

**AAA Reports and Details  
On  
Follows up Actions**

# TAPASYA DEGREE COLLEGE

(Affiliated to Osmania University)

ISO 9001 : 2015 Certified Institution



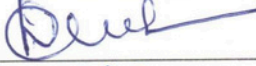


# 11-5-449, Opp. Shah Function Hall, Red Hills, Lakdikapul, Hyderabad, Telangana 500004

www.tapasyadegreecollegelakdikapul.com tapasyaugcollegelkd@gmail.com +91 970 528 8887 / 888 555 0173

## QUALITY IMPROVEMENT COMMITTEE

A.Y.2018-19

The following professors have appointed as a member of Department Quality Improvement Committee members and requested to Audit the departments as per the IQAC guidelines.

S. No.	Name of The Faculty	Designation	Signature
1	K Padmaja	Chairman	
2	Harish Sharma	Member	
3	B Dayakar	Member	
4	Preethi Prada Das	Member	
5	M Sravanthi	Member	

  
Principal  
**PRINCIPAL**

**Copy to:**

1. Director
2. All the Departments
3. Examination Cell

**TAPASYA DEGREE COLLEGE**  
Red Hills, Lakdikapool, Hyderabad-04



S. No.	COMMENTS	I B. Com(CA)	II B. Com(CA)	III B. Com(CA)	Remarks
1	Whether all the Units are covered in Question Paper?	√	N	√	
2	Whether Question Paper covered both theory and problems?	√	√	N	
3	Whether any Questions was out of Syllabus?	√	√	√	
4	Is there any mistake spelling error/in complete information in Question Paper?	N	√	√	
5	Whether Question are mapped to Cos?	√	√	√	
6	Whether Blooms Taxonomy was followed?	√	√	√	

**Points for Improvement Suggested by AC**

**Suggestion # 1**-Questions in the paper based on Bloom's taxonomy.

**Suggestion # 2**-Some questions are identified out of syllabus.

**Suggestion # 3**-

Signature of the committee member

1. K. Radmeja
2. Han
3. Cee
4. Freehr
5. MPP

**Action taken HOD**

**Action #1**-Interacted with the faculty to follows the same.

**Action #2**-same information Intimated to the concerned, Subject faculty

**Action #3**-

**Head of the Department**

**Department of Commerce**

**Tapasya Degree College**

Redhills, Lakdikapul, Hyd-04

HOD Signature

*G. Suresh*



Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 097, T.S.

S. No.	Contents	I B. Com(CA)	II B. Com(CA)	III B. Com(CA)	Remarks
1	Institute Vision & Mission	√	√	√	
2	Program Vision-Mission	√	√	√	
3	PEO and PO's & PSO's	√	x	√	
4	Course Syllabus & Course Time Table	√	√	√	
5	Course Objective	√	√	√	
6	Course Outcome	√	√	√	
7	Course Plan & Unit Plan	√	√	√	
8	Lesson Plan	√	√	√	
9	Contents beyond syllabus	√	√	√	
10	Website Reference for self learning	√	√	√	
11	Lecture Notes	√	√	√	
12	Tutorial Sheets	√	√	√	
13	Unit wise question bank	√	√	√	
14	Attendance Register /Log Book	√	√	√	
15	Assignments Unit-wise	√	√	√	
16	Internal Question Papers With Key	√	√	√	
17	Sample Answer Sheets	√	√	√	
18	Continuous Evaluation marks(tests/ Assignments)	√	√	√	
19	Record of remedial classes	√	√	√	
20	University Question papers	√	√	√	
21	Result Analysis	x	√	√	
22	Mapping on CO's, PO & PSO	√	√	√	
23	Course Outcome Assessment sheet(Attachment Sheet)	√	√	√	
24	Gaps and Plan's for add on Programs	√	√	√	
25	Guest Lecturers conducted	√	√	√	



**Point for improvement Suggested by AC**

**Suggestion # 1-** Need to provide guest Faculty for III B. Com students regarding the mini project.

**Suggestion # 2-** Uses of LCD projectors for few lecturers.

**Suggestion # 3-**

**Action taken by HOD**

**Action # 1-** Provided guest for awareness mini project.

**Action # 2-**

**Action # 3-**

**Signature of Committee members**

1. K. Radmeji
2. Han
3. Deere
4. Prachin
5. M. S. R.

**Head of the Department**

**Department of Commerce**

**Tapasya Degree College**

**Red Hills, Lakdikapul, Hyd-50**

**HOD Signature**



**Associate Professor**  
**Department of Commerce**  
**Osmania University,**  
**Hyderabad-500 007, T.S.**

S. No.	Comments		T1	T2	Ref	Other	Journal	Project work	Rema
1	Faculty to Book Ratio	Well-balanced/Only theory/Only Problem	√	√	√	-	√	-	
2	Volumes/Journals/Publications	Y/N	√	√	√	-	√	-	
3	Basic Facilities (Water/fan/Light, etc..)	Y/N	√	√	√	-	√	-	
4	Digital Library Accessibility		√	√	√	-	√	-	
5	Project Reports		√	√	√	-	√	-	

Points for Improvement Suggested by AC

Action taken HOD

**Suggestion #1-** Need to Secure the student's bags and the personal cell phones at the outside of the library racks.

**Action #1** we install cc cameras to monitor belongings of the students

**Suggestion # 2-**

**Action #2-**

**Suggestion # 3-**

**Action #3-**

Signature of the committee member

1. K. Padmaja
2. Hanu
3. [Signature]
4. Preethi
5. M. [Signature]

Head of the Department

Department of Commerce  
Tapasya Degree College  
Redhills, Lakdikapul, Hyd-04

[Signature]  
HOD Signature

[Signature]  
Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.



			I A	I B	II A	II B	III A	III B	Remarks	
<b>1.</b>	<b>Activities before commencement of classes</b>		√	-	√	-	√	-		
	a.	Submission of staff requirement (if any) request to the principal	Four week before the semester starts	√	-	√	-	√	-	
	b.	Electives selection	Two week before the semester starts	√	-	√	-	√	-	
	c.	Subject Assignment to faculty members	Two week before the semester starts	√	-	√	-	√	-	
	d.	Lab manual preparation if any	Four week before the semester starts	√	-	√	-	√	-	
	e.	College level calendar of events	Four week before the semester starts	√	-	√	-	√	-	
	f.	Departmental Calendar of events	Four week before the semester starts	√	-	√	-	√	-	
	g.	Time Table Preparation	Two week before the semester starts	√	-	√	-	√	-	
	h.	Lesson plan	Two week before the semester starts	√	-	√	-	√	-	
	i.	List of students approved by Principal's office	Two week before the semester starts	√	-	√	-	√	-	
<b>2.</b>	<b>Activities after commencement of classes</b>		√	-	√	-	√	-		
	a.	Class room teaching quality(theory and lab courses)	First and last week of last every month and has when needed	√	-	√	-	√	-	
	b.	Performances of students in internal tests and action initiated for poor performances	After every test	√	-	√	-	√	-	
	c.	Students attendances and counseling, if needed	Every month	√	-	√	-	√	-	
	d.	Display of timetable for practical examinations	One week before semester end date	√	-	√	-	√	-	
	e.	finalization of IA marks and attendance	Five days before semester end date	√	-	√	-	√	-	
	f.	Performance in semester end examinations	Performance in semester end examinations of college results	√	-	√	-	√	-	

**Points for improvement suggested by AC**

**Suggestion #1**-Advise to the student to go for open electives which are in multiple designers.

**Suggestion #2**-Unit wise syllabus material the add reeded

**Actions taken by HOD**

**Action #1** – Suggested different elective subjects for the student.

**Action #2** –Provided unit-wise syllabus material.

Suggestion #3-

Action #3 –

Signature of the committee members

- 1. K. Radmezi
- 2. *[Handwritten Signature]*
- 3. *[Handwritten Signature]*
- 4. *[Handwritten Signature]*
- 5. *[Handwritten Signature]*

**Head of the Department**

**Department of Commerce**

**Tapasya Degree College**  
Redhills, Lakdikapul, Hya-06

*[Handwritten Signature]*

**HOD Signature**

*[Handwritten Signature]*  
Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.





Activities	Checked ON	I A	II -A	III -A	Remarks
Whether students attendance register was entered every day and verified by HOD every month?	Every month	√	√	√	
Frequency of entering performance of students in internal tests marks	Twice per semester	√	√	√	
Frequency of sending internal assessment marks and attendance to student/guardian by SMS /post /emails/telephone	Twice per semester	√	√	√	

**Points for Improvement Suggested by AC****Action taken HOD**

**Suggestion # 1-** Need to information about the students their parents.

**Action #1-** Undertaken forms to taken from students and parents the time of the orientation progra

**Suggestion # 2-**

**Action #2-**

**Suggestion # 3-**

**Action #3-** Assigned a faculty monitoring the students

**Signature of the committee member**

1. K. Radmezi
2. Han
3. Aue
4. Preetha
5. Mgr

**Head of the Department:**

**Department of Commerce**

**Tapasya Degree College**

Redhills, Lakdikapul, Mys-04

*[Handwritten Signature]*  
HOD Signature

*[Handwritten Signature]*  
B. Sreenivas

**AAA Reports and Details**  
**on**  
**Follows up Actions**





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## QUALITY IMPROVEMENT COMMITTEE

A.Y.2018-19

The following professors have appointed as a member of Department Quality Improvement Committee members and requested to Audit the departments as per the IQAC guidelines.

S. No.	Name of The Faculty	Designation	Signature
1	A Neha	Chairman	
2	Ghazala Sultana	Member	
3	B Manasa	Member	
4	M Purushotham Reddy	Member	
5	Mohd Imran	Member	

Principal

**PRINCIPAL**

**TAPASYA DEGREE COLLEGE**

Red Hills, Lakdikapool, Hyderabad-04

Copy to:

1. Director
2. All the Departments
3. Examination Cell

**DEPARTMENT: Management Question Paper Audit for Academic Year: 2018-19**

S. No.	COMMENTS	I BBA	II BBA	III BBA	Remarks
1	Whether all the Units are covered in Question Paper?	-	√	√	
2	Whether Question Paper covered both theory and problems?	-	√	√	
3	Whether any Questions was out of Syllabus?	-	N	N	
4	Is there any mistake spelling error/in complete information in Question Paper?	-	N	N	
5	Whether Question are mapped to Cos?	-	√	√	
6	Whether Blooms Taxonomy was followed?	-	√	√	

**Points for Improvement Suggested by AC**

**Action taken HOD**

**Suggestion # 1-**Papers should base on blooms Taxonomy.

**Action #1-** Instructed with the faculty follows the same.




**Suggestion # 2-**

**Action #2**

**Suggestion # 3-**

**Action #3**

**Signature of the committee member**

1. 
2. 
3. Manasa
4. nps
5. 

**Head of the Department**

**Department of Management**

**Tapasya Degree College**

**Redhills, Lakdikapul, Hyd-04**

**HOD Signature**





**Associate I  
Assistant Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.**



DEPARTMENT: Management Course File Audit for Academic Year:2018-19

S. No.	Contents	I BBA	II BBA	III BBA	Remarks
1	Institute Vision & Mission	-	√	√	
2	Program Vision-Mission	-	√	√	
3	PEO and PO's & PSO's	-	√	√	
4	Course Syllabus & Course Time Table	-	√	√	
5	Course Objective	-	√	√	
6	Course Outcome	-	√	√	
7	Course Plan & Unit Plan	-	√	√	
8	Lesson Plan	-	√	√	
9	Contents beyond syllabus	-	√	√	
10	Website Reference for self learning	-	√	√	
11	Lecture Notes	-	√	√	
12	Tutorial Sheets	-	√	√	
13	Unit wise question bank	-	√	√	
14	Attendance Register /Log Book	-	√	√	
15	Assignments Unit-wise	-	√	√	
16	Internal Question Papers With Key	-	√	√	
17	Sample Answer Sheets	-	√	√	
18	Continuous Evaluation marks(tests/ Assignments)	-	√	√	
19	Record of remedial classes	-	√	√	
20	University Question papers	-	√	√	
21	Result Analysis	-	√	√	
22	Mapping on CO's, PO & PSO	-	√	√	
23	Course Outcome Assessment sheet(Attachment Sheet)	-	√	√	
24	Gaps and Plan's for add on Programs	-	√	√	
25	Guest Lecturers conducted	-	×	×	

**Point for improvement Suggested by AC**

**Action taken by HOD**

**Suggestion # 1-** Need to provide guest faculty for III BBA students regarding the mini project.

**Action # 1** Provided guest for awareness mini project for next academic year.

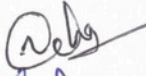



**Suggestion # 2-** Uses of LCD projectors for few lecturers.

**Action # 2-**

**Suggestion # 3-**

**Action # 3-**

**Signature of Committee members**

1. 
2. 
3. Manasa.
4. 
5. 

**Head of the Department**  
**Department of Management**  
Tapasya Degree College  
Redhills, Lakdikapul, Hyd-04

  
**HOD Signature**



  
Assistant Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.



S. No.	Comments		T1	T2	Ref	Other	Journal	Project work	Rem
1	Faculty to Book Ratio	Well-balanced/Only theory/Only Problem	Y	Y	Y	-	Y	-	
2	Volumes/Journals/Publications		Y	Y	Y	-	Y	-	
3	Basic Facilities(Water/fan/Light, etc..)		Y	Y	Y	-	Y	-	
4	Digital Library Accessibility		Y	Y	Y	-	Y	-	
5	Project Reports		Y	Y	Y	-	Y	-	

## Points for Improvement Suggested by AC

## Action taken HOD

**Suggestion #1** Need to Secure the student's bags and personal cell phones at the outside of the library racks.

**Action #1** we install cc cameras to monitor the Belongs of the students






**Suggestion # 2-**

**Action #2**

**Suggestion # 3-**

**Action #3**

## Signature of the committee member

- 
- 
- 
- 
- 

Head of the Department  
Department of Management  
Tapas Degree College  
Red Hills, Lakdikapul, Hyd-04

HOD Signature



  
Assistant Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

			I A	I B	II A	II B	III A	III B	Remark
<b>1.</b>	<b>Activities before commencement of classes</b>		-	√	√	-	√	-	
	Submission of staff requirement (if any) request to the principal	Four week before the semester starts	-	√	√	-	√	-	
	Electives selection	Two week before the semester starts	-	√	√	-	√	-	
	Subject Assignment to faculty members	Two week before the semester starts	-	√	√	-	√	-	
	Lab manual preparation if any	Four week before the semester starts	-	√	√	-	√	-	
	College level calendar of events	Four week before the semester starts	-	√	√	-	√	-	
	Departmental Calendar of events	Four week before the semester starts	-	√	√	-	√	-	
	Time Table Preparation	Two week before the semester starts	-	√	√	-	√	-	
	Lesson plan	Two week before the semester starts	-	√	√	-	√	-	
	List of students approved by Principal's office	Two week before the semester starts	-	√	√	-	√	-	
<b>2.</b>	<b>Activities after commencement of classes</b>							-	
	Class room teaching quality(theory and lab courses)	First and last week of last every month and has when needed	-	√	√	-	√	-	
	Performances of students in internal tests and action initiated for poor performances	After every test	-	√	√	-	√	-	
	Students attendances and counseling, if needed	Every month	-	√	√	-	√	-	
	Display of timetable for practical examinations	One week before semester end date	-	√	√	-	√	-	
	finalization of IA marks and attendance	Five days before semester end date	-	√	√	-	√	-	
	Performance in semester end examinations	Performance in semester end examinations of college results	-	√	√	-	√	-	



## Points for improvement suggested by AC

## Actions taken by HOD

**Suggestion #1**-Advise to the student to go for open electives which are in multiple designers.

**Action #1** – Suggested different elect subjects for the student.





**Suggestion #2**-Unit wise syllabus material the add reeded

**Action #2** – Provided unit-wise syllab material.

**Suggestion #3**-

**Action #3** –

## Signature of the committee members

1. 
2. 
3. Manasa
4. 
5. 

## Head of the Department

Department of Management

Tapasya Degree College  
Red Hills, Lakdikapul, Hyd-04

HOD Signature





Assistant Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

Activities	Checked ON	I BBA	II BBA	III BBA	Remarks
Weather students attendance register was entered every day and verified by HOD every month?	Every month	-	√	√	
Frequency of entering performance of students in internal tests marks	Twice per semester	-	√	√	
Frequency of sending internal assessment marks and attendance to student/guardian by SMS /post /emails/telephone	Twice per semester	-	√	√	



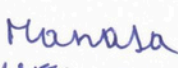

**Points for Improvement Suggested by AC**

**Suggestion # 1-** Need to information about the students to their parents.

**Suggestion # 2-**

**Suggestion # 3-**

**Signature of the committee member**

1. 
2. 
3. Manasa
4. 
5. 

**Action taken HOD**

**Action #1-** Undertaken forms taken from students and parents at the time of the orientation program

**Action #2-**

**Action #3-** Assigned a faculty monitoring the students

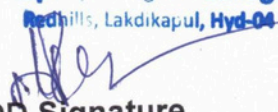
**Head of the Department**

**Department of Management**

**Tapasya Degree College**

**Redhills, Lakdikapul, Hyd-04**

**HOD Signature**

  
**Assistant Professor**  
**Department of Commerce**  
**Osmania University,**  
**Hyderabad-500 007, T.S.**



**AAA Reports and Details  
on  
Follows up Actions**



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## QUALITY IMPROVEMENT COMMITTEE

A.Y.2018-19

The following professors have appointed as a member of Department Quality Improvement Committee members and requested to Audit the departments as per the IQAC guidelines.

S. No.	Name of The Faculty	Designation	Signature
1	Tulsi	Chairman	
2	P Pravallika	Member	
3	Chandette C Anderson	Member	
4	Mohd Hasan Rafi Uddin Ahmed	Member	
5	Saber Shareef	Member	

Principal

### Copy to:

1. Director
2. All the Departments
3. Examination Cell

**PRINCIPAL**  
**TAPASYA DEGREE COLLEGE**  
Red Hills, Lakdikapul, Hyderabad-04



S. No.	COMMENTS	I B. COM (GEN)	II B. COM (GEN)	III B. COM (GEN)	Remarks
1	Whether all the Units are covered in Question Paper?	√			
2	Whether Question Paper covered both theory and problems?	√			
3	Whether any Questions was out of Syllabus?	N			
4	Is there any mistake spelling error/in complete information in Question Paper?	N			
5	Whether Question are mapped to Cos?	√			
6	Whether Blooms Taxonomy was followed?	√			

## Points for Improvement Suggested by AC

## Action taken HOD

**Suggestion # 1-** The paper should be based on Blooms taxonomy.

**Action #1-** Instructed to faculty to follow the same.

**Suggestion # 2-**

**Action #2-**

**Suggestion # 3-**

**Action #3-**

## Signature of the committee member

1. *Tulsi*
2. *Pravallika*
3. *Andy*
4. *Henry*
5. *Shrey*

Head of the Department  
 Head of the Department  
 Department of Commerce  
 Redhills, Lakdikapul, Hyd-04  
 Redhills, Lakdikapul, Hyd-04  
 HOD Signature

*K. Sreenivas*



Associate Professor  
 Department of Commerce  
 Osmania University,  
 Hyderabad-500 007, T.S.

S. No.	Contents	I B. COM (GEN)	II B. COM (GEN)	III B. COM (GEN)	Remarks
1	Institute Vision & Mission	√			
2	Program Vision-Mission	√			
3	PEO and PO's & PSO's	√			
4	Course Syllabus & Course Time Table	√			
5	Course Objective	√			
6	Course Outcome	√			
7	Course Plan & Unit Plan	√			
8	Lesson Plan	√			
9	Contents beyond syllabus	√			
10	Website Reference for self learning	√			
11	Lecture Notes	√			
12	Tutorial Sheets	√			
13	Unit wise question bank	√			
14	Attendance Register /Log Book	√			
15	Assignments Unit-wise	√			
16	Internal Question Papers With Key	√			
17	Sample Answer Sheets	√			
18	Continuous Evaluation marks(tests/ Assignments)	√			
19	Record of remedial classes	√			
20	University Question papers	√			
21	Result Analysis	√			
22	Mapping on CO's, PO & PSO	√			
23	Course Outcome Assessment sheet(Attachment Sheet)	√			
24	Gaps and Plan's for add on Programs	√			
25	Guest Lecturers conducted	x			



**Point for improvement Suggested by AC**

**Action taken by HOD**

**Suggestion # 1-** Need to provide lab manuals

**Action #1-** Provided lab manuals

**Suggestion # 2-** need to take remedial classes  
For some subjects

**Action #2-** assigned faculty for  
remedial classes.

**Suggestion # 3**

**Action #3-**

**Signature of Committee members**

1. *Tulsi*
2. *Prasallika*
3. *[Signature]*
4. *[Signature]*
5. *[Signature]*

**Head of the Department**

**Department of Language**  
**Tapasya Degree College**  
Rachakonda, Rajahmundry, Hyd-04

**HOD Signature**

*[Signature]*



Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

S. No.	Comments		T1	T2	Ref	Other	Journal	Project work	Rem
1	Faculty to Book Ratio	Well-balanced/Only theory/Only Problem	√	√	√	-	√	-	
2	Volumes/Journals/Publications	Y/N	√	√	√	-	√	-	
3	Basic Facilities(Water/fan/Light, etc..)	Y/N	√	√	√	-	√	-	
4	Digital Library Accessibility		√	√	√	-	√	-	
5	Project Reports		√	√	√	-	√	-	

**Points for Improvement Suggested by AC****Action taken HOD**

**Suggestion #1-** Need to update volumes and awareness among to motivate the students in the usage of digital library.

**Action #1-** Assigned one faculty member and monitor the usage of digital resources and ordered updated volumes.

**Suggestion # 2-**

**Action #2-**

**Suggestion # 3-**

**Action #3-**

**Signature of the committee member**

1. *Tulasi*
2. *Prayalika*
3. *Arundhathi*
4. *Hemant*
5. *Shy*

**Head of the Department**  
**Department of Language**  
**Tapasya Degree College**  
 Red Hills, Akdikapul, Hyd-04

**HOD Signature**

*U. Sreenivas*



Associate Professor  
 Department of Commerce  
 Osmania University,  
 Hyderabad-500 007, T.S.



			I A	I B	II A	II B	III A	III B	Remark
<b>1.</b>	<b>Activities before commencement of classes</b>								
a.	Submission of staff requirement (if any) request to the principal	Four week before the semester starts	√	-	√	-	√	√	
b.	Electives selection	Two week before the semester starts	×	-	√	-	√	√	
c.	Subject Assignment to faculty members	Two week before the semester starts	√	-	√	-	√	√	
d.	Lab manual preparation if any	Four week before the semester starts	√	-	√	-	√	√	
e.	College level calendar of events	Four week before the semester starts	√	-	√	-	√	×	
f.	Departmental Calendar of events	Four week before the semester starts	√	-	√	-	√	√	
g.	Time Table Preparation	Two week before the semester starts	√	-	√	-	√	√	
h.	Lesson plan	Two week before the semester starts	√	-	√	-	√	√	
i.	List of students approved by Principal's office	Two week before the semester starts	√	-	√	-	√	√	
<b>2.</b>	<b>Activities after commencement of classes</b>								
a.	Class room teaching quality (theory and lab courses)	First and last week of last every month and has when needed	√	-	×	-	√	×	
b.	Performances of students in internal tests and action initiated for poor performances	After every test	√	-	×	-	√	√	
c.	Students attendances and counseling, if needed	Every month	√	-	√	-	√	√	
d.	Display of timetable for practical examinations	One week before semester end date	√	-	√	-	√	√	
e.	finalization of IA marks and attendance	Five days before semester end date	√	-	√	-	√	√	
f.	Performance in semester end examinations	Performance in semester end examinations of college results	√	-	√	-	√	√	

**Points for improvement suggested by AC**

**Suggestion #1**-Need to provide college-level calendar and event

**Suggestion #2**-Students attendants counselling needed .

**Suggestion #3**-

**Signature of the committee members**

- 1. *Tulasi*
- 2. *Prasanna*
- 3. *And*
- 4. *Harsh*
- 5. *Shy*

**Actions taken by HOD**

**Action #1** – Provided syllabus copy and college calendar.

**Action #2** –assigned one faculty to counsel the students about attendance

**Action #3** –

**Head of the Department**

**Department of Language  
Tapasya Degree College  
Redhills, Lakdikapul, Hyd-04**

*Tulasi*

**HOD Signature**

*G. Srinivas*



**Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.**



Activities	Checked ON	I B. COM (GEN)	II B. COM (GEN)	IIIB. COM (GEN)	Remarks
Whether students attendance register was entered every day and verified by HOD every month?	Every month	√	√	√	
Frequency of entering performance of students in internal tests marks	Twice per semester	√	√	√	
Frequency of sending internal assessment marks and attendance to student/guardian by SMS /post /emails/telephone	Twice per semester	√	√	√	

**Points for Improvement Suggested by AC****Action taken HOD**

**Suggestion # 1-** student and parent under taking form about attendance to be collected.

**Action #1-** Undertaken forms collected starting of the semester from both students and parents

**Suggestion # 2-**

**Action #2-**

**Suggestion # 3-**

**Action #3-** Assigned a faculty monitoring the students

**Head of the Department**

**Department of Language  
Tapasya Degree College  
Redhills, Lakdikapul, Hyd-04**

**Signature of the committee member**

1. Tushi
2. Pravalika
3. Anand
4. Harsh
5. Shrey

Tushi

HOD Signature

D. Sreenivas



Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

**AAA Reports and Details  
On  
Follows up Actions**



# TAPASYA DEGREE COLLEGE

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ISO 9001 : 2015 Certified Institution

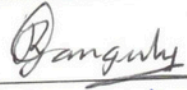
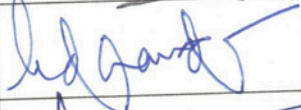
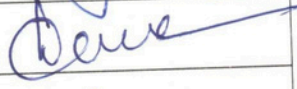
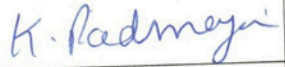

# 11-5-449, Opp. Shah Function Hall, Red Hills, Lakdikapul, Hyderabad, Telangana 500004

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## QUALITY IMPROVEMENT COMMITTEE

A.Y.2019-20

The following professors have appointed as a member of Department Quality Improvement Committee members and requested to Audit the departments as per the IQAC guidelines.

S. No.	Name of The Faculty	Designation	Signature
1	Riju Ganguly	Chairman	
2	Ramana Rao	Member	
3	B Dayakar	Member	
4	K Padmaja	Member	
5	C Nirosha	Member	

  
Principal

**PRINCIPAL**

**TAPASYA DEGREE COLLEGE**  
Red Hills, Lakdikapool, Hyderabad-04

Copy to:

1. Director
2. All the Departments
3. Examination Cell

S. No.	COMMENTS	I B. Com(CA)	II B. Com(CA)	III B. Com(CA)	Remarks
1	Whether all the Units are covered in Question Paper?	√	N	√	
2	Whether Question Paper covered both theory and problems?	√	√	N	
3	Whether any Questions was out of Syllabus?	√	√	√	
4	Is there any mistake spelling error/in complete information in Question Paper?	N	√	√	
5	Whether Question are mapped to Cos?	√	√	√	
6	Whether Blooms Taxonomy was followed?	√	√	√	

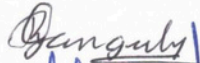
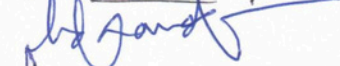
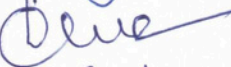

**Points for Improvement Suggested by AC**

**Suggestion # 1-**Questions in the paper based on Bloom's taxonomy.

**Suggestion # 2-**Some questions are identified out of syllabus.

**Suggestion # 3-**

**Signature of the committee member**

1. 
2. 
3. 
4. K. Radmaji
5. 

**Action taken HOD**

**Action #1-**Interacted with the Faculty to follows the same.

**Action #2-**same information Intimated to the concerned,

Subject faculty

**Head of the Department**

**Action #3-**  
Department of Commerce

Tapasya Degree College  
Redhills, Lakdikapul, Hyd-04

  
HOD Signature



  
Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.



DEPARTMENT: COMMERCE Course File Audit for Academic Year:2019-20

S. No.	Contents	I B. Com(CA)	II B. Com(CA)	III B. Com(CA)	Remarks
1	Institute Vision & Mission	√	√	√	
2	Program Vision-Mission	√	√	√	
3	PEO and PO's & PSO's	√	×	√	
4	Course Syllabus & Course Time Table	√	√	√	
5	Course Objective	√	√	√	
6	Course Outcome	√	√	√	
7	Course Plan & Unit Plan	√	√	√	
8	Lesson Plan	√	√	√	
9	Contents beyond syllabus	√	√	√	
10	Website Reference for self learning	√	√	√	
11	Lecture Notes	√	√	√	
12	Tutorial Sheets	√	√	√	
13	Unit wise question bank	√	√	√	
14	Attendance Register /Log Book	√	√	√	
15	Assignments Unit-wise	√	√	√	
16	Internal Question Papers With Key	√	√	√	
17	Sample Answer Sheets	√	√	√	
18	Continuous Evaluation marks(tests/ Assignments)	√	√	√	
19	Record of remedial classes	√	√	√	
20	University Question papers	√	√	√	
21	Result Analysis	×	√	√	
22	Mapping on CO's, PO & PSO	√	√	√	
23	Course Outcome Assessment sheet(Attachment Sheet)	√	√	√	
24	Gaps and Plan's for add on Programs	√	√	√	
25	Guest Lecturers conducted	√	√	√	

## Point for improvement Suggested by AC

**Suggestion # 1-** Need to provide guest faculty for III B. Com students regarding the mini project.

**Suggestion # 2-** Uses of LCD projectors for few lecturers.

**Suggestion # 3-**

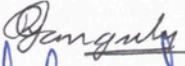
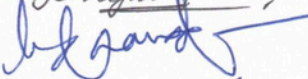
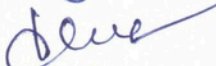

## Action taken by HOD

**Action # 1-** Provided guest faculty for awareness mini project.

**Action # 2-**

**Action # 3-**

## Signature of Committee members

1. 
2. 
3. 
4. K. Padmaja
5. 


## Head of the Department

Department of Commerce

Tapasya Degree College

Redhills, Lakdikapul, Hyd-04

  
HOD Signature

  
Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.



S. No.	Comments		T1	T2	Ref	Other	Journal	Project work	Rema
1	Faculty to Book Ratio	Well-balanced/Only theory/Only Problem	√	√	√	-	√	-	
2	Volumes/Journals/Publications	Y/N	√	√	√	-	√	-	
3	Basic Facilities (Water/fan/Light, etc..)	Y/N	√	√	√	-	√	-	
4	Digital Library Accessibility		√	√	√	-	√	-	
5	Project Reports		√	√	√	-	√	-	

## Points for Improvement Suggested by AC

## Action taken HOD

**Suggestion #1-** Need to Secure the student's bags and the personal cell phones at the outside of the library racks.

**Action #1** we install cc cameras to monitor belongs of the students

**Suggestion # 2-**

**Action #2-**

**Suggestion # 3-**

**Action #3-**

**Head of the Department**

**Department of Commerce**

**Tapasya Degree College**

**Redhills, Lakdikapul, Hyd-04**

**HOD Signature**



**Associate Professor**  
**Department of Commerce**  
**Osmania University,**  
**Hyderabad-500 007, T.S.**

**Signature of the committee member**

- 1.
- 2.
- 3.
- 4.
- 5.

			I A	I B	II A	II B	III A	III B	Remarks
<b>1.</b>	<b>Activities before commencement of classes</b>		√	-	√	-	√	-	
a.	Submission of staff requirement (if any) request to the principal	Four week before the semester starts	√	-	√	-	√	-	
b.	Electives selection	Two week before the semester starts	√	-	√	-	√	-	
c.	Subject Assignment to faculty members	Two week before the semester starts	√	-	√	-	√	-	
d.	Lab manual preparation if any	Four week before the semester starts	√	-	√	-	√	-	
e.	College level calendar of events	Four week before the semester starts	√	-	√	-	√	-	
f.	Departmental Calendar of events	Four week before the semester starts	√	-	√	-	√	-	
g.	Time Table Preparation	Two week before the semester starts	√	-	√	-	√	-	
h.	Lesson plan	Two week before the semester starts	√	-	√	-	√	-	
i.	List of students approved by Principal's office	Two week before the semester starts	√	-	√	-	√	-	
<b>2.</b>	<b>Activities after commencement of classes</b>		√	-	√	-	√	-	
a.	Class room teaching quality(theory and lab courses)	First and last week of last every month and has when needed	√	-	√	-	√	-	
b.	Performances of students in internal tests and action initiated for poor performances	After every test	√	-	√	-	√	-	
c.	Students attendances and counseling, if needed	Every month	√	-	√	-	√	-	
d.	Display of timetable for practical examinations	One week before semester end date	√	-	√	-	√	-	
e.	finalization of IA marks and attendance	Five days before semester end date	√	-	√	-	√	-	
f.	Performance in semester end examinations	Performance in semester end examinations of college results	√	-	√	-	√	-	



## Points for improvement suggested by AC

**Suggestion #1**-Advise to the student to go for open electives which are in multiple designers.

**Suggestion #2**-Unit wise syllabus material the added

**Suggestion #3**-

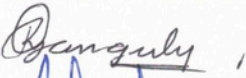



## Actions taken by HOD

**Action #1** – Suggested different elective subjects for the student.



**Action #2** –Provided unit-wise syllabus material.

**Action #3** –

## Signature of the committee members

1. 
2. 
3. 
4. K. Padmaji
5. 

**Head of the Department**  
Department of Commerce  
Tapasya Degree College  
Redhills, Lakdikapul, Hyd-04  
  
HOD Signature

  
10.   
Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

Activities	Checked ON	I A	II -A	III -A	Remarks
Weather students attendance register was entered every day and verified by HOD every month?	Every month	√	√	√	
Frequency of entering performance of students in internal tests marks	Twice per semester	√	√	√	
Frequency of sending internal assessment marks and attendance to student/guardian by SMS /post /emails/telephone	Twice per semester	√	√	√	

## Points for Improvement Suggested by AC

## Action taken HOD

Suggestion # 1- Need to information about the students to their parents.

Action #1- Undertaken forms taken from students and parents at the time of the orientation program

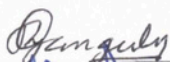

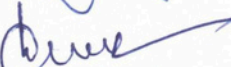

Suggestion # 2-

Action #2-

Suggestion # 3-

Action #3- Assigned a faculty monitoring the students

## Signature of the committee member

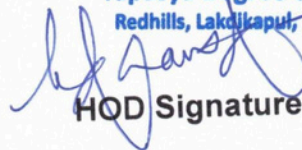
1. 
2. 
3. 
4. K. Radmaji
5. 

## Head of the Department


Department of Commerce

Tapasya Degree College

Redhills, Lakshmapur, Hyd-04



HOD Signature



Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.



**AAA Reports and Details**  
**on**  
**Follows up Actions**

# TAPASYA DEGREE COLLEGE

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## QUALITY IMPROVEMENT COMMITTEE

A.Y.2019-20

The following professors have appointed as a member of Department Quality Improvement Committee members and requested to Audit the departments as per the IQAC guidelines.

S. No.	Name of The Faculty	Designation	Signature
1	B Manasa	Chairman	<i>Manasa</i>
2	Sravanthi Neela	Member	<i>Sravanthi</i>
3	Ghazala Sultana	Member	<i>Ghazala</i>
4	A Neha	Member	<i>Neha</i>
5	M Purushotham Reddy	Member	<i>Reddy</i>

*[Signature]*  
Principal

### Copy to:

1. Director
2. All the Departments
3. Examination Cell

**PRINCIPAL**  
**TAPASYA DEGREE COLLEGE**  
Red Hills, Lakdikapul, Hyderabad-04



**DEPARTMENT: Management Question Paper Audit for Academic Year: 2019-20**

S. No.	COMMENTS	I BBA	II BBA	III BBA	Remarks
1	Whether all the Units are covered in Question Paper?	-	√	√	
2	Whether Question Paper covered both theory and problems?	-	√	√	
3	Whether any Questions was out of Syllabus?	-	N	N	
4	Is there any mistake spelling error/in complete information in Question Paper?	-	N	N	
5	Whether Question are mapped to Cos?	-	√	√	
6	Whether Blooms Taxonomy was followed?	-	√	√	

**Points for Improvement Suggested by AC    Action taken HOD**

**Suggestion # 1-** Papers should base on blooms Taxonomy.

**Action #1-** Instructed with the faculty follows the same.

**Suggestion # 2-**

**Action #2**

**Suggestion # 3-**

**Action #3**

**Signature of the committee member**

1. Manasa
2. Sanku
3. Jyoti
4. Anshu
5. Nitya

**Head of the Department**

**Department of Management**

**Tapasya Degree College**  
Redhills, Lakdikapul, Hyd-04

**HOD Signature**

*H. Sanku*



**Assistant Professor**  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

DEPARTMENT: Management Course File Audit for Academic Year:2019-20

S. No.	Contents	I BBA	II BBA	III BBA	Remarks
1	Institute Vision & Mission	-	√	√	
2	Program Vision-Mission	-	√	√	
3	PEO and PO's & PSO's	-	√	√	
4	Course Syllabus & Course Time Table	-	√	√	
5	Course Objective	-	√	√	
6	Course Outcome	-	√	√	
7	Course Plan & Unit Plan	-	√	√	
8	Lesson Plan	-	√	√	
9	Contents beyond syllabus	-	√	√	
10	Website Reference for self learning	-	√	√	
11	Lecture Notes	-	√	√	
12	Tutorial Sheets	-	√	√	
13	Unit wise question bank	-	√	√	
14	Attendance Register /Log Book	-	√	√	
15	Assignments Unit-wise	-	√	√	
16	Internal Question Papers With Key	-	√	√	
17	Sample Answer Sheets	-	√	√	
18	Continuous Evaluation marks(tests/ Assignments)	-	√	√	
19	Record of remedial classes	-	√	√	
20	University Question papers	-	√	√	
21	Result Analysis	-	√	√	
22	Mapping on CO's, PO & PSO	-	√	√	
23	Course Outcome Assessment sheet(Attachment Sheet)	-	√	√	
24	Gaps and Plan's for add on Programs	-	√	√	
25	Guest Lecturers conducted	-	x	x	



**Point for improvement Suggested by AC**

**Action taken by HOD**

**Suggestion # 1-** Need to prove guest faculty for III BBA students regarding the mini project.

**Action # 1** Provided guest for awareness mini project for next academic year.

**Suggestion # 2-** Uses of LCD projectors for few lecturers.

**Action # 2-**

**Suggestion # 3-**

**Action # 3-**

**Signature of Committee members**

1. Manasa.
2. Sanku
3. Jhota
4. Debi
5. NPH

**Head of the Department**  
**Department of Management**  
Tapasya Degree College  
Redhills, Lakdikapul, Hyd-04

**HOD Signature**

**K. Sreenivas**  
Assistant Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

S. No.	Comments		T1	T2	Ref	Other	Journal	Project work	Remarks
1	Faculty to Book Ratio	Well-balanced/Only theory/Only Problem	Y	Y	Y	-	Y	-	
2	Volumes/Journals/Publications		Y	Y	Y	-	Y	-	
3	Basic Facilities(Water/fan/Light, etc..)		Y	Y	Y	-	Y	-	
4	Digital Library Accessibility		Y	Y	Y	-	Y	-	
5	Project Reports		Y	Y	Y	-	Y	-	

## Points for Improvement Suggested by AC

## Action taken HOD

**Suggestion #1** Need to Secure the student's bags and monitor the personal cell phones at the outside of the library racks.

**Action #1** we install cc cameras belongs of the students

**Suggestion # 2-**

**Action #2**

**Suggestion # 3-**

**Action #3**

Signature of the committee member

1. Manasa.
2. Gaudli
3. [Signature]
4. [Signature]
5. [Signature]

**Head of the Department**

**Department of Management**

**Tapasya Degree College**

**Redhills, Lakdikapur, Hyd-04**

**HOD Signature**

**Assistant Professor**  
**Department of Commerce**  
**Osmania University,**  
**Hyderabad-500 007, T.S.**



			I A	I B	II A	II B	III A	III B	Remar
<b>1.</b>	<b>Activities before commencement of classes</b>		-	√	√	-	√	-	
a.	Submission of staff requirement (if any) request to the principal	Four week before the semester starts	-	√	√	-	√	-	
b.	Electives selection	Two week before the semester starts	-	√	√	-	√	-	
c.	Subject Assignment to faculty members	Two week before the semester starts	-	√	√	-	√	-	
d.	Lab manual preparation if any	Four week before the semester starts	-	√	√	-	√	-	
e.	College level calendar of events	Four week before the semester starts	-	√	√	-	√	-	
f.	Departmental Calendar of events	Four week before the semester starts	-	√	√	-	√	-	
g.	Time Table Preparation	Two week before the semester starts	-	√	√	-	√	-	
h.	Lesson plan	Two week before the semester starts	-	√	√	-	√	-	
i.	List of students approved by Principal's office	Two week before the semester starts	-	√	√	-	√	-	
<b>2.</b>	<b>Activities after commencement of classes</b>							-	
a.	Class room teaching quality(theory and lab courses)	First and last week of last every month and has when needed	-	√	√	-	√	-	
b.	Performances of students in internal tests and action initiated for poor performances	After every test	-	√	√	-	√	-	
c.	Students attendances and counseling, if needed	Every month	-	√	√	-	√	-	
d.	Display of timetable for practical examinations	One week before semester end date	-	√	√	-	√	-	
e.	finalization of IA marks and attendance	Five days before semester end date	-	√	√	-	√	-	
f.	Performance in semester end examinations	Performance in semester end examinations of college results	-	√	√	-	√	-	

## Points for improvement suggested by AC

**Suggestion #1**-Advise to the student to go for open electives which are in multiple designers.

**Suggestion #2**-Unit wise syllabus material the add reeded

**Suggestion #3**-

## Actions taken by HOD

**Action #1** – Suggested different elective subjects for the student.

**Action #2** – Provided unit-wise syllabus material.

**Action #3** –

## Signature of the committee members

1. Manasa.
2. Sanku
3. fns
4. @ebg
5. npx

## Head of the Department

**Department of Management**

**Tapasya Degree College**

Redhills, Lakdikapui, Hyd-04

HOD Signature

H. Green



Assistant Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.



Activities	Checked ON	I BBA	II BBA	III BBA	Remarks
Weather students attendance register was entered every day and verified by HOD every month?	Every month	-	√	√	
Frequency of entering performance of students in internal tests marks	Twice per semester	-	√	√	
Frequency of sending internal assessment marks and attendance to student/guardian by SMS /post /emails/telephone	Twice per semester	-	√	√	

**Points for Improvement Suggested by AC****Action taken HOD**

**Suggestion # 1-** Need to information about the students to their parents.

**Action #1-** Undertaken forms tak from students and parents at the time of the orientation program

**Suggestion # 2-**

**Action #2-**

**Suggestion # 3-**

**Action #3-** Assigned a faculty monitoring the students

**Head of the Department**

**Department of Management**

**Tapasya Degree College**

Redhills, Lakdikapul, Hyd-04

**HOD Signature**

**Assistant Professor**  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

**Signature of the committee member**

1. Manasa .
2. Sanku
3. Sanku
4. Sanku
5. Sanku

**AAA Reports and Details  
on  
Follows up Actions**



# TAPASYA DEGREE COLLEGE

(Affiliated to Osmania University)

ISO 9001 : 2015 Certified Institution

# 11-5-449, Opp. Shah Function Hall, Red Hills, Lakdikapul, Hyderabad, Telangana 500004

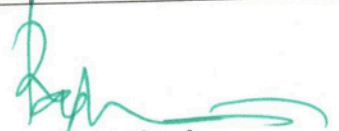
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## QUALITY IMPROVEMENT COMMITTEE

A.Y.2019-20

The following professors have appointed as a member of Department Quality Improvement Committee members and requested to Audit the departments as per the IQAC guidelines.

S. No.	Name of The Faculty	Designation	Signature
1	P Pravallika	Chairman	<i>Pravallika</i>
2	Tulsi	Member	<i>Tulsi</i>
3	Candetta C Anderson	Member	<i>Anderson</i>
4	MOHD HASSAN RAFI UDDIN AHMED	Member	<i>Mohd Hassan Rafi Uddin Ahmed</i>
5	VAIDEHI SHARMA	Member	<i>Vaidehi Sharma</i>



Principal

**PRINCIPAL**

**TAPASYA DEGREE COLLEGE**  
Red Hills, Lakdikapul, Hyderabad-04

Copy to:

1. Director
2. All the Departments
3. Examination Cell

DEPARTMENT: Language Question Paper Audit for Academic Year: 2019-20

S. No.	COMMENTS	I B. COM (GEN)	II B. COM (GEN)	III B. COM (GEN)	Remarks
1	Whether all the Units are covered in Question Paper?	√			
2	Whether Question Paper covered both theory and problems?	√			
3	Whether any Questions was out of Syllabus?	N			
4	Is there any mistake spelling error/in complete information in Question Paper?	N			
5	Whether Question are mapped to Cos?	√			
6	Whether Blooms Taxonomy was followed?	√			

Points for Improvement Suggested by AC

Suggestion # 1-The paper should based on blooms taxonomy.

Suggestion # 2-

Suggestion # 3-

Signature of the committee member

1. Praveallika.

2. Tushi

3. Ad

4. Harj

5. Vankar

Action taken HOD

Action #1-Instructed to faculty to follow the same.

Action #2-

Action #3-

Head of the Department

Department of Language

Tapasya Degree College

Redhills, Lakdikapul, Hyd-04

Tushi

HOD Signature

Q. Sreenivas



Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.



S. No.	Contents	I B. COM (GEN)	II B. COM (GEN)	III B. COM (GEN)	Remarks
1	Institute Vision & Mission	√			
2	Program Vision-Mission	√			
3	PEO and PO's & PSO's	√			
4	Course Syllabus & Course Time Table	√			
5	Course Objective	√			
6	Course Outcome	√			
7	Course Plan & Unit Plan	√			
8	Lesson Plan	√			
9	Contents beyond syllabus	√			
10	Website Reference for self learning	√			
11	Lecture Notes	√			
12	Tutorial Sheets	√			
13	Unit wise question bank	√			
14	Attendance Register /Log Book	√			
15	Assignments Unit-wise	√			
16	Internal Question Papers With Key	√			
17	Sample Answer Sheets	√			
18	Continuous Evaluation marks(tests/ Assignments)	√			
19	Record of remedial classes	√			
20	University Question papers	√			
21	Result Analysis	√			
22	Mapping on CO's, PO & PSO	√			
23	Course Outcome Assessment sheet(Attachment Sheet)	√			
24	Gaps and Plan's for add on Programs	√			
25	Guest Lecturers conducted	×			

**Point for improvement Suggested by AC**

**Action taken by HOD**

**Suggestion # 1-** Need to provide lab manuals

**Action #1-** Provided lab manuals



**Suggestion # 2-** need to take remedial classes  
For some subjects

**Action #2-** assigned faculty for  
remedial classes.

**Suggestion # 3**

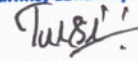
**Action #3-**

**Signature of Committee members**

1. Pravalika.
2. Tushi
3. 
4. Hazim
5. 

**Head of the Department**

**Department of Language  
Tapasya Degree College  
Redhills, Lakdikapul, Hyd-04**



**HOD Signature**





**Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.**



S. No.	Comments		T1	T2	Ref	Other	Journal	Project work	Remarks
1	Faculty to Book Ratio	Well-balanced/Only theory/Only Problem	√	√	√	-	√	-	
2	Volumes/Journals/Publications	Y/N	√	√	√	-	√	-	
3	Basic Facilities(Water/fan/Light, etc..)	Y/N	√	√	√	-	√	-	
4	Digital Library Accessibility		√	√	√	-	√	-	
5	Project Reports		√	√	√	-	√	-	

## Points for Improvement Suggested by AC

## Action taken HOD

**Suggestion #1-** Need to update volumes and awareness among to motivate the students in the usage of digital library.

**Action #1-** Assigned one faculty member and monitor the usage of digital resources and ordered updated volumes.

**Suggestion # 2-**

**Action #2-**

**Suggestion # 3-**

**Action #3-**

Signature of the committee member

1. Praveenika.
2. Tulsi
3. [Signature]
4. [Signature]
5. [Signature]

**Head of the Department**

Department of Language  
Tapasya Degree College  
Redhills, Lakdikapul, Hyd-04

HOD Signature

[Signature]



Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

			I A	I B	II A	II B	III A	III B	Remar
<b>1.</b>	<b>Activities before commencement of classes</b>								
a.	Submission of staff requirement (if any) request to the principal	Four week before the semester starts	√	-	√	-	√	√	
b.	Electives selection	Two week before the semester starts	x	-	√	-	√	√	
c.	Subject Assignment to faculty members	Two week before the semester starts	√	-	√	-	√	√	
d.	Lab manual preparation if any	Four week before the semester starts	√	-	√	-	√	√	
e.	College level calendar of events	Four week before the semester starts	√	-	√	-	√	x	
f.	Departmental Calendar of events	Four week before the semester starts	√	-	√	-	√	√	
g.	Time Table Preparation	Two week before the semester starts	√	-	√	-	√	√	
h.	Lesson plan	Two week before the semester starts	√	-	√	-	√	√	
i.	List of students approved by Principal's office	Two week before the semester starts	√	-	√	-	√	√	
<b>2.</b>	<b>Activities after commencement of classes</b>								
a.	Class room teaching quality(theory and lab courses)	First and last week of last every month and has when needed	√	-	x	-	√	x	
b.	Performances of students in internal tests and action initiated for poor performances	After every test	√	-	x	-	√	√	
c.	Students attendances and counseling, if needed	Every month	√	-	√	-	√	√	
d.	Display of timetable for practical examinations	One week before semester end date	√	-	√	-	√	√	
e.	finalization of IA marks and attendance	Five days before semester end date	√	-	√	-	√	√	
f.	Performance in semester end examinations	Performance in semester end examinations of college results	√	-	√	-	√	√	



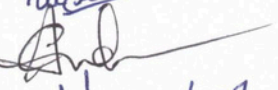

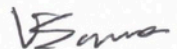
## Points for improvement suggested by AC

**Suggestion #1**-Need to provide college-level calendar and event

**Suggestion #2**-Students attendants counselling needed .

**Suggestion #3**-

## Signature of the committee members

1. Pravalika.
2. Tushi
3. 
4. 
5. 

## Actions taken by HOD

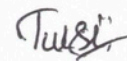
**Action #1** – Provided syllabus copy and college calendar.

**Action #2** –assigned one faculty to counsel the students about attendance.

**Action #3** –


## Head of the Department

Department of Language  
Tapasya Degree College  
Redhills, Lakdikapul, Hyd-04



HOD Signature



  
Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

Activities	Checked ON	I B. COM (GEN)	II B. COM (GEN)	IIIB. COM (GEN)	Remarks
Weather students attendance register was entered every day and verified by HOD every month?	Every month	√	√	√	
Frequency of entering performance of students in internal tests marks	Twice per semester	√	√	√	
Frequency of sending internal assessment marks and attendance to student/guardian by SMS /post /emails/telephone	Twice per semester	√	√	√	

## Points for Improvement Suggested by AC

## Action taken HOD

**Suggestion # 1-** student and parent under taking form about attendance to be collected.

**Action #1-** Undertaken forms collected starting of the semester from both students and parents

**Suggestion # 2-**

**Action #2-**

**Suggestion # 3-**

**Action #3-** Assigned a faculty monitor

Signature of the committee member

1. Praveenika.
2. Tusi
3. Anurag
4. Harsh
5. Bara

the students  
**Head of the Department**  
 Department of Language  
 Tapasya Degree College  
 Redhills, Lakdikapul, Hyd-04

Tusi  
 HOD Signature

G. Sreenivas  
 Associate Professor  
 Department of Commerce  
 Osmania University,  
 Hyderabad-500 007, T.S.



**AAA Reports and Details  
On  
Follows up Actions**

# TAPASYA DEGREE COLLEGE

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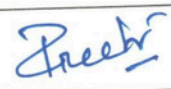
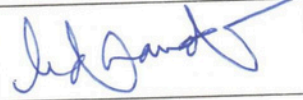
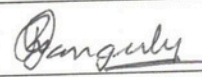


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## QUALITY IMPROVEMENT COMMITTEE

A.Y.2020-21

The following professors have appointed as a member of Department Quality Improvement Committee members and requested to Audit the departments as per the IQAC guidelines.

S. No.	Name of The Faculty	Designation	Signature
1	Preethi Prada Das	Chairman	
2	Ramana Rao	Member	
3	Riju Ganguly	Member	
4	K Padmaja	Member	
5	B Dayakar	Member	

  
Principal

**PRINCIPAL**  
**TAPASYA DEGREE COLLEGE**  
Red Hills, Lakdikapool, Hyderabad-04

Copy to:

1. Director
2. All the Departments
3. Examination Cell



S. No.	COMMENTS	I B. Com(CA)	II B. Com(CA)	III B. Com(CA)	Remarks
1	Whether all the Units are covered in Question Paper?	√	N	√	
2	Whether Question Paper covered both theory and problems?	√	√	N	
3	Whether any Questions was out of Syllabus?	√	√	√	
4	Is there any mistake spelling error/in complete information in Question Paper?	N	√	√	
5	Whether Question are mapped to Cos?	√	√	√	
6	Whether Blooms Taxonomy was followed?	√	√	√	



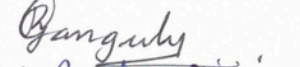
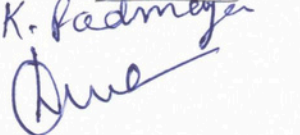
**Points for Improvement Suggested by AC**

**Suggestion # 1**-Questions in the paper based on Bloom's taxonomy.

**Suggestion # 2**-Some questions are identified out of Syllabus.

**Suggestion # 3**-

Signature of the committee member

1. 
2. 
3. 
4. K. Padmeja
5. 

**Action taken HOD**

**Action #1**-Interacted with the Faculty to follows the same.

**Action #2**-same information Intimated to the concerned, subject faculty

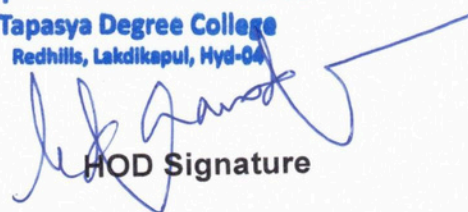
**Action #3**-

**Head of the Department**

**Department of Commerce**

**Tapasya Degree College**

Redhills, Lakdikapui, Hyd-04



HOD Signature





Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

DEPARTMENT: COMMERCE Course File Audit for Academic Year:2020-21

S. No.	Contents	I B. Com(CA)	II B. Com(CA)	III B. Com(CA)	Remarks
1	Institute Vision & Mission	√	√	√	
2	Program Vision-Mission	√	√	√	
3	PEO and PO's & PSO's	√	x	√	
4	Course Syllabus & Course Time Table	√	√	√	
5	Course Objective	√	√	√	
6	Course Outcome	√	√	√	
7	Course Plan & Unit Plan	√	√	√	
8	Lesson Plan	√	√	√	
9	Contents beyond syllabus	√	√	√	
10	Website Reference for self learning	√	√	√	
11	Lecture Notes	√	√	√	
12	Tutorial Sheets	√	√	√	
13	Unit wise question bank	√	√	√	
14	Attendance Register /Log Book	√	√	√	
15	Assignments Unit-wise	√	√	√	
16	Internal Question Papers With Key	√	√	√	
17	Sample Answer Sheets	√	√	√	
18	Continuous Evaluation marks(tests/ Assignments)	√	√	√	
19	Record of remedial classes	√	√	√	
20	University Question papers	√	√	√	
21	Result Analysis	x	√	√	
22	Mapping on CO's, PO & PSO	√	√	√	
23	Course Outcome Assessment sheet(Attachment Sheet)	√	√	√	
24	Gaps and Plan's for add on Programs	√	√	√	
25	Guest Lecturers conducted	√	√	√	



## Point for improvement Suggested by AC

**Suggestion # 1-** Need to provide guest Faculty for III B. Com students regarding the mini project.

**Suggestion # 2-** Uses of LCD projectors for few Lecturers.

**Suggestion # 3-**



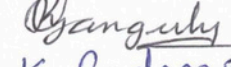


## Action taken by HOD

**Action # 1-** Provided guest for awareness mini project.

**Action # 2-**

**Action # 3-**

## Signature of Committee members

1. 
2. 
3. 
4. 
5. 

## Head of the Department

Department of Commerce

Tapasya Degree College

Redhills, Lakdikapul, Hyd-04

  
HOD Signature



  
Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

S. No.	Comments		T1	T2	Ref	Other	Journal	Project work	Remarks
1	Faculty to Book Ratio	Well-balanced/Only theory/Only Problem	√	√	√	-	√	-	
2	Volumes/Journals/Publications	Y/N	√	√	√	-	√	-	
3	Basic Facilities(Water/fan/Light, etc..)	Y/N	√	√	√	-	√	-	
4	Digital Library Accessibility		√	√	√	-	√	-	
5	Project Reports		√	√	√	-	√	-	

## Points for Improvement Suggested by AC

## Action taken HOD

**Suggestion #1-** Need to Secure the student's bags and personal cell phones at the outside of the library racks.

**Action #1** we install cc cameras to monitor the Belongs of the students

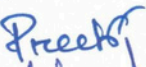

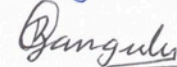
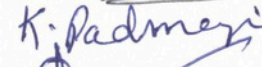

**Suggestion # 2-**

**Action #2-**

**Suggestion # 3-**

**Action #3-**

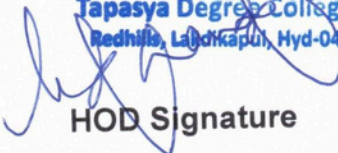
Signature of the committee member


1. 
2. 
3. 
4. 
5. 

**Head of the Department**

Department of Commerce

Tapasya Degree College  
Red Hills, Lakdikapul, Hyd-04

  
HOD Signature

  
10- Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.



			I A	I B	II A	II B	III A	III B	Remark
<b>1.</b>	<b>Activities before commencement of classes</b>		√	-	√	-	√	-	
a.	Submission of staff requirement (if any) request to the principal	Four week before the semester starts	√	-	√	-	√	-	
b.	Electives selection	Two week before the semester starts	√	-	√	-	√	-	
c.	Subject Assignment to faculty members	Two week before the semester starts	√	-	√	-	√	-	
d.	Lab manual preparation if any	Four week before the semester starts	√	-	√	-	√	-	
e.	College level calendar of events	Four week before the semester starts	√	-	√	-	√	-	
f.	Departmental Calendar of events	Four week before the semester starts	√	-	√	-	√	-	
g.	Time Table Preparation	Two week before the semester starts	√	-	√	-	√	-	
h.	Lesson plan	Two week before the semester starts	√	-	√	-	√	-	
i.	List of students approved by Principal's office	Two week before the semester starts	√	-	√	-	√	-	
<b>2.</b>	<b>Activities after commencement of classes</b>		√	-	√	-	√	-	
a.	Class room teaching quality(theory and lab courses)	First and last week of last every month and has when needed	√	-	√	-	√	-	
b.	Performances of students in internal tests and action initiated for poor performances	After every test	√	-	√	-	√	-	
c.	Students attendances and counseling, if needed	Every month	√	-	√	-	√	-	
d.	Display of timetable for practical examinations	One week before semester end date	√	-	√	-	√	-	
e.	finalization of IA marks and attendance	Five days before semester end date	√	-	√	-	√	-	
f.	Performance in semester end examinations	Performance in semester end examinations of college results	√	-	√	-	√	-	



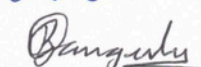
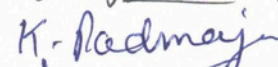

## Points for improvement suggested by AC

**Suggestion #1**-Advise to the student to go for open electives which are in multiple designers.

**Suggestion #2**-Unit wise syllabus material the add needed

**Suggestion #3**-

## Signature of the committee members

1. 
2. 
3. 
4. 
5. 

## Actions taken by HOD

**Action #1** – Suggested different elective subjects for the student.

**Action #2** –Provided unit-wise syllabus material.

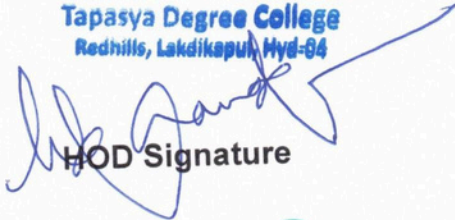
**Action #3** –

## Head of the Department

Department of Commerce

Tapasya Degree College

Redhills, Lakdikaplu, Hyd-54



HOD Signature



Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.



Activities	Checked ON	I A	II -A	III -A	Remarks
Whether students attendance register was entered every day and verified by HOD every month?	Every month	√	√	√	
Frequency of entering performance of students in internal tests marks	Twice per semester	√	√	√	
Frequency of sending internal assessment marks and attendance to student/guardian by SMS /post /emails/telephone	Twice per semester	√	√	√	

## Points for Improvement Suggested by AC

## Action taken HOD

Suggestion # 1- Need to information about the students to their parents.

Action #1- Undertaken forms taken from students and parents the time of the orientation progra

Suggestion # 2-

Action #2-

Suggestion # 3-

Action #3- Assigned a faculty monitoring the students

**Head of the Department**

**Department of Commerce**

**Tapasya Degree College**

**Redhills, Lakdikapal, Hyd-04**

*[Handwritten Signature]*  
HOD Signature

*[Handwritten Signature]*  
K. Greenish



Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

## Signature of the committee member

- [Handwritten Signature]*
- [Handwritten Signature]*
- [Handwritten Signature]*
- [Handwritten Signature]*
- [Handwritten Signature]*

**AAA Reports and Details  
on  
Follows up Actions**



# TAPASYA DEGREE COLLEGE

(Affiliated to Osmania University)

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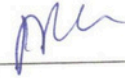




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## QUALITY IMPROVEMENT COMMITTEE

A.Y.2020-21

The following professors have appointed as a member of Department Quality Improvement Committee members and requested to Audit the departments as per the IQAC guidelines.

S. No.	Name of The Faculty	Designation	Signature
1	N Rama Krishna	Chairman	
2	B Manasa	Member	
3	P Jagadeesh Kumar	Member	
4	M Sravanthi	Member	
5	Ghazala Sultana	Member	

  
Principal

### Copy to:

1. Director
2. All the Departments
3. Examination Cell

**PRINCIPAL**  
**TAPASYA DEGREE COLLEGE**  
Red Hills, Lakdikapool, Hyderabad-04

DEPARTMENT: Management Question Paper Audit for Academic Year: 2020-21

S. No.	COMMENTS	I BBA	II BBA	III BBA	Remarks
1	Whether all the Units are covered in Question Paper?	-	√	√	
2	Whether Question Paper covered both theory and problems?	-	√	√	
3	Whether any Questions was out of Syllabus?	-	N	N	
4	Is there any mistake spelling error/in complete information in Question Paper?	-	N	N	
5	Whether Question are mapped to Cos?	-	√	√	
6	Whether Blooms Taxonomy was followed?	-	√	√	





**Points for Improvement Suggested by AC**

**Suggestion # 1-** Papers should base on blooms Taxonomy.

**Suggestion # 2-**

**Suggestion # 3-**

**Signature of the committee member**

1. 
2. Manasa.
3. 
4. 
5. 

**Action taken HOD**

**Action #1-** Instructed with the faculty follows the same.

**Action #2**

**Action #3**

**Head of the Department**

**Department of Management**

**Tapasya Degree College**  
Redhills, Lakdikapul, Hyd-04

  
**HOD Signature**



**K. Suresh**  
Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.



S. No.	Contents	I BBA	II BBA	III BBA	Remarks
1	Institute Vision & Mission	-	√	√	
2	Program Vision-Mission	-	√	√	
3	PEO and PO's & PSO's	-	√	√	
4	Course Syllabus & Course Time Table	-	√	√	
5	Course Objective	-	√	√	
6	Course Outcome	-	√	√	
7	Course Plan & Unit Plan	-	√	√	
8	Lesson Plan	-	√	√	
9	Contents beyond syllabus	-	√	√	
10	Website Reference for self learning	-	√	√	
11	Lecture Notes	-	√	√	
12	Tutorial Sheets	-	√	√	
13	Unit wise question bank	-	√	√	
14	Attendance Register /Log Book	-	√	√	
15	Assignments Unit-wise	-	√	√	
16	Internal Question Papers With Key	-	√	√	
17	Sample Answer Sheets	-	√	√	
18	Continuous Evaluation marks(tests/ Assignments)	-	√	√	
19	Record of remedial classes	-	√	√	
20	University Question papers	-	√	√	
21	Result Analysis	-	√	√	
22	Mapping on CO's, PO & PSO	-	√	√	
23	Course Outcome Assessment sheet(Attachment Sheet)	-	√	√	
24	Gaps and Plan's for add on Programs	-	√	√	
25	Guest Lecturers conducted	-	x	x	

**Point for improvement Suggested by AC**

**Action taken by HOD**

**Suggestion # 1-** Need to prove guest faculty for III BBA students regarding the mini project.

**Action # 1** Provided guest for awareness mini project for next academic year.

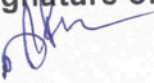



**Suggestion # 2-** Uses of LCD projectors for few lecturers.

**Action # 2-**

**Suggestion # 3-**

**Action # 3-**

**Signature of Committee members**

1. 
2. Manasa.
3. 
4. 
5. 

**Head of the Department**

**Department of Management**

Tapasya Degree College  
Redhills, Lakdikapul, Hyd-04

  
HOD Signature





Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.



S. No.	Comments		T1	T2	Ref	Other	Journal	Project work	Remarks
1	Faculty to Book Ratio	Well-balanced/Only theory/Only Problem	Y	Y	Y	-	Y	-	
2	Volumes/Journals/Publications		Y	Y	Y	-	Y	-	
3	Basic Facilities(Water/fan/Light, etc..)		Y	Y	Y	-	Y	-	
4	Digital Library Accessibility		Y	Y	Y	-	Y	-	
5	Project Reports		Y	Y	Y	-	Y	-	

## Points for Improvement Suggested by AC

## Action taken HOD

**Suggestion #1** Need to Secure the student's bags and personal cell phones at the outside of the library racks.

**Action #1** we install cc cameras to monitor Belongs of the students

**Suggestion # 2-**

**Action #2**

**Suggestion # 3-**

**Action #3**

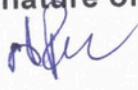



**Head of the Department**  
Department of Management

Tapasya Degree College  
Redhills, Lakdikapul, Hyd-04

HOD Signature

**Associate Professor**  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

Signature of the committee member

1. 
2. Manasa.
3. 
4. 
5. 

			I A	I B	II A	II B	III A	III B	Remark
<b>1.</b>	<b>Activities before commencement of classes</b>		-	√	√	-	√	-	
a.	Submission of staff requirement (if any) request to the principal	Four week before the semester starts	-	√	√	-	√	-	
b.	Electives selection	Two week before the semester starts	-	√	√	-	√	-	
c.	Subject Assignment to faculty members	Two week before the semester starts	-	√	√	-	√	-	
d.	Lab manual preparation if any	Four week before the semester starts	-	√	√	-	√	-	
e.	College level calendar of events	Four week before the semester starts	-	√	√	-	√	-	
f.	Departmental Calendar of events	Four week before the semester starts	-	√	√	-	√	-	
g.	Time Table Preparation	Two week before the semester starts	-	√	√	-	√	-	
h.	Lesson plan	Two week before the semester starts	-	√	√	-	√	-	
i.	List of students approved by Principal's office	Two week before the semester starts	-	√	√	-	√	-	
<b>2.</b>	<b>Activities after commencement of classes</b>							-	
a.	Class room teaching quality(theory and lab courses)	First and last week of last every month and has when needed	-	√	√	-	√	-	
b.	Performances of students in internal tests and action initiated for poor performances	After every test	-	√	√	-	√	-	
c.	Students attendances and counseling, if needed	Every month	-	√	√	-	√	-	
d.	Display of timetable for practical examinations	One week before semester end date	-	√	√	-	√	-	
e.	finalization of IA marks and attendance	Five days before semester end date	-	√	√	-	√	-	
f.	Performance in semester end examinations	Performance in semester end examinations of college results	-	√	√	-	√	-	



## Points for improvement suggested by AC

**Suggestion #1**-Advise to the student to go for open electives which are in multiple designers.

**Suggestion #2**-Unit wise syllabus material the add reeded

**Suggestion #3**-

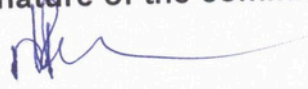
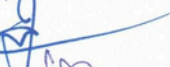


## Actions taken by HOD

**Action #1** – Suggested different elective subjects for the student.

**Action #2** – Provided unit-wise syllabus material.

**Action #3** –

## Signature of the committee members

1. 
2. Manasa.
3. 
4. 
5. 

**Head of the Department**

**Department of Management**

Tapasya Degree College  
Redhills, Lakdikapui, Hyd-04

**HOD Signature**



**V. Sreenivas**  
Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

Activities	Checked ON	I BBA	II BBA	III BBA	Remarks
Weather students attendance register was entered every day and verified by HOD every month?	Every month	-	√	√	
Frequency of entering performance of students in internal tests marks	Twice per semester	-	√	√	
Frequency of sending internal assessment marks and attendance to student/guardian by SMS /post /emails/telephone	Twice per semester	-	√	√	

**Points for Improvement Suggested by AC****Action taken HOD**

**Suggestion # 1-** Need to information about the students to their parents.

**Action #1-** Undertaken forms tak from students and parents at the time of the orientation program






**Suggestion # 2-**

**Action #2-**

**Suggestion # 3-**

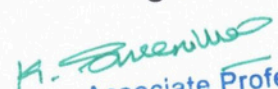
**Action #3-** Assigned a faculty monitoring the students

Signature of the committee member

1. 
2.  Manasa.
3. 
4. 
5. 

**Head of the Department**  
**Department of Management**  
 Tapasya Degree College  
 Redhills, Landikapul, Hyd-04

  
 HOD Signature

  
 Associate Professor  
 Department of Commerce  
 Osmania University,  
 Hyderabad-500 007, T.S.



AAA Reports and Details  
on  
Follows up Actions

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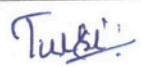
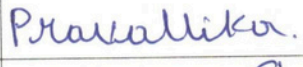
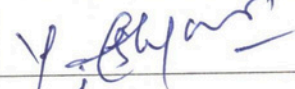

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## QUALITY IMPROVEMENT COMMITTEE

A.Y.2020-21

The following professors have appointed as a member of Department Quality Improvement Committee members and requested to Audit the departments as per the IQAC guidelines.

S. No.	Name of The Faculty	Designation	Signature
1	Mohd Hasan Rafi Uddin Ahmed	Chairman	
2	Tulsi	Member	
3	P Pravallika	Member	
4	Y Shiva Kumar	Member	
5	Saber Shareef	Member	



Principal

**PRINCIPAL**

**TAPASYA DEGREE COLLEGE**  
Red Hills, Lakdikapul, Hyderabad-04

Copy to:

1. Director
2. All the Departments
3. Examination Cell



S. No.	COMMENTS	I B. COM (GEN)	II B. COM (GEN)	III B. COM (GEN)	Remarks
1	Whether all the Units are covered in Question Paper?	√			
2	Whether Question Paper covered both theory and problems?	√			
3	Whether any Questions was out of Syllabus?	N			
4	Is there any mistake spelling error/in complete information in Question Paper?	N			
5	Whether Question are mapped to Cos?	√			
6	Whether Blooms Taxonomy was followed?	√			






## Points for Improvement Suggested by AC

**Suggestion # 1-**The paper should based on blooms taxonomy.

**Suggestion # 2-**

**Suggestion # 3-**

Signature of the committee member

1. 
2. 
3. 
4. 
5. 

## Action taken HOD

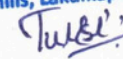
**Action #1-**Instructed to faculty to follow the same.

**Action #2-**


**Action #3-**

**Head of the Department**

Department of Language  
Tapasya Degree College  
Redhills, Lakdikapul, Hyd-04



HOD Signature

  
Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

S. No.	Contents	I B. COM (GEN)	II B. COM (GEN)	III B. COM (GEN)	Remarks
1	Institute Vision & Mission	√			
2	Program Vision-Mission	√			
3	PEO and PO's & PSO's	√			
4	Course Syllabus & Course Time Table	√			
5	Course Objective	√			
6	Course Outcome	√			
7	Course Plan & Unit Plan	√			
8	Lesson Plan	√			
9	Contents beyond syllabus	√			
10	Website Reference for self learning	√			
11	Lecture Notes	√			
12	Tutorial Sheets	√			
13	Unit wise question bank	√			
14	Attendance Register /Log Book	√			
15	Assignments Unit-wise	√			
16	Internal Question Papers With Key	√			
17	Sample Answer Sheets	√			
18	Continuous Evaluation marks(tests/ Assignments)	√			
19	Record of remedial classes	√			
20	University Question papers	√			
21	Result Analysis	√			
22	Mapping on CO's, PO & PSO	√			
23	Course Outcome Assessment sheet(Attachment Sheet)	√			
24	Gaps and Plan's for add on Programs	√			
25	Guest Lecturers conducted	×			



**Point for improvement Suggested by AC**

**Action taken by HOD**

**Suggestion # 1-** Need to provide lab manuals

**Action #1-** Provided lab manuals


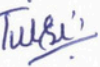
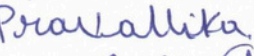


**Suggestion # 2-** need to take remedial classes  
for some subjects

**Action #2-** assigned faculty for  
remedial classes.

**Suggestion # 3**

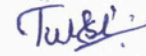
**Action #3-**

**Signature of Committee members**

1. 
2. 
3. 
4. 
5. 

**Head of the Department**

**Department of Language**  
**Tapasya Degree College**  
Redhills, Lakdikapul, Hyd-04



**HOD Signature**





**Associate Professor**  
**Department of Commerce**  
Osmania University,  
Hyderabad-500 007, T.S.

S. No.	Comments		T1	T2	Ref	Other	Journal	Project work	Rem
1	Faculty to Book Ratio	Well-balanced/Only theory/Only Problem	√	√	√	-	√	-	
2	Volumes/Journals/Publications	Y/N	√	√	√	-	√	-	
3	Basic Facilities(Water/fan/Light, etc..)	Y/N	√	√	√	-	√	-	
4	Digital Library Accessibility		√	√	√	-	√	-	
5	Project Reports		√	√	√	-	√	-	

## Points for Improvement Suggested by AC

## Action taken HOD

**Suggestion #1-** Need to update volumes and awareness among the students in the usage of digital library.

**Action #1-** Assigned one faculty member to motivate and monitor the usage of digital resources and ordered updated volumes.

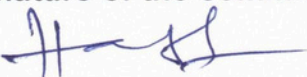
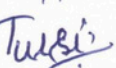
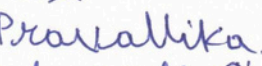


**Suggestion # 2-**

**Action #2-**

**Suggestion # 3-**

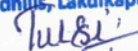
**Action #3-**

Signature of the committee member

1. 
2. 
3. 
4. 
5. 


**Head of the Department**

**Department of Language**  
**Tapasya Degree College**  
 Redhills, Lakdikapul, Hyd-04



**HOD Signature**



  
 Associate Professor  
 Department of Commerce  
 Osmania University,  
 Hyderabad-500 007, T.S.



			I A	I B	II A	II B	III A	III B	Remark
<b>1. Activities before commencement of classes</b>									
a.	Submission of staff requirement (if any) request to the principal	Four week before the semester starts	√	-	√	-	√	√	
b.	Electives selection	Two week before the semester starts	×	-	√	-	√	√	
c.	Subject Assignment to faculty members	Two week before the semester starts	√	-	√	-	√	√	
d.	Lab manual preparation if any	Four week before the semester starts	√	-	√	-	√	√	
e.	College level calendar of events	Four week before the semester starts	√	-	√	-	√	×	
f.	Departmental Calendar of events	Four week before the semester starts	√	-	√	-	√	√	
g.	Time Table Preparation	Two week before the semester starts	√	-	√	-	√	√	
h.	Lesson plan	Two week before the semester starts	√	-	√	-	√	√	
i.	List of students approved by Principal's office	Two week before the semester starts	√	-	√	-	√	√	
<b>2. Activities after commencement of classes</b>									
a.	Class room teaching quality(theory and lab courses)	First and last week of last every month and has when needed	√	-	×	-	√	×	
b.	Performances of students in internal tests and action initiated for poor performances	After every test	√	-	×	-	√	√	
c.	Students attendances and counseling, if needed	Every month	√	-	√	-	√	√	
d.	Display of timetable for practical examinations	One week before semester end date	√	-	√	-	√	√	
e.	finalization of IA marks and attendance	Five days before semester end date	√	-	√	-	√	√	
f.	Performance in semester end examinations	Performance in semester end examinations of college results	√	-	√	-	√	√	

## Points for improvement suggested by AC

**Suggestion #1**-Need to provide college-level calendar and event

**Suggestion #2**-Students attendants counselling needed .

**Suggestion #3**-


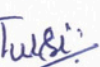
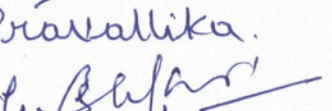

## Actions taken by HOD

**Action #1** – Provided syllabus copy and college calendar.

**Action #2** –assigned one faculty to counsel the students about attendance.

**Action #3** –

## Signature of the committee members

1. 
2. 
3. Pravalika.
4. 
5. 


## Head of the Department

Department of Language  
Tapasya Degree College  
Redhills, Lakdikapul, Hyd-04



HOD Signature



 Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.



Activities	Checked ON	I B. COM (GEN)	II B. COM (GEN)	IIIB. COM (GEN)	Remarks
Weather students attendance register was entered every day and verified by HOD every month?	Every month	√	√	√	
Frequency of entering performance of students in internal tests marks	Twice per semester	√	√	√	
Frequency of sending internal assessment marks and attendance to student/guardian by SMS /post /emails/telephone	Twice per semester	√	√	√	

**Points for Improvement Suggested by AC****Action taken HOD**

**Suggestion # 1-** student and parent under taking form about attendance to be collected.

**Action #1-** Undertaken forms collected starting of the semester from both students and parents

**Suggestion # 2-**

**Action #2-**

**Suggestion # 3-**

**Action #3-** Assigned a faculty monitoring the students

**Head of the Department**

**Department of Language**

**Tapasya Degree College**

Redhills, Lakdikapul, Hyd-04

*Tulsi*

**HOD Signature**

*Sreeniva*

Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

**Signature of the committee member**

- Hary*
- Tulsi*
- Prasallika*
- P. G. Kumar*
- Shravya*

**AAA Reports and Details  
On  
Follows up Actions**





# TAPASYA DEGREE COLLEGE

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ISO 9001 : 2015 Certified Institution

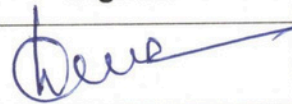
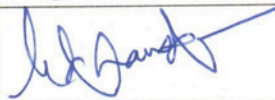
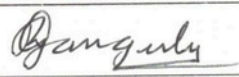


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## QUALITY IMPROVEMENT COMMITTEE

A.Y.2021-22

The following professors have appointed as a member of Department Quality Improvement Committee members and requested to Audit the departments as per the IQAC guidelines.

S. No.	Name of The Faculty	Designation	Signature
1	B Dayakar	Chairman	
2	Ramana Rao	Member	
3	Riju Ganguly	Member	
4	Anil Kumar G	Member	
5	A Neha	Member	



Principal

### Copy to:

1. Director
2. All the Departments
3. Examination Cell

**PRINCIPAL**  
**TAPASYA DEGREE COLLEGE**  
 Red Hills, Lakdikapul, Hyderabad-04

S. No.	COMMENTS	I B. Com(CA)	II B. Com(CA)	III B. Com(CA)	Remarks
1	Whether all the Units are covered in Question Paper?	√	N	√	
2	Whether Question Paper covered both theory and problems?	√	√	N	
3	Whether any Questions was out of Syllabus?	√	√	√	
4	Is there any mistake spelling error/in complete information in Question Paper?	N	√	√	
5	Whether Question are mapped to Cos?	√	√	√	
6	Whether Blooms Taxonomy was followed?	√	√	√	



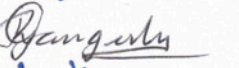


**Points for Improvement Suggested by AC**

**Suggestion # 1**-Questions in the paper based on Bloom's taxonomy.

**Suggestion # 2**-Some questions are identified out of Syllabus.

**Suggestion # 3-**

Signature of the committee member

1. 
2. 
3. 
4. 
5. 

**Action taken HOD**

**Action #1**-Interacted with the faculty to follows the same.

**Action #2**-same information Intimated to the concerned, Subject faculty


**Action #3**  
**Head of the Department**

**Department of Commerce**

**Tapasya Degree College**

**Redhills, Lakdikapul, Hyd-04**

  
**HOD Signature**

  
**Associate Professor**  
**Department of Commerce**  
**Osmania University,**  
**Hyderabad-500 007, T.S.**



S. No.	Contents	I B. Com(CA)	II B. Com(CA)	III B. Com(CA)	Remarks
1	Institute Vision & Mission	√	√	√	
2	Program Vision-Mission	√	√	√	
3	PEO and PO's & PSO's	√	×	√	
4	Course Syllabus & Course Time Table	√	√	√	
5	Course Objective	√	√	√	
6	Course Outcome	√	√	√	
7	Course Plan & Unit Plan	√	√	√	
8	Lesson Plan	√	√	√	
9	Contents beyond syllabus	√	√	√	
10	Website Reference for self learning	√	√	√	
11	Lecture Notes	√	√	√	
12	Tutorial Sheets	√	√	√	
13	Unit wise question bank	√	√	√	
14	Attendance Register /Log Book	√	√	√	
15	Assignments Unit-wise	√	√	√	
16	Internal Question Papers With Key	√	√	√	
17	Sample Answer Sheets	√	√	√	
18	Continuous Evaluation marks(tests/ Assignments)	√	√	√	
19	Record of remedial classes	√	√	√	
20	University Question papers	√	√	√	
21	Result Analysis	×	√	√	
22	Mapping on CO's, PO & PSO	√	√	√	
23	Course Outcome Assessment sheet(Attachment Sheet)	√	√	√	
24	Gaps and Plan's for add on Programs	√	√	√	
25	Guest Lecturers conducted	√	√	√	

**Point for improvement Suggested by AC**

**Action taken by HOD**

**Suggestion # 1-** Need to provide guest faculty for III B. Com students regarding the mini project.

**Action # 1-** Provided guest faculty for awareness mini project.

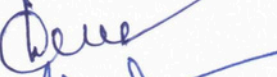

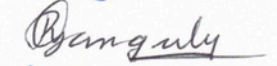


**Suggestion # 2-** Uses of LCD projectors for few lecturers.

**Action # 2-**

**Suggestion # 3-**

**Action # 3-**

**Signature of Committee members**

1. 
2. 
3. 
4. 
5. 

**Head of the Department**

**Department of Commerce**

**Tapasya Degree College**

**Red Hills, Lakdikapal, Hyd-50**

**HOD Signature**





**Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.**



S. No.	Comments		T1	T2	Ref	Other	Journal	Project work	Rem.
1	Faculty to Book Ratio	Well-balanced/Only theory/Only Problem	√	√	√	-	√	-	
2	Volumes/Journals/Publications	Y/N	√	√	√	-	√	-	
3	Basic Facilities(Water/fan/Light, etc..)	Y/N	√	√	√	-	√	-	
4	Digital Library Accessibility		√	√	√	-	√	-	
5	Project Reports		√	√	√	-	√	-	

## Points for Improvement Suggested by AC

## Action taken HOD

**Suggestion #1-** Need to Secure the student's bags and personal cell phones at the outside of the library racks.

**Action #1** we install cc cameras to monitor Belongs of the students

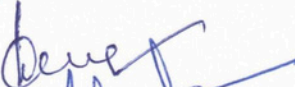
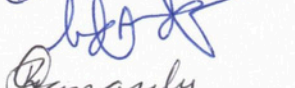
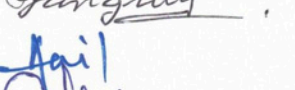


**Suggestion # 2-**

**Action #2-**

**Suggestion # 3-**

**Action #3-**

Signature of the committee member

1. 
2. 
3. 
4. 
5. 

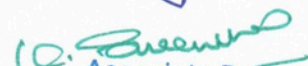
**Head of the Department**

**Department of Commerce**

**Tapasya Degree College**

Redhills, Lakdikapul, Hyd-04

  
HOD Signature

  
Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

			I A	I B	II A	II B	III A	III B	Remarks
<b>1.</b>	<b>Activities before commencement of classes</b>		√	-	√	-	√	-	
a.	Submission of staff requirement (if any) request to the principal	Four week before the semester starts	√	-	√	-	√	-	
b.	Electives selection	Two week before the semester starts	√	-	√	-	√	-	
c.	Subject Assignment to faculty members	Two week before the semester starts	√	-	√	-	√	-	
d.	Lab manual preparation if any	Four week before the semester starts	√	-	√	-	√	-	
e.	College level calendar of events	Four week before the semester starts	√	-	√	-	√	-	
f.	Departmental Calendar of events	Four week before the semester starts	√	-	√	-	√	-	
g.	Time Table Preparation	Two week before the semester starts	√	-	√	-	√	-	
h.	Lesson plan	Two week before the semester starts	√	-	√	-	√	-	
i.	List of students approved by Principal's office	Two week before the semester starts	√	-	√	-	√	-	
<b>2.</b>	<b>Activities after commencement of classes</b>		√	-	√	-	√	-	
a.	Class room teaching quality(theory and lab courses)	First and last week of last every month and has when needed	√	-	√	-	√	-	
b.	Performances of students in internal tests and action initiated for poor performances	After every test	√	-	√	-	√	-	
c.	Students attendances and counseling, if needed	Every month	√	-	√	-	√	-	
d.	Display of timetable for practical examinations	One week before semester end date	√	-	√	-	√	-	
e.	finalization of IA marks and attendance	Five days before semester end date	√	-	√	-	√	-	
f.	Performance in semester end examinations	Performance in semester end examinations of college results	√	-	√	-	√	-	



**Points for improvement suggested by AC**

**Suggestion #1**-Advise to the student to go for open electives which are in multiple designers.

**Suggestion #2**-Unit wise syllabus material the add needed

**Suggestion #3**-



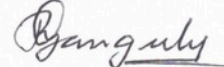
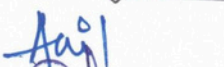

**Actions taken by HOD**

**Action #1** – Suggested different elective subjects for the student.

**Action #2** –Provided unit-wise syllabus material.

**Action #3** –

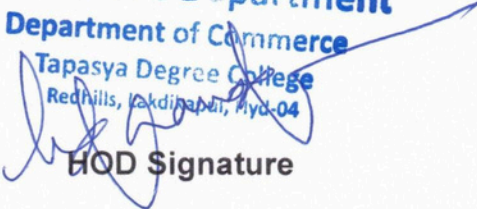
**Signature of the committee members**

- 1. 
- 2. 
- 3. 
- 4. 
- 5. 

**Head of the Department**

**Department of Commerce**

Tapasya Degree College  
Redhills, Kakdhanallu, Hyd-04



**HOD Signature**



Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.



Activities	Checked ON	I A	II -A	III -A	Remarks
Weather students attendance register was entered every day and verified by HOD every month?	Every month	√	√	√	
Frequency of entering performance of students in internal tests marks	Twice per semester	√	√	√	
Frequency of sending internal assessment marks and attendance to student/guardian by SMS /post /emails/telephone	Twice per semester	√	√	√	

## Points for Improvement Suggested by AC

## Action taken HOD

**Suggestion # 1-** Need to information about the students to their parents.

**Action #1-** Undertaken forms taken from students and parents at the time of the orientation program

**Suggestion # 2-**

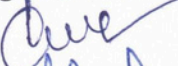

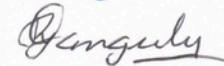


**Action #2-**

**Suggestion # 3-**

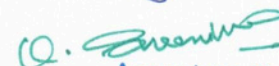
**Action #3-** Assigned a faculty monitoring the students

**Head of the Department**  
Department of Commerce  
Tapasya Degree College  
Redhills, Lakdikapul, Hyd-04

Signature of the committee member

1. 
2. 
3. 
4. 
5. 

  
HOD Signature

  
Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.



**AAA Reports and Details**  
**on**  
**Follows up Actions**



# TAPASYA DEGREE COLLEGE

(Affiliated to Osmania University)

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## QUALITY IMPROVEMENT COMMITTEE

A.Y.2021-22

The following professors have appointed as a member of Department Quality Improvement Committee members and requested to Audit the departments as per the IQAC guidelines.

S. No.	Name of The Faculty	Designation	Signature
1	B Manasa	Chairman	<i>Manasa.</i>
2	N Rama Krishna	Member	<i>[Signature]</i>
3	Yacobu Kolli	Member	<i>[Signature]</i>
4	R Dawood Jani	Member	<i>[Signature]</i>
5	P Jagadeesh Kumar	Member	<i>[Signature]</i>

Principal

**PRINCIPAL**  
**TAPASYA DEGREE COLLEGE**  
Red Hills, Lakdikapul, Hyderabad-04

### Copy to:

1. Director
2. All the Departments
3. Examination Cell



S. No.	COMMENTS	I BBA	II BBA	III BBA	Remarks
1	Whether all the Units are covered in Question Paper?	-	√	√	
2	Whether Question Paper covered both theory and problems?	-	√	√	
3	Whether any Questions was out of Syllabus?	-	N	N	
4	Is there any mistake spelling error/in complete information in Question Paper?	-	N	N	
5	Whether Question are mapped to Cos?	-	√	√	
6	Whether Blooms Taxonomy was followed?	-	√	√	

## Points for Improvement Suggested by AC

## Action taken HOD

**Suggestion # 1-** Papers should base on blooms Taxonomy.

**Action #1-** Instructed with the faculty follows the same.





**Suggestion # 2-**

**Action #2**

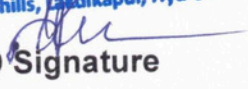
**Suggestion # 3-**

**Head of the Department**  
Department of Management  
Tapasya Degree College  
Redhills, Lakdikapul, Hyd-04

**Signature of the committee member**

1. Manasa.
2. 
3. 
4. 
5. 

**HOD Signature**

  
**H. Suresh**  
Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

S. No.	Contents	I BBA	II BBA	III BBA	Remarks
1	Institute Vision & Mission	-	√	√	
2	Program Vision-Mission	-	√	√	
3	PEO and PO's & PSO's	-	√	√	
4	Course Syllabus & Course Time Table	-	√	√	
5	Course Objective	-	√	√	
6	Course Outcome	-	√	√	
7	Course Plan & Unit Plan	-	√	√	
8	Lesson Plan	-	√	√	
9	Contents beyond syllabus	-	√	√	
10	Website Reference for self learning	-	√	√	
11	Lecture Notes	-	√	√	
12	Tutorial Sheets	-	√	√	
13	Unit wise question bank	-	√	√	
14	Attendance Register /Log Book	-	√	√	
15	Assignments Unit-wise	-	√	√	
16	Internal Question Papers With Key	-	√	√	
17	Sample Answer Sheets	-	√	√	
18	Continuous Evaluation marks(tests/ Assignments)	-	√	√	
19	Record of remedial classes	-	√	√	
20	University Question papers	-	√	√	
21	Result Analysis	-	√	√	
22	Mapping on CO's, PO & PSO	-	√	√	
23	Course Outcome Assessment sheet(Attachment Sheet)	-	√	√	
24	Gaps and Plan's for add on Programs	-	√	√	
25	Guest Lecturers conducted	-	×	×	



S. No.	Comments		T1	T2	Ref	Other	Journal	Project work	Rem
1	Faculty to Book Ratio	Well-balanced/Only theory/Only Problem	Y	Y	Y	-	Y	-	
2	Volumes/Journals/Publications		Y	Y	Y	-	Y	-	
3	Basic Facilities(Water/fan/Light, etc..)		Y	Y	Y	-	Y	-	
4	Digital Library Accessibility		Y	Y	Y	-	Y	-	
5	Project Reports		Y	Y	Y	-	Y	-	

## Points for Improvement Suggested by AC

## Action taken HOD

**Suggestion #1** Need to Secure the student's bags and the personal cell phones at the outside of the library racks.

**Action #1** we install cc cameras to monitor belongs of the students





**Suggestion # 2-**

**Action #2**

**Suggestion # 3-**

**Action #3**

Signature of the committee member

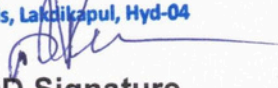
1. Manasa.
2. 
3. 
4. 
5. 

**Head of the Department**

**Department of Management**

**Tapasya Degree College**  
Redhills, Lakdikapul, Hyd-04

**HOD Signature**

  
**Associate Professor**  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

			I A	I B	II A	II B	III A	III B	Remarks
<b>1. Activities before commencement of classes</b>			-	√	√	-	√	-	
a.	Submission of staff requirement (if any) request to the principal	Four week before the semester starts	-	√	√	-	√	-	
b.	Electives selection	Two week before the semester starts	-	√	√	-	√	-	
c.	Subject Assignment to faculty members	Two week before the semester starts	-	√	√	-	√	-	
d.	Lab manual preparation if any	Four week before the semester starts	-	√	√	-	√	-	
e.	College level calendar of events	Four week before the semester starts	-	√	√	-	√	-	
f.	Departmental Calendar of events	Four week before the semester starts	-	√	√	-	√	-	
g.	Time Table Preparation	Two week before the semester starts	-	√	√	-	√	-	
h.	Lesson plan	Two week before the semester starts	-	√	√	-	√	-	
i.	List of students approved by Principal's office	Two week before the semester starts	-	√	√	-	√	-	
<b>2. Activities after commencement of classes</b>								-	
a.	Class room teaching quality(theory and lab courses)	First and last week of last every month and has when needed	-	√	√	-	√	-	
b.	Performances of students in internal tests and action initiated for poor performances	After every test	-	√	√	-	√	-	
c.	Students attendances and counseling, if needed	Every month	-	√	√	-	√	-	
d.	Display of timetable for practical examinations	One week before semester end date	-	√	√	-	√	-	
e.	finalization of IA marks and attendance	Five days before semester end date	-	√	√	-	√	-	
f.	Performance in semester end examinations	Performance in semester end examinations of college results	-	√	√	-	√	-	



## Points for improvement suggested by AC

**Suggestion #1**-Advise to the student to go for open electives which are in multiple designers.

**Suggestion #2**-Unit wise syllabus material the add reeded

**Suggestion #3**-

## Actions taken by HOD

**Action #1** – Suggested different elective subjects for the student.

**Action #2** – Provided unit-wise syllabus material.

**Action #3** –


## Head of the Department

Department of Management





Tapasya Degree College

Redhills, Lakdikapul, Hyd-04

HOD Signature

  
K. Sreenivas  
Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

## Signature of the committee members

1. Manasa.
2. 
3. 
4. 
5. 

Activities	Checked ON	I BBA	II BBA	III BBA	Remarks
Weather students attendance register was entered every day and verified by HOD every month?	Every month	-	√	√	
Frequency of entering performance of students in internal tests marks	Twice per semester	-	√	√	
Frequency of sending internal assessment marks and attendance to student/guardian by SMS /post /emails/telephone	Twice per semester	-	√	√	

**Points for Improvement Suggested by AC**

**Suggestion # 1-** Need to information about the students to their parents.

**Suggestion # 2-**

**Suggestion # 3-**





**Action taken HOD**

**Action #1-** Undertaken forms taken from students and parents at the time of the orientation program

**Action #2-**

**Action #3-** Assigned a faculty monitor the students

**Signature of the committee member**

1. Manasa
2. 
3. 
4. 
5. 


**Head of the Department**

**Department of Management**

**Tapasya Degree College**

Redhills, Lakdikapul, Hyd-04

  
HOD Signature

  
Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.



**Point for improvement Suggested by AC**

**Action taken by HOD**

**Suggestion # 1-** Need to provide guest faculty for III BBA students regarding the mini project.

**Action # 1** Provided guest for awareness mini project for next academic year.





**Suggestion # 2-** Uses of LCD projectors for few Lecturers.

**Action # 2-**

**Suggestion # 3-**


**Action # 3-**

**Signature of Committee members**

1. Manasa.
2. 
3. 
4. 
5. 

**Head of the Department**  
**Department of Management**  
Tapasya Degree College  
Redhills, Lakdikapuri, Hyd-04

  
**HOD Signature**

  
**Associate Professor**  
**Department of Commerce**  
Osmania University,  
Hyderabad-500 007, T.S.

**AAA Reports and Details**  
**on**  
**Follows up Actions**





# TAPASYA DEGREE COLLEGE

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## QUALITY IMPROVEMENT COMMITTEE

A.Y.2021-22

The following professors have appointed as a member of Department Quality Improvement Committee members and requested to Audit the departments as per the IQAC guidelines.

S. No.	Name of The Faculty	Designation	Signature
1	Tabassum Fatima	Chairman	
2	Juveriya Afreen	Member	
3	G Amani	Member	
4	Tulsi	Member	
5	Poonya J	Member	

Principal

**PRINCIPAL**  
**TAPASYA DEGREE COLLEGE**  
Red Hills, Lakdikapul, Hyderabad-04

### Copy to:

1. Director
2. All the Departments
3. Examination Cell

DEPARTMENT: Language

Question Paper Audit for Academic Year: 2021-22

S. No.	COMMENTS	I B. COM (GEN)	II B. COM (GEN)	III B. COM (GEN)	Remarks
1	Whether all the Units are covered in Question Paper?	√			
2	Whether Question Paper covered both theory and problems?	√			
3	Whether any Questions was out of Syllabus?	N			
4	Is there any mistake spelling error/in complete information in Question Paper?	N			
5	Whether Question are mapped to Cos?	√			
6	Whether Blooms Taxonomy was followed?	√			

Points for Improvement Suggested by AC

Action taken HOD

Suggestion # 1-The paper should based on blooms taxonomy.

Action #1-Instructed to faculty to follow the same.

Suggestion # 2-

Action #2-

Suggestion # 3-

Action #3-

Signature of the committee member

1. Fatima
2. Juvenia Ameen
3. Paul
4. Tushi
5. Paul

Head of the Department

Department of Language

Tapasya Degree College

Red Hills, Lakdikapul, Hyd-04

HOD Signature

*Tushi*



Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.



DEPARTMENT: Language

Course File Audit for Academic Year: 2021-22

S. No.	Contents	I B. COM (GEN)	II B. COM (GEN)	III B. COM (GEN)	Remarks
1	Institute Vision & Mission	√			
2	Program Vision-Mission	√			
3	PEO and PO's & PSO's	√			
4	Course Syllabus & Course Time Table	√			
5	Course Objective	√			
6	Course Outcome	√			
7	Course Plan & Unit Plan	√			
8	Lesson Plan	√			
9	Contents beyond syllabus	√			
10	Website Reference for self learning	√			
11	Lecture Notes	√			
12	Tutorial Sheets	√			
13	Unit wise question bank	√			
14	Attendance Register /Log Book	√			
15	Assignments Unit-wise	√			
16	Internal Question Papers With Key	√			
17	Sample Answer Sheets	√			
18	Continuous Evaluation marks(tests/ Assignments)	√			
19	Record of remedial classes	√			
20	University Question papers	√			
21	Result Analysis	√			
22	Mapping on CO's, PO & PSO	√			

23	Course Outcome Assessment sheet(Attachment Sheet)	√			
24	Gaps and Plan's for add on Programs	√			
25	Guest Lecturers conducted	x			

**Point for improvement Suggested by AC**

**Action taken by HOD**

**Suggestion # 1-** Need to provide lab manuals

**Action #1-** Provided lab manuals

**Suggestion # 2-** need to take remedial classes for some subjects

**Action #2-** assigned faculty for remedial classes.

**Suggestion # 3**

**Action #3-**

**Signature of Committee members**

1. *Fatima*
2. *Javeria Afreen*
3. *Amy*
4. *Tulsi*
5. *Pary*

**Head of the Department**

**Department of Language  
Tapasya Degree College  
Redhills, Lakdikapul, Hyd-04**

*Tulsi*

**HOD Signature**

*B. Sneha*

**Assistant Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.**



S. No.	Comments		T1	T2	Ref	Other	Journal	Project work	Remarks
1	Faculty to Book Ratio	Well-balanced/Only theory/Only Problem	√	√	√	-	√	-	
2	Volumes/Journals/Publications	Y/N	√	√	√	-	√	-	
3	Basic Facilities(Water/fan/Light, etc..)	Y/N	√	√	√	-	√	-	
4	Digital Library Accessibility		√	√	√	-	√	-	
5	Project Reports		√	√	√	-	√	-	

**Points for Improvement Suggested by AC****Action taken HOD**

**Suggestion #1-** Need to update volumes and awareness among to motivate the students in the usage of digital library.

**Action #1-** Assigned one faculty member and monitor the usage of digital resources. And ordered updated volumes.

**Suggestion # 2-**

**Action #2-**

**Suggestion # 3-**

**Action #3-**

**Signature of the committee member**

1. Fatima
2. Javeria Afran
3. Anis
4. Tushi
5. [Signature]

**Head of the Department**

**Department of Language**

**Tapasya Degree College**

Redhills, Lakdikapul, Hyd-04

**HOD Signature**

*K. Sneenidha*  
 Associate Professor  
 Department of Commerce  
 Osmania University,  
 Hyderabad-500 007, T.S.

			I A	I B	II A	II B	III A	III B	Remarks
<b>1. Activities before commencement of classes</b>									
a.	Submission of staff requirement (if any) request to the principal	Four week before the semester starts	√	-	√	-	√	√	
b.	Electives selection	Two week before the semester starts	×	-	√	-	√	√	
c.	Subject Assignment to faculty members	Two week before the semester starts	√	-	√	-	√	√	
d.	Lab manual preparation if any	Four week before the semester starts	√	-	√	-	√	√	
e.	College level calendar of events	Four week before the semester starts	√	-	√	-	√	×	
f.	Departmental Calendar of events	Four week before the semester starts	√	-	√	-	√	√	
g.	Time Table Preparation	Two week before the semester starts	√	-	√	-	√	√	
h.	Lesson plan	Two week before the semester starts	√	-	√	-	√	√	
i.	List of students approved by Principal's office	Two week before the semester starts	√	-	√	-	√	√	
<b>2. Activities after commencement of classes</b>									
a.	Class room teaching quality(theory and lab courses)	First and last week of last every month and has when needed	√	-	×	-	√	×	
b.	Performances of students in internal tests and action initiated for poor performances	After every test	√	-	×	-	√	√	
c.	Students attendances and counseling, if needed	Every month	√	-	√	-	√	√	
d.	Display of timetable for practical examinations	One week before semester end date	√	-	√	-	√	√	
e.	finalization of IA marks and attendance	Five days before semester end date	√	-	√	-	√	√	
f.	Performance in semester end examinations	Performance in semester end examinations of college results	√	-	√	-	√	√	



## Points for improvement suggested by AC

**Suggestion #1**-Need to provide college-level calendar and event

**Suggestion #2**-Students attendants counselling needed .

**Suggestion #3**-

## Actions taken by HOD

**Action #1** – Provided syllabus copy and college calendar.

**Action #2** –assigned one faculty to counsel the students about attendance.

**Action #3** –

## Signature of the committee members

1. Fatima
2. Javeria Afreen
3. Arun
4. Tushi
5. Pooja

## Head of the Department

Department of Language

Tapasya Degree College

Redhills, Lakdikapul, Hyd-04

Tushi

HOD Signature

H. Sreenivas



Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

Activities	Checked ON	I B. COM (GEN)	II B. COM (GEN)	IIIB. COM (GEN)	Remarks
Weather students attendance register was entered every day and verified by HOD every month?	Every month	√	√	√	
Frequency of entering performance of students in internal tests marks	Twice per semester	√	√	√	
Frequency of sending internal assessment marks and attendance to student/guardian by SMS /post /emails/telephone	Twice per semester	√	√	√	

**Points for Improvement Suggested by AC****Action taken HOD**

**Suggestion # 1-** student and parent under taking form about attendance to be collected.

**Action #1-** Undertaken forms collected starting of the semester from both student and parents

**Suggestion # 2-**

**Action #2-**

**Suggestion # 3-**

**Action #3-** Assigned a faculty monitoring

the students

**Head of the Department**

Department of Language  
Tapasya Degree College  
Redhills, Lakdikapul, Hyd-04

**Signature of the committee member**

1. Fatima
2. Javeria Afreen
3. Anis
4. Tushi
5. Pooj

Tushi

HOD Signature

K. Sreenivas



Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.



**AAA Reports and Details**  
**On**  
**Follows up Actions**



# TAPASYA DEGREE COLLEGE

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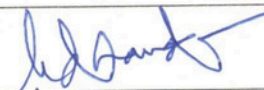
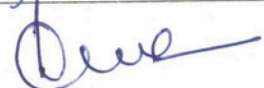
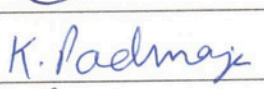
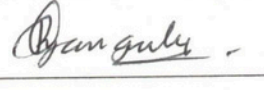

# 11-5-449, Opp. Shah Function Hall, Red Hills, Lakdikapul, Hyderabad, Telangana 500004

www.tapasyadegreecollegelakdikapul.com tapasyaugcollegelkd@gmail.com +91 970 528 8887 / 888 555 0173

## QUALITY IMPROVEMENT COMMITTEE


A.Y.2022-23

The following professors have appointed as a member of Department Quality Improvement Committee members and requested to Audit the departments as per the IQAC guidelines.

S. No.	Name of The Faculty	Designation	Signature
1	Ramana Rao	Chairman	
2	B Dayakar	Member	
3	K. Padmaja	Member	
4	Riju Ganguly	Member	
5	Preeti Prada Das	Member	

### Copy to:

1. All HODs
2. Examination Cell
3. Notice Board

  
Principal  
**PRINCIPAL**  
**TAPASYA DEGREE COLLEGE**  
Red Hills, Lakdikapul, Hyderabad-04



S. No.	COMMENTS	I B. Com(CA)	II B. Com(CA)	III B. Com(CA)	Remarks
1	Whether all the Units are covered in Question Paper?	√	N	√	
2	Whether Question Paper covered both theory and problems?	√	√	N	
3	Whether any Questions was out of Syllabus?	√	√	√	
4	Is there any mistake spelling error/in complete information in Question Paper?	N	√	√	
5	Whether Question are mapped to Cos?	√	√	√	
6	Whether Blooms Taxonomy was followed?	√	√	√	




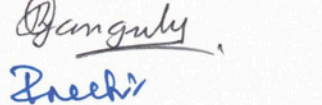
**Points for Improvement Suggested by AC**

**Suggestion # 1**-Questions in the paper based on Bloom's taxonomy.

**Suggestion # 2**-Some questions are identified out of syllabus.

**Suggestion # 3**-

Signature of the committee member

1. 
2. 
3. K. Radmaji
4. 
5. 

**Action taken HOD**

**Action #1**-Interacted with the faculty to follows the same.

**Action #2**-same information intimated to the concerned, subject faculty

**Action #3**

**Head of the Department**

Department of Commerce

Tapasya Degree College

Redhills, Lakdikapul, Hyderabad-04

  
HOD Signature





Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

S. No.	Contents	I B. Com(CA)	II B. Com(CA)	III B. Com(CA)	Remarks
1	Institute Vision & Mission	√	√	√	
2	Program Vision-Mission	√	√	√	
3	PEO and PO's & PSO's	√	×	√	
4	Course Syllabus & Course Time Table	√	√	√	
5	Course Objective	√	√	√	
6	Course Outcome	√	√	√	
7	Course Plan & Unit Plan	√	√	√	
8	Lesson Plan	√	√	√	
9	Contents beyond syllabus	√	√	√	
10	Website Reference for self learning	√	√	√	
11	Lecture Notes	√	√	√	
12	Tutorial Sheets	√	√	√	
13	Unit wise question bank	√	√	√	
14	Attendance Register /Log Book	√	√	√	
15	Assignments Unit-wise	√	√	√	
16	Internal Question Papers With Key	√	√	√	
17	Sample Answer Sheets	√	√	√	
18	Continuous Evaluation marks (tests/ Assignments)	√	√	√	
19	Record of remedial classes	√	√	√	
20	University Question papers	√	√	√	
21	Result Analysis	×	√	√	
22	Mapping on CO's, PO & PSO	√	√	√	
23	Course Outcome Assessment sheet(Attachment Sheet)	√	√	√	
24	Gaps and Plan's for add on Programs	√	√	√	
25	Guest Lecturers conducted	√	√	√	



**Point for improvement Suggested by AC**

**Suggestion # 1-** Need to provide guest faculty for III B. Com students regarding the mini project.

**Suggestion # 2-** Uses of LCD projectors for few lecturers.

**Suggestion # 3-**



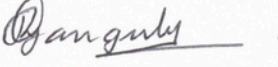

**Action taken by HOD**

**Action # 1-** Provided guest faculty for awareness mini project.

**Action # 2-**

**Action # 3-**

**Signature of Committee members**

1. 
2. 
3. K. Padmaji
4. 
5. 

**Head of the Department**

**Department of Commerce**

**Tapasya Degree College**

**Mednili, Lakdikapul, Hyderabad**



**HOD Signature**





**Associate Professor**  
**Department of Commerce**  
**Osmania University,**  
**Hyderabad-500 007, T.S.**

S. No.	Comments		T1	T2	Ref	Other	Journal	Project work	Remarks
1	Faculty to Book Ratio	Well-balanced/Only theory/Only Problem	√	√	√	-	√	-	
2	Volumes/Journals/Publications	Y/N	√	√	√	-	√	-	
3	Basic Facilities (Water/fan/Light, etc..)	Y/N	√	√	√	-	√	-	
4	Digital Library Accessibility		√	√	√	-	√	-	
5	Project Reports		√	√	√	-	√	-	


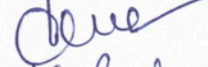
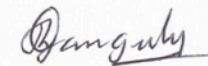

**Points for Improvement Suggested by AC**

**Suggestion #1-** Need to Secure the student's bags and cell phones at the outside of the library racks.

**Suggestion # 2-**

**Suggestion # 3-**

Signature of the committee member

1. 
2. 
3. K. Padmaji
4. 
5. 

**Action taken HOD**

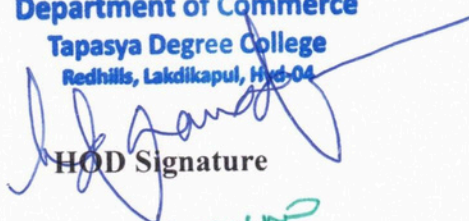
**Action #1** we install cc cameras to monitor the personal belongings of the students


**Action #2-**

**Action #3-**

**Head of the Department**

**Department of Commerce**  
**Tapasya Degree College**  
 Redhills, Lakdikapul, Hyd-04

  
 HOD Signature

  
 Associate Professor  
 Department of Commerce  
 Osmania University,  
 Hyderabad-500 007, T.S.



			I A	I B	II A	II B	III A	III B	Remarks
<b>1.</b>	<b>Activities before commencement of classes</b>		√	-	√	-	√	-	
a.	Submission of staff requirement (if any) request to the principal	Four week before the semester starts	√	-	√	-	√	-	
b.	Electives selection	Two week before the semester starts	√	-	√	-	√	-	
c.	Subject Assignment to faculty members	Two week before the semester starts	√	-	√	-	√	-	
d.	Lab manual preparation if any	Four week before the semester starts	√	-	√	-	√	-	
e.	College level calendar of events	Four week before the semester starts	√	-	√	-	√	-	
f.	Departmental Calendar of events	Four week before the semester starts	√	-	√	-	√	-	
g.	Time Table Preparation	Two week before the semester starts	√	-	√	-	√	-	
h.	Lesson plan	Two week before the semester starts	√	-	√	-	√	-	
i.	List of students approved by Principal's office	Two week before the semester starts	√	-	√	-	√	-	
<b>2.</b>	<b>Activities after commencement of classes</b>		√	-	√	-	√	-	
a.	Class room teaching quality (theory and lab courses)	First and last week of last every month and has when needed	√	-	√	-	√	-	
b.	Performances of students in internal tests and action initiated for poor performances	After every test	√	-	√	-	√	-	
c.	Students attendances and counseling, if needed	Every month	√	-	√	-	√	-	
d.	Display of timetable for practical examinations	One week before semester end date	√	-	√	-	√	-	
e.	finalization of IA marks and attendance	Five days before semester end date	√	-	√	-	√	-	
f.	Performance in semester end examinations	Performance in semester end examinations of college results	√	-	√	-	√	-	


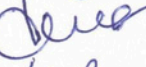

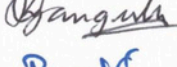

## Points for improvement suggested by AC

**Suggestion #1**-Advise to the student to go for open electives which are in multiple designers.

**Suggestion #2**-Unit wise syllabus material the add needed

**Suggestion #3**-

## Signature of the committee members

1. 
2. 
3. 
4. 
5. 

## Actions taken by HOD

**Action #1** – Suggested different elective subjects for the student.

**Action #2** –Provided unit-wise syllabus material.

**Action #3** –

## Head of the Department

Department of Commerce

Tapasya Degree College  
Redhills, Lakshminarayana Rd-04

  
HOD Signature





Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.



Activities	Checked ON	I A	II -A	III -A	Remarks
Whether students attendance register was entered every day and verified by HOD every month?	Every month	√	√	√	
Frequency of entering performance of students in internal tests marks	Twice per semester	√	√	√	
Frequency of sending internal assessment marks and attendance to student/guardian by SMS /post /emails/telephone	Twice per semester	√	√	√	


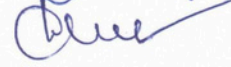
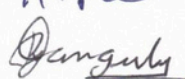

**Points for Improvement Suggested by AC**

**Suggestion # 1-** Need to information about the students to their parents.

**Suggestion # 2-**

**Suggestion # 3-**

Signature of the committee member

1. 
2. 
3. K. Padmaji
4. 
5. 

**Action taken HOD**

**Action #1-** Undertaken forms taken from students and parents at the time of the orientation program

**Action #2-**

**Action #3-** Assigned a faculty monitoring the students

**Head of the Department**

Department of Commerce

Tapasya Degree College

Redhills, Lakdikapul, Hyd-04

  
HOD Signature



Associate Professor

Department of Commerce

Osmania University,

Hyderabad-500 007, T.S.

**AAA Reports and Details**  
**on**  
**Follows up Actions**





# TAPASYA DEGREE COLLEGE

(Affiliated to Osmania University)

ISO 9001 : 2015 Certified Institution

# 11-5-449, Opp. Shah Function Hall, Red Hills, Lakdikapul, Hyderabad, Telangana 500004

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## QUALITY IMPROVEMENT COMMITTEE

A.Y.2022-23

The following professors have appointed as a member of Department Quality Improvement Committee members and requested to Audit the departments as per the IQAC guidelines.

S. No.	Name of The Faculty	Designation	Signature
1	N. Rama Krishna	Chairman	
2	P. Jagadeesh Kumar	Member	
3	Neha Gadia	Member	
4	M. Sravanthi	Member	
5	B. Manasa	Member	

Principal

**PRINCIPAL**

**TAPASYA DEGREE COLLEGE**

Red Hills, Lakdikapul, Hyderabad-04

Copy to:

1. All HODs
2. Notice Board

S. No.	COMMENTS	I BBA	II BBA	III BBA	Remarks
1	Whether all the Units are covered in Question Paper?	-	√	√	
2	Whether Question Paper covered both theory and problems?	-	√	√	
3	Whether any Questions was out of Syllabus?	-	N	N	
4	Is there any mistake spelling error/in complete information in Question Paper?	-	N	N	
5	Whether Question are mapped to Cos?	-	√	√	
6	Whether Blooms Taxonomy was followed?	-	√	√	

**Points for Improvement Suggested by AC Action taken HOD**

**Suggestion # 1-** Papers should base on blooms Taxonomy.

**Action #1-** Instructed with the faculty follows the same.




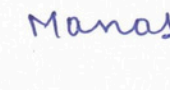
**Suggestion # 2-**

**Action #2**

**Suggestion # 3-**


**Action #3**

Signature of the committee member

1. 
2. 
3. 
4. 
5. Manasa.

**Head of the Department**  
**Department of Management**  
 Tapasya Degree College  
 Redhills, Lakdikapuli, Hyd-04

  
 HOD Signature

  
 Associate Professor  
 Department of Commerce  
 Osmania University,  
 Hyderabad-500 007, T.S.



## DEPARTMENT: Management

## Course File Audit for Academic Year:2022-23

S. No.	Contents	I BBA	II BBA	III BBA	Remarks
1	Institute Vision & Mission	-	√	√	
2	Program Vision-Mission	-	√	√	
3	PEO and PO's & PSO's	-	√	√	
4	Course Syllabus & Course Time Table	-	√	√	
5	Course Objective	-	√	√	
6	Course Outcome	-	√	√	
7	Course Plan & Unit Plan	-	√	√	
8	Lesson Plan	-	√	√	
9	Contents beyond syllabus	-	√	√	
10	Website Reference for self learning	-	√	√	
11	Lecture Notes	-	√	√	
12	Tutorial Sheets	-	√	√	
13	Unit wise question bank	-	√	√	
14	Attendance Register /Log Book	-	√	√	
15	Assignments Unit-wise	-	√	√	
16	Internal Question Papers With Key	-	√	√	
17	Sample Answer Sheets	-	√	√	
18	Continuous Evaluation marks(tests/ Assignments)	-	√	√	
19	Record of remedial classes	-	√	√	
20	University Question papers	-	√	√	
21	Result Analysis	-	√	√	
22	Mapping on CO's, PO & PSO	-	√	√	
23	Course Outcome Assessment sheet(Attachment Sheet)	-	√	√	
24	Gaps and Plan's for add on Programs	-	√	√	
25	Guest Lecturers conducted	-	×	×	

**Point for improvement Suggested by AC**

**Action taken by HOD**

**Suggestion # 1-** Need to provide guest faculty for III BBA students regarding the mini project. for next academic year.

**Action # 1** Provided guest for awareness mini project





**Suggestion # 2-** Uses of LCD projectors for few lecturers.

**Action # 2-**

**Suggestion # 3-**

**Action # 3-**

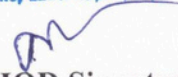
**Signature of Committee members**


1. 
2. 
3. 
4. 
5. Manasa.

**Head of the Department**

**Department of Management**

**Tapasya College**  
Redhills, Lakshmapur, Hyd. 04

  
**HOD Signature**

  
**Associate Professor**  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.



S. No.	Comments		T1	T2	Ref	Other	Journal	Project work	Rema
1	Faculty to Book Ratio	Well-balanced/Only theory/Only Problem	Y	Y	Y	-	Y	-	
2	Volumes/Journals/Publications		Y	Y	Y	-	Y	-	
3	Basic Facilities (Water/fan/Light, etc..)		Y	Y	Y	-	Y	-	
4	Digital Library Accessibility		Y	Y	Y	-	Y	-	
5	Project Reports		Y	Y	Y	-	Y	-	

## Points for Improvement Suggested by AC

**Suggestion #1** Need to Secure the student's bags and personal cell phones at the outside of the library racks.

**Suggestion # 2-**

**Suggestion # 3-**





## Action taken HOD

**Action #1** we install cc cameras to monitor the belongings of the students

**Action #2**

**Action #3**

## Signature of the committee member

1. 
2. 
3. 
4. 
5. Manasa

## Head of the Department

Department of Management

Tapasya Degree College

Redhills, Lakdikapul, Hyd-04

  
 HOD Signature


**B. Sreenivas**  
 Associate Professor  
 Department of Commerce  
 Osmania University,  
 Hyderabad-500 007, T.S.

			I A	I B	II A	II B	III A	III B	Rema
<b>1.</b>	<b>Activities before commencement of classes</b>		-	√	√	-	√	-	
a.	Submission of staff requirement (if any) request to the principal	Four week before the semester starts	-	√	√	-	√	-	
b.	Electives selection	Two week before the semester starts	-	√	√	-	√	-	
c.	Subject Assignment to faculty members	Two week before the semester starts	-	√	√	-	√	-	
d.	Lab manual preparation if any	Four week before the semester starts	-	√	√	-	√	-	
e.	College level calendar of events	Four week before the semester starts	-	√	√	-	√	-	
f.	Departmental Calendar of events	Four week before the semester starts	-	√	√	-	√	-	
g.	Time Table Preparation	Two week before the semester starts	-	√	√	-	√	-	
h.	Lesson plan	Two week before the semester starts	-	√	√	-	√	-	
i.	List of students approved by Principal's office	Two week before the semester starts	-	√	√	-	√	-	
<b>2.</b>	<b>Activities after commencement of classes</b>							-	
a.	Class room teaching quality(theory and lab courses)	First and last week of last every month and has when needed	-	√	√	-	√	-	
b.	Performances of students in internal tests and action initiated for poor performances	After every test	-	√	√	-	√	-	
c.	Students attendances and counseling, if needed	Every month	-	√	√	-	√	-	
d.	Display of timetable for practical examinations	One week before semester end date	-	√	√	-	√	-	
e.	finalization of IA marks and attendance	Five days before semester end date	-	√	√	-	√	-	
f.	Performance in semester end examinations	Performance in semester end examinations of college results	-	√	√	-	√	-	







## Points for improvement suggested by AC

**Suggestion #1**-Advise to the student to go for open electives which are in multiple designers.

**Suggestion #2**-Unit wise syllabus material the add needed

**Suggestion #3**-

## Signature of the committee members

1. 
2. 
3. 
4. 
5. Manasa.

## Actions taken by HOD

**Action #1** – Suggested different elective subjects for the student.

**Action #2** – Provided unit-wise syllabus material.

**Action #3** –

## Head of the Department

Department of Management

T. S. S. Degree College

Res. No. 1, Kakiripudi, Hyderabad-500 004

HOD Signature



Associate Professor

Department of Commerce

Osmania University,

Hyderabad-500 007, T.S.



Activities	Checked ON	I BBA	II BBA	III BBA	Remarks
Whether students attendance register was entered every day and verified by HOD every month?	Every month	-	√	√	
Frequency of entering performance of students in internal tests marks	Twice per semester	-	√	√	
Frequency of sending internal assessment marks and attendance to student/guardian by SMS /post /emails/telephone	Twice per semester	-	√	√	

**Points for Improvement Suggested by AC**

**Suggestion # 1-** Need to information about the students to their parents.

**Suggestion # 2-**

**Suggestion # 3-**





**Action taken HOD**

**Action #1-**Undertaken forms taken from students and parents at the time of the orientation program

**Action #2-**

**Action #3-** Assigned a faculty monitoring the students

Signature of the committee member

1. 
2. 
3. 
4. 
5. Manasa


**Head of the Department**

**Department of Management**

**Tapasya Degree College**

**Redhills, Lakdikapul, Hyd-04**

  
HOD Signature

  
Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.



**AAA Reports and Details**  
**on**  
**Follows up Actions**

# TAPASYA DEGREE COLLEGE

(Affiliated to Osmania University)

ISO 9001 : 2015 Certified Institution


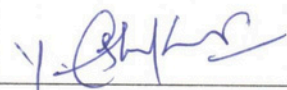

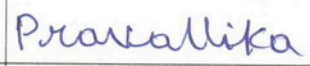

# 11-5-449, Opp. Shah Function Hall, Red Hills, Lakdikapul, Hyderabad, Telangana 500004

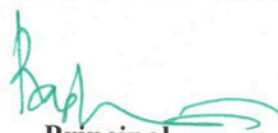
www.tapasyadegreecollegelakdikapul.com tapasyaugcollegelkd@gmail.com +91 970 528 8887 / 888 555 0173

## QUALITY IMPROVEMENT COMMITTEE

A.Y.2022-23

The following professors have appointed as a member of Department Quality Improvement Committee members and requested to Audit the departments as per the IQAC guidelines.

S. No.	Name of The Faculty	Designation	Signature
1	Tulsi	Chairman	
2	Y. Shiva Kumar	Member	
3	Candetta Anderson	Member	
4	P. Pravallika	Member	
5	Mohd Hassan Rafi Uddin Ahmed	Member	



Principal

**PRINCIPAL**

**TAPASYA DEGREE COLLEGE**  
Red Hills, Lakdikapool, Hyderabad-04

Copy to:

1. All HODs
2. Examination Cell
3. Notice Board



S. No.	COMMENTS	I B. COM (GEN)	II B. COM (GEN)	III B. COM (GEN)	Remarks
1	Whether all the Units are covered in Question Paper?	√			
2	Whether Question Paper covered both theory and problems?	√			
3	Whether any Questions was out of Syllabus?	N			
4	Is there any mistake spelling error/in complete information in Question Paper?	N			
5	Whether Question are mapped to Cos?	√			
6	Whether Blooms Taxonomy was followed?	√			


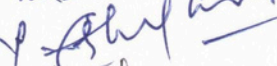

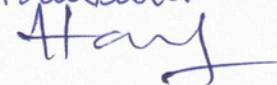
## Points for Improvement Suggested by AC Action taken HOD

**Suggestion # 1-**The paper should based on blooms taxonomy.

**Suggestion # 2-**

**Suggestion # 3-**

Signature of the committee member

1. 
2. 
3. 
4. Praxallika.
5. 

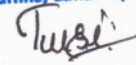
**Action #1-**Instructed to faculty to follow the same.

**Action #2-**

**Action #3-**

**Head of the Department**

Department of Language  
Tapasya Degree College  
Redhills, Lakdikapul, Hyd-04



HOD Signature





Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

S. No.	Contents	I B. COM (GEN)	II B. COM (GEN)	III B. COM (GEN)	Remarks
1	Institute Vision & Mission	√			
2	Program Vision-Mission	√			
3	PEO and PO's & PSO's	√			
4	Course Syllabus & Course Time Table	√			
5	Course Objective	√			
6	Course Outcome	√			
7	Course Plan & Unit Plan	√			
8	Lesson Plan	√			
9	Contents beyond syllabus	√			
10	Website Reference for self learning	√			
11	Lecture Notes	√			
12	Tutorial Sheets	√			
13	Unit wise question bank	√			
14	Attendance Register /Log Book	√			
15	Assignments Unit-wise	√			
16	Internal Question Papers with Key	√			
17	Sample Answer Sheets	√			
18	Continuous Evaluation marks (tests/ Assignments)	√			
19	Record of remedial classes	√			
20	University Question papers	√			
21	Result Analysis	√			
22	Mapping on CO's, PO & PSO	√			
23	Course Outcome Assessment sheet(Attachment Sheet)	√			
24	Gaps and Plan's for add on Programs	√			
25	Guest Lecturers conducted	×			




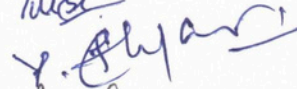
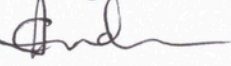
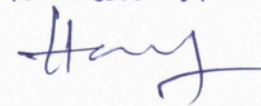
**Point for improvement Suggested by AC**

**Suggestion # 1-** Need to provide lab manuals

**Suggestion # 2-** need to take remedial classes for some subjects

**Suggestion # 3**

**Signature of Committee members**

1. 
2. 
3. 
4. Pravalika.
5. 

**Action taken by HOD**

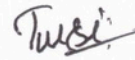
**Action #1-** Provided lab manuals

**Action #2-** assigned faculty for remedial classes.

**Action #3-**


**Head of the Department**

**Department of Language  
Tapasya Degree College  
Redhills, Lakdikapul, Hyd-04**



**HOD Signature**



  
Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.

S. No.	Comments		T1	T2	Ref	Other	Journal	Project work	Remarks
1	Faculty to Book Ratio	Well-balanced/Only theory/Only Problem	√	√	√	-	√	-	
2	Volumes/Journals/Publications	Y/N	√	√	√	-	√	-	
3	Basic Facilities (Water/fan/Light, etc..)	Y/N	√	√	√	-	√	-	
4	Digital Library Accessibility		√	√	√	-	√	-	
5	Project Reports		√	√	√	-	√	-	

## Points for Improvement Suggested by AC

## Action taken HOD

**Suggestion #1-** Need to update volumes and awareness among the students in the usage of digital library.

**Action #1-** Assigned one faculty member to motivate and monitor the usage of digital resources and ordered updated volumes.

**Suggestion # 2-**

**Action #2-**

**Suggestion # 3-**

**Action #3-**

Signature of the committee member

1. Tushi
2. Anjan
3. Anu
4. Pravalika.
5. Hany

**Head of the Department**

Department of Language  
Tapasya Degree College  
Redhills, Lakdikapul, Hyd-04

Tushi

HOD Signature

K. Sneha



Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.



			I A	I B	II A	II B	III A	III B	Remarks
<b>1. Activities before commencement of classes</b>									
a.	Submission of staff requirement (if any) request to the principal	Four week before the semester starts	√	-	√	-	√	√	
b.	Electives selection	Two week before the semester starts	×	-	√	-	√	√	
c.	Subject Assignment to faculty members	Two week before the semester starts	√	-	√	-	√	√	
d.	Lab manual preparation if any	Four week before the semester starts	√	-	√	-	√	√	
e.	College level calendar of events	Four week before the semester starts	√	-	√	-	√	×	
f.	Departmental Calendar of events	Four week before the semester starts	√	-	√	-	√	√	
g.	Time Table Preparation	Two week before the semester starts	√	-	√	-	√	√	
h.	Lesson plan	Two week before the semester starts	√	-	√	-	√	√	
i.	List of students approved by Principal's office	Two week before the semester starts	√	-	√	-	√	√	
<b>2. Activities after commencement of classes</b>									
a.	Class room teaching quality (theory and lab courses)	First and last week of last every month and has when needed	√	-	×	-	√	×	
b.	Performances of students in internal tests and action initiated for poor performances	After every test	√	-	×	-	√	√	
c.	Students attendances and counseling, if needed	Every month	√	-	√	-	√	√	
d.	Display of timetable for practical examinations	One week before semester end date	√	-	√	-	√	√	
e.	finalization of IA marks and attendance	Five days before semester end date	√	-	√	-	√	√	
f.	Performance in semester end examinations	Performance in semester end examinations of college results	√	-	√	-	√	√	


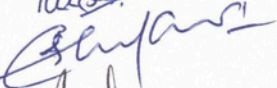
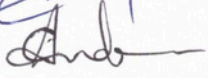

## Points for improvement suggested by AC

**Suggestion #1**-Need to provide college-level calendar and event

**Suggestion #2**-Students attendants counselling needed.

**Suggestion #3**-

## Signature of the committee members

1. 
2. 
3. 
4. Pravalika.
5. 


## Actions taken by HOD

**Action #1** – Provided syllabus copy and college calendar.

**Action #2** –assigned one faculty to counsel students about attendance.

**Action #3** –

**Head of the Department**  
**Department of Language**  
**Tapasya Degree College**  
Redhills, Lakdikapul, Hyd-04



HOD Signature





Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.



Activities	Checked ON	I B. COM (GEN)	II B. COM (GEN)	III B. COM (GEN)	Remarks
Weather students attendance register was entered every day and verified by HOD every month?	Every month	√	√	√	
Frequency of entering performance of students in internal tests marks	Twice per semester	√	√	√	
Frequency of sending internal assessment marks and attendance to student/guardian by SMS /post /emails/telephone	Twice per semester	√	√	√	

## Points for Improvement Suggested by AC

## Action taken HOD

**Suggestion # 1-** student and parent under taking form about attendance to be collected.

**Action #1-** Undertaken forms collected starting of the semester from both students and parents

**Suggestion # 2-**

**Action #2-**

**Suggestion # 3-**

**Action #3-** Assigned a faculty monitoring the students


Signature of the committee member

1. Tushi
2. Anurag
3. Anurag
4. Pravalika
5. Harry

**Head of the Department**  
Department of Language  
Tapasya Degree College  
Redhills, Lakdikapul, Hyd-04

Tushi  
HOD Signature

K. Sreenivas

 Associate Professor  
Department of Commerce  
Osmania University,  
Hyderabad-500 007, T.S.