



## Yearly Status Report - 2016-2017

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		GOVERNMENT DEGREE COLLEGE
Name of the head of the Institution		Dr P. Venkata Rao
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		08932235770
Mobile no.		9440590190
Registered Email		narsipatnam1.jkc@gmail.com
Alternate Email		venkatraopaidi@gmail.com
Address		Chintapalli Road, Narsipatnam
City/Town		Narsipatnam
State/UT		Andhra Pradesh
Pincode		531116
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Sri G. Srinivasa Rao
Phone no/Alternate Phone no.	08932225930
Mobile no.	9290812640
Registered Email	qtsrinivas@gmail.com
Alternate Email	gudipatisrinivasarao1975@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://gdcnarsipatnam.edu.in/iaqac_docs/AQAR_OF_2015-16.pdf">http://gdcnarsipatnam.edu.in/iaqac_docs/AQAR_OF_2015-16.pdf</a>
--	---

### 4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website:  
Weblink :

<http://gdcnarsipatnam.edu.in/>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B	2.16	2015	15-Sep-2015	14-Sep-2020

### 6. Date of Establishment of IQAC

01-Jun-2016

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
FDP on Criterion IV of NAAC	08-Dec-2016 01	16
FDP on Criterion III of NAAC	07-Dec-2016 01	16

FDP on Criterion II of NAAC	06-Dec-2016 01	16
FDP on Criterion I of NAAC	05-Dec-2016 01	16
FDP on Academic Audit	20-Feb-2017 01	16
FDP on CFMS	03-Jan-2017 01	3
FDP on Online Bill preparation	02-Jan-2017 01	3
FDP on Criterion VII of NAAC	13-Dec-2016 01	16
FDP on Criterion VI of NAAC	12-Dec-2016 01	18
FDP on Criterion V of NAAC	09-Dec-2016 01	18
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Govt. Degree College Narsipatnam	Infrastructure Grants to Colleges	RUSA	2016 0	5000000
Govt. Degree College Narsipatnam	IQAC	UGC	2012 0	24000
No Files Uploaded !!!				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

**12. Significant contributions made by IQAC during the current year(maximum five bullets)**

Secured RUSA 1.0 grants Successfully utilized UGC XII Plan grants Conducted remedial coaching and coaching for Services with UGC grants Proposals submitted for augmentation of classrooms Proposals submitted for improvement of digital learning facilities

No Files Uploaded !!!

**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
To provide remedial coaching to the needy students	UGC grants have been utilized for imparting remedial coaching to the academically poor students
To impart training to the faculty on NAAC criteria	Training classes have been conducted on all seven NAAC criteria
To find alternative source of energy	Installation of solar array as an alternative renewable source of energy
To organize extra curricular activities through NSS	Many extra curricular activities and special camps have been conducted by NSS units
To improve the internet facilities	Purchase order has been placed for securing virtual and digital classroom equipment
To improve the infrastructure in the campus	RUSA grants have been sanctioned and work is being taken up by the engineering department
To organize awareness programmes on current topics whenever necessary	Awareness Programme on several aspects have been conducted including the one on demonetisation in India
To conduct FDP on Intellectual Property Rights	One awareness programme on IPR has been conducted

No Files Uploaded !!!

**14. Whether AQAR was placed before statutory body ?**

No

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

No

**17. Does the Institution have Management Information System ?**

No

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college follows the curriculum prescribed by the affiliated University which changes its curriculum once in five years after thorough exercise at the Board of Studies level and it is expected that the curriculum is planned catering to the present needs of the society in terms of progression for the students. The curriculum is taken from the University website and in the beginning of the academic year a departmental plan is prepared by every department inserting important events, student activities and seminars etc., This is submitted to the principal of the college through IQAC for scrutiny and approval and the same is communicated to the students making them alert about the activities to be undertaken by them. The class teacher prepares individual annual plan and he delivers the curriculum accordingly. Whenever the teacher goes on long leave an alternate arrangement will be made to compensate the loss of those classes by entrusting those hours with teachers of the same subject or teachers of the same group combination. He notes down his academic activities in his diary. Any activity other than class work like co-curricular and extra-curricular activities will be entered in the diary. Necessary documentary and photographic evidences of other activities will be collected and compiled in the department. At the end of every month the teacher submits his diary along with his remarks with whether the curriculum is completed or not and if it is not completed alternate compensatory dates will also be furnished. The principal of the college accords approval of the submitted records. For practical classes a record of practicals conducted is maintained. The receipt and return of equipment in the practical classes is maintained in a log book. If equipment pertaining to any experiment is not available, the procedure of the experiment is explained to the students in a theoretical/virtual method. The IQAC monitors the important events and institutional activities and maintains their implementation separately, this is how the curriculum delivery and its documentation is followed in the college.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
MS Office	NIL	01/11/2016	30	yes	yes
TALLY	NIL	01/11/2016	30	yes	Nil

#### 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System

BSc	CBBt	01/07/2016
BA	HEP	01/07/2016
BCom	General	01/07/2016
BSc	MPC	01/07/2016
BSc	MPCs	01/07/2016
BSc	CBZ	01/07/2016

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	100	0

### 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Foundation Courses	01/07/2016	270
<a href="#">View File</a>		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	NA	0
No file uploaded.		

### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

Feedback Obtained
<p>The feedback on the curriculum and its effective delivery by the teachers is obtained manually by collecting feedback from ten percent of students. The performance of the teacher is also assessed in the above said feedback form in the classroom on a particular teacher teaching a particular subject when the teacher is not present in the room. The feedback from parents and other stakeholders is collected in a different proforma to the extent of ten percent of student strength. Feedback is also collected from the teachers and alumni. This feedback information is analyzed manually and submitted to the principal by the IQAC and if there is any point that is to be addressed by a particular teacher, the same is communicated to the teacher with specific recommendations. The feedback on the curriculum collected from the parents and teachers is brought to the notice of Board of Studies of that particular subject of the affiliated University.</p>

## CRITERION II – TEACHING- LEARNING AND EVALUATION

## 2.1 – Student Enrolment and Profile

### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	CBZ	30	26	21
BA	H E P	60	65	57
BCom	General	60	46	35
BSc	MPC	30	34	26
BSc	MPCs	30	18	12
BSc	CBBt	30	10	6

No file uploaded.

## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2016	371	0	16	0	16

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
16	16	3	3	0	1

No file uploaded.

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Each class is allotted to one teacher as mentor. The mentor collects the socio-economic and academic background of all the students under his mentorship. He enters this data in a note book and closely follows his movements. Since this is a teenage for the students they are prone to infatuations and do not follow the instructions of their parents and other housemates. It is therefore, the prime responsibility of the teacher to observe the mentee very closely. He observes the attendance of the student, his academic excellence and psychology. When the student is found to be astray the mentor advises him to be on the right track. When the student has any problem in his academic pursuit or any other problem in the campus it will be properly addressed to. This facility proves to be very useful for under graduate students. It is also observed that certain students don't forget his mentor in his lifetime and seeks the guidance of the teacher in his future course also. This establishes a good rapport between the teacher and the student in the present day situations.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
371	14	1 : 27

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
16	7	9	9	0

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2016	NIL	Lecturer	NIL
2017	NIL	Lecturer	NIL
No file uploaded.			

## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	01	III	30/04/2017	15/05/2017
BCom	02	III	30/04/2017	14/05/2017
BSc	03	III	02/05/2017	25/05/2017
No file uploaded.				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The examination and evaluation of students is done by the affiliated University norms. However in the evaluation process 25 marks are based on internal evaluation which consists of the performance in two mid-examinations and personal observation. The mid-examination is again a theoretical way of testing the students' ability of comprehension in the subject. The personal observation is based on his regularity, obedience, discipline and cordial relationship with his colleagues. The student is also tested his abilities in elocution, essay writing and quiz competitions conducted in connection with various occasions in the campus organized as per the academic calendar of the institution.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Just before the commencement of an academic year, the IQAC meets with all the departmental in charges and office of the institution for finalization of the academic calendar. The activities may be conducted department wise or sometimes in collaboration with a few departments. For example, the NSS activities are generally conducted in collaboration with other departments. After finalization of the academic calendar, it is placed before the staff council for approval. It is communicated to all sections of the students and prominently notified in all departments and library which means the academic calendar is prepared in a very transparent manner. Each department inserts departmental activities like student seminars, study projects, quizzes, projects, study tours on a tentative basis and informs the same to the students so that they are in a position to deliver their duties as students in the classroom for the coming academic year. The implementation of the academic calendar including the mid-examinations, practical examinations and final examinations is monitored in the monthly

review meetings conducted by the principal.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<http://gdcnarsipatnam.edu.in/pos.html>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
03	BSc	BCBt	12	7	42
03	BSc	MPCs	20	10	50
02	BCom	General	28	8	29
01	BA	H E P	54	40	74
No file uploaded.					

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<http://gdcnarsipatnam.edu.in>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
No file uploaded.					

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	PHYSICS	1	0

[View File](#)

#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NIL	0

No file uploaded.

#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	2016	0	NIL	0
NIL	NIL	NIL	2017	0	NIL	0

No file uploaded.

#### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2016	0	0	NIL
NIL	NIL	NIL	2017	0	0	NIL

No file uploaded.

#### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	0	7	0	0

[View File](#)

### 3.4 – Extension Activities

#### 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness on Human Rights	Local Court	16	100
Awareness Program on Health for Girl students	Govt.Hospital, Narsipatnam	6	110
Awareness program on Anti-Ragging	Police Legal Departments of the State Government	16	310
Enrollment of Voters	Revenue Department	15	210
Youth Festival	Department of Youth Affairs	12	120
Residential Training on Fire Safety	Department of Fire Services	3	100
Veterinary Camp	Govt. Veterinary Hospital, Narsipatnam	8	120
Awareness program on health	Govt. Hospital, Narsipatnam	16	240
Awareness on AIDS	Govt.Hospital, Narsipatnam	16	280
Awareness on Blood Donation	Red Cross Society of India, Vishakapatnam	16	300
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/ collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Awareness Program	Adopted Village with the help of Transport Department	On Road Safety	6	90
Awareness program on Gender Issues	Adopted Village Panchayat	Meeting with Women Folk	2	48

Survey on Health Conditions of Rural Women	Adopted Village Panchayat	Survey	4	100
Swachh Bharat	Adopted Village Panchayat	Cleaning of the village	4	100
No file uploaded.				

### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	0
No file uploaded.			

## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
100	20

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Others	Newly Added
<a href="#">View File</a> <a href="#">View File</a> <a href="#">View File</a> <a href="#">View File</a> <a href="#">View File</a> <a href="#">View File</a>	

### 4.2 – Library as a Learning Resource

#### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2013
NLIST	Fully	0	2016

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9032	1375165	1329	304707	10361	1679872
Reference Books	3549	769229	163	40750	3712	809979
e-Books	0	0	0	0	0	0
Journals	7	1530	1	570	8	2100
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Library Automation	5530	Nil	450	Nil	5980	Nil
Weeding (hard & soft)	186	21637	5	794	191	22431
No file uploaded.						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
No file uploaded.			

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	20	15	2	0	0	2	1	2	0
Added	2	2	0	0	0	0	0	0	0
Total	22	17	2	0	0	2	1	2	0

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0.94	0.82	1.23	0.91

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college is run by the state government grants towards salaries, purchase of equipment, books, computers and repairs/maintenance of the existing infrastructure of the college. The Government sanctions budget for water electricity (WE), stamps, postage and telephone (SPT), other office expenses (OOE), travel allowance (TA) and internet charges on quarter wise basis and institution also incurs expenditure on the above items on a quarter wise basis to the possible extent. The infrastructure items like dusters, chalk-pieces, broom sticks, dust-bins and academic records are purchased from the special fee fund of the college. The maintenance of laboratory equipment is met from laboratory fund and library maintenance is done from laboratory fund. The special fee is also used for incurring expenditure on magazines, medical testing, audio-visual education, student welfare co-curricular activities. The tour expenses for taking students for study trips, projects, sports events and competitions at district or state level. The additional special fee collected from restructured course students is utilized for installation of infrastructure, purchase of equipment and maintenance of computer systems and accessories. Staff required for maintenance of physical facilities and academic support facilities is maintained with Government budget and available college funds. Sometimes alumni and philanthropists also offer helping hands in procuring certain items like RO plant, construction of toilets, installation of equipment in the seminar hall etc.,

<http://gdcnarsipatnam.edu.in>

**CRITERION V – STUDENT SUPPORT AND PROGRESSION**

**5.1 – Student Support**

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Welfare Scholarship	98	150816
Financial Support from Other Sources			
a) National	0	0	0
b) International	0	0	0

No file uploaded.

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Mentoring	01/07/2016	371	All Departments
Remedial Coaching	15/10/2016	120	UGC
Skill Development	01/12/2016	50	TISS
Skill Development	01/08/2016	100	JKC
Bridge Course	01/08/2016	240	All Departments
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	UGC	100	10	2	0
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
10	6	2

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	NIL	0	0
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	12	BA	Economics	AU	M.A.
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	0

SET	0
SLET	0
GATE	0
GMAT	0
CAT	0
GRE	0
TOFEL	0
Civil Services	0
Any Other	0
No file uploaded.	

#### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports and Games	College	125
Elocution	College	65
Quizz	College	200
Essay Writing	College	120
No file uploaded.		

### 5.3 – Student Participation and Activities

#### 5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2016	NIL	National	Nil	Nil	Nil	Nil
2017	NIL	Internat ional	Nil	Nil	Nil	Nil
No file uploaded.						

#### 5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college constitutes academic, administrative and financial committees for the present academic year with each committee comprising a convener, three lecturers and two student representatives. Each committee discusses issues pertaining to that committee and student representatives are also involved in decision making of that particular issue which means every decision in a committee is made with the involvement and consent of student representatives of that committee. In this way the student representatives are imparted necessary knowledge to make decisions in an organization which makes them confident in taking decisions in their life. Each class has two representatives - one male and one female. The class representatives are elected by the class students. The class representatives elect chairman, vice-chairman, secretary, joint-secretary and ladies' representative for the college which constitutes the student council. These staff council members are included in the student advisory committee. All issues can be discussed in the student advisory committee. Issues like facilities- water, toilets, bus, and scholarships are discussed in the advisory committee meetings and the decisions will be forwarded to the principal of the college for taking appropriate decisions.

Student function dates are fixed in the student advisory committee and full-fledged student support is thus obtained for making these functions a grand success.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

150

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

2

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college academic and administrative matters are decided and implemented on the basis of resolutions made by various committees involving all faculty members, office staff, student representatives, parent representatives, alumni and some local representatives 1) The college planning and development council meets at least thrice in an academic year and makes resolutions about the future academic, administrative and developmental activities of the institution. This is a key committee comprising faculty, office staff, alumni, parents and academicians. Any important decision is to be discussed and approved by this committee only. For example, the introduction of new courses, the appointment of temporary teaching non-teaching staff members, changes and improvements in the existing buildings and renovation of existing infrastructure are to be decided in this committee. 2) The college committees on various academic, administrative and financial committees decide all kinds of resolutions pertaining to the activities of the college. Each committee consists of a teacher convener, three faculty members and two students. On certain committees other stake holders like parents, alumni, public representatives University nominees, officials of engineering department and academicians are accommodated to make the decisions wise and practical. The above information indicates that the entire functioning of the college is thoroughly decentralized and all the stake holders are involved in making decisions and their implementations. This also proves that there is a highly transparent administrative set up in the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

#### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The college has a sanctioned intake of 240 for admissions. The college is

located 4.5 Kms away from the town. Even then the admissions are full and this is due to continuous efforts of staff members and able administration of the Principal of the college. The college has a library with internet and printer facility which enables the students takes any important material from the library at a reasonable price. NLIST is a big feature of the library. Many reference books, competitive magazines and News Papers are the assets of the library. The English Language Lab attached with JKC gives formal training for imparting job fetching knowledge. Gym and games also give the students physical fitness so that some students can try for defence and Police Departments. Thus all these facilities along with a dedicated team of teachers make the institution unique in this area and the student strength is fully filled.

Industry Interaction / Collaboration

There is no formal Industry interaction or collaboration with any industries or organizations. However, we have collaboration with the following departments: • Health department and Red Cross Society in organizing blood donation camps, medical camps and awareness programmes on health issues. • Revenue Department for the enrollment of students of 18 years of age as voters of India. The college also acted as counting center for many elections. • Forest Department for mass plantation in the college • Police Department for creating awareness on anti-ragging and traffic safety • Judiciary for conducting awareness program on Human Rights

Human Resource Management

The college administration consists of principal, teaching non-teaching staff members. The teaching faculty comprises Regular, Contract and Guest faculty. They are considered to be full-time teachers as they work for the entire period of academic year. For teachers working against sanctioned posts, their salaries are paid by the Government and for other teachers their salaries are paid from college funds. The non-teaching staff consists of a senior assistant, a store-keeper, a junior assistant, a record assistant and minion staff members. For permanent staff, salaries are paid by the

	<p>Government and for others salaries are paid from the college funds. The college funds are frugally utilized to minimize burden on non-plan expenditure.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>The Government budget and SCST sub-plan grants are the sources of purchase of library books. The XII Plan UGC grants also enabled the institution to purchase books and racks. During this year no computers are purchased. However, maintenance of ICT facilities and internet connectivity are provided with the state Government budget and available college funds. The physical infrastructure is basically maintained by the Roads and Buildings Department of A.P Government and local maintenance of the infrastructure is carried out by the college grants. The electricity charges, postage and telephone charges office stationery are provided with the help of State Government budgets.</p>
<p>Research and Development</p>	<p>In pursuance of the recommendations of last NAAC Peer Team a research and development committee is constituted for encouragement of research among the faculty members. The eligible teachers are encouraged to pursue Ph.D/M.Phill under faculty development programme or on part-time basis. Four lecturers are pursuing Ph.D as of now. All the lecturers are advised to participate and present papers in workshops and seminars organized by other educational institutions. They are also guided to organize college wise seminars and workshops with the financial aid of external agencies. The research temper is induced in the students when they are advised to take up study projects and study tours.</p>
<p>Examination and Evaluation</p>	<p>Since the courses are run in semester mode, the examination is also in the semester mode with 75 of the marks being assessed by external examiners and 25 of marks being assessed by the internal examiners of the college.</p> <p>While making evaluation for the internal part, two mid-examination marks carry 15, Seminars/Assignments 5 and Project/Viva 5 of marks. For final year B.Com and B.Sc. Computers students' project work is carried out and marks are awarded on the basis of project work for one paper in semester VI.</p>

Teaching and Learning	<p>This strategy is very important in educational institutions. The teaching methods are mostly conventional and occasionally digital. For traditional teaching methods, the classroom infrastructure is updated with all facilities and items required are furnished from the special fee fund of the college. The conventional laboratories for science subjects, English language lab and computer laboratories are equipped reasonably in consistent with the revised curriculum (from 2015-16). Internet facility is provided in one room and library to impart education through electronic mode. Mana TV live telecast programmes and recorded programmes telecast by the State Government through satellites are the biggest sources of e-learning. The traditional ways of learning methods blended with e-learning methods are effectively implemented with the available resources. The co-curricular and extra-curricular activities undertaken by the institution provide necessary boost for the students to become good citizens of India. The training given by JKC is also useful for learning knowledge for future employment prospects. The Gym and sports facilities make the students physically fit.</p>
Curriculum Development	<p>The curriculum is prepared by the affiliated University and this institution has to implement that curriculum only. However, the institution has a chance of selecting study projects in certain courses like B.Com and B.Sc. for final year students. The institution can develop curriculum for certificate courses implemented by the institution, taking into account latest developments in that course.</p>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Examination	<p>The submission of examination application, payment of examination fee and generation of hall ticket are done through e-governance. The announcement of results is in the online mode. As of now, the examination is still in the offline mode only.</p>
Administration	<p>The manual administration is replaced</p>

	<p>by e-governance with most of the correspondence is done through e-mail and even transfer orders are implemented through e-mail only. Circulars and instructions are issued and replies are submitted through internet only. Only legal and very important documents are sent by post and are recorded in the files.</p>
Finance and Accounts	<p>The salary bills are prepared manually and submitted to A.P Treasury website through DDO request for scrutiny and payment. The cadre strength is also updated with the help of e- governance. The accounts part at the banks is also digitalized and except cashbook other finance and accounts parts are running on the basis of e-governance.</p>
Student Admission and Support	<p>Admissions are still in the manual mode only. However, the database of students is maintained in the online mode which is made available to all government agencies like Commissionarate of Collegiate Education, Social Welfare Departments and CM Dashboard. The Student Registration, Amount Sanction and Remittance into Bank account for Scholarship Process are done in e-governance mode. The Job Drives are carried out by certain Software Companies through e-governance mode.</p>

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2016	NIL	NIL	NIL	0
2017	NIL	NIL	NIL	0
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	FDP on	NA			16	Nil

	NAAC Criteria		05/12/2016	12/12/2016		
2017	FDP on Academic Audit	NA	20/02/2017	20/02/2017	16	Nil
2017	NA	FDP on Online Bill Preparation	02/01/2017	04/01/2017	6	3
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	11/07/2016	31/07/2016	21
Refresher Course	1	17/06/2016	07/07/2016	21
National Seminar	1	16/12/2016	16/12/2016	1
Faculty Development Programme	1	20/09/2016	24/09/2016	5
Refresher Course	1	16/08/2016	08/09/2016	21
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	5	0	3

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GPF Loan, GPF Temporary Advance, Part Final Withdrawal, APGLI, GIS, APCO Loan, Housing Loan	GPF Loan, GPF Temporary Advance, Part Final Withdrawal, APGLI, GIS, APCO Loan, Housing Loan	Scholarship, Hostels, Bus pass

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The financial committees of the college prepare plans for each source of funding in the college namely College Planning and Development Committee, Special Fee Committee, Restructured Fee Committee and Library Committee. In the beginning of the academic year each committee prepares expected amount, future expenditure on plan and non-plan items within the annual grant and takes appropriate decisions at the appropriate times. Every financial transaction is based on committee resolution and the same is entered in the cashbook. We can

review the financial position from the cashbook at anytime. This is the way of internal financial audit for all financial committees very frequently at the college level. The external financial audit is carried out by the audit team of Accountant General or Regional Joint Director once in five years or whenever a principal retires from service.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	0
No file uploaded.		

6.4.3 – Total corpus fund generated

0
---

## 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	CCE	Yes	IQAC
Administrative	No	Nil	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

<ul style="list-style-type: none"> <li>• Canvassing goodwill for the college in admissions</li> <li>• Representation of the association for RTC Bus for the college from the town</li> <li>• Donation of books to the very poor students</li> </ul>
---

6.5.3 – Development programmes for support staff (at least three)

<ul style="list-style-type: none"> <li>• Offered training by computer faculty on uploading of data for the Management Information System(MIS) of the college</li> <li>• Imparted training on online bill preparation</li> <li>• Sent the store-keeper for e-office training at APHRDA, Bapatla</li> </ul>
---

6.5.4 – Post Accreditation initiative(s) (mention at least three)

<ul style="list-style-type: none"> <li>• Introduced PG course (M.Com)</li> <li>• Add-on courses implemented</li> <li>• Internet and Wi-Fi facility made available in the campus</li> </ul>
--

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	No
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Orientation for first year students on	16/06/2016	15/06/2016	15/06/2016	185

	facilities and responsibilities in the campus				
2016	Bridge Course for first year students	30/06/2016	30/06/2016	08/07/2016	185
2016	Alumni meeting	05/09/2016	05/09/2016	05/09/2016	65
2016	Parent Teacher Association meeting	08/09/2016	08/09/2016	08/09/2016	35
2016	Issue of book bank books to SC ST students	18/10/2016	18/10/2016	18/10/2016	85
2016	Awareness program on usage of bio-metric attendance machines	24/10/2016	24/10/2016	24/10/2016	320
2016	Awareness Program on Cashless Transaction	05/12/2016	05/12/2016	05/12/2016	320
2016	Awareness meeting on Intellectual Property Rights	12/12/2016	12/12/2016	12/12/2016	215
2017	Deployment of girl students for women parliament in Amaravathi	10/02/2017	10/02/2017	10/02/2017	86
2017	Submission of proposals for sanction of M.Com course	18/04/2017	18/04/2017	18/04/2017	0
No file uploaded.					

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the	Period from	Period To	Number of Participants
--------------	-------------	-----------	------------------------

programme				
			Female	Male
Awareness program on women's health issues	22/11/2016	Nil	100	150
Legal Awareness Programme on Women's Rights	01/03/2017	Nil	110	170
International Women's Day Celebrations	08/03/2017	Nil	130	150

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Organized awareness programmes on pollution and global warming Organized programmes on Ozone Day Awareness programme conducted on bio-diversity

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Scribes for examination	Yes	3

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	Nil	Nil	Nil	Nil	NIL	NIL	Nil
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Handbook of Code of Conduct for Stakeholders	01/07/2016	This handbook is published and notified prominently on notice board, departments and library. The code of conduct is also communicated orally in staff meetings and student meetings. The disciplinary committee monitors the observance of code of conduct on the campus. If there is any deviation, that particular stakeholder is summoned and necessary

counselling is given to him/her.

### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2016	15/08/2016	227
Teachers Day	05/09/2016	05/09/2016	211
NSS Day	24/09/2016	24/09/2016	251
Gandhi Jayanthi	02/10/2016	02/10/2016	232
Traffic Week	24/10/2016	24/10/2016	200
National Integration Day	31/10/2016	31/10/2016	206
International Human Rights Day	10/12/2016	10/12/2016	240
National Youth Day	12/01/2017	12/01/2017	280
Republic Day	26/01/2017	26/01/2017	201
International Women's Day	08/03/2017	08/03/2017	180

No file uploaded.

### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Mass plantation
- Watering of plants
- Minimizing plastic usage
- Awareness meeting on reduction of emissions
- Observed Ozone Day

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

- Participation of students in extension activities to offer mental satisfaction that they could serve the community.
- Injection of research attitude in some of the students through the active research pursued by some of the staff members.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://gdcnarsipatnam.edu.in/criteria.html>

## 7.3 – Institutional Distinctiveness

### 7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college Planning and Development Committee and Staff Committee follow the instructions of the higher authorities of the department to try to implement the vision and mission of the college as per the procedures in vogue. Since the aim of the institution is to make its students physically and mentally fit to earn academic standards and employment earning skills. Most of the students are from poor and under privileged sections of the society. The institution makes admissions on the basis of reservation system existing in the state and it is a very transparent method of admissions. In addition to the University prescribed curriculum, certificate courses in some specialization are offered to the students. The life skills and analytical skills are imparted through value added courses. Field projects and study tours make the students research oriented. The teaching and learning process is made student-centric by

involving the students in group studies, activities like academic competitions and co-curricular and extra-curricular activities. The teaching is made digital in addition to conventional teaching methods. The students are involved in NSS activities and in special camps wherein they learn the socio economic conditions of the rural masses identifying the people with themselves. This induces a feeling of oneness and the students can become sympathetic with the conditions of the rural areas. A feeling of social consciousness can be injected in the minds of young India which is very important. They can also learn leadership qualities by participating in the extension activities. The institution always tries to improve its infrastructure like classrooms, laboratories, books and computers with the help of Government and college grants. The institution takes up remedial coaching and coaching for higher studies for student progression. The institution also takes maximum care for sanction of scholarships to all the eligible students. For physically disabled students scribe facility in the examination and ramps for upstairs are also provided.

Provide the weblink of the institution

<http://gdcnarsipatnam.edu.in/otherpractices.html>

### **8.Future Plans of Actions for Next Academic Year**

Future Plans of Action ? It is resolved to have the following plans of action for the academic year 2017-18 ? To sustain the implementation of Certificate courses already introduced during 2016-17. ? To get the sanction of applied PG course with effect from the academic year 2017-18. ? To make the teaching learning process more student centric and more digital by purchasing digital class material. ? To encourage staff members to organize workshops/seminars at the college level and to participate and present papers at other institutions. ? To encourage faculty members to complete their research degrees at the earliest duly according provisions for facilities for accomplishment of the same. ? To make the students participate in outreach and extension activities through NSS units. To encourage the students for blood donation. ? To augment infrastructural facilities for improvement of basic amenities in the campus. ? To improve the library services through automation and NLIST facility. ? To increase e-journals and e-books through library. ? To streamline the scholarship process at the college level so that more number of students get benefitted. ? To take up remedial coaching and coaching for services on a voluntary basis for improving student progression since UGC plans have expired by March 2017. ? To take up issues related to environmental consciousness. ? To take up many more best practices in the campus.