well. Slow learners are further assisted by the concerned faculty by taking time to explain them, giving individialized counseling and paying special attention in labs.

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
2776	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

Badruka College of Commerce and Arts provides an effective platform for students to develop their skills, knowledge, language, attitude and values to shape their behavior in correct manner. College conducts innovative programs to enhance skills of students. College aims to develop the creative abilities of students. College also provides a platform where we nurture the problem solving skills of our students. Badruka college has several clubs and cells. These clubs conduct various programs like Commerce Quiz, Talking titans etc. Students are motivated to participate and showcase their learning abilities. Field trips and industrial visits provide them with experiential learning.

Badruka college of Commerce and Arts focuses on student centric methods enhancing lifelong learning skills of students. Faculty members put efforts in making the learning activity more interactive by adopting the below mentioned student-centric methods.

1. **Experiential Learning** : College conducts add on programs to support students in their experiential learning. The institution imparts the following experiential learning practices to enhance creativity and cognitive levels of the students

2. **Participative Learning** : In this type of learning students participate in various activities such as seminars, group discussions, projects and skill based add on courses. Students are encouraged to participate in activities where they can use their management skills.

3. **Problem solving methods** : Departments encourage students to acquire and develop problem solving skills. For this, college

organizes expert lectures on various topics, motivate students to participate in various intercollegiate and intra college fests and other competitions.

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

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/laptop 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 also made available on the college website. Student attendance, feedback are also collected through 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

58

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

11

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

523

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

The exam coordinator takes 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 forwarded to osmania university 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	View File
Link for additional information	https://www.badruga.com/bcca/examination-branch.html

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

As our college is an affiliated college of Osmania University, we follow Osmania university guidelines. At the end of each semester, final exams schedule is given by the University to all the affiliated colleges. The end-semester exams are given 80% weightage of overall assessment and the remaining 20% constitute internal assessment marks. We follow academic calendar(almanac) for conducting internals examinations. Our college is constituted an Exam Branch to conduct examinations in a smooth manner. The committee prepares arrangements as per the schedule of exams and is upload in the college . The faculty completes the syllabus in time as planned for the internal examinations. Completion of syllabus is ensured with the faulty by the department concerned. The examination branch issues a date to correct the answer scripts and hand over the marks to the authorities. The uploading of marks carried out as per the university guidelines.

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	https://www.badruga.com/i/II,IV%20&%20VI%20SOURCE%20OUTCOME.pdf
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	https://www.badruga.com/i/II,IV%20&%20VI%20SOURCE%20OUTCOME.pdf

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

893

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	View File
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)

<https://www.badruka.com/i/STUDENT%20SATISFACTION%20SURVEY%202022-2023.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

01

File Description	Documents
Any additional information	No File Uploaded
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 & 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 & Arts has established a Centre for Innovation and Entrepreneurship as EdCell for providing a platform to help our students and teachers fulfil their dreams of solving real world problems using their innovation and critical thinking skills. The college has also established Badruka Innovation Hub. The Cell helps students in comprehending the challenges in implementation of the concepts/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. ED Cell is constituted to perform distinct activities related to Innovation and Ent. Besides, the college also focuses on ED Cell, largely drawing students from various sections of the college, who work in the ecosystem and organise round the year programmes in the college. 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. Capacity towards this end is built through Teaching, Training, Workshops etc. as also by encouraging participation in attending and participating in Workshops/conferences competitions etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.badruga.com/bcca/ed-cell.html

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

12

File Description	Documents
Report of the event	View File
Any additional information	View File
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

04

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	No File Uploaded

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

34

File Description	Documents
Any additional information	No File Uploaded
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

29

File Description	Documents
Any additional information	No File Uploaded
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

Badruka College of Commerce and Arts carries its vision as "integrative Development" of students,

where it supports for their balanced growth. The college believes "There is no religion than human

service. To work for the common good is the greatest creed." The College consisting of various Departments are very much involved in conducting as many programs as possible for the welfare of the society.

The NSS unit of college has taken several community development programmes during the year 2022 - 2023 such as, cleanliness drives, Medical Camp at Chowdhariguda and Dabilpur Village, sports items donation at MPUP school, Kanti Velugu, free eye screening programme, Nationalism promotion by Azadi ka Amrit Mahotsav celebration, Kargil VijayDiwas rally, Rashtriya Ekta

Diwas rally, Blood donation drive, etc. seminars were also conducted on Constitution Day, AIDS Day 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 and programmes conducted in the college premises and in the local community on various occasions.

File Description	Documents
Paste link for additional information	https://www.badruka.com/bcca/nss.html
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

11

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

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

73

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

1860

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

13

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.

College has well equipped infrastructure facilities. There are about 50 class rooms out of which 2 are exclusively used for languages. College has 4 computer laboratories. 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 2 colour printers. Some class rooms are equipped with air conditioners; 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 facility for faculty and staff to maintain the records. There are 58 almirahs and 17 racks for maintaining records.

- 2 Auditoriums
- 2 Seminar Halls
- Examination branch is fitted out with a confidential room and strong room to download and print online question papers for conducting university examinations with 3 Computer systems, 2 Large Copier Machines and 2 Printers.
- No. of Generators : 2 (1 in the Centenary Building and

another one in Main Building)

- Campus is fitted out with the fire alarms and 25 extinguishers have been installed.
- The entire campus is under C.C. Camera surveillance, covered by 65 CC cameras installed in entire the campus.
- The library is fully computerized and at the same time the students and faculty have an access to the e-library resources of the college.
- 2 units of RO Plants are installed.
- Hostel Facility is also available for Girls .

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.

(indoor, outdoor), gymnasium, yoga centre etc.

The institute places on the holistic development of its students, ensuring that they are not just academically proficient but also well-rounded individuals. This is accomplished through a range of co-curricular and extra-curricular activities, which are designed to foster qualities such as leadership, teamwork, and competitiveness.

Outdoor and indoor sports are actively encouraged, with a dedicated sports in-charge overseeing regular activities. The physical director provides training and assistance to students participating in university and national-level events. The institute offers well-equipped facilities for indoor sports as well as outdoor sports like Badminton, Basketball, Cricket, and Football. Individual sports like fencing, Taekwondo, and swimming are also promoted.

The importance of mental and physical health is recognized, with dedicated spaces provided for Yoga and Meditation. Additionally, an in-house gymnasium equipped with treadmills, cycles, weights, and dumbbells is available for faculty and students.

Cultural activities play a vital role in campus life, with events such as induction ceremonies, teacher's day celebrations, and funfairs. To nurture talent and provide creative outlets, the institute has established clubs such as Theatrics, Music, and Literary. These clubs provide platforms for students to showcase their talents and interests, contributing to their overall personal and professional growth.

The institute's infrastructure supports these activities, with an open-air auditorium and seminar halls available for cultural programs and events. Overall, the institute is committed to providing a holistic educational experience that promotes physical fitness, personal development, and creative expression.

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.

38

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)

537.24

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 Page 29/119 03-05-2024 01:59:19 Annual Quality Assurance Report of BADRUKA COLLEGE OF COMMERCE AND ARTS 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	https://badruka.com/bcca/library.html

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

A. Any 4 or more 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)

6.28

File Description	Documents
Any additional information	No File Uploaded
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

Badruka College of Commerce and Arts boasts excellent IT facilities, regularly updating its infrastructure to meet the evolving standards of education. With a dedicated 100 MBPS internet line provided by Bharath Sanchar Nigam Limited, both faculty and students benefit from seamless connectivity across the campus. Internet access is not limited to specific departments; all systems on campus are equipped with internet capabilities, ensuring easy access to academic resources and materials.

Key administrative sections such as the principal's office, administrative office, Examination branch, and Placement section are all equipped with internet facilities, facilitating smooth administrative operations. Moreover, uninterrupted power supply ensures continuous internet access, eliminating any disruptions.

Wi-Fi connectivity extends throughout the campus, offering convenience and flexibility to users. The college boasts four computer labs housing a total of 240 computers, all regularly updated with the latest software to enhance learning experiences.

In response to the changing educational landscape, professors have been tasked with conducting online classes, live lectures, and creating e-content for students using platforms like Zoom, Google Meet, and Microsoft. Additionally, the college organizes a variety of events including webinars, faculty development programs, workshops, cultural activities, and competitions, further enriching the academic experience for students and faculty alike.

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

4.3.2 - Number of Computers

305

File Description	Documents
Upload any additional information	View File
List of Computers	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
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)**

147

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 has well established systems for handling various academic and physical support systems like laboratories, library, sports, computers, classrooms and procedures in place for maintaining and its utilization of various for infrastructure and other facility. They look after overall cleanliness in the institute on daily basis. Regular maintenance reports are maintained every day and any new proposals for change or addition of infrastructure shall be taken care time to time by institute. For the academic support examination section, account section works coherently to take care the need of students. Separate training and placement cell, Alumni, Incubation, industry-Institute interaction, skill development, student welfare, entrepreneur cells etc are available for overall development of students. Training placement cell takes care of students' overall improvement necessary for placement purpose like conducting various aptitude sessions and interview skills for getting students placed. Laboratories and classrooms are cleaned daily and reports are maintained. Lab incharges, lab coordinators and head of department take care overall utilization of respective department laboratories and maintenance of the existing system.

A fully furnished Auditorium, with 300 seating capacity was established for organizing mega academic events. The College has very good sports and games infrastructure facilities to promote and organize various physical and mental fitness programmes, sports and games events, coaching camps, tournaments, etc. The College is also having infrastructure facility to conduct courses in Yoga, Marshal Arts and other Co-curricular Activities.

File Description	Documents
Upload any additional information	No File Uploaded
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

107

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
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

142

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

A. All 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

820

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

400

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	No File Uploaded

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

400

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

149

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

8

File Description	Documents
Upload supporting data for the same	No File Uploaded
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.

37

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
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 organizing various competitions related to their respective clubs under the able guidance and support of the faculty in- charge of that particular club. While organizing a competition in any of the above mentioned clubs or organizations the students learn and get experienced in various important practical requisites like planning, organizing, communicating, advertising the event, team work etc., For good academic functioning Class representatives are appointed for each class.

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

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

908

File Description	Documents
Report of the event	No File Uploaded
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 College has a network of alumni. They are eager and highly motivated to support the Alumni Association to carry number of developmental programs. This is a win-win situation for the alumni and the institution. The BCCAAA(Badruka College of Commerce and Art Alumni Association) alumni association of the college are spread all over the world as Academicians, Accountants, I.T/ Software Engineer, Artists, Bankers etc. They also contribute a lot delivering Guest lectures, offering Internships, assisting in Placements, providing support in Industrial Visits and also helping students to get admission into reputed Universities abroad. The College takes pride in recruiting qualified and meritorious Alumni as faculty members, also.

ACTIVITIES OF ALUMNI ASSOCIATION:

1. Alumni Meetings: The Institution regularly arranges Meetings with Alumni for every quarterly.

2. Alumni as Lecturers: Some of our alumni joined the institution as lecturers and serving the students. Few alumni are invited as guest lecturers.

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

4. Guest of Honor: It is the practice of the Institution to honor prominent alumni who excelled in their chosen fields on the college Annual Day, Fest, farewell and fresher party every year to motivate the 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	No File Uploaded

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

The governance of Badruka College of Commerce and Arts is intricately woven into the fabric of its vision and mission, embodying a commitment to the continuous improvement, discovery, and dissemination of knowledge among young men and women. At the core of the institution's governance structure is a profound dedication to nurturing an environment where intellectual and cultural enrichment thrive, aligning seamlessly with the spirit and skills of creative individuals.

The vision of the institution serves as a guiding light, steering the governance processes toward the transformation of students into enlightened, spiritually inspired, emotionally balanced, self-reliant, morally upright, and socially committed citizens of the country. This vision becomes the bedrock upon which the institution's governance decisions are made, emphasizing not only academic excellence but also the holistic development of individuals who can contribute meaningfully to society.

The mission of the institution further elucidates the purpose of its governance. By fostering an intellectual and cultural

environment, the governance structure supports the flourishing of creative spirits and skills among students. This aligns with the broader objective of catering to the educational and business needs of both the national and international community.

The commitment to contributing to the growth of India's international business is reflected in the governance decisions, as they are geared towards imparting the requisite knowledge to individuals entering the international business industry.

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.

The college embraces decentralization and participative management in its administrative operations, engaging stakeholders from all levels. Strategic decision-making is carried out by the Secretary and Governing Council, comprising the College Management. Decisions of strategic importance, such as the Institution Perspective Plan, Infrastructure, Vision and Mission, and the introduction of new courses, are made by the Management.

As the functional head of the institution, the Principal oversees decisions concerning academics, subject allocation, clubs, and extracurricular activities. The Principal, acting as the final authority at the college level, grants permissions for various programs, competitions, guest lectures, certificate courses, etc., and all faculty members are accountable to the Principal.

Two Vice-Principals operate under the Principal i.e. Vice-Principal (Academics), Vice-Principal (Admin. & Student Affairs)

The college has a well-organized Internal Quality Assurance Cell (IQAC), headed by a Coordinator who leads a team of Criteria heads. Each NAAC criterion is overseen by a senior faculty member, guiding several faculty members in data

collection and compilation.

At the departmental level, Academic Coordinators, at the classroom level, each section is led by a faculty in-charge who monitors student performance, attendance, and behavior. They are also responsible for communicating regularly with parents and student counselling. Each class in-charge appoints a Class Representative responsible for disseminating information to classmates through a centralized WhatsApp group, aiding in the smooth flow of information.

Decentralization and participative management are evident in the organizational structure, involving faculty members and students in the decision-making process.

File Description	Documents
Paste link for additional information	https://www.badruka.com/i/bcca-day/6.2.2%20Organogram.pdf
Upload any additional information	No File Uploaded

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.

IQAC unanimously defines the quality pinnacle parameters for enhancing the overall academic ambiance of the college and takes initiative in planning, implementing and reforming the various quality improvements, strategies of the college. This Cell follows the recommendations discussed in staff meetings and other stake holders' meetings.

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	View File

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 Badruka College of Commerce and Arts is a highly reputed and ranked higher education institution in the state of Telangana, imparting education during the last 73 years to the students since 1950. The Governing Body consists of OU representative, Honorary Secretary, Principal and other executive members who together make decisions pertaining to the Institutional Perspective plan, Infrastructure, Vision and Mission, Course Introduction, and other matters of strategic nature and implements through the next level administrators.

Principal:

- The Principal follows a democratic and participative style of leadership, soliciting the total participation and active involvement of teaching and non-teaching staff.
- The Head of the college has long term vision for both academics and administration.
- He guides, initiates, persuades and convinces the staff to actively involve themselves in realizing the goals and objectives of the Management.

Vice- Principals: Two Vice-Principals assist the Principal in smooth running of an Institution.

- The Vice- Principal (Academic) is the complete in charge of the academics of the college. He looks after the completion of syllabus, maintenance of academic records, maintenance of attendance registers, lesson plans, etc. The Vice-Principal coordinates all the activities of the college.
- The Vice- Principal (Administration & Student Affairs) is the complete in charge of the administration of the college and maintenance of discipline (Faculty & Students).

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://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	No File Uploaded
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 institution has effective welfare measures for teaching and non- teaching staff . The institution provides security to employees by providing them insurance and ESI benefits which differs from teaching to non-teaching employees in the

organisation. They provide Medical Insurance, gratuity and increments on the basis of up-gradation for teaching staff and for non-teaching staff they provide ESI, festive bonus and gratuity. Provident fund, Earned Leave, Sick Leave and Casual Leave are given as per HR policy to both teaching and non-teaching staff. In addition to this earned leave is also provided to the employees.

College also conducts medical and health camps to monitor the employees' health. The institutions also have an on-duty medical officer, who helps in resolving the health-related issues and the problems of faculty and students. Four increments are provided to the faculty members who are awarded Ph.D. 5 days of Earned Leave to teaching staff and 30 days of Earned Leave is provided to non-teaching staff every year. Faculties are sponsored for AIMA courses and expenses incurred by them are reimbursed by the institutions. Health insurance of Rs.5000/- to faculty members and their family is provided. Children and grandchildren of teaching and non-teaching staff joining the college are given a concession of Rs5000/- only. The management introduced the Bereavement policy for the benefit of its staff effective from 1st April, 2023

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

29

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	View File
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

36

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 multilevel 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

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 maintain 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 audition 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 audition 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	View File

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

The BCCA strives to cultivate individuals of exceptional quality through a steadfast commitment to delivering superior education through its innovative, comprehensive, and flexible educational framework.

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. Enhancing the quality of teaching and research through continuous feedback from students, thereby facilitating ongoing improvements.
2. Offering insights for optimal administrative practices to ensure efficient resource allocation and enhanced services for both students and staff.
3. Providing inputs for Academic and Administrative Audits, coupled with result analysis to identify and address areas requiring improvement.

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

The IQAC has played a pivotal role in implementing quality assurance strategies and processes across all levels of the institute. It convenes regular meetings three times a year, along with other periodic meetings.

Additionally, the Institute IQAC is tasked with preparing, evaluating, and recommending the following for approval by the relevant authorities:

- (a) Annual Quality Assurance Report (AQAR)
- (b) Self-Study Reports for various accreditation bodies such as ISO 9001, UGC 12b, NAAC, NIRF
- (c) Performance Appraisal System

(d) Feedback mechanisms

(e) Introduction of 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. The institution regularly evaluates its teaching-learning processes, operational structures, and methodologies, as well as the outcomes of learning through its IQAC. Based on the University almanac, the Institute schedules the academic calendar well in advance at the start of the year with ample time frame for not only the regular teaching-learning process but also to accommodate the various events like seminar/ guest lecture/ workshops/ FDP's/ Hands-on-series and many more. The lesson plan is prepared by the faculty members for all the subjects they teach in that particular semester.

Enriching the curriculum with guest lectures, industrial visits, and Internships. The initiatives taken by IQAC motivated many students to take up their Internship at various esteemed universities in which students gained global exposure. The IQAC identifies the best practice and implements the same, year after year at various levels of management and makes sure that the system is well placed to have a better progress in the future.

Review meetings are conducted regularly. The problems and difficulties of the students is recorded, improvement and practical solutions are discussed. The gap between the learner's needs and the teacher's expectations are sorted.

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	No File Uploaded
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

Our institution is actively working towards promoting equality and ensuring the safety and well-being of its students. The dedicated Women Cell, CCTV surveillance, and the presence of a female security guard contribute significantly to creating a secure environment. The collaboration with organizations like "Heaven Homes Society" for guest lectures on women safety and awareness against spy cameras and drug abuse demonstrates a proactive approach in addressing crucial issues in the benefit of the students.

The institution also organizes various programs periodically in order bring awareness among students on socio-economic and health aspects happening in the present society.

The active anti-ragging squad instances of ragging showcase the institution's commitment to maintaining a healthy atmosphere. The availability of a college physician, psychologist, and faculty members to address personal problems further reflects a holistic approach towards student well-being. The provision of college counselors for students facing personal crises is a thoughtful initiative acknowledging the importance of mental health support. The Grievance-Redress cell prompt response to students' requests and complaints ensures a responsive and student-centric administration. Overall, the institution seems to be fostering a safe, inclusive, and supportive environment for its students, aligning with the principles of gender equality and holistic development

File Description	Documents
Annual gender sensitization action plan	https://www.badruga.com/i/7.1.1%20Action%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	https://www.badruga.com/i/7.1.1%20attachm ents.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	No File Uploaded

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

Solid Waste management

Waste management is the 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.

In this regard our institution has taken initiative to handover the paper waste to ITC and abstained a certificate also enclosed.

E-WASTE MANAGEMENT

Old fans, tubes, lights, A/cs, computers, lap tops, keyboards, mouses, monitors etc., discarded.

Collection of E-Waste separately is a sustainable approach to prevent such waste reaching the landfills and also provides an opportunity to recycle such waste. For this purpose institution is handed over all E-Wastes during the year to ITC vendor for recycling or disposal.

SAVING WATER

Our institute has implemented a water harvesting system in the campus with a strong desire to utilise the rain water to the maximum extent.

The institute has taken tremendous efforts to reduce the water usage. Consumption and also to treat the waste generated within the campus so that it can be effectively reused for gardening and toilets flushing purpose.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

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	No File Uploaded

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	B. Any 3 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	View File

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).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like (1) Women's day (2) Yoga day, Cancer day, AIIDS along with many regional festivals like Bathukamma and Sankranthi are celebrated in the college. This establishes positive interaction among people of different racial and cultural backgrounds. There are different grievance redressal cells in the institute like Student grievance redressal cell, Women grievance redressal cell which deal with grievances without considering anyone's racial or cultural background. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. For the patients also, the institute reaches out to community for providing better oral health care.

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

BCCA takes pride in the fact that apart from preparing a sound academic foundation of the student community; the college constantly works upon to develop them as better citizens of the country. In this regard, the institute, apart from imparting professional legal education, inculcates a feeling of oneness among the student community through various practices and programs. Various faculties have always been in the practice of organizing activities that not only initiate but also motivate the students to adopt various practices that promote the "Unity in Diversity" of our motherland. The College ensures that the students participate very enthusiastically in all such activities. Since the last five years, the college has strived

forward with great effort to increase the level of awareness and appropriate practices amongst the students with regard to the following areas: 1. Fundamental Duties and Rights of Indian Citizens: The Faculty of various departments, have organized various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the Indian citizens. The students of have enthusiastically participated in various programs like: a. Academic programs like Seminar, Conferences, Expert talks, etc which have enriched the awareness about these aspects. b. Various activities like poster making competition, etc. c. Organizing Annual Competitions on various contemporary legal issues. 2. Constitutional Obligations: BCCA has organized student centric activities like Quiz & essay competition displays at annual Synergy event etc which have always received huge participation from the students and promoted their awareness about various aspects of Indian citizenship

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	Nil
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

Our institution conducted various programs and activities in promoting gender equity and its relevance in the society. All the departments and various cells/clubs in the college conducts programs and awareness classes on gender sensitization. The programs basically intends to promote awareness on gender related issues. organizing guest lectures for students by SHE Teams on women safety and technical support. There is an anti-ragging squad active round the clock and not a single instance of ragging has been reported so far. Fire extinguishers are maintained on all floors of the building. The college physician is available at all hours to treat students whenever necessary. In case of emergency the college admits the students in hospital with prior intimation to the parents. Sannihith- A Sport's day event for Orphanage children is organised every year at Saroornagar Cricket Ground.

Our institution observed many national and international days of importance during the academic year. The World Environment Day, World Book Day, World Heart Day, National youth day, Water Day and World day for safety and health at work place. Celebrations and Awareness campaigns like Independence Day, Republic Day, Constitutional day, Yoga Day, International Women's Day, National Aids Day, Law Day, Mock Parliament, Kargilvijaydiwas, Azadikaamritmahosav, PrakramDiwas, Pulwama Day, Rashtriyakthadiwas, Breast Cancer Awareness Campaignetc., also conducted by various departments and clubs/cells. Telangana Formation Day and College Foundation Day are celebrated every year.

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.

Institutional Social Responsibility (ISR) and Community engagement 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. Holistic development of the Students ? Objective: The holistic education concept—the philosophy of educating the student beyond core academics—is gaining steam in learning circles as colleges struggle to improve student outcomes. Holistic education is a comprehensive approach to teaching where educators seek to address students' emotional, social, ethical, and academic needs in an integrated learning format. The basic aim of all core activities of the college is to provide them with facilities and opportunities not only related to academics but also with co-curricular/extra-curricular, extension and other life-enhancing activities. They are given such a conducive environment that they gradually become clear about their aptitude, respective forte, career options and ways to move forward in a productive manner to achieve their goals. The practice of holistic development of students needs keen efforts at multiple levels on the part of the staff, students and other stakeholders. Multifarious co-curricular/extra-curricular and extension activities are the forte of college functioning and are finely balanced with regular studies.

File Description	Documents
Best practices in the Institutional website	Nil
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 policies adopted by our college to improve the professional as well as personal profile of the teaching staff. The non-teaching staff is also having performance appraisals but the scale used is different for them. Both teaching and non-teaching this is working very effectively. The parameters for teaching staff are the following:- teaching methods used by the teacher in the class, organizing various events in the college like seminars, workshops, FDP, student-related activities fests, arranging industrial trips, faculty are accompanying students to outside programmes if they are participating. Faculty must also take up some positions and also departments and coordinate various activities under that, for example, placement coordinators, student welfare department, women welfare, NSS, club in-charges, and academic coordinators.

After initiating performance appraisal there is constant effort from the staff to improve both professional and as well as personal front. Initially, there was hesitation among staff and many were against this policy and were not ready to fill out the performance appraisal forms. But later they understood and all the staff have accepted and there is a constant effort from them to contribute to the appraisal system and evaluate themselves and upgrade their profiles year. The staff members have to attend seminars, workshops, refresher courses and FDPs, Many have registered for The PhD programme, and some are awarded, but few are on the verge of submission.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

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 college . The following are the initiatives which, we would wish to implement in next academic year. Industry - Academia Connect ,Guest Lectures from practitioners,ISO certification ,Augment the ICT Facilities ,Certificate Courses

MOUs with industry and other institutes ,

organise student centric activities through clubs ,

Added Course in collaboration with Vivekananda Institute of Human Excellence.

extend the various activities at adopted Village

Enhance NSS and NCC Activities