

# Annual Quality Assurance Report (AQAR)

2013-2014

(Submitted to NAAC)



Y. A. GOVERNMENT DEGREE COLLEGE FOR WOMEN, CHIRALA  
PRAKASAM DISTRICT, ANDHRA PRADEH.

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## Annual Quality Assurance Report (AQAR)

Y. A. GOVERNMENT DEGREE COLLEGE FOR WOMEN, CHIRALA

PRAKASAM DISTRICT, ANDHRA PRADEH.

2013-2014

Part – A

**1. Details of the Institution**

1.1 Name of the institution

Y.A. Government Degree College for  
Women, Chirala

1.2 Address Line 1

Near Municipal Office

Address Line 2

Near Fire Station

City/Town

Chirala

State

Andhra Pradesh

Pin Code

523155

Institutional e-mail address

gdcwchirala@gmail.com

Contact Nos

08594-232204, 08594-234372

Name of the Head of the  
Institution

D. Narapa Reddy

Tel. No. with STD Code

08594-234372

Mobile

9652892911

Name of the IQAC

Co-ordinator

Mobile

IQAC e-mail address

1.3 NAAC Track ID / EC No.

1.4 Website address

Web-link of the AQAR

#### 1.5 Accreditation Details

S.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity period
1	1 <sup>st</sup> Cycle	B	Institution Score: 72.00	2005	28-02-2005 To 27-02-2010
2	2 <sup>nd</sup> Cycle	B	2.71	2013	05-01-2013 To 04-01-2018

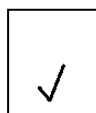
1.6 Date of establishment of IQAC

1.7 AQAR for the year

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2013-14 submitted to NAAC on

1.9 Institutional status





University with Potential for Excellence  UGC-CPE   
 DST Star scheme  UGC-CE   
 UGC-Special Assistance Programme  DST-FIST   
 UGC-Innovative PG Programme  Any other (Specify)

## 2. IQAC Composition and activities

2.1 No. of Teachers   
 2.2 No. of Administrative/Technical staff   
 2.3 No. of Students   
 2.4 No. of Management representatives   
 2.5 No. of Alumni   
 2.6 No. of any other stake holder and  
 Community representatives   
 2.7 No. of Employers/Industrialists   
 2.8 No. of other External Experts   
 2.9 Total No. of members   
 2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders No.  Faculty

Non-Teaching Staff /Students  Alumni  Others

2.12 Has IQAC received any funding  
 from UGC during the year? Yes  No

If yes, mention the amount

Rs.3, 00, 000 for five years

### 2.13 Seminars and Conferences (only quality related)

(i) No. of seminars/Conferences/workshops/symposia Organised by IQAC

Total No  International  National

State  Institution Level

(ii) Themes

\* Academic activities to be conducted and quality of education.  
\*Filling up of Academic Performance Indicator format.

### 2.14 Significant activities and contributions made by IQAC

Collected the information regarding the curricular, co-curricular and extra-curricular activities of different departments of the institution. Collected the API score forms checked and uploaded the marks obtained. Conducted workshops and meetings with teaching and non-teaching staff to enhance quality of education and administration. Uploaded the student feedback every month.

### 2.15 Plan of action by IQAC/outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

Plan of action	Achievements
1.To increase student admissions into first year.	1. The number of admissions increased
2. To increase the pass percentage.	2. The pass percentage increased.
3. To increase the attendance of the students.	3.Students attendance increased
4. To conduct two IQAC meetings and two workshops.	4.Two meetings and two workshops are conducted.

<p>5. To observe the important days like, Republic day, Independence Day, Ozone day, AIDS day etc.</p>	<p>5. All are organised.</p>
<p>6. To increase infra structural facilities.</p>	<p>6. 40 computers are purchased. Two more internet connections are taken. Two computer and internet centres are created and made available to the students and staff. Efforts are made to construct new class rooms.</p>
<p>7. To take feedback from the students monthly.</p>	<p>7. Feedback from the students is taken every month, analysed and sent to the Commissionerate of Collegiate Education.</p>
<p>8. To assess the performance of the teaching staff.</p>	<p>8. Academic Performance Indicator proforma are collected from all the teaching staff, (API score) verified and sent to the commissionerate of collegiate education, at the end of the year.</p>
<p>9. To increase the number of students participating in Games &amp; sports, JKC courses, and making use of the library and internet facilities.</p>	<p>9. The number is increased considerably by bringing awareness among the students by ward system and through suggestions in all the meetings.</p>
<p>10. To increase transparency in administration.</p>	<p>10. Achieved by displaying the fee structure, scholarship particulars and all important notices on the notice board.</p>
<p>11. To start a COP (Career Oriented Programme)</p>	<p>11. COP in “Communicative English” is started.</p>

*\* Academic calendar attached as Annexure-I*

2.15 Whether the AQAR was placed in statutory body



Yes  No

Management  Syndicate  Any other

body

Provide the details of the action taken

The AQAR was submitted to the Chairperson of the IQAC. The AQAR was discussed in the general body meeting and all the staff members are informed of the plans and achievements. Few corrections were made. The AQAR was approved by the body and resolved to submit the AQAR to NAAC.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details of the Academic Programmes

Level of the programme	No. of existing programmes	No. of Programmes added during the year	No. of self-financing programmes	No. of value added/Career Oriented Programmes
PhD	00	00	00	00
PG	06	00	03	00
UG	00	00	00	00
PG Diploma	00	00	00	00
Advanced diploma	00	00	00	00
Diploma Certificate	00	00	00	01
Others	00	00	00	00
<b>Total</b>	<b>06</b>	<b>00</b>	<b>03</b>	<b>01</b>

Interdisciplinary	00	00	00	00
Innovative	00	00	00	00

1.2 (i) Flexibility of the curriculum CBSE/core/Elective option/Open options  
Core

(ii) Pattern of Programmes

Pattern	Number of programmes
Semester	00
Trimester	00
Annual	06

1.3 Feedback from stakeholders on all aspects

Alumni  Parents  Employers  Students   
Mode of feedback Online  Manual  Co-operating schools

*\* Analysis of the feedback is provided in the Annexure-II*

1.4 Whether there is any revision/update of regulation or syllabi, their salient aspects.

No

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

Details

## Criterion -II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
19	19	00	00	00

2.2 No. of permanent faculty with Ph.D.

2.3. No of Faculty positions recruited(R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
00	14	00	00	00	00	00	00	00	14

#### 2.4 No. of Guest and Visiting and Temporary faculty

Guest faculty	Visiting faculty	Temporary faculty
04	00	00

#### 2.5 Faculty participation in conferences and symposia

No. of faculty	International level	National level	State level
Attended	06	08	00
Presented papers	04	10	02
Resource Persons	00	00	00

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

Assignments, Class room seminars, Guest lectures, Group discussions, Quiz programmes, Field trips and Study projects are organised for better understanding. The students are provided with complete notes on all subjects. Students are continuously evaluated. Students are given suggestions regarding their academic performance through ward system. The progress of the students is brought to the notice of the parents through meetings of Parent-Teacher association. Remedial classes are conducted for back log students. To supplement the regular teaching, the students are suggested to attend to Mana T.V. and to join in JKC. Interactive teaching method is adopted. ITC based teaching methods are used. e-class room teaching is encouraged.

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

180
-----

2.8 examination/Evaluation Reforms initiated by the Institution (Open book examination, Bar coding, Double valuation, Photo copy, online multiple choice questions....)

Internal Examinations are conducted by the Institution. Final examinations are conducted by the University. Unit tests, quarterly, Half-yearly and pre-final examinations were conducted. For all the internal examinations, the valuation was done by the concerned lecturers and each student was taken care of during student counselling. Students are advised by the ward counsellors, regarding their academic improvement.

2.9 No. of faculty members involved in curriculum restructuring/revision/ syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

Curriculum restructuring	Revision	Syllabus Development
00	00	00

2.10 Average percentage of attendance of students

90

2.11 Course/Programme wise distribution of pass percentage

Title of the programme	Total no. of students appeared	Division				
		Distinction	I%	II%	III%	Pass%
B.Sc. (MPC)	21	05	06	00	01	57
B.Sc. (MPCS)	15	03	09	01	01	93
B.Com. (Gen.)	16	01	06	04	01	75
B.Com. (Comp.)	10	08	02	00	00	100
B. A	25	01	07	06	02	64

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

process

The learning process is evaluated by the marks obtained by the students in the internal examinations and final examinations. The backlog students are identified by the marks obtained by the students and their performance in co-curricular and extra-curricular activities. Remedial classes are conducted to the backlog students. There is a ward system in the institution. Each lecturer is allotted 20 students. The ward system continuously monitors the progress of the students. Because of remedial coaching for backlog students the pass percentage increased considerably. The IQAC monitors the records of marks, attendance and the ward system.

### 2.13 Initiatives undertaken towards faculty development

Faculty/Staff Development Programmes	No. of faculty benefited
Refresher Courses	01
UGC-Faculty Improvement Programme	00
HRD Programmes	00
Orientation Programmes	02
Faculty exchange Programme	00
Staff training conducted by the University	00
Staff training conducted by other organisations	00
Summer/Winter schools, workshops.	00
Others	00

### 2.14 Details of administrative and Technical Staff

Category	Number of permanent employees	Number of vacant positions	Number of permanent positions filled during the year	Number of positions filled temporarily
Administrative Staff	20	07	00	00
Technical Staff	01	00	00	00

## Criterion-III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitising/Promoting Research Climate in the Institution

All departments conducted study projects for students for promoting interest in research. IQAC continuously used to request the teaching staff to take-up Minor and Major research projects. IQAC, in all the meetings, stresses on the importance of research.

#### 3.2 Details regarding Major Projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

#### 3.3 Details regarding Minor Projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	00
Outlay in Rs. Lakhs	00	00	00	00

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	02	00	00
Non-Peer Review Journals	00	00	00
e-Journals	00	00	00
Conference proceedings	01	02	00

#### 3.5 Details on Impact factor of publications

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Name of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major Projects	00	00	00	00
Minor Projects	00	00	00	00
Interdisciplinary Projects	00	00	00	00
Industry sponsored	00	00	00	00
Projects sponsored by University/College	00	00	00	00
Students research projects (Other than compulsory by the University)	00	00	00	00
Any other (Specify)	00	00	00	00
Total	00	00	00	00

3.7 No. of books published

(i) With ISBN No.  Chapters in Edited Books

(ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST

DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Sar Scheme

INSPIRE  CE  Any other (Specify)

3.10 Revenue generated from consultancy

3.11 No. of conferences organised by the institution

Level	International	National	State	University	College
Number	00	00	00	00	00
Sponsoring Agencies	00	00	00	00	00

3.12 No. of faculty served as experts, chairpersons or resource persons

00

3.13 No. of collaborations

International

00

National

00

Any other

00

3.14 No. of linkages created during this year

00

3.15 Total budget for research for current year in lakhs

From funding agency

00

From management of University/College

00

Total

00

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

3.17 No. of research awards/recognitions received by faculty and research fellows of the institution in the year

Total	International	National	State	University	District	College
00	00	00	00	00	00	00



3.18 No. of faculty from the Institution who are Ph.D. guides

No. of students registered under them

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students participated in NSS events

University level  State level

National level  International level

3.22 Number of students participated in NCC events

University level  State level

National level  International level

3.23 No. of awards won in NSS

University level  State level

National level  International level

3.24 No. of awards won in NCC

University level  State level

National level  International level

### 3.25 Number of extension activities organised

University  forum  College forum  
 NCC  NSS  Any other

### 3.26 Major activities during the year in the sphere of extension activities and Institutional social responsibility

All activities of NSS and eco club reflect the social responsibility of the Institution. NSS unit conducted plantation programme on NSS day. Ozone day was observed International AIDS Day was conducted by NSS unit and AIDS awareness rally was conducted.

## Criterion – IV

### 4. Infrastructure and Learning resources

#### 4.1 Details of increase in infrastructure facilities

Facilities	Existing	Newly created	Source of fund	Total
Campus area	7.5 acre.	-----	-----	7.5 acre.
Class rooms	11	-----	-----	11
Laboratories	06	-----	-----	06
Seminar Halls	01	-----	-----	01
No of important equipment purchased (≥1.0 lakh ) during the current year	06	07	UGC	13
Value of the equipment purchased during the year (Rs. in Lakhs)	00.00	14.42	UGC	14.42
Others	00	00	00	00

#### 4.2 Computerisation of administration and library

Computerisation of administration was started and is being continued. The college library has procured standard software “SOUL” from UGC-INFLIB and installed a server and a client and was installed through e-procurement of the department. Retrospective conversion of library material is the key activity of the computerisation. All the documents are classified according to Decay Decimal Classification which is the mandatory field of the SOUL software. The data entry work is going on.

#### 4.3 Library services

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19,077	2,23,228	00	00	19,077	2,23,228
Reference Books						
e-Books						
Journals						
e-Journals						
Digital data base						
CD & Video						
Others(specify)						

#### 4.4 Technology up gradation

	Total computers	Computer labs	Internet	Browsing centres	Computer centres	Office	Departments	Others
Existing	05	02	02	02	01	----	----	----
Added	25	00	00	00	00	----	----	----
Total	30	02	02	02	01	----	----	----

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-governance...)

There are 30 computers are available in the Institution for the use of teachers, administrative staff and students. There are 02 net centres available for all the staff members. Several training programmes are conducted for the students by Jawahar Knowledge Centre (JKC) and English department. There is an e-class room. All the computers and net centres are being used by the staff and students regularly.

#### 4.6. Amount spent on maintenance in lakhs.

i) ICT	0.75
ii) Campus infrastructure and facilities	0.00
iii) Equipment	0.25
iv) Others	0.00
Total	1.00

### Criterion – V

#### 5. Student support and Progression

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

- IQAC, at the beginning of the academic year informs all first year students about various student support services available in college.
- JKC, Gymnasium, COP, Career Guidance Cell, Grievances Redressal Committee Mana T.V. programmes etc.
- Students are advised to participate extensively in the programmes conducted by Eco Club Red-Ribbon Club, Anti Ragging Cell and Career Guidance Cell etc.,
- Students are encouraged to take part in activities like Essay Writing, Cultural Activities organised by the DRC (District Resource Centre) to develop various skills.

## 5.2 Efforts made by the institution for tracking the progression

Academic and personal mentoring is made available to the students. Besides the course teachers, each class has a class teacher and each student has a mentor, whom the students can approach for academic and personal counselling. These are out-of-classroom personal meetings in which the mentor gets to know the student personally and keeps track of her academic performance, attendance record, course registration, and fulfilment of course requirements among other things, offering guidance where necessary on matters pertaining to academics. Mentors offer academic counselling to students, help them choose elective courses; recommend them for remedial coaching, if necessary.

### 5.3 (a) Total number of students

UG	PG	Ph.D.	Others
445	00	00	00

(b) No. of students outside the state

(c) No. of international students

	No.	%
Men	00	00

	No.	%
Women	445	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
113	81	33	193	00	420	128	104	17	196	00	445

### 5.4 Details of student support mechanism for coaching for competitive examinations.

Number of student beneficiaries

### 5.5 No. of students qualified in these examinations

NET	00	SET/SLET	00	GATE	00	CAT	00
IAS/APS etc	00	State PSC	00	UPSC	00	Others	00

### 5.6 Details of student counselling and career guidance

- There is Career Guidance Cell in the Institution. The convenor of the cell advises the students regarding their career opportunities. The cell brings to the notice of the students about various job opportunities and job advertisements. The cell provides the students with reference books for various competitive examinations. The cell organised campus interviews in collaboration with the Jawahar Knowledge Centre.
- To take care of each and every students, there is ward system in the Institution. Each teacher is attached a batch of 20 students. The ward counsellors regularly monitor the academic and personality growth of the students and advise them whenever necessary.

Number of students benefited 103

### 5.7 Details of campus placement

On campus			Off campus
Number of organizations visited	Number of students participated	No of students placed	Number of students placed
04	136	103	00

### 5.8 Details of gender sensitization programmes

Awareness programme was conducted on the occasion of Women equality Day, 26-08-2013.

## 5.9 Students Activities

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

State/University level:  National level:  International level:

### No. of students participated in cultural events

State/University level:  National level:  International level:

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

#### Sports:

State/University level:  National level:  International level:

#### Cultural:

State/University level:  National level:  International level:

## 5.10 Scholarships and Financial support

	Number of students	Amount
Financial support from institution		
Financial support from government	260	9,35,507
Financial support from other sources		26,05,000
Number of students who received International/National recognition		1,89,000

## 5.11 Student organised/ initiative

#### Fairs:

State/University level:  National level:  International level:

#### Exhibitions:

State/University level:  National level:    
International level:

5.12 No. of social initiatives undertaken by students

5.13 Major grievances of the students (if any) redressed

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the Institution

**Vision:** Empowerment of women through education in all walks of life.

**Mission:** To achieve the vision, the college has kept the following objectives to follow; \* To provide higher education to women from all sections of society. \* To serve the educational needs of the disadvantaged sections. \* To encourage all round personality development of the women students. \* To inculcate moral values and commitment to the society, in the students. \* To empower women with appropriate skills to face the challenges of a competitive job market. \* To provide infrastructure and learning resources to all students.

6.2 Does the institution has a Management Information System

Yes. The Management Information System (MIS) of the college encompasses areas like: • Administrative procedures • Students admission • Library management • Evaluation mechanisms • Financial administration

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

6.3.1 Curriculum development

The institution follows the curriculum developed by the Acharya Nagarjuna University., institution has no autonomy to change the curriculum. However additional inputs were added to the curriculum by each department and were included in the curricular plans.



### 6.3.2 Teaching and learning

Remedial coaching classes were conducted for academically slow learners. Mana T.V. lessons ICT is used to augment teaching and learning. Student centric methods were followed..

### 6.3.3 Examination and Evaluation

Evaluation is followed in internal exams as per the University guidelines. Common-core Syllabus for all Universities in the State  
Revision of Syllabus and Curriculum for every five years done in the State

### 6.3.4 Research and Development

Teachers are motivated to undertake research and to contribute papers to the National/International level Journals. Teachers are motivated to seek financial assistance by applying for grant in the form of UGC minor and major projects.

### 6.3.5 Library, ICT and physical infrastructure/instrumentation

The central library has 709 20, text books, reference books novels etc. in various disciplines. Updating of library infrastructure is done to suit the requirements of users. The library working hours are adjusted to suit the convenience of students. The library has good number of rare books collection. Adherence of library rules to make it user friendly. Library provides newspaper clipping service

ICT facilities are available to students and teachers. There is an air conditioned e-class room with Led projector. Well-furnished classrooms with adequate lighting and ventilation,

Well-equipped gymnasium, an auditorium with in-built audio / video system, and protected water supply are available to all students and staff members. Well-equipped laboratories for all the science departments and air-conditioned Jawahar Knowledge Centre with 30 computers with server are available.

### 6.3.6 Human Resource Management

Steps were taken for the maximum utilisation of available human resources for the effective functioning of the college. Several committees, Associations and Cells with faculty members and non-teaching staff were constituted to look after Curricular, Co-curricular, extra -curricular activities, financial and administrative aspects.

### 6.3.7 Faculty and Staff recruitment

The faculty and staff are recruited by the Government. The Institution has no role in the recruitment process

### 6.3.8 Industry Interaction/Collaboration

All the departments conducted field trips to various industries

### 6.3.9 Admission of Students

To increase the transparency in the admission process, information about courses, fee structure number of available seats, selection lists etc., were displayed in college Notice Board. An admission committee is formed with staff members.

## 6.4 Welfare schemes for

Teaching	Group Insurance coverage
Non-teaching	Group Insurance coverage, Festival advances and vehicle loans.
Students	Scholar ships, Cash awards for toppers subject wise and course wise in annual examinations.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes  No

6.7 Whether academic and administrative Audit has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Agency
Academic	Yes	CCE	Yes	IQAC
Administrative	No	-----	Yes	Special fee committee

6.8 Does the University/Autonomous College declare results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University/Autonomous College for examination reforms?

The institution is affiliated to Acharya Nagarjuna University, Guntur. Internal examinations are conducted by the Institution. Final examinations are conducted by the university.

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

NA

### 6.11 Activities and support from Alumni Association

Alumni associations meetings were conducted twice a year.

### 6.12 Activities and support from Parent-Teacher Association

Parent-Teacher meetings are conducted twice in the academic year. The progress of the students is brought to the notice of the parents. Different programmes going on in the institution, for the academic progress is explained to the parents. The parents are satisfied with the progress and gave constructive suggestions.

### 6.13 Development programmes for support staff

\* Personality development programmes. \*Motivating them to develop their skills. \*Assists individual development

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

NSS volunteers clean the campus often. Ozone Day rally, was conducted. Plantation and watering the plants are done. Usage of plastic is minimised. Students are made aware of the eco-friendly atmosphere.

## Criterion – VII

### 7. Innovations and Best practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Usage of e-class room
- Interactive teaching methods adopted in the class rooms
- Motivating teachers to take up Minor and Major research projects.
- Inviting professionals to share their experiences with the learners to develop interest in career

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

- To increase the student admissions, the staff members visited the nearby junior colleges and campaigned. Explained the facilities available in the college.
- To increase the pass percentage, the staff members conducted daily tests, gave remedial coaching and suggestions through ward system.
- To increase the attendance of the students, Parent-Teacher meetings were held, continuous counselling to students and made the students interested in the activities of the college.
- Staff members are encouraged to conduct different activities and are involved in a number of committees for smoothing running of the institution.
- Forty computers are bought with the help of UGC funds and two internet centres are brought to the use of students and staff.
- Feedback from the students is taken every month, analysed and sent to the Commissionerate of Collegiate Education.
- Academic Performance Indicator Proforma are collected from all the teaching staff, (API score) verified and sent to the commissionerate of collegiate education, at the end of the year.
- To increase transparency in administration, information regarding the fee structure, scholarships and important notices and particulars of events going on in the institution is displayed in the notice board.

7.3 Give two best practices of the institution

*\* Details provided in annexure-III*

7.4 Contribution to environmental awareness/protection

Usage of plastic inside the institution is minimised. Campus cleaning programme is organised. Plantation programme is organised. Watering of the plants is done by the students regularly. Ozone Day is organised. The students are made aware of global warming.

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institute wishes to add.

### **Jawahar Knowledge Centre (JKC)**

The Government of Andhra Pradesh initiated Jawahar Knowledge Centres in 2005 as a reliable solution to the problem of unemployment faced by students studying non-professional courses in degree colleges. The ever increasing prominence of India paved way for a growing demand for hard working and talented students, good in computer skills, communication skills and industry related skills.

The primary aim of Jawahar Knowledge Centre is to provide intensive training to students in employable skills. The training helps students to avail themselves of the bright opportunities in the global job market. Students from rural areas are provided the latest technology to upgrade their skills and are encouraged competing for better standards of living. Jawahar Knowledge Centre encourages students to be creative, independent and self reliant.

The Commissioner of Collegiate Education sanctioned JKC/English Language Lab. to our Institution during March 2008. The Jawahar Knowledge Centre is equipped with 31 systems, LAN and LCD projector. Since the inception of the Jawahar Knowledge Centre, 49 students got placements in different companies like, Infosys, Satyam, First American Company, Tech Mahindra, Wipro, Airtel etc.

During the year 2013-2014, NSL Textiles, SHAR, Dr.Reddy Labs, and Hetero Drugs conducted campus interviews. 136 students of Jawahar Knowledge Centre participated and 103 students got placement.

## 8. Plans of institution for next year

1. To increase student admissions into first year.
2. To increase the pass percentage in annual examination
3. To increase the percentage of attendance of the students.
4. To conduct two IQAC meetings and two workshops.
5. To observe the important days like, Republic day, Independence Day, Ozone day, AIDS day etc.
6. To increase infra structural facilities.
7. To take feedback from the students monthly.
8. To assess the performance of the teaching staff.
9. To increase transparency in administration.
10. To increase the number of students participating in JKC and other student supportive activities.
11. To add new courses.

Name **M.V.RAMANA**

Name **D.NARAPA REDDY**

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Signature of the coordinator, IQAC

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Signature of the Chairperson, IQAC

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## Annexure - I

### ACADEMIC CALENDER FOR UNDER-GRADUATE INCLUDING ORIENTAL LEARNING & HOTEL MANAGEMENT COURSES FOR THE ACADEMIC YEAR 2013-2014

01	Reopening of colleges	19-06-2013
02	Commencement of teaching for II and II year Courses	19-06-2013
03	Commencement of teaching for I year Courses	10-07-2013
04	Last date for admission of I year Courses	31-08-2013
05	Last date of transfers (Including students from other State Universities and the Universities within A.P. in respect of restructured/vocational courses at degree level. The last date prescribed by the Universities is not for submission of admission application on transfer from other universities. The admission on transfer from Universities as mentioned above will not be permitted without established equivalency of syllabi, since these courses are not covered under common core scheme. Before the last date of transfer. Equivalency of syllabi has to be obtained from the University. After last date no application s entertained.)	15-09-2013
06	Submission of list of transferred candidates to the A.C.E., A.N.U.	31-09-2013
07(a)	Last date for submission of details of Optional papers offered by the colleges in third year (the list may be submitted to the Coordinator, UG Exams and ACE, ANU)	31-09-2013
(b)	Submission of Staff particulars (Degree college service only) fir valuation purpose to the Coordinator, UG Exams, ANU (Theory and Practical with cadre wise experience).	30-11-2013
08	Last date for submission of master list of newly admitted I year student of 2013-2014 as per structure prescribed by University along with ICR forms to ACE, ANU.	30-09-2013
09	Dasara vacation	11-10-2013 To 16-10-2013
10	Dates for payment of Examination fees and submission of Examination Application by the students of 2013-2014 to the colleges.	13-10-2013



11	Dates of submission of gallsies of I, II and III year students to the ACE, ANU by the Colleges (The exact dates for individual Colleges will be sent by the A.C.E.)	15-11-2013 To 30-11-2013
12	Last date for submission of question paper account for all years to Coordinator, UG Exams, ANU.	30-11-2013
13	Christmas Break	23-12-2013 To 27-12-2013
14	Pongal Break	13-01-2014 To 18-01-2014
15	Commencement of practical examinations for 2013-2014	05-02-2014
16	Last date for instruction and computing attendance (All the colleges are requested to send the condonation particulars to the Addl. Controller of Examinations along with condonation amount if any collected from the students)	26-02-2014
17	Commencement of Examinations for 2013-2014	04-03-2014
18	Closure of colleges (last working day) (Number of actual teaching days on which classes such as tutorials, seminars and practicals are held or conducted is not less than 180 in an academic year excluding holidays, vacation time set apart for completing admission and time required for conduct of examinations.)	31-03-2014
19	Re-opening of the colleges for the academic year 2014-2015	18-06-2015

The academic calendar was provided by the affiliating university, Acharya Nagarjuna University, Gunter.

## Annexure – II

### ANALYSIS OF FEED BACK

IQAC collected feed-back from the students every month and analysed the data

- Majority of the students are satisfied with teaching methodologies of the teacher. (Approximately 88% on average)
- They are satisfied with the study materials provided by the teacher.
- Students are happy with the class room tests and evaluation.
- Majority of the students are not feeling burden to take up assignments and project work given by teachers.
- Some of students have expressed that more teaching aids (visual/audio) are to be used by the teacher in the class.
- Some students requested for more study tours.
- Students are satisfied with the facilities like drinking water, toilets, playground, library, gymnasium, canteen etc.
- Students who joined the Career Oriented Programme “Communicative English” are satisfied with the course.

According to the feedback of the students, the students are satisfied with regards to the teaching-learning process, administration and the facilities available.