



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		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
2. Institutional Status		

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)	http://gdcnarsipatnam.edu.in
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://gdcnarsipatnam.edu.in/iaqac_docs/AQAR_OF_2016-17.pdf

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-2017
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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
Awareness meeting on Intellectual Property Rights	11-Dec-2017 01	128
Issue of book bank books	05-Dec-2017	65

to SC & ST students	01	
Parent Teacher Association meeting	05-Sep-2017 01	110
Alumni meeting	05-Sep-2017 01	80
Bridge Course for first year students	03-Jul-2017 07	140
Orientation for first year students on facilities and responsibilities in the campus	01-Jul-2017 01	140
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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
RUSA	Construction and Renovation of Buildings	RUSA	2017 180	3502545
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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?	Yes
If yes, mention the amount	0
Year	2021

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

1) Augmentation of existing buildings 2) Improvement of infrastructure 3) Improvement of WiFi Facilities 4) Undertaking cocurricular and extracurricular activities 5) Implementation of best practices

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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 improve admissions	Partially achieved
To start M.Com course	Could not be started since affiliation process got delayed
Implementation of best practices	Achieved
Undertaking cocurricular and extracurricular activities	Achieved
Improvement of WiFi Facilities	Achieved
Improvement of infrastructure	Achieved
Augmentation of existing buildings	Achieved
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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	NA	01/11/2017	30	Employability	NA
TALLY	NA	01/01/2018	30	Employability	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	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
BA	HEP	12/06/2017
BCom	General	12/06/2017
BSc	MPC	12/06/2017
BSc	MPCs	12/06/2017
BSc	CBZ	12/06/2017
BSc	CBBt	12/06/2017

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
Skill Development Courses	01/06/2017	240
Life Skill Courses	01/06/2017	240
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1.3.2 – Field Projects / Internships under taken during the year

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

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	CBBt	30	18	12
BSc	CBZ	30	26	15
BSc	MPCs	30	26	15
BSc	MPC	30	46	20
BCom	General	60	38	29
BA	HEP	60	88	60

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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
2017	153	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	2	4	0	2

[View File of ICT Tools and resources](#)

[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
354	16	1 : 22

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	8	8	8	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
2017	NIL	Lecturer	NIL
2018	NIL	Lecturer	NIL

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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	VI	10/04/2018	08/05/2018
BCom	02	VI	08/04/2018	08/05/2018
BSc	03	VI	10/04/2018	12/05/2018

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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
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01	BA	HEP	32	23	72
02	BCom	General	19	11	58
03	BSc	All Programmes	50	37	74

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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)

<https://docs.google.com/forms/d/e/1FAIpQLSedicERiptlOUqyJxOYmb7i2Ed2oc6grbvqHlNUL0Ypwji5Nw/viewform?vc=0&c=0&w=1&flr=0>

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
Major Projects	0	NA	0	0

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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
NA	NA	

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	NA

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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

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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
NA	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	2	Nil
Nil	Commerce	1	Nil
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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
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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	2018	0	NIL	0
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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	2018	0	0	NIL
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	1	6	1	0
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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
Vanasamaraadhana	Forest Department	16	240
Kishori Balika Vikasam	State Government	4	50
Janmabhoomi	State Government	16	300
Veterinary Camp	Govt.Veterinary Hospital	6	100
Awareness Programme on Blood	Govt.Hospital	8	100

Donation			
Awareness Programme on AIDS	Govt.Hospital	6	100
Survey on Economic Conditions of the Adopted Village	Village Panchayat	6	84
Awareness Programme on Voter Enrollment	Revenue Department	8	100
Awareness Programme on Fire Safety Measures at the Adopted Village	Department of Fire Services	6	50
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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
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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 activities	Number of students participated in such activities
Swachh Bharat	NSS	Cleaning of the Campus	16	120
Rally	NSS, WEC	On Domala pai Dandayatra	16	110
Rally	NSS, RRC	On AIDS	16	180
Awareness Programme	NSS, WEC	Meeting on Fire Safety	16	240
Awareness Programme	NSS, WEC	Meeting on Womens Health	16	220
Awareness Programme	NSS, RRC ,WEC	Meeting on Blood Donation	16	228
Awareness Programme	NSS WEC	Meeting on Womens Rights	16	240
Plantation	NSS Forest Department	Plantation	16	124
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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	0	NIL	0

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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
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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
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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
58.01	58.01

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Class rooms	Newly Added
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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	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10361	1679872	1684	240000	12045	1919872
Reference Books	3712	809979	194	48500	3906	858479
Journals	8	2100	0	0	8	2100

Library Automation	5980	0	575	0	6555	0
Weeding (hard & soft)	191	22431	2	380	193	22811
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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
NA	NA	NA	Nil
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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	22	17	2	0	1	2	1	100	0
Added	1	0	0	0	0	0	1	0	0
Total	23	17	2	0	1	2	2	100	0

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

100 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
NLIST	http://gdcnarsipatnam.edu.in/

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
99837	88471	1.77	1.18

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)

<p>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,</p>
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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/infra.html>

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	Government Welfare Scholarship	275	668567
Financial Support from Other Sources			
a) National	0	0	0
b) International	0	0	0
View File			

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
Bridge Course	01/07/2017	120	All Teachers
Remedial Coaching	01/09/2017	70	All Teachers
Mentoring	01/07/2017	340	All Teachers
Yoga	21/06/2017	120	NSS
JKC Training	01/05/2017	50	JKC
Personal Counselling	01/07/2017	40	All Departments
TISS Training	01/11/2017	50	JKC
View File			

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

2018	Career Counselling	70	60	6	2
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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
6	4	10

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
NA	0	0	NA	0	0
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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
2018	4	BCom	Commerce	Andhra University, Vishakapatnam and AMAL College Anakapally	MCom
2018	2	BA	Humanities	Andhra University, Vishakapatnam	MA
2018	1	BSc	Sciences	Andhra University, Vishakapatnam	MSc
2018	6	BA, BCom, BSc	All Groups	B.Ed Colleges in the area	B.Ed
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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
Any Other	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
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Competitions on the eve of College Anniversary Day	Collegiate	92
Competitions on the eve of Womens Day	Collegiate	70
Competitions on the eve of National Science Day	Collegiate	63
Competitions on the eve of National Voters Day	Collegiate	52
Inter Collegiate Sports Competitions	Collegiate	72
Competitions on the eve of AIDS Day	Collegiate	72
Competitions on the eve of Constitution Day	Collegiate	62
Competitions in Connection with NSS Day	Collegiate	52
Competitions in Connection with Independence Day	Collegiate	84
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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
2017	NA	National	Nil	Nil	Nil	NA
2018	NA	National	Nil	Nil	Nil	NA
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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:

190

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni meeting on 14/08/2017 Donation of Chairs to Science Lab on 28/02/2018
Presentation of Gifts for Winners of Competitions in Connection with NSS Day

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
Planning and Development	Nil
Administration	<p>The manual administration is replaced 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</p>

	internet only. Only legal and very important documents are sent by post and are recorded in the files.
Finance and Accounts	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 digitized and except cashbook other finance and accounts parts are running on the basis of e- governance.
Student Admission and Support	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.
Examination	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.

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
2017	Shri. G. Srinivasa Rao	Workshop on Commerce	College Level	4265
2017	Shri. G. Srinivasa Rao	Resource Person for National Seminar	Govt. Degree College, Puttur	1500
2017	Shri. V.A. Satyanarayana	Workshop on Linguistics	CIIL Mysore	2000
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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)
2017	FDP on NNAC Criteria	FDP on NAAC Criteria	04/09/2017	05/09/2017	16	3
2017	FDP on CFMS	FDP on CFMS	05/10/2017	06/10/2017	16	3
2018	FDP on Academic Audit	NA	22/01/2018	22/01/2018	16	Nil
2018	FDP on Income Tax Calculations	FDP on Income Tax Calculations	05/02/2018	05/02/2018	16	3
2018	Workshop on IT Returns	Workshop on IT Returns	07/05/2018	07/05/2018	16	1
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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
National Seminar in Telugu at Kakinada	1	07/09/2017	08/09/2017	02
National Seminar at GDC Puttur	1	17/08/2017	19/08/2017	03
APHRD Training at Bapatla	1	07/08/2017	10/08/2017	04
National Seminar in Economics	1	28/07/2017	29/07/2017	02
Workshop on Linguistics	1	03/07/2017	08/07/2017	06
Workshop in Telugu at ANU Guntur	1	17/10/2017	18/10/2017	02
National Seminar in Commerce	1	30/12/2017	30/12/2019	01

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	8	0	4

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GPF, Temporary Advance and Part-Final Withdrawal	GPF, Temporary Advance and Part-Final Withdrawal	Online Scholarships and 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	NIL
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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	Academic Audit Team Nominated by CCE A.P, Vijayawada	Yes	IQAC
Administrative	No	NA	No	NA

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

1) Goodwill Canvassing by PTA 2) Support of PTA at the adopted village during NSS Special Camp 3) Donation of Books to the very poor students of the college

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

1) Organized Faculty Development Programmes for Staff on Various issues 2) Speedy disposal of administrative and financial issues related to the staff 3) Leave/On Duty facility to the teaching faculty participating in National Seminars and Workshops

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

1) Augmentation of buildings through RUSA grants 2) Improvement of infrastructure through RUSA grants 3) Wi-Fi and Digital Classrooms provided through RUSA grants

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
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
2017	Awareness Programme on Yoga and Meditation	21/06/2017	21/06/2017	21/06/2017	220
2017	Orientation Programme for First Year Students on Quality Parameters of NAAC	10/08/2017	10/08/2017	10/08/2017	180
2017	Awareness Programme on Anti-Ragging	14/08/2017	14/08/2017	14/08/2017	220
2017	Awareness Programme on Gender Parity	29/08/2017	28/08/2017	29/08/2017	185

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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 programme	Period from	Period To	Number of Participants	
			Female	Male
Workshop on Women Equality	29/08/2017	29/08/2017	65	172
Workshop on	10/12/2017	10/12/2017	60	95

Women Rights				
Women's Day	08/03/2018	08/03/2018	80	120

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
1) Awareness meeting on Global Warming 2) Ozone Day 3) Rally on Minimization of Plastics 4) Workshop on Minimization of Vehicles in the Campus 5) Plantation

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
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
2018	Nil	Nil	Nil	Nil	Nil	Nil	Nil
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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	01/07/2017	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 counseling 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
National Integration Day	31/10/2017	31/10/2017	207
International Human Rights Day	10/12/2017	10/12/2017	210

National Youth Day	12/01/2018	12/01/2018	225
Republic Day	26/01/2018	26/01/2018	211
International Women's Day	08/03/2018	08/03/2018	219
Independence Day	15/08/2017	15/08/2017	221
NSS Day	24/09/2017	24/09/2017	201
Teachers Day	05/09/2017	05/09/2017	215
Gandhi Jayanthi	02/10/2017	02/10/2017	209
Traffic Week	24/10/2017	30/10/2017	213
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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

1) Counselling and Grievance Redressal : In view of maintaining and sustaining academic progress and career development grievance and redressal cell was established and with the suggestions of Legal and Police Departments and regular talks by psychologists counselling is addressed to the students grievances. A grievance cell is established with one regular lecturer as the convenor, three lecturers and two students as members. Periodical meetings are conducted wherein students problems like ragging, juvenile misbehaviour in general and girl student safety and security measures in particular . So far legal awareness programmes, safety and secure measurement meetings and talks are arranged. as a matter of fact grievances like drinking water facility , clean bathrooms, ventillation and fan facilities have been provided and also resolved the emotional feelings of the students due to the successful functioning of the grievance redressal cell. 2) Joy of Sharing: In view of making the students realize the value of sharing, the institution started Meekosam(for you) . Under this tag distribution of blankets and pillows to the needy people in orphanages was taken up as a token of joy of sharing. This practice is extended to distribution of books and study material to the poor students of the college with the help of the alumni and philanthropists. This practice proved to be one of the best practices adopted by the college. The financial resources required for taking up this practice is met by staff members and students themselves. Some of the lecturers are kind enough to spare their own amount to have Joy of Sharing. Some of the lecturers have donated saplings for college garden. This practice injects the feeling of utmost happiness among staff and students which also inculcates humanity and kindness among the students.

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. 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.

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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 2018-19 ? To sustain the implementation of Certificate courses already introduced during 2016-17. ? To get admissions for the sanctioned PG Course of M.Com with effect from the academic year 2018-19 since University admissions are over by the time M.Com Course was accorded affiliation by the University ? 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 continue steps 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.