

Annual Quality Assurance Report (AQAR)

2014-2015

(Submitted to NAAC)



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

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PRAKASAM DISTRICT, ANDHRA PRADEH.

2014-2015

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 st Cycle | B | Institution Score: 72.00 | 2005 | 28-02-2005 To 27-02-2010 |
| 2 | 2 nd 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 State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Regularity Agency approved Institution Yes No
(AICTE, BCI, MCI, PCI, NCI)

Type of institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC (2f) UGC 12B

Grant-in-aid + Self- Financing Totally Self-Financing

1.10 Type of Faculty Programme

Arts Science Commerce law

PET (Phys Edu) TEI(edu) Engineering

Health science Management

Others(Specify)

1.11 Name of the Affiliating University (for Colleges)

Acharya Nagarjuna University, Guntur

1.12 Special status conferred by Central/State Government UGC/CSIR /DST/ DBT /ICMR.....

Autonomy by State/Central Government/University

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

Annual academic audit held by CCE -filling up the format- activities to be organized-recording of activities- to get good score

2.14 Significant activities and contributions made by IQAC

Conducted work shop and meetings with teaching staff to enhance quality of education and administration. Uploaded the student feedback every month. Collected the information regarding the curricular, co-curricular and extra-curricular activities of different departments of the institution. Collected the API (Academic Performance indicators) score forms checked and uploaded the marks obtained. Conducted remedial coaching for SC & ST students.

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 one workshop are conducted. |

| | |
|---|---|
| <p>5. To observe the important days like, Republic day, Independence Day, Ozone day, AIDS day etc.</p> <p>6. To increase infra structural facilities.</p> <p>7. To take feedback on teacher appraisal from the students monthly.</p> <p>8. To help teachers assess their own performance</p> <p>9. To increase the number of students participating in Games & sports, JKC courses, and making use of the library and internet facilities.</p> <p>10. To increase transparency in administration.</p> <p>11. To add new courses</p> | <p>5. All are organised.</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. Feedback from the students is taken every month, analysed and sent to the Commissionerate of Collegiate Education.</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. The number is increased considerably by bringing awareness among the students by ward system and through suggestions in all the meetings.</p> <p>10. Achieved by displaying the fee structure, scholarship particulars and all important notices on the notice board.</p> <p>11. Three new courses are added, They are: BZC (Botany, Zoology, Chemistry) MCCS (Mathematics, Chemistry, Computer Science) and MSCS (Mathematics, Statistics, Computer Science).</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 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 | 00 | 00 | 00 | 00 |
| UG | 06 | 03 | 05 | 00 |
| PG Diploma | 00 | 00 | 00 | 00 |
| Advanced diploma | 00 | 00 | 00 | 00 |
| Diploma Certificate | 00 | 00 | 00 | 01 01 |
| Others | 00 | 00 | 00 | 00 |
| Total | 06 | 03 | 05 | 02 |

| | | | | |
|-------------------|----|----|----|----|
| Interdisciplinary | 00 | 00 | 00 | 00 |
| Innovative | 00 | 00 | 00 | 00 |

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

Core Elective options in 3rd year courses

(ii) Pattern of Programmes

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 09 |
| Trimester | 00 |
| Annual | 09 |

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.

The university introduced CBCS (Choice Based Credit system) from the academic year 2014-2015. The syllabus for the first year (Semester-I&II) was revised. New topics were introduced.

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 | 12 | 00 | 00 | 00 | 00 | 00 | 00 | 00 | 00 |

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 | 04 | 09 | 02 |
| Presented papers | 04 | 09 | 00 |
| Resource Persons | 00 | 00 | 00 |

2.6 Innovative processes adopted by the institution in Teaching and Learning

The students are provided with complete computerised notes , almost on all subjects. Students are periodically evaluated by slip tests, unit tests, quarterly, half yearly and pre final examinations. Students are monitored given suggestions regarding their academic performance through ward system. The progress of the students is brought informally to the notice of the parents through mobile messages. Remedial classes are conducted for slow learning students. Co-curricular activities like Assignments, Class room seminars, Guest lectures, Group discussions, Quiz programmes, Field trips and Study projects are organised for better understanding. Invited lectures are arranged. The teaching staff are encouraged to take-up Major and minor research projects and to undergo Orientation and Refresh courses to improve the methods of teaching. As a result, over-all teaching and learning process is improved and the quality of education is improved. To augment the regular teaching, the students are suggested to attend to Mana T.V. lessons which are telecasted all working days during the academic year.

2.7
Tota

180

1 No. of actual teaching days during this academic year

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. A common time-table is framed in the beginning of the academic year for conducting Unit tests, quarterly, Half-yearly and pre-final examinations, and the examinations are conducted accordingly. For all the examinations the valuation was done by the concerned lecturers and subsequently each student is taken care of during student counselling. Students are advised by the ward counsellors, regarding their academic improvement, attendance.

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

92

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) | 25 | 08 | 06 | 05 | 04 | 92% |
| B.Sc. (MZC) | 16 | 01 | 04 | 06 | 01 | 75% |
| B.Sc. (MPCS) | 24 | 02 | 08 | 05 | 02 | 71% |
| B.Com. (Gen.) | 23 | 05 | 03 | 09 | 05 | 96% |
| B.Com. (Comp.) | 14 | 03 | 04 | 01 | 04 | 86% |
| B. A | 22 | 02 | 04 | 09 | 06 | 94% |

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

The teaching and learning process is evaluated by the marks obtained by the students in the internal examinations and final examinations. Remedial classes are conducted to the slow learning students. The slow learners are identified by formative and summative assessment and are prescribed suitable co-curricular and extra-curricular activities accordingly. There is a ward system in the institution. Each lecturer is allotted 20 students. The ward system continuously monitors the progress of the students. With remedial coaching, the pass percentage increased considerably. The IQAC monitors the records of marks and the ward system.

2.13 Initiatives undertaken towards faculty development

| Faculty/Staff Development Programmes | No. of faculty benefited |
|---|--------------------------|
| Refresher Courses | 03 |
| UGC-Faculty Improvement Programme | 01 |
| HRD Programmes | 00 |
| Orientation Programmes | 00 |
| Faculty exchange Programme | 00 |
| Staff training conducted by the University | 00 |
| Staff training conducted by other organisations | 00 |
| Summer/Winter schools, workshops. | 00 |
| Others | 01 |

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 | 06 | 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

IQAC, in all the meetings, stresses on the importance of research. Research promotes the analytical skills in teachers and students. All the departments conduct study projects for students to inculcate interest in research. The teachers are encouraged to participate in National/International seminars and workshops and present papers there..

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 | 00 | 00 | 00 |
| Non-Peer Review Journals | 00 | 00 | 00 |
| e-Journals | 00 | 00 | 00 |
| Conference proceedings | 00 | 04 | 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

Swatch Bharath activities are conducted. NSS unit conducted plantation programme Sainik Welfare Fund was collected from people of Chirala. The amount collected, Rs. 19,801 was sent to Sainik welfare Fund, New Delhi. Anti-Tobacco rally is conducted on NSS day. A rally is conducted in the town and educated the general public of Chirala town about the problems of tobacco consumption. Ozone day was observed and competitions on ppt slide shows are conducted. International AIDS Day is observed by NSS unit and Aids awareness rally is held on 1st December.

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 | 9 | 04 | UGC | 13 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 14.42 | 21.62 | UGC | 36.04 |
| Others | 00 | 00 | 00 | 00 |

4.2 Computerisation of administration and library

Computerisation of administration is almost complete. All the bills are submitted on-line. The College has web site and e-mail. All correspondence with higher ups is done by e-mail. Internet facility is available to the administrative staff. Computerisation of library is partial and is in progress. All library transactions are done manually in open access system.

4.3 Library services

| | Existing | | Newly added | | Total | |
|-------------------|----------|----------|-------------|----------|--------|----------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 19,077 | 2,23,228 | 1,632 | 2,00,987 | 20,709 | 4,24,215 |
| 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 | 30 | 02 | 02 | 02 | 01 | ---- | ---- | ---- |
| Added | 40 | ---- | 02 | 02 | 01 | ---- | ---- | ---- |
| total | 70 | 02 | 04 | 04 | 02 | ---- | ---- | ---- |

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

There are 70 computers available in the Institution for the use of teachers, administrative staff and students. There are 5 net centres available for all the staff members. Training programmes are conducted for the students by Jawahar Knowledge Centre (JKC) and the department of English. There is an e-class room with an LCD projector, OHP, a computer system and public address system.. 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 | 0.35 |
| ii) Campus infrastructure and facilities | 0.00 |
| iii) Equipment | 0.80 |
| iv) Others | 0.00 |
| Total | 1.10 |

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., computer laboratory, library, e-class room etc. Students are nominated as members in all the committees such as Scholarships committee, Grievance Redressal committee, Career guidance cell 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 the co-curricular and extracurricular 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 at multiple levels. Each class has been entrusted with a class teacher, whom the students can approach for academic and personal counselling. These are off-classroom personal meetings in which the mentor keeps track of students' academic performance, attendance and fulfilment of course requirements. The teacher offers guidance where necessary on matters pertaining to academics. The teachers maintains record of departmental activities, marks register of evaluation, record of student activities etc. Thus by the end of 3 years, the teachers are able to maintain the progression of the students.

5.3 (a) Total number of students

| UG | PG | Ph.D. | Others |
|-----|----|-------|--------|
| 469 | 00 | 00 | 00 |

(b) No. of students outside the state

(c) No. of international students

| | | |
|-----|-----|----|
| Men | No. | % |
| | 00 | 00 |

| | | |
|-------|-----|-----|
| Women | No. | % |
| | 469 | 100 |

| | Last Year | | | | | | This Year | | | | | |
|--|-----------|-----|----|-----|-----------------------|-------|-----------|-----|----|-----|-----------------------|-------|
| | General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| | 128 | 104 | 17 | 196 | 00 | 445 | 114 | 125 | 26 | 204 | 00 | 469 |

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

- Students are counselled at various levels by teachers through JKC, Career Guidance Cell etc.
- There is a 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 organises campus interviews in collaboration with the Jawahar Knowledge Centre.

Number of students benefited 97

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 | 131 | 97 | 00 |

5.8 Details of gender sensitization programmes

In association with Mother Society, Chirala, an awareness programme against discrimination of widows in the society was organized.

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 | 308 | 15,42,510 |
| Financial support from other sources | | 55,25,936 |
| Number of students who received International/National recognition | | 2,35,308 |

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 realise the vision, the college has framed up the following objectives to follow; * To provide higher education to women from all sections of society. To serve the educational needs of the socially/economically disadvantaged sections. * To achieve 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

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 prescribed by Acharya Nagarjuna University. This Institution has no autonomy to change the curriculum. However additional inputs/ short term courses were added to the curriculum by the departments for enrichment of curriculum.

6.3.2 Teaching and learning

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

6.3.3 Examination and Evaluation

Formative evaluation is followed in internal exams as per the University guidelines. Common-core Syllabus is followed by 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 apply for research and to contribute papers to the National/International level Journals. Students are recommended study projects so as to cultivate research attitude in them.

6.3.5 Library, ICT and physical infrastructure/instrumentation

The central library has 20,709 text books, reference books 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. Measures were taken to make it user friendly. Library provides newspaper clipping service

ICT facilities are available to students and teachers. There are two computer laboratories in addition to a JKC laboratory. There are 10 computer systems for the use of both students and staff. 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 which is used for watching MANA TV live and recorded presentations.. Protected water supply is given to all students and staff members through RO system. Well-equipped laboratories for all the science departments.

6.3.6 Human Resource Management

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

6.3.7 Faculty and Staff recruitment

The faculty and staff are recruited by the Government either by direct recruitment or promotion.. The Institution has no role in the recruitment process except for guest faculty.

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, a hand book/prospectus is prepared in which information about courses, fee structure number of available seats is given. List of admitted students is pasted 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. Annual examinations are conducted by the university. No special efforts are taken up in this regard.

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. Various programmes going on in the institution, for the academic progress is explained to the parents. The parents are supportive.

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 participate to maintain cleanliness of the campus often. Ozone Day rally, anti-Tobacco rally, Swach Bharath rally are 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.

- Interactive teaching methods are adopted in the class rooms
- Motivating teachers to have research bent of mind
- Inviting eminent teachers to share their experiences with the learners

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 be involved in a number of committees for smoothing running of the institution.
- Forty computers are bought availing the 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 uploaded the same to the website of 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.
- Three new courses are added by persuading the University.

7.3 give two best practices of the institution

1. Value education programme
2. Clean and Green programme

** Details provided in annexure-III*

7.4 Contribution to environmental awareness/protection

Campus cleaning programme is organised. Plantation programme is organised. Swatch Bharath 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. Usage of plastic inside the institution is minimised

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institute wishes to add (SWOT ...)

SWOT ANALYSIS

| <u>Strengths</u> | <u>Weaknesses</u> |
|--|--|
| <p>Accreditation: This 49-year-old Institution was re-accredited by NAAC with B grade in 2012</p> | <p>Accreditation: Institution failed to get A grade</p> |
| <p>Infrastructure: 1. Being a Government College, all the government policies to enhance the quality of education are implemented. 2. Most Infrastructure is better than in many institutions with ambience and civil structures in adequate levels within the recommended norms.</p> | <p>Infrastructure: 1. Inadequate Class Rooms to match the increased students' strength. 2. Totally inadequate toilets, wash rooms and refreshing facilities. (only 3 toilets for the students) 3. Inadequate space and rooms for Computer Labs. 4. There is no Waiting Hall for students.</p> |
| <p>Administration: 1. There is an established administrative procedure initiated and regulated by the government.</p> | <p>Administration: 1. Inadequate staff 2. Lack of Training to administrative staff in Computers.</p> |

| | |
|--|--|
| <p>Learning Facilities:</p> <ol style="list-style-type: none"> 1. Well-endowed Library. 2. Appropriately equipped Laboratories. 3. MANA TV, Educational channel sponsored by SAPNET. | <p>Learning Facilities:</p> <ol style="list-style-type: none"> 1. Lack of ICT enabled Learning methods. |
| <p>Extra-Curricular Support:</p> <ol style="list-style-type: none"> 1. N.S.S 2. Sports and Games with student achievements at National Level, Zonal Level, State Level participation in different Games and Sports. | <p>Extra-Curricular Support:</p> <ol style="list-style-type: none"> 1. Absence of N.C.C training Facility. 2. Shortage of equipped play ground. |
| <p>Members of Faculty:</p> <ol style="list-style-type: none"> 1, Experienced. 2. Positive. 3. Committed to improve the standards. 4. Ready to take up Doctoral Research. 5. Willing to participate in various Seminars, Workshops etc. | <p>Members of Faculty:</p> <ol style="list-style-type: none"> 1. Poor focus on Research. 2. Lack of sufficient training to teachers with regard to innovative teaching practices.. 3. Less participation in Seminars and Workshops. 4. Less no. of Publication of Papers. |
| <p>Students:</p> <ol style="list-style-type: none"> 1. Girls 2. Majority of Girls from marginalized sections of the society and hence there is a resolute desire in them to accomplish something to enhance their economic status. 3. Students are very positive and united. | <p>Students:</p> <ol style="list-style-type: none"> 1. Natural inhibitions of being Girls. 2. Inadequate exposure to opportunities and scope for education and career. 3. Poor Skills, family burdens, early marriages of at least 25% of students.. 4. Drop outs due to low income status and poverty. |

| <u>Opportunities</u> | <u>Threats</u> |
|---|---|
| <p>Accreditation: Enormous Scope for qualifying with A grade by NAAC</p> | <p>Accreditation: Maintaining Standards in order to sustain the Accreditation in the ever increasing competitive academic environment</p> |
| <p>Infrastructure: 1. Various UGC schemes to enhance the infrastructure of the institution. 2. There is a land of 7.5 Acres available adjacent to the college</p> | <p>Infrastructure: 1. Needs of Infrastructure are ever dynamic but funding may be an obstacle.</p> |
| <p>Administration: 1. Utilising the existing Language Lab and JKC facility to enhance the Job Skills</p> | <p>Administration: 1. Disinterest, indifference, Stress and poor cooperation. 2. The existing curriculum is so vast that no free time is available for students to encash the opportunities.</p> |
| <p>Learning Facilities: 1. Enhancing the utilization of Library. 2. Self financing courses and Career focused Courses supported by UGC.</p> | <p>Learning Facilities: 1. Intense Competition and changing concepts of Learning.</p> |
| <p>Extra-Curricular Support: 1. Tapping the Creativity and Innovation Skills of the Students in Arts and Literary Activities.</p> | <p>Extra-Curricular Support: 1. Lack of self-initiative, encouragement from family and financial constraints kill the zeal and enthusiasm in students.</p> |
| <p>Members of Faculty: 1. U.G.C Minor Research Projects and Major Research Projects. 4. All the members can improve their respective Academic qualifications by taking up Doctoral Research.</p> | <p>Members of Faculty: 1. Resistance to change, Adaptation problems to enhance skills, overcoming inabilities.</p> |

8. Plans of institution for next year

- To conduct more AQAC meetings and two workshops.
- To increase number of admissions into 1st year degree courses.
- To increase pass percentage.
- To increase attendance of the students.
- To continue the best practices of Value education and Clean & green and to adopt new best practices.
- To increase infrastructural facilities.
- To continue all the co-curricular and extra-curricular activities along with the curricular activities.
- To complete computerisation of Library.
- To conduct at least one national seminar.
- To increase research orientation.
- To build an open auditorium, raising funds from alumni association.

Name M.V.RAMANA

Name

Signature of the coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure - I

ACADEMIC CALENDER FOR UNDER-GRADUATE INCLUDING ORIENTAL LEARNING & HOTEL MANAGEMENT COURSES FOR THE ACADEMIC YEAR 2014-2015

| | | |
|-------|---|--------------------------------|
| 01 | Reopening of colleges | 09-06-2014 |
| 02 | Commencement of teaching for II and II year Courses | 23-06-2014 |
| 03 | Commencement of teaching for I year Courses | 10-07-2014 |
| 04 | Last date for admission of I year Courses | 15-09-2014 |
| 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.) | 15-09-2014 |
| 06 | Submission of list of transferred candidates to the A.C.E., A.N.U. | 22-09-2014 |
| 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) | 30-09-2014 |
| (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). | 31-10-2014 |
| 08 | Last date for submission of master list of newly admitted I year student of 2014-2015 as per structure prescribed by University along with ICR forms to ACE, ANU. | 30-09-2014 |
| 09 | Dasara vacation | 29-09-2014 To 04-10-2014 |
| 10 | Dates for payment of Examination fees and submission of Examination Application by the students of 2014-2015 to the colleges. | 13-10-2014 |

| | | |
|----|---|--------------------------------|
| 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.) | 17-11-2014 To 26-11-2014 |
| 12 | Last date for submission of question paper account for all years to Coordinator, UG Exams, ANU. | 29-11-2014 |
| 13 | Christmas Break | 23-12-2014 To 27-12-2014 |
| 14 | Pongal Break | 12-01-2015 To 17-01-2015 |
| 15 | Commencement of practical examinations for 2014-2014 | 05-02-2015 |
| 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) | 25-02-2015 |
| 17 | Commencement of Examinations for 2014-2015 | 04-03-2015 |
| 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.) | 31-03-2015 |
| 19 | Re-opening of the colleges for the academic year 2015-2016 | 15-06-2015 |

The academic calendar provided by the affiliating university, Acharya Nagarjuna University, Gunter, is strictly followed by the Institution.

Annexure – II

ANALYSIS OF FEED BACK

IQAC collects feed-back from the students periodically and analyses the data

- Majority of the students are satisfied with teaching method and communication of the teacher. (Approximately 90% on the average)
- Students are satisfied with the content taught by their teachers and class discipline
- Students are being motivated by some of the teachers
- Students are happy with the classroom tests conducted by the teacher.
- Majority of the students are not feeling burden to do assignments and project work given by teachers.
- They are satisfied with the notes of material provided by the teacher.
- Some of students have expressed those more teaching aids to be used by the teacher in the class.
- Students are satisfied with the facilities like drinking water, ladies waiting hall, toilets, playground, library etc.
- Some of the students requested systems in the library reading room for internet usage.

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

Annexure – III

DETAILS OF THE BEST PRACTICES OF THE INSTITUTION

1. Value education programme

The affiliating University introduced the subject “Human Values and Professional Ethics” to all the 1st Year courses. The subject is the need of the day. Our Lecturer in Political Science was trained as resource person in the subject. The subject deals with the following topics.

* Professional ethics.* Traditional beliefs and values.* Is modern life ignoring values? * Marinating human relations.* Nationalism and patriotism.* Diverse cultures and cultural values.* Socialisation and social values.* Family as a social unit and its values.* Religious faith and values of different religions. * Do religions integrate people? * Inter-personal relationship and human values. * Awareness about the status of women.* Education as an instrument to raise the status of women?

Apart from regular class room teaching, the resource person conducted extra classes to all the first year students. These interactive classes are useful to the students in making them honest citizens with values and to create an ideal society.

2. Clean and Green programme

Clean and Green campus creates a pleasant atmosphere in the Institution, which helps effective teaching and learning process. So the Institution took up the Clean and Green programming. The programme involves the following activities.

*Cleaning the campus. *Decreasing usage of plastic. * Plantation. * Watering the plants. * Pruning * Protecting the trees. * Conducting rallies to bring awareness in the general public.

The programme brought awareness about our responsibility towards environment. The activities are organised by NSS and Eco-Club.

The IQAC planned to continue these practices and to adopt new Best Practices.