



Yearly Status Report - 2018-2019

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	G SRINIVASA RAO
Phone no/Alternate Phone no.	08932235770
Mobile no.	9290812640
Registered Email	qtsrinivas@gmail.com
Alternate Email	narsipatnam1.jkc@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://gdcnarsipatnam.edu.in/iaqac_docs/AQAR_OF_2017-18.pdf
4. Whether Academic Calendar prepared during the year	No

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B	2.16	2015	14-Sep-2015	13-Sep-2020

6. Date of Establishment of IQAC	01-Jul-2015
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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
Basic Computer Training	10-Jul-2018 6	150
Bridge course for non commerce students	21-Jun-2018 3	168
Optional Papers Selection Sensitization	20-Jun-2018 1	126

orientation Class to I year Degree Students	15-Jun-2018 1	221
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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
NIL	NIL	NIL	2019 0	0
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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?

No

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

Infrastructural augmentation Improvization of ICT facilities Commencement of New P.G. M.Com Course Participation/ Paper presentation of staff members at Conferences/Seminars/Workshops organized by other Institutions Participation of staff and Students in extension activities

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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
Augmentation of infrastructure with RUSA grants	Achieved
Improvisation of ICT facilities	Achieved with RUSA grants

Installation of Virtual class room	Achieved
Adding of M.Com Course	Commenced
Introduction of add-on courses	Achieved
Imparting skill oriented courses	skills imparted through JKC and TISS
Participation of students in extension activities	Achieved through NSS Units
More club activities proposed	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:	Yes
Year of Submission	2019
Date of Submission	11-Feb-2019
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 abides by the curriculum designed by the affiliated University. This curriculum is subject to change once in five years after through exercise at the Board of Studies level. The curriculum envisions the academic and professional success of the students. At the commencement of the academic year, the curriculum is taken from the University website and a departmental plan is chalked out by every department inserting in it all important events, occasions, student activities, webinars, symposiums, 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 employability/entrepreneurship	Skill Development
MS Office	No	01/09/2018	30	Employability	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MCom	Commerce	13/08/2018
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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	11/06/2018
BCom	General	11/06/2018
BSc	MPC	11/06/2018
BSc	MPCs	11/06/2018
BSc	CBZ	11/06/2018
BSc	CBBt	11/06/2018

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	11/06/2018	252
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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
BCom	Study Project for Final Years	39

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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. 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.

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
BA	HEP	60	78	51
BCom	General	60	48	30
BSc	All Groups	120	131	72

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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
2018	340	15	16	2	18

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	4	4	0	4
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. Student mentoring is done by keeping in view the socioeconomic and psychological inequities existing among the students. Since students from various walks of life attend the college, their learning capabilities are not uniform. There are slow learners, fast learners and students averse towards learning. The mentor, instead of using one size fits for all approach, deals with such disparities by building rapport with his mentees and thus winning their trust. He tries to delve deep into their minds and discover their capabilities, skills, interests and their idiosyncrasies. The mentor plays the role of a hand holder and a facilitator rather than a mere instructor he strives to improve the appetite for knowledge among slow learners. To achieve this end anecdotes from great peoples lives and experiences of successful people are narrated, so that their morale is strengthened by knowing the fact that most of the successful and great people were once slow learners. Students who are still lagging behind in academics despite constant efforts are provided personal care, and their talent in extra and co-curricular activities is unearthed and proper guidance is given in that direction. 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. Morale boosting, motivation, and interest building are key approaches used by mentors in propelling their mentees to great heights of success.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
355	18	1:20

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	9	7	7	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
2018	NIL	Lecturer	NA
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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	27/04/2019	21/05/2019
BCom	02	VI	27/04/2019	21/05/2019
BSc	03	VI	27/04/2019	21/05/2019
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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. • The assessment of students academic performance is done on continuous basis. • As per the university regulations, two internal midterm exams are conducted. The average of both the exams is taken for the final score. • 25 marks are allotted for internal mid exams and the rest 75 marks are allotted for the external theory examination. • To ensure reliability in evaluation, the scripts once evaluated by a lecturer will be randomly scrutinized by remaining lecturers of the concerned department. • Special tests are conducted for slow learners. • More assignments are given for practice. • Weak areas in students' performance are diagnosed in real-time and remedial classes are taught accordingly. • Student seminars are conducted and the performance of each student is video graphed. This gives a much needed fillip to students participatory zeal and enthusiasm.

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	All Programmes	22	17	77.27
02	BCom	General	19	12	63.15
01	BA	HEP	38	22	57.89
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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/1FAIpQLSdfcacJ82APiDUWKEiyZwTRAoJanf7MIoxFPn6_62avsXz9Tg/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	NIL	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
NIL	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	NIL
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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
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)
National	Commerce	1	0
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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
NA	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	2019	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	2019	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	0	3	1	0
Attended/Seminars/Workshops	0	4	0	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
NSS Special Camp	NSS	6	100
Awareness	Govt.Hospital	8	100

Programme on Blood 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	95
Awareness Programme on Fire Safety Measures at the Adopted Village	Department of Fire Services	6	50
Janmabhoomi	State Government	16	235
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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
Rally	NSS, WEC	On Domala pai Dandayatra	16	125
Rally	NSS, RRC	On AIDS	16	152
Awareness Programme	NSS, WEC	Meeting on Fire Safety	16	211
Awareness Programme	NSS, WEC	Meeting on Womens Health	16	217
Awareness Programme	NSS, RRC ,WEC	Meeting on Blood Donation	16	203
Awareness Programme	NSS WEC	Meeting on Womens Rights	16	221
Plantation	NSS Forest Department	Plantation	16	107
Swachh Bharat	NSS	Campus Cleaning	16	310
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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
41.75	41.75

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or 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 patially)	Version	Year of automation
SOUL	Partially	2.0	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12045	1919872	879	146188	12924	2066060
Reference Books	3906	858479	48	12240	3954	870719

Journals	8	2395	0	0	8	2395
e-Journals	1	5900	0	0	1	5900
Library Automation	6555	0	430	0	6985	0
Weeding (hard & soft)	193	22811	0	0	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
NIL	NIL	NIL	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	23	17	2	0	0	2	2	100	0
Added	3	0	0	0	0	0	3	0	0
Total	26	17	2	0	0	2	5	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
NA	NA

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
0.85	0.66	1.82	1.2

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	204	482509
Financial Support from Other Sources			
a) National	0	0	0
b) International	0	0	0

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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 implemetation	Number of students enrolled	Agencies involved
Bridge Course	01/08/2018	124	All Teachers
Yoga	21/06/2018	104	NSS
Skill Development	01/08/2018	50	JKC
Personal Counselling	01/07/2018	44	All Departments
Remedial Coaching	03/09/2018	74	All Departments
Mentoring	01/07/2018	341	All Departments
JKC	01/05/2018	150	JKC

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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	Number of benefited	Number of students who	Number of studentsp placed
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		students for competitive examination	students by career counseling activities	have passed in the comp. exam	
2018	Career Guidance	10	50	0	0
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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
8	6	4

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	NA	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
2019	3	BA	Humanities	Andhra University	MA
2019	6	B.Com	Commerce	GDC Narsipatnam	M.Com
2019	8	B.Sc	All Groups	BEd Colleges	BEd
View File					

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
No file uploaded.	

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

Activity	Level	Number of Participants
Competitions on the eve of Constitution Day	Collegiate	62
Competitions in Connection with NSS Day	Collegiate	52
Sports Competitions for Inter Collegiate cum	Inter Collegiate	35

University Selection Trials		
Cultural Competitions for Voters Day	Division Level	25
Cultural Competitions for Womens Day	Collegiate	78
Academic and Sports competitions for College Anniversary	Collegiate	140
Yuvatharagam Competitions	District Level	8
Yuvatharagam Competitions	Division Level	25
Competitions on the eve of AIDS Day	Collegiate	106
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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
2018	NIL	National	Nil	Nil	NA	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:

420

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

5000

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Meeting Donation of Study Material for Poor Students Providing facilities for students in NSS Special Camps

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
Curriculum Development	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.

Teaching and Learning

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.

Examination and Evaluation

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. 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.

Research and Development

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.

Library, ICT and Physical Infrastructure / Instrumentation

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.

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 Government and for others salaries are paid from the college funds. The college funds are frugally utilized to minimize burden on non-plan expenditure.

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

Admission of Students

The college has a sanctioned intake of 240 for admissions. The college is located 4.5 km away from the town in a serene atmosphere. The campus sprawls in greenery studded with trees and pleasing enough to attract substantial student strength every year. The college boasts a spacious library with a sizeable collection of books and volumes in it. The library has subscription to a wide variety of magazines and newspapers that appeal to the interests of science, humanities and commerce students alike. NLIST is a big feature of the library. Many reference books, competitive magazines and News Papers are the assets of the library. Internet connectivity with Wi-Fi and printer facility enables students to amass the wealth of knowledge for their bright future. The college administration believes in the precept sound mind in a sound body. In consistence with this view, the college is providing a state of the art gym facility in the campus at free of cost. This is a boon to students aspiring for police and defence jobs. The English Language Lab attached with JKC gives formal training for imparting job fetching knowledge. 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.

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

E-governance area	Details
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 digitalized and except cashbook other finance and accounts parts are running on the basis of e-governance.
Planning and Development	NIL
Administration	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 internet only. Only legal and very important documents are sent by post and are recorded in the files.
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 Commissionerate 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
2019	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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

		staff				
2018	Workshop on MOOCs	NA	20/11/2018	20/11/2018	16	Nil
2018	Workshop on NAAC criteria	Workshop on NAAC criteria	10/12/2018	12/12/2018	16	3
2019	FDP on Academic Audit	NA	20/02/2019	20/02/2019	16	Nil
2019	FDP on Income Tax Calculations	FDP on Income Tax Calculations	15/02/2019	16/02/2019	16	3
2019	Workshop on e-content	NA	21/01/2019	21/01/2019	16	Nil
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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
Refresher Course	1	27/08/2018	16/09/2018	21
Shortterm Course at NIT Warangal	2	08/11/2018	14/11/2018	07
Shortterm Course at NIT	1	19/11/2018	24/11/2018	06
Tech Workshop at Vishakapatnam	1	15/11/2018	17/11/2018	03
National Seminar on Digital Innovations	1	28/01/2019	28/01/2019	01
National Seminar	1	30/01/2019	31/01/2019	02
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	7	0	4

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GPF Loan, GPF Part	GPF Loan, GPF Part	Welfare Scholarship,

final Withdrawal

final Withdrawal, Festival Advance and cloth advance

Hostels 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	0
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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	CCE Academic Audit Team	Yes	IQAC
Administrative	No	Nil	No	Nil

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

Canvassing of Goodwill for admissions Donation of Study material for very poor students

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

Medical leave facility Fast disposal of financial issues On duty facility to the faculty for attending seminars and workshops

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

Augmentation of buildings drastic improvement in E-Learning facilities Opening of PG Course in commerce

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
2018	Orientation Programme for First Year Students on Quality Parameters of NAAC	03/09/2018	03/09/2018	03/09/2019	124
2018	Bridge Course	01/08/2018	01/08/2018	08/08/2018	124
2019	Workshop on MOOCs and Hands on Training	21/01/2019	21/01/2019	22/01/2019	16
2019	Workshop on Development of E-Content	28/01/2019	28/01/2019	29/01/2019	16

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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 Rights	29/08/2018	29/08/2018	70	144
Awareness Programme on Rights of Tribal Women	10/08/2018	10/08/2018	75	116
Awareness Programme on Women's Health	25/10/2018	25/10/2018	64	0

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

Observed World Environment Day Observed Ozone Day Organized Rally against Sound Pollution Conducted Awareness Programme on Minimization of Plastics in the Campus Provided more cross ventilation in classrooms Minimising the use of motor vehicles in the campus

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
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Scribes for examination	Yes	6
Ramp/Rails	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
No Data Entered/Not Applicable !!!							
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	01/07/2018	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	15/08/2018	15/08/2018	211
Teachers Day	05/09/2018	05/09/2018	234
NSS Day	24/09/2018	24/09/2018	218
Gandhi Jayanthi	02/10/2018	02/10/2018	221
Traffic Week	24/10/2018	30/10/2018	206
National Integration Day	31/10/2018	31/10/2018	233
International Human Rights Day	10/12/2018	10/12/2018	214
National Youth Day	01/01/2019	01/01/2019	205
Republic Day	26/01/2019	26/01/2019	202
International	08/03/2019	08/03/2019	232

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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 and Environment 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, ventilation 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.

Provide the weblink of the institution

<http://qdcnarsipatnam.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 2019-20 ? 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 2019-20. ? 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.