



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		GOVERNMENT DEGREE COLLEGE, SRUNGAVARAPU KOTA
• Name of the Head of the institution	Dr Ch. Kesava Rao	
• Designation	Principial	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	08966266046	
• Mobile No:	9490430356	
• Registered e-mail	skota.jkc@gmail.com	
• Alternate e-mail	chendakesavarao@gmail.com	
• Address	Near Punyagiri Temple, Srungavarapu Kota	
• City/Town	Srungavarapu Kota	
• State/UT	Andhra Pradesh	
• Pin Code	535145	
2.Institutional status		
• Affiliated / Constitution Colleges		
• Type of Institution	Co-education	
• Location	Rural	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Andhra University				
• Name of the IQAC Coordinator	Dr. CVS Ravindranath				
• Phone No.	08966266046				
• Alternate phone No.	9247547541				
• Mobile	9247547541				
• IQAC e-mail address	skota.jkc@gmail.com				
• Alternate e-mail address	ravindranathcv@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/generatePDF_aqar/eyJpdjI6Im9xTmlIRisybGJIZE5SNloyWnN2Nwc9PSIsInZhbHVlIjojNUUpnQytJQWNCdnpRcmpScWV6d3h1QT09IiwibWFjIjojYmQyOTZjZTh				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	Yes				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.03	2007	10/02/2007	09/02/2012
Cycle 2	B	2.18	2014	24/09/2014	23/09/2019
6.Date of Establishment of IQAC	10/07/2007				
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9. No. of IQAC meetings held during the year	5	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
Conducting all important days like World Health Day, World Women's Day etc. with passion and fervor		
Creating Awareness among students and staff about Covid-19 precautionary Measures		
Motivating the students to prepare for competitive exams since their joining the institution		
Encouraging the teaching fraternity to participate in seminars, workshops and conferences and present papers		
Identifying the gifted students and slow learners and planning the teaching methods accordingly to benefit all kinds of the students		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Academic and extra-curricular activities are planned	Successfully conducted all the activities as planned
Campus Cleaning, inculcating personal hygiene awareness among students and thereby educating their parents	Clean environment and healthy living makes better students
13. Whether the AQAR was placed before statutory body?	No
Name of the statutory body	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2023	05/01/2023
15. Multidisciplinary / interdisciplinary	
Since the institution is a non-autonomous college, it cannot design its own syllabus. As of now, the college offers conventional courses like B.A (History, Politics, and Economics), B.Com (General), B. Sc (Maths, Physics and Chemistry), B. Sc (Maths, Physics and Computer Science) and B. Sc (Botany, Zoology and Chemistry) only. The syllabus is designed by APSCHE (Andhra Pradesh State Council of Higher Education) and the exams are conducted by the affiliated university i.e. Andhra University, Visakhapatnam. But the Life Skills and Skill Development Courses introduced in the year 2020-21 provide scope for the students the experience of Multidisciplinary/ Interdisciplinary knowledge. For instance, 'Information and Communication Technology' and 'Environmental Education' are common for all groups; Arts, Commerce and Science.	
16. Academic bank of credits (ABC):	
Since our institution is a non-autonomous one, it has not yet registered under the ABC to permit its learners to avail the benefit of multiple entries and exit during the chosen programme. As of now, the college offers conventional courses like B.A (History, Politics,	

and Economics), B.Com (General), B. Sc (Maths, Physics and Chemistry), B. Sc (Maths, Physics and Computer Science) and B. Sc (Botany, Zoology and Chemistry) only. The syllabus is designed by APSCHE (Andhra Pradesh State Council of Higher Education) and the exams are conducted by the affiliated university i.e. Andhra University, Visakhapatnam. If Andhra Pradesh State Council of Higher Education and Andhra Pradesh Commissionerate of Collegiate Education come up with the implementation of Academic bank of credits (ABC) in the institution in view of NEP 2020, the institution is bound to adopt it categorically.

17.Skill development:

Since the institution is a non-autonomous college, it cannot design its own syllabus. As of now, the college offers conventional courses like B.A (History, Politics, and Economics), B.Com (General), B. Sc (Maths, Physics and Chemistry), B. Sc (Maths, Physics and Computer Science) and B. Sc (Botany, Zoology and Chemistry) only. The syllabus is designed by APSCHE (Andhra Pradesh State Council of Higher Education) and the exams are conducted by the affiliated university i.e. Andhra University, Visakhapatnam. But the Life Skills and Skill Development Courses have been introduced since 2020-21

There are 4 Life Skill Courses with an objective to inculcate the required simple life-long skills. A new set of 4 Skill Development Courses are also introduced with an intention to train students in broad-based multiple career oriented general skills, in Arts, Commerce and Science streams but open to all students.

Two Skill Enhancement Courses will be offered for each domain subject, in Semester V. The two Skill Enhancement Courses of each domain subject will be linked for a wider basic and practical experience to students

Semester	No. of Courses	Choices
I	01	Computer Applications
		Human Values and Professional Ethics
		Entrepreneurship
II	01	Information and Communication Technology
		Indian Culture and Science

III	02	Elementary Statistics
		Health and Hygiene
		Personality Development and Leadership
		Analytical Skills
		Environmental Education

SEM	No. of Courses	Stream - A (Arts)	Stream- B (Commerce)	Stream- C (Science)
I	01	Tourism Guidance	Secretaryship	Electrical Appliance
		Public Relations	Insurance Promotion	Plant Nur
II	02	Journalistic Reporting	Agricultural Marketing Business	Solar En
		Survey & Reporting	Communication	Fruit & V Preserva
		Social Work Methods	Advertising	Dairy T
		Performing Arts	Logistics & Supply Chain	Food Adu
III	01	Financial Markets	Online Business	Environm
		Disaster Management	Retailing	Poultry

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Most of the students hail from rural or tribal areas. They studied up to Intermediate in the medium of their mother tongue, i.e. Telugu. Since 2021, English Medium has become mandatory for all the students as per the Andhra Pradesh Government policy. But our college offers only Telugu as the Second Language. Yet the lecturers are always ready to use the vernacular whenever the situation demands. Essay Writing and Debate Competitions are held both in English and Telugu. Students are encouraged to write articles for

college magazine in English, Hindi or Telugu. During the Annual Day, Fresher's Day, Farewell Day and other important celebrations, the students are encouraged to perform their skills that showcase their penchant for Indian culture and traditions and their local festivals and customs.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Our lecturers always try to know what the best is for their students as per their capabilities and interests. They are instructed to have the precision on what they want their students to know, understand and be able to do. They focus on helping students to develop the knowledge, skills and personalities that will enable them to achieve the intended outcomes that have been clearly articulated. The lecturers are aware of what the curriculum is designed for and they have clarity on the intended outcomes that students are to achieve by the end of the program. All their instructional decisions are made to ensure achieve this desired end result.

20.Distance education/online education:

Our college encourages Offline as well as Online education as per the need of the hour. Teaching-learning process happens not only through the traditional methods but also through Digital and Virtual class rooms. During the Covid -19 pandemic, teaching was done exclusively through Online Mode. Our lecturers are well versed in using Blended Teaching-Learning methods and our students learn via electronic and online media as well as traditional face-to-face teaching.

Extended Profile

1.Programme

1.1 3

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

File Description	Documents
Data Template	View File

2.Student

2.1 157

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **79**

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

File Description	Documents
Data Template	View File

2.3 **33**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **11**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **12**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	3
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	157
Number of students during the year	

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File Description	Documents
Data Template	View File

3.Academic

3.1	11
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	12
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	15
Total number of Classrooms and Seminar halls	
4.2	0
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	24
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
Our institution is affiliated to Andhra University, Visakhapatnam. The curricular plan designed by the University and placed in its official website is followed by our institution. Simultaneously our IQAC prepares an action plan for additional inputs and extra-curricular activities in the beginning of the academic year. We are also governed by AP State Government through our Commissionerate of Collegiate Education Andhra Pradesh and implement their instructions from time to time. Our authorities annually conduct Academic Audit to inspect the quality aspects followed by the institutions and assess the standard of the institution. The senior academic advisors deputed by APCCE verify all academic aspects and offer valuable suggestions which enable the institutions to improve their functionality to secure a better rank in the next NAAC assessment. Commissionerate of Collegiate Education (CCE), Govt. of Andhra Pradesh has introduced OTLP app to submit the Attendance log for Online and offline classes as per the scheduled Time-Table. All the faculty members uploading	

scheduled classes every day in OTLP app and the submitted data regularly reviewed and monitored by CCE, AP. Remedial classes are conducted for the betterment of slow learners. Special coaching classes covering the contents of university CET examinations and competitive examinations are conducted to advanced learners. Our college collects feedback on the syllabus and its transaction at the institution from stakeholders such as Students, Teachers, Employers and Alumni.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://sche.ap.gov.in/apschehome.aspx

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

Our college follows its academic calendar in line to Andhra University in conducting all the academic activities including continuous internal evaluation. Examination Committee schedules the dates of internal examinations in consultation with all the faculty members and intimate the same to the students well in advance. Question papers also prepared as per the guidelines of the university by respective departments. Internal marks of the students will be uploaded to the university after the thorough verification by respective faculty members. As per the time lines fixed by the university all the academic activities such as coverage of syllabus, remedial classes to slow learners and conduct of internal examinations will be completed. If any discrepancy occurs in coverage of syllabus, it will be managed by taking special classes. All the academic activities of the college are regularly reviewed and monitored by the Principal. Special lectures or guest lectures arranged by the departments are intimated to students well in advance to ensure maximum attendance.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.andhrauniversity.edu.in/student-corner/academic-calendar.html

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	D. Any 1 of the above								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Details of participation of teachers in various bodies/activities provided as a response to the metric</td><td>No File Uploaded</td></tr> <tr> <td>Any additional information</td><td>No File Uploaded</td></tr> </tbody> </table>	File Description	Documents	Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded	Any additional information	No File Uploaded			
File Description	Documents								
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded								
Any additional information	No File Uploaded								
1.2 - Academic Flexibility									
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented									
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented									
6									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>No File Uploaded</td></tr> <tr> <td>Minutes of relevant Academic Council/ BOS meetings</td><td>No File Uploaded</td></tr> <tr> <td>Institutional data in prescribed format (Data Template)</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Minutes of relevant Academic Council/ BOS meetings	No File Uploaded	Institutional data in prescribed format (Data Template)	View File	
File Description	Documents								
Any additional information	No File Uploaded								
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded								
Institutional data in prescribed format (Data Template)	View File								
1.2.2 - Number of Add on /Certificate programs offered during the year									
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)									
0									

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

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

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

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

1.3 - Curriculum Enrichment

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

For all the UG programs, the following courses were introduced by the affiliating university under part II of Foundation Courses with effect from the year 2020-21.

LIFE SKILL and SKILL DEVELOPMENTCOURSES

1. Human Values and Professional Ethics

2. Environmental studies

3. Food Adulteration

4. Fruits and Vegetable Preservation

5. Plant Nursery

6. Electrical Appliances**7. Solar Energy****8. Dairy Techniques****9. Information and Communication Technologies****10. Communication and Soft Skills****11. Insurance Promotion****12. Online Business****13. Personality Development and Business Leadership (PDBL)****14. Tourism****15. Agricultural Marketing****16. Social Work**

Special talks are arranged by the college for creating environmental awareness and to develop human values and professional ethics among students. Two NSS units take care of campus cleaning programs in regular intervals. During the celebration of important days in college, the principal and lecturers give illuminating talks to create awareness among students on water & power conservation, uses of tree plantation, rain water harvesting etc. Women Empowerment Cell deals with the issues of gender grievances. Anti-ragging committee plays key role in avoiding ragging among the students. Eminent academicians and professionals are invited to deliver lectures on human values, professional ethics, family values and stress management.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year**0**

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships**0**

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://docs.google.com/spreadsheets/d/1qb4eBnZtSoy3mzHZ2QxIw9cX03QhMqNYA9PTcjIxmK/edit?usp=sharing

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

160

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

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

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

157

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Yes.

The institution on a regular basis assesses the learning levels of the students. Mentor- mentee system is in place wherein each class is allocated to a particular teacher. The teacher selectively use several direct and indirect methods of assessment like oral questioning, slips tests, assignments etc to classify the students into slow learners and advanced learners. The institution organizes special programmes for slow and advanced learners.

For advanced learners

1. Student seminars, quiz programmes, group discussions are conducted for the benefit of advanced learners.
2. Field trips and field visits are organized for the advanced learners.
3. Study/Field projects are assigned to advanced learners.
4. Deputation of students to academic competitions conducted by other colleges.
5. Reference books are provided to advanced learners.
6. Issue of additional text/ reference books from the central library.

For slow learners

1. Personal counseling is provided by the mentor to the slow learners.
2. Remedial classes and tutorial classes are organized to slow learners to strengthen the fundamental concepts and compete with

their peers.

3. Study material and questions banks are provided free of cost to economically poor students.

4. The progress of the slow learners is regularly monitored.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
285	11

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

To make the learning experience healthier for the students, the learning process is made more student-centric. Latest and effective pedagogical methods are used by the teachers to enhance the learning experiences of the students. Experimental Learning is encouraged through the project works as prescribed in the curriculum. Field trips and field visits are being organized. Students are motivated to participate in inter-collegiate and Interuniversity quiz, elocution and essay writing competitions. Academic competitions are regularly conducted in the institution on important days. Problem solving methods are part of the teaching plans prepared by the teachers to impart the necessary skills to the students in understanding the problem, identifying the viable solutions to the problem and evaluating the results. They provide an opportunity to the students to apply the knowledge, techniques and skills acquired by them during the course work to solve the real[1]life problems and they improve the critical thinking in the students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

ICT tools are used by the teachers and students whenever the topic demands its use. Three digital class rooms and one virtual class room in the institution are well equipped and are optimally used by the teachers to make the learning process student-centric. Teachers are trained from time to time in the effective use of ICT-enabled tools. There is a LCD projector in the institution which is used on special occasions. During the Covid waves, Online classes were taken up in a very effective manner despite many practical problems. LMS portal of APCCE (ccelms.ap.gov.in) is effectively used to demonstrate the concepts. Training programs are conducted to all the faculty members by computer faculty for effective usage of ICT equipment available in the college in the regular teaching-learning process.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

11

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

11

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

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

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

3

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

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

2.4.3.1 - Total experience of full-time teachers

53

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

2.5 - Evaluation Process and Reforms

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

A transparent mechanism is followed while doing internal assessment. Being an affiliated institution, the institution conducts internal assessment as per the academic calendar of the affiliating university. 25% of the weightage is given to the internal assessment. In a semester, two internal exams are conducted for assessment. The schedule of the internal exams is circulated to the students at the beginning of the semester. The mentors sensitise the students about different internal assessment methods that are being used and the way in which the internal assessment is being carried out in an efficient and transparent manner. Internal assessment is conducted through slip tests, assignments, viva voce etc. The teachers conduct the internal assessment as per the schedule. The examination cell of the Institution monitors the Internal assessment process. The marks obtained in the internal exams are shared with the concerned students and doubts about the evaluation raised by the students are clarified by the teachers..

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

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

The college has a well-established mechanism to deal with the internal examinations related grievances in a transparent, timebound and efficient manner. The examination committee of the institution monitors the Internal examinations conducted by the teachers in the institution. Students can raise any grievance

related to the internal exams with the examination committee. All the grievances that are received and the decisions on the grievances have to be recorded from time to time and informed to the principal of the institution. As the head of the institution, the principal being the head of the institution monitors the grievance redressal mechanism in the institution and gives necessary suggestions to the examination cell to increase the effectiveness of the mechanism.

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

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

As our college is an affiliated college to Andhra University, Visakhapatnam, it follows the curriculum as prescribed by the university concerned. IQAC in the college plays an active role in the preparation of course outcomes and Programme outcomes. It sensitises the teachers about the preparation of programme outcomes and course outcomes in alignment with the prescribed syllabus. The course outcomes of each course are prepared by the teachers at the departmental level. The programme outcomes are prepared after deliberation by the teachers of different departments which are offering a particular programme. Programme outcomes and course outcomes are placed in the college website and in the notice board. They are communicated and explained to the students at the beginning of the programme of study and at the beginning of each course. Copy of the programme outcomes and course outcomes are also placed in the departments. From the academic year 2020-21, the college will adopt the revised outcome-based curriculum designed by the Andhra Pradesh State Council of Higher Education (APSCHE) in alignment with the Learning Outcome-based Curriculum proposed by University Grants Commission (UGC). In this revised outcome-based curriculum, the course outcomes are clearly stated in tune with the curriculum proposed for a particular course.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The Institution regularly evaluates the performance of students through various methods which include a combination of formative and summative evaluation. Evaluation Process is provided through University Examinations, prefinal exams, internal and home assignments, unit tests. The faculty records the performance of each student on each programme outcome throughout the year. Besides each faculty is assigned with mentor-mentee scheme under which specific number of students are provided with special guidance to assigned programme. Remedial coaching is also provided to slow learners and economically backward class students. University examination are evaluated for 75% of total marks and institution for 25% marks for internal assessment

The affiliating University conducts examinations as per semester and annual pattern through which the institution measures programme outcomes based on the course attainment level fixed by the programme. Students are also assessed and evaluated throughout the year at institutional level through internal exams likes unit tests and terminal examination and the performance of the student is analysed for assessing the attainment level of programme outcomes and programme specific outcomes.

The Institution collects feedback from students, Alumni, Employers and Parents which is an important method of measuring attainment with objectives of identifying the attainment level of students in terms of programme, subject, course and syllabus outcomes and to understand the impact of teaching learning process.

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

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year****10**

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

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

https://docs.google.com/forms/d/1-KBw8U1-FB2fLwZKKc5RL0zV13-cUxyKcIjqws0rDfY/edit#response=ACYDBNh0e2hIwvFYQtZ9CmRFgFguRb71CtR5n4HZ2s_sdD4n90c7twoTBaznPMWGz7ydr6A

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****0**

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

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year****0**

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****0**

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The college organized several extension activities. Students and teachers were encouraged to participate in such activities organized by the state and central governments.

- 1. Our college actively participated in Vanam-Manam program with District Forest Department/ Youth Red Cross.**
- 2. Our college students and Youth Red Cross Society participated in Soap distribution in Punyagiri village.**
- 3. NCC and NSS actively involved in AIDS awareness program. Recently, Red Ribbon club created awareness about AIDS in the adopted village.**
- 4. Teachers and students of this college actively took part in clean and green programmes.**
- 5. Women Empowerment Cell distributed women sanitary napkins in collaboration with Government ASHA (Accredited Social Health Activist)workers.**
- 6. Our institution and Indian Red Cross Society provided Covid-19 screening kits to neighborhood community.**
- 7. We participated in blood donation camp conducted by APSRTC**

(Andhra Pradesh State Road Transport Corporation),
Srungavarapu Kota.

8. Our college students actively participated in 2K Run organized by Nehru Yuva Kendra, Vizianagaram.
9. Our college NCC unit provided Bandobast at Punyagiti temple with S. Kota circle police station.
10. NCC unit conducted Swatch Bharath Campus Clean activity.
11. Corona vaccination drive and awareness program was conducted by NSS.

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

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

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

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

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

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

13

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

763

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

6

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has the required physical infrastructure like classrooms, science laboratories and computer laboratories to cater to the needs of students.

1. Infrastructure details

1. Total no of class rooms : 10
2. Total no of laboratories : 2
3. Total no of digital classrooms : 3
4. Total no of virtual classrooms : 1
5. Total no of Computers, Student & Computers Ratio: 25, Ratio 13:1
6. Total no of printers : 2
7. Total no of Xerox facility : 2
8. Total no of Wi-Fi routers : 5
9. Seminar halls : 1
10. Details of sports facilities : 2 acre play ground
11. Gymnasium (No of stations) : 1
12. Rooms for administration : 1
13. Toilets for staff (Men/Women/Differently abled) : 1 + 1 + 0
14. Toilets for students (Men/Women/Differently abled) : 3 + 2 + 0
Divyangan friendly facilities (Ramps/Lifts/Softwares) : Ramp
15. No of fire extinguishers in the labs and corridors : 1
16. Solar energy details - LEDs , Green Audit Status : 10 KV, ISO
17. Library : 1

18. No. of Books & Journals : 7354
 19. E-journals : N- List
 20. Nlist subscription : Yes
 21. Women's waiting hall : 1
 22. Grievance Reddressal Cell : 1
 23. ELL : 1
 24. JKC Lab : 1
 25. Computer Labs : 1

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

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

The college has adequate facilities for sports, games (both indoor and outdoor), gymnasium, and cultural activities. The facilities available for outdoor sports and games are, a multipurpose large playground for sports like athletic events and outdoor games like cricket, football, badminton, volleyball, kabaddi etc,. The college maintains its own fitness center/gymnasium. It is located within the college campus and possesses good equipment for free weight exercise, bodyweight exercise, resistance band exercise, and stretching exercises. It consists of a treadmill, exercise cycles, etc., The college has a seminar hall for performing cultural activities and Yoga.

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

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

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Library is automated {Integrated Library Management System (ILMS)}. Name of the ILMS software is SOUL.. Nature of automation is fully automated. Version is 2.0. Year of automation is 2015.

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

4.2.2 - The institution has subscription for the **E. None of the above**

following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

40

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

Up-gradation of both hardware and software is being done depending

upon the necessity and requirement for computers meant for administration and for teaching. The same up-gradation is being extended to the computers in the departments. In addition, software for the computers in the labs is being updated on regular basis in tune with curriculum upgradation.

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

4.3.2 - Number of Computers

25

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

0

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

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

The procedures and policies for maintaining and utilizing these support facilities are as per the rules and guidelines framed by the State Government of Andhra Pradesh and Commissionerate of Collegiate Education AP. Some of the important guidelines and notices are displayed in the college office notice boards.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

197

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

0

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

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

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**0****5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year****0**

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

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

A. All of the above

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

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

2

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

2

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Each class also has a Class Representative who acts as a bridge between her/his fellow students and the teachers. He/She ensures timely dissemination of information regarding events, examinations, and even learning material.

The institution conducted Co-curricular activities in the following areas. ? Seminars ? Quizzes (offline and online) ? Essay writings ? Debates ? Field trips ? Industrial visits ? Historical tours The institution also conducted extracurricular activities in the following areas. ? Sports ? Yoga ? Mountaineer club ? NSS ? NCC ? Youth club ? Red ribbon club

? Eco club ? Consumers club

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

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

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

3

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

5.4 - Alumni Engagement

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

The Alumni Association has yet to be registered. It is being planned to register the Association shortly and organise good number of Alumni Meetings so as to make it contribute significantly to the development of the institution through financial and other support services.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision

To provide quality education, while equipping students with knowledge and skills in their chosen stream, inculcate values, identify their hidden talents, provide them opportunities to realize their full potential and thus shape them into future leaders, entrepreneurs and above all good human beings.

Mission

- 1) To create and maintain an environment of excellence in education through technological advancements, effective and innovative methods of pedagogy and evaluation
- 2) To enable the students with multidisciplinary global competencies by providing them state-of-the-art institutional infrastructure and excellent human resources
- 3) To integrate in the students the ennobling virtues of truth, fairness, tolerance and co-operation through teaching soft skills and moral education
- 4) To sensitize them with a sense of appreciation of traditional and cultural inheritance of the nation through an integrated curriculum
- 5) To empower the students with employability skills by imparting training in entrepreneurial and life skills.

Highly qualified faculty and good physical infrastructure imparts quality education to the students. Besides providing quality education, the students are trained through Jawahar Knowledge Centre (JKC) and Andhra Pradesh State Skill Development Corporation (APSSDC) to equip them with global skills. Institution through its prescribed curriculum and supporting services like NSS, NCC and RRCimbibe human values among the students. The institution's vision and mission reflect the distinctive characteristics of the institution. The college caters to the educational, social, cultural, ethical and economical needs of the society.

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

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

The Principal decentralizes the various responsibilities and duties to the departments and committees to operate freely in discharging their duties. Important developmental plans are discussed by the Principal along with all the committee members. These meetings are consultative in nature and enable appropriate decision making. Each department drafts its annual academic plan which will be in conformity with the institutional plan of the college. The timetable committee along with all the departments frames the time table for the college. The In-charges of each department in coordination with their respective faculty formulate annual action plan for the academic year. Later, IQAC of the college consolidates these action plans and prepare action plan of the institution for that academic year. The head of the institution along with IQAC coordinator monitors the execution process. Class representative for each class is nominated based on their academic merit. In addition to this, feedback by stake holders on the quality of the education, infrastructure and other facilities provided by the institution is collected and analyzed to fill the lacuna in the execution of the action plan. This practice of decentralization and active participation of students in governance promote the coordinative, collaborative team work. All the stake holders are included in the college management for its smooth functioning. Faculty are involved through various committees for the day to day maintenance of the college.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Government Degree College, Srungavarapu Kota was established in the year 1984 by Government of Andhra Pradesh. The college is affiliated to Andhra University, Visakhapatnam. It is co-educational and is offering five (05) undergraduate courses, namely B.A (History, Economics, Political Science), B.Com, BSc (Maths, Physics, Chemistry), BSc (Maths, Physics, Computer Science) and BSc (Botany, Zoology, Chemistry). The college is most accessible and is catering to the educational needs of rural

students in Vzianagaram district of North Coastal Andhra Pradesh. The college is located in Srungavarapu Kota which is a Municipality and is well connected by road and rail to the port city of Visakhapatnam. The college evolves a planned approach for development of the college through CPDC/Staff Council deliberations on the basis of resources available. This institution endeavours for 'transparency and accountability' as a motto in all its academic and administrative matters.

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

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

At the institutional level, the Principal is the academic and administrative head. The decisions regarding the administrative and academic affairs of the college are taken by the CPDC or the Staff Council after thorough deliberations. The academic decisions at this level are taken duly considering IQAC's recommendations. The Principal guides the process of implementation through various committees by involving both academic and non-academic staff etc. CCE (Commissioner of Collegiate Education) is an administrative controlling head of both Government and Aided Degree Colleges in the state. RJDCE (Regional Joint Director of Higher Education) is the head of the regional office inspects degree colleges, conducts enquiries in both government and aided colleges. Recruitment by selection is done by Andhra Pradesh Public Service Commission (APPSC) and accordingly CCE/RJDCE issues appointment proceedings. Promotions and Career Advancement Schemes (CAS) will be taken up by the CCE following rules and regulations meant for the purpose. College planning and Development council (CPDC) prepares comprehensive development plan of the college and recommends the introduction of new academic courses. Our college is affiliated to Andhra University, Visakhapatnam. It frames academic schedules, syllabus as per CBCS pattern and conducts semester exams.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The College is a Government educational institution run by Andhra Pradesh State Government. As such, the AP Government's Welfare measures for employees are applicable for teaching and non-teaching staff.

1. Andhra Pradesh Government Life Insurance (APGLI): This is a Social Security measure for the welfare of Government Employees and mandatory for all.

2. Group Insurance Scheme: This is a group Life insurance protection cover offered by Life Insurance Corporation. This is mandatory for all government employees in the state.

3. Employees Health Scheme: Employees Health Scheme is formulated to provide cashless treatment to the employees, pensioners of the State Government and their dependent family members.

4. Government Provident fund (GPF): The AP General Provident Fund a social security measure for the subscribers' family in case of his death or if he survives until retirement it is an additional source of income for the subscriber after retirement.

5. Andhra Pradesh Employees welfare fund: Membership to this fund is mandatory for all state government employees.

6. Eligibility to get loans from all the Nationalized and Private Banks: Home loans, Educational loans for children, Car Loans etc. are offered by the banks to the employees.

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

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

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

0

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

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

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

0

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

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

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

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

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

The performance of the teaching staff is evaluated periodically at two levels by the head of the institution and Commissionerate of Collegiate Education through well-established procedures. The College requires that the teachers furnish Annual Self - Appraisal

Report (ASAR) form every year, available on the CCE (Commissionerate of Collegiate Education) website. Through this form, a teacher can showcase his/her continuous professional development (paper presentations, publications, seminars and conferences attended) etc. The IQAC of the college assesses the report submitted by the faculty . Next, the departments fill a self assessment proforma and prepare an Action Taken Report, appraised by the external auditor who is an expert in the discipline. The link for ASAR is available on the website for the teachers to fill the annual performance appraisal report.

Teacher's Evaluation by Students: Students are given the opportunity to provide their feedback of the teachers. As per the procedures outlined by the IQAC, the feedback forms are available online on College website. These forms are then evaluated by TIC and the Principal of the institution with the help of IQAC who analyses all the reports and meets with teachers with constructive feedback and corrective measures.

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

6.4 - Financial Management and Resource Mobilization

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

The Principal is vested with financial powers. He is the chief custodian of all resources of the college including finances and works out plans for utilization of college funds in consultation with the Staff Council and CPDC. The institutional accounts are audited by two mechanisms internal and external. The UGC accounts are regularly audited by the local auditors at institutional level while the internal audit is done by the official team of the Regional Joint Director of Collegiate Education, Rajaumundry. The external audit is done by the officials of the Accountant General, Government of Andhra Pradesh. Following are the source documents that are reviewed during audits: Cash books of different categories, service registers, register of increments, pay bills, pay bill register, leave account register, GPF advance register, pay fixations, last pay certificates, allowances sanctioned,

register of loans, register of recoveries, pension register, reconciliation register etc.

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

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

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

0

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

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

The major sources of institutional funding are from UGC, Government of Andhra Pradesh through the Commissionerate of Collegiate Education, Rashtriya Uchatar Siksha Abhiyan (RUSA), Special fee and CPDC. The institution sends proposals to the University Grants Commission (UGC) for additional grants under various schemes, RUSA for the development of infrastructure and equipment. After receiving the grants, Principal being the disbursing officer meticulously follows established procedures involving Finance Committee, the Purchase Committee, RUSA Committee and the College Office before it is finally disbursed to the concerned person or the respective department(s). The institution utilizes its resources for construction and up-grading infrastructure depending upon the academic requirements. The college incurs expenditure on addition and upgradation of capital assets like computers, ICT enabled teaching aids, laboratory equipment and apparatus, as such other assets. The balance sheet of the college gives idea about the expenditure incurred on

purchases. Office obtains "Utilization Certificates" for the expenses incurred. In order to ensure transparency in utilization of the financial resources of the college, the accounts of the college are being audited regularly and the same are submitted for verification to the teams from RJDCE and Auditor general of A.P during their visit for inspection to the college.

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

6.5 - Internal Quality Assurance System

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

With regards to quality assurance, the institution is committed to provide consistently quality higher education and student support services through appropriate teaching[1]learning strategies, evaluation and student-centred activities. IQAC strives to achieve the benefits in the educational sector by improving efficiency, increasing transparency and accountability of administrative activities, faster access to services and reducing costs for administrative services. At the beginning of each academic year, IQAC frames institutional calendar duly incorporating the institutional plan with curricular, co-curricular and extra-curricular activities. It is communicated among all the staff and students. Accordingly, the in-charges of the departments in coordination with their faculty prepare departmental action plan, annual curricular plans and implement scrupulously. The implementation is reviewed through staff council meetings, departmental meetings, circulars and even through informal interactions by IQAC. Any lapses are addressed immediately. Apart from this, any quality assured initiatives conducted by any department/committee/cell of the institution is monitored, mentored and implemented through participative management and internal coordination by IQAC. All these strategies and processes help in taking the institution to higher level.

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

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

The institutional reviews on teaching-learning process, structures & methodologies of operations and learning outcomes at frequent intervals through IQAC are reviewed by the internal academic audit team. Departmental reviews involving students and teachers are done in CPDC, IQAC and Staff Council meetings. District level monitoring is done through District Resource Centre (DRC). CCE's reviews are administered through live video conferences and teleconferences. Peer review is conducted by the academic advisors of CCE, A.P during academic audit. Assessment of Annual Performance Indicators (API) of individual teachers is done by CCE, A.P. Though, the teachers are conferred autonomy with regard to teaching-learning process, their strategies are positively guided by the control mechanisms at various levels, which have reinforcing effect on curriculum transaction.

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

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

A. All of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Women Empowerment Cell of the college has been established with an objective to sensitize girl students on gender equity issues, create awareness about their rights accorded in the constitution, enhance and inculcate life skills to face varied situations in life and to impart knowledge to withstand competition and to prove their skill, to redress the grievances of girl students and thereby to attain gender equity. The Women Empowerment Cell plans its activities before the commencement of the academic year keeping in view the above said objectives. The activities of the cell are planned in such a way that they neither overburden the students not create a hitch with the other academic activities of the institute. The cell undertakes broadly sensitization and awareness programmes, skill enhancement development programmes, career advancement programmes and personality development programmes. Every year after the commencement of academic year anti-ragging and gender sensitization programme is undertaken for the benefit of freshers to the college in particular and girls students in general. Police officials also attend to the programme and address the students. Senior faculty members advise students about the hygiene and its importance in their personal life and in maintenance of the campus cleanliness. The cell organizes seminars on issues related to gender equity by inviting resource persons from university and institutes of higher education.

File Description	Documents
Annual gender sensitization action plan	Yes
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	a, b, c

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

The college has been maintaining clean and green environment by promoting Swachh Bharat and green campus activities. The campus is cleaned regularly. There are two NSS units in campus conducting many activities for welfare of college and society. The NSS units with volunteers actively participate in Swachh Bharat programmes like cleaning college campus. Most of the waste from the college is solid waste like dry leaves and papers. We use dustbins for every classroom. Dustbins are maintained in all the departments and important places in the campus. Paperless communication is reducing usage of paper. In our campus we are encouraging green campus activities like plantation programmes which are conducted every year by NSS units. Our college is a green campus with many plants.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded
7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	
B. Any 3 of the above	
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows:	
1.Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants	
B. Any 3 of the above	
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit	
C. Any 2 of the above	

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

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

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

Most of the students hail from rural tribal villages. All most all the students belong to Scheduled Tribes and they are economically

backward. Majority of the students are Hindus though there are a few students who follow Christianity. Yet they celebrate all Hindu festivals along with Christmas. All students' mother tongue is Telugu. There is never any kind of religious intolerance or hatred among the students. They mingle among them harmoniously without any differences.

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

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

Our college abides by the constitution and respects its ideals and institutions, the National Flag and the National Anthem. Every Monday, in the college assembly, we do practice National Anthem and pledge to remain and remind to be good citizens with humanity, fraternity, respecting elders, to be loyal to the sovereignty, unity and integrity of India. We unfurl the national flag on Independence Day, Republic day and the days of National Importance. We observe national holidays in true spirit respecting each religion. There are no cases or instances of abuse in the name of religion, caste and creed. There are no cases of atrocity. There is no gender bias and injustice. All are respected and treated equally. Learning is made easy with blended learning to liberate the students from the fear factor. Liberty is also given to express their ideas, views, freedom to express injustice or exploitation in any manner (if at all they faced). Students counseling cell, women empowerment cell, discipline committee, student's redress cell, and staff council are there in safeguarding the rights of liberty. All the stake-holders are given equal opportunities and rights. Equality and fraternity in every aspect is being observed. This college observes some common code like uniform (dress code) common library and sports. Cultural and annual events participation is common to both the genders. There is no discrimination, no ragging. Human values and professional ethics is a foundation course in the curriculum.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

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

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

The institution regularly celebrates and organizes all national and international commemorative days, events and festivals without fail. The students are informed well in advance about these events and their importance. They include Yoga Awareness Program, National Education Day, Indian Constitution Day, World AIDS Day, World Human Rights Day, Energy Conservation Day, Mathematics Day, Subhash Chandra Bose Birth Anniversary, National Voters Day, Republic Day, Independence Day, Women Empowerment Day, Clean and Green Program, International Mother Language Day, National Science Day etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

1) As the institution has adopted three nearby rural villages, our students conducted awareness campaigns on the issues such as Importance of Literacy, Population Control, Voter Enrollment, Gender Equality, Personal Hygiene, Dengue and Viral Fever Care etc. many times a year and also identified the common problems of the villagers and brought them to the notice of the local Panchayat and Revenue departments and could successfully got resolved some of them.

2) The college is located at the foot of a popular temple called Punyagiri Shiva Temple and our NCC and NSS units jointly offer assistance to the local Police Department by attending Bandobust duties, offering water and food packets to the pilgrims during holy days when the pilgrim turnout is very heavy. The Revenue Department recognized their valuable services and issued certificates to them.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

The college is located in sprawling campus of 15 acres in a lush green, serene and forest like environment and 3 km away from the buzzing town at a hill foot. It makes the teaching - learning processed very focused and peaceful. Most of our students hail

from remote Tribal Villages and they are very innocent, poor yet honest and most of them are first generation literates in their families. Hence we know their priorities and we prefer to teach them employment opportunities along with the regular curriculum. We also focus on the facilities provided by the Government for their uplift and help them to utilize properly. We also inform them the job opportunities available as per their abilities and interests in right time. This process makes us proud and satisfied.

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

7.3.2 - Plan of action for the next academic year

In the joint meeting with the stake holders convened by IQAC and CPDC, the following resolutions are made.

- 1) To effectively utilize the infrastructural facilities like additional class rooms, digital class rooms and additional furniture procured with the RUSA funds sanctioned to the college.
- 2) To increase the student enrollment and the number of female students in particular.
- 3) To request the Government for the sanction of dedicated hostels for boys and girls separately within the campus.
- 4) To request the higher authorities to fill the vacant posts in the college.
- 5) To request once again the higher authorities for the sanction of a Computer Center with high speed internet connectivity.
- 6) To conduct/participate more Job Drives on/off the campus and establish MoUs with the neighboring industries for employment.
- 7) To request the higher authorities and charity agencies for providing free mid-day meal for the students.