Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**N. T. R. GOVERNMENT DEGREE COLLEGE**
Name of the head of the Institution	**Dr. R. Venugopal**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**919440585464**
Mobile no.	**8074343556**
Registered Email	**vayalpad.jkc@gmail.com**
Alternate Email	**ntrgdciqac@gmail.com**
Address	**Behind Magistrate Court, Tirupati Road**
City/Town	**Valmikipuram**
State/UT	**Andhra Pradesh**
Pincode	**517299**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. VM Rajasekhar**
Phone no/Alternate Phone no.	**919396986638**
Mobile no.	**9491342560**
Registered Email	**vmrsekhar@gmail.com**
Alternate Email	**ntrgdciqac@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://ntrgdc.ac.in/aqar-2016-17/

4. Whether Academic Calendar prepared during the year

	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://ntrgdc.ac.in/academic-calendar/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B**	**2.41**	**2015**	**01-May-2015**	**30-Apr-2020**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**25-Jul-2007**

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
ICT Training Program	**10-Aug-2018** **1**	**19**
View File		

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
Institution	STate Budget	State Govt.	2018 1	598000
[View File]()				

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 :	1
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
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)

• Encouraged the faculty: to acquire computer literacy • To prepare PPTs • To prepare subject material • To prepare econtent • To join courses in moocs.

[View File]()

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
Utilize the virtual classroom facility by all faculty members to develop e-content	Virtual class rooms are utilized by faculty and students and record maintained.
Submit institutional data for NIRF, AISHE	Institutional data is consolidated and submitted To NIRF and AISHE.
Remedial coaching for slow learners	Remedial coaching classes are conducted for slow learners.
Biometric attendance	All the teaching, non-teaching staff and students are registered for

	Biometric attendance through IAMS and students' attendance is marked through IAMS app on Mobile phones.
Students' feedback on lecturers	Feedback is collected from students on Lecturers' performance.
Certificate Courses	New certificate courses are introduced
Preparation of AQAR 201718	AQAR is prepared and submitted to NAAC
View File	

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	**21-Jan-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

This institution is affiliated to Sri Venkateswara University, Tirupati. The success of any institution is based on how its curriculum is designed and implemented. The curricular aspects mainly focusses on employability, entrepreneurship and skill development of the students. The CCE, A.P. and APSCHE together formulates the effective Common Core Syllabus and the same is entrusted to the Universities. Some of our senior faculty members are members of Boars of Studies of various departments. Since the introduction of CBCS system from the year 2015-2016 students have the freedom to choose any subject as per their interest. Apart from this, college not only recognises the significance of academic flexibility but also provides the students the choice of subject combinations in optional subjects in the IV Semester. Basically this college is situated in rural area, most of the students hail from rural background, it is imminent and useful to conduct Bridge / Orientation Courses to the first year students in order to familiarise them with new concepts. To bring in the uniform level of understanding among the students , remedial coaching classes are being conducted regularly by identifying the slow and moderate learners. In addition to the regular class room teaching , students are motivated and trained in various co-curricular activities like Unit Tests, Assignments, Student Seminars, Quiz, Group Discussion and Debates. Apart from

the above mentioned, students are encouraged to take up Study Projects and to go on Historical/ Educational tour and Botanical tour now and then. This enhances their academic temper which in turn helps them to build right aptitude and right understanding of the subject. Further, innovative teaching methods like Participative method, Interactive method, Q & A methods are implemented. Digital plotforms like PPT, OHP, and Virtual Classroom teaching are used as part of curricular delivery. More over, well designed well planned video recorded lessons telecasted by CCE, A.P. Vijayawada through MANA TV are watched by the Students. The college supports ICT enabled teaching. Virtual teaching has been initiated and proved successful in offering students an opportunity to watch the lectures on varied topics from experts. The digital class rooms have fully made use of the audio and video sources of learning. The institution is using LMS to promote E- Learning and Online Courses 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/entreprene urship	Skill Development
Still Photography	NA	01/08/2018	30	Employabilit y	NA
Still Photography	NA	01/08/2018	30	Employabilit y	NA
Hardware Training	NA	01/08/2018	30	Employabilit y	NA
Communicativ e English	NA	01/08/2018	30	NA	Skill Development
Advanced Ex- Cel	NA	01/08/2018	30	NA	Skill Development
Tally	NA	01/02/2019	30	NA	Skill Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	0	01/06/2018
BCom	0	01/06/2018
BSc	0	01/06/2018
View File		

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	0	01/06/2018

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

	Certificate	Diploma Course
Number of Students	127	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
0	01/06/2018	0

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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	Telugu	2
BSc	Chemistry	3
BSc	Zoology	1
BCom	Commerce	4
BCom	English	5
BA	History	2
BA	Economics	2
BA	Political Science	2
BSc	Physics	4

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
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
Feedback from the students, teacher, employers, alumni, parents has been taken. All the feedback forms are analysed and drawbacks are recognized. The following steps are taken to overcome draqbacks ? The students are largely of marginalized sections who cannot pursue higher education, and therefore it is decided to provide assistance and support. ? Owing to their unfavorable social and academic backgrounds these students have not been able to take part in most competitions, seminars, workshops and such other congregations held in other colleges. Hence it is decided to encourage in this regard. ? To start new P.G. courses in Arts, Commerce and Science for the students residing in rural areas to improve their higher educational opportunities. ? To construct residential hostel within the campus in near future. ? Another major challenge for the institute is to retain the strength of women students in the college as quite a few of them get married before completion of their graduation. Hence it is decided to sensitize in this regard.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the	Programme	Number of seats	Number of	Students Enrolled

Programme	Specialization	available	Application received	
BA	HEP	60	22	22
BCom	(G)	60	12	12
BCom	(CA)	80	63	63
BSc	(MPC)	60	1	1
BSc	(MPCS)	60	13	13
BSc	(BZC)	60	21	21
[View File](#)				

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	132	0	24	0	0

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	Numberof smart classrooms	E-resources and techniques used
24	20	5	4	0	3
[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)

Mentoring system: Once the admission process is completed, a bridge course is conducted to all the new students to create awareness of the semester pattern. Basics are taught in their respective subjects to the students. The students are categorised into slow learners, medium learns and advanced learners basing on their learning capabilities, Proctor/Mentor System: Each class is allotted to a faculty member and he/she will act as mentor/proctor of that class. Mentors maintain ward counselling system of their respective class, so that they are aware of their previous academic performance. Accordingly, the mentors classify the students in different categories. Advanced Learners: The advanced learners are encouraged to do special training programs under the Andhra Pradesh State Skill Development Centre (APSSDC). The campus recruitment drives are arranged under Jawahar Knowledge Centre (JKC). JKC is also offering job awareness and training programs to the students and also conducting coaching classes for competitive exams like bank exams etc. Slow Learners: Special attention is paid to slow learners to promote understanding of the concepts. Remedial classes are conducted by providing important topics and revision of old question papers for better results.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
430	24	18:1

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

24	24	0	3	8

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	Assistant Professor	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	1001	VI	27/04/2019	05/07/2019
BSc	1002	VI	27/04/2019	05/07/2019
BSc	1003	VI	27/04/2019	05/07/2019
BCom	1005	VI	27/04/2019	05/07/2019
BCom	1006	VI	27/04/2019	05/07/2019

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

As per the UGC guidelines, semester system has been introduced in the year 2015-2016. The internal assessment is made transparent in the college. In UG level 25 marks are allotted for internal assessment for all the courses. The time-table is circulated to all classes well in advance. The faculty strictly conduct the internal examinations, value the answer sheets and distribute to students for clarification. The students notify their mistakes and are clarified. Once the internal examination is completed, the marks are posted in the departmental marks register. After completion of the two internal examinations, best out of the two internal examination is considered as per the instructions of the university. The final marks are uploaded in the university website. As a part of internal assessment, students are given assignments by their faculty members. After completing students submit the assignments. The assignments are valued by the faculty and give necessary suggestions. The students also participate in Group- discussion, Quiz and seminars.

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

The institute conduct the examinations as per the rules and regulations of the S.V.University, Tirupati to which the college is affiliated. The grievances related to examinations like spelling mistakes in the name, noting of absent in mark list even though the candidate is present, change of wrongly mentioned question paper code etc., related is accepted by the college. The principal puts a remark and forward the application immediately to the university. University decision is final in this regard. Immediate action is taken on exam related grievances such as improper seating arrangement, insufficient light etc. S.V.University is offering online grievance Cell . A WhatsApp group is maintained by the examination branch of S.V. University, Tirupati for solving

exam related grievances. This is very useful to solve issues quickly and transparently.

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://ntrgdc.ac.in/program-outcome-2018-19/

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
1006	BCom	CA	70	52	74
1005	BCom	General	19	13	69
1003	BSc	BZC	8	6	75
1002	BSc	MPCS	20	16	80
1001	BA	HEP	14	12	86

View File

2.7 – Student Satisfaction Survey

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

http://ntrgdc.ac.in/result-analysis/

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
Minor Projects	730	ugc	170000	90000

View File

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
0	0	01/07/2018

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
0	0	0	01/06/2018	0

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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
0	0	0	0	0	01/06/2018

	View File	

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
Telugu	0
English	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	Telugu	10	0
International	History	2	6.7
National	Political Science	1	0
International	Computer Science	1	0
National	Computer Science	3	0
View File			

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

Department	Number of Publication
Telugu	5
View File	

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
0	0	0	2018	0	0	0
View File						

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
0	0	0	2018	0	0	0
View File						

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

Number of Faculty	International	National	State	Local
Presented papers	1	10	8	0

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
International Yoga Day Celebrations	NSS	20	40
Awareness on Drug Abuse	NSS	19	300
World Aids Day Ralley	RRC	16	300
National Voters Day	NSS	22	150
National Science Day - Role of Science	YRC	21	70
International Womens Day - Women Empowerment	NSS	23	140

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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
0	0	0	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 activites	Number of students participated in such activites
WEC	WEC	International Womens Day	24	221
YRC	RRC	World Aids Day Ralley	24	300
NSS	NSS	Swatch Barath	23	250
NSS	NSS	Awareness on Drug Abuse	17	300

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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
0	0	0	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
0	0	0	01/06/2018	31/03/2019	0
		**No file uploaded.**			

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
GDC(W), Madanapalle	01/06/2018	Exchange of expertise	20
GDC, Punganur	01/06/2018	Exchange of knowledge	15
	View File		

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
57.69	57.69

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Newly Added
Others	Newly Added
View File	

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 2.0	Fully	2010	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12279	4000000	4	364	12283	4000364
	View File					

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
0	0	0	01/06/2019

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	98	47	98	1	0	6	14	10	0
Added	0	0	0	0	0	0	0	0	0
Total	98	47	98	1	0	6	14	10	0

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

10 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
0	0

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 incurredon maintenance of physical facilites
2.1	2.1	57.69	57.69

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 institution has well established systems and procedures for the maintenance of physical, academic and support facilities. • The institution follows the rules and regulations for the maintenance and augmentation of infrastructure as prescribed by the Govt of AP. • The physical facilities of the college include classrooms, playground, garden, seminar hall, gymnasium and roads with in the college. • Every 3rd Saturday of the month is observed as clean and green. All the students participate in cleaning the classrooms and campus under the guidance of respective lecturers. • Respective lecturers were kept in charge of their departments and were given the responsibilities to maintain and upkeep the infrastructure. • At the beginning of the every academic year an awareness programme is being organized to the fresher's on the utilization of physical and academic facilities, support services and working hours of library, gymnasium and sports. • 5 office sub-ordinates were appointed on out sourcing basis to maintain the physical facilities of the college. • The Govt. of Andhra Pradesh and UGC sanctions budget based on the requirements of the institution for building new rooms, maintenance of physical facilities and to purchase required equipment. • The academic facilities include classrooms, laboratories, virtual classroom, digital classrooms and library. • Responsibilities for the

maintenance of labs, virtual, digital and MANA TV classrooms were allotted to respective lecturers of the departments. • Labs were maintained with the support of UGC and state govt funds given from time to time. • Students and staff must carry their ID cards and utilize the laboratory and library facilities with proper log book entries. • Every department maintains a stock register for the available equipment and furniture. Physical verification of the stock will be done at the end of every year. • Laboratories and classrooms are well furnished, electrified, ventilated and equipped with first aid kits and water supply. • The menial staffs takes care of regular sweeping, mopping of floors and washrooms, dusting of furniture, almirahs, shelves etc. • Audio-visual aids and ICT facilities are strictly meant for academic and research work of students and staff. These are monitored and maintained by the departments of physics and computers respectively. • Virtual, digital, MANA TV class rooms will be maintained and taken care of by the lecturers who were kept in charge for them. • Any repairs in computer software and hardware, ICT facilities, CCTV cameras, PA systems will be repaired by hiring local technicians as and when required. • The Department of Physical Education takes care of gymnasium and play ground. Gymnasium is available in prescribed timings for students and staff by making necessary log book entries. • Responsibilities were assigned to respective committees and students for optimum utilization and protection of physical, ICT and sports infrastructure. • Separate timings are prescribed for the better utilization of library from 9.00 a.m. to 5.00 p.m. and from 9.00 a.m. to 1.00 p.m. during examinations.

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	State Welfare Scholarship and Fee Reimbursement	295	2224173
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 implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	07/11/2018	63	All Departments of the College
Bridge Course	27/06/2018	22	All Departments of the College
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	Number of benefited students by	Number of students who have passedin	Number of studentsp placed

competitive examination	career counseling activities	the comp. exam	

2018	Competitive Exam Coaching	38	38	13	6

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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
5	5	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Simho HR Services Pvt. Ltd.	50	24		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	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	BSc	Computer Science	BT College	MSc
2019	11	BCom	Commerce	SV University Area	MBA MCom
2019	2	BA	History	SV University	History

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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
SLET	1

View File

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

Activity	Level	Number of Participants
Sports	Inter university	4

View File

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	0	National	0	0	0	0

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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 institution has a strong committed alumni association. The association is going to registered. The alumni of the institution are in various fields like Academic, finance and banking sector, administration, health, defence, IT sector etc. the alumni help the students and institution. The alumni involve not only in academic growth of the students but also providing exposure to the students but also providing exposure to the students go participate in various activities pertaining to jobs, sports and games, cultural, festival etc. they contribute by way of cash to the institution and to the students welfare fund or in the form of material to the students. The association had decided to contribute some infrastructure to the institution. They always keep in touch with the college and the students to strengthen the institution. Major platforms where Alumni of NTRGDC are involved in: 1. Admission procedure 2. Invited talks/ guest lecturers/ Alumni forums. 3. As patriciates and sponsors during workshops, conferences, college Annual day celebration, sports meet and other activities. 4. They actively participating and conducting skill development programmes to outgoing students. 5. Participating in academic, development and administrative activities. 6. Take part in various social activities like NSS, Green corps, Red Ribbon club activities etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

30

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

25000

5.4.4 – Meetings/activities organized by Alumni Association :

1. Admission Drive 2. Motivation Classes

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)

NSS CAMP On 18 September, 2019 all the NSS Volunteers accompanied by the NSS Programme officer Dr. D. Khajavali reached the village Jarravaripalle which is 5 k.m. away from vayalpad and setup camp in the school compound with the permission of the in charge head master. After finishing the breakfast the camp officially launched by Sri A. Sathyanarayana, principal of the collage. The meeting was attended by sri. A. Munibhaskar Ex. MPTC, HM of MPP School and the

villagers. Then we took up work and cleaned the school camp with the volunteers and discussed the work to be done on the day. On the second day i.e. 19th September we conducted awareness rallies on literacy, ODF, sanitation and cleanliness in the village Jarravaripalle and also distributed pamphlets. On the third day we took up tree plantation both sides of the way, in the local temple areas and school compound of Jarravaripalle. Then we conducted a rally on the importance of tree plantation. We conducted a rally in the surroundings of the villages On the fourth day we conducted Door to Door Campaign creating awareness on seasonal diseases. On the fifth day we conducted Health camp at school in Jarravaripalle involving the Dr. Venkataswami garu and his staff of Piler. Examined the villagers and distributed required medicine on the spot itself. Then we conducted a rally on AIDS awareness, health awareness in dengue fever etc. And also conducted demonstration on hand washing along with the medical staff in Jarravaripalle. We also distributed pamphlets on health awareness and ODF. On the sixth day we took up slum cleanliness work at drinking water tank in Jarravaripalle Village along with the villagers. After lunch we conducted Leadership training programme for the NSS Volunteers. On the last day i.e. 24st September 2019 we conducted valedictory meeting at Jarravaripalle by inviting Sri A. Sathyanarayana, principal of the collage, Sri K. Brahmachari, Vice-Principal, Dr. M. Josep D. Rao, Retired Principal, and also former NSS P.O, staff members and villagers. In this occasion the plants were distributed to the villagers by the principal. We summed up activities of the camp. The volunteers shared their experiences and we asked the Head Master, MPP School to look after the plants and cleanness of the school. Prizes were distributed to the best volunteers by the principal and program officers.

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 syllabi of every subject for under graduate courses are being decided by the Editorial Board of concerned subject formed by the Andhra Pradesh State Council of Higher Education (APSCHE), under common core syllabus scheme. The same is adopted by the universities in the state. The universities are permitted to change the syllabus not exceeding 20 of the syllabus decided by the State Editorial Board if they feel that is necessary to local needs. The college get feedback on curriculum from the students, parents, alumni and faculty, analyze the same and submit it to the BOS for improvement of the syllabus. Three of senior faculty are representing BOS who actively participate in designing the curriculum. And co-curricular activities like seminars, conferences will be decided by the concerned committees under chairmanship of the principal. And extra-curricular activities like sports and games, NSS

		camps will be decided time to time by the concerned committee under the chairmanship of the principal and be implemented accordingly.
	Teaching and Learning	There is an effective teaching learning system in the college. There are 3 digital classrooms, 1 virtual classroom in addition to regular class rooms. There is a ELL computer Lab, JKC lab and two computer Labs. The Vice Principal and academic guidance cell coordinator of the college under the guidance of the principal frames the time table and implement the same effectively by guiding and inspecting the teaching faculty. The teachers of the college strictly follow the time table to conduct classes which comprise classroom teaching, group discussion and quiz programs, practical examinations and internal examinations. The college will also conduct the district level quiz programs, student seminars and conferenced to improve the teaching learning environment in the college. Sri Venkateswara University, to which the college is affiliated will frame academic organiser and academic calendar every year and send the same to the college. The academic calendar comprises the dates of reopening of the college and commencement of class work to the second and third year students and to the first year students and the dates of internal examinations and practical examinations. The college will follow the organiser and calendar strictly. In addition to internal examinations the subject teachers assign the students periodical assignments and project works and see that they are completed effectively in given time.
	Examination and Evaluation	The performance of every student will be evaluated by the concerned subject teacher on the basis of internal examinations, attendance to the theory class, practical classes, participation in quiz and group discussions, student seminars and participation in extra-curricular activities like sports and games and NSS campaigns and other social activities like blood donation programs etc. The teachers award the internal marks to the students basing on the above criteria and send to Sri Venkateswara University to which the

	college is affiliated through proper channel to add to marks of theory examination. The University to which the college is affiliated will frame examination scheme every year and conduct it according to its rules and regulations. The college conduct the practical examinations and internal examination on the dates given by the University. The teachers of the college will also attend the spot valuation program in the University campus after completion of every semester examination.
Research and Development	The teachers of the college are very active in research practices. The principal and eight members of teaching faculty are having Ph.D., degrees. The teaching faculty is active in writing and publication of the research papers, books and actively participates in national seminars and conferences. The faculty in the college are also conducted national and state level seminars. Independent research activities are encouraged in the institution. Faculty are encouraged to apply for research projects from various funding agencies. Inter faculty forum is established to encourage inter-disciplinary research activities
Library, ICT and Physical Infrastructure / Instrumentation	The college has a spacious library having 12283 books. The library has a reading room where journals, magazines, and periodicals available. The library of the college has also facility to connect to internet and membership of inflibnet N-List. There is a good environment in the reading room for the students. The college also provides books for poor and backward students under SC, ST Book bank scheme. The library is providing a friendly environment to receive and back the books from 10 a.m. to to 5 p.m. every day except on non working days. There is internet facility in the library for the students to access. There are 3 digital classrooms, 1 virtual classroom, and two computer Labs.
Human Resource Management	The college has human resource Management Committee under the chairmanship of the principal. The committee find and recruits the guest lecturer in the vacant places and see that all the subjects be taught. The committee also conduct the Human

	Research Development activities in the college. The faculty trains the students to complete their studies and prepare them to compete in higher education and in getting jobs.
Industry Interaction / Collaboration	The college has an effective industry interaction and collaboration system. The college conducted many recruitment programs by inviting many companies to the college and helped the students in getting the jobs. The college also guided and took the students for many recruitment programs in the district conducted by various degree and engineering colleges. Andhra Pradesh State Skill Development Course (APSSDC) has introduced Skill Development Programs and the trained students will be placed by the APSSD.
Admission of Students	Admissions into the institution are made on the basis of reservations and as per merit. Campaigning is being made to publicize the activities happening in the campus.

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

E-governace area	Details
Planning and Development	Video Conference (Govt. of Andhra Pradesh, CCE, Higher Education) Contact: collegiateeducation@yahoo.co.in. Implementing from 2017-18
Administration	College Website-Aone Soft Technologies Pvt Ltd. Implementing from 2008-09
Finance and Accounts	CFMS (Govt of Andhra Pradesh) cfms.ap.gov.in. e-Pragathi (Govt of Andhra Pradesh) Prisecy_it@ap.gov.in Implementing from 2017-18
Student Admission and Support	1. Online Admissions through APSAMS https://www.dheap.in/admissions/ from 2018-19 2. e-Pass (Govt of Andhra Pradesh) epass.apcfss.in from 2008-09 3. Real time governance through IAMS (Govt of Andhra Pradesh) min_hrd@ap.gov.in from 2017-18 4. Online Feedback System http://svagovtcm.ac.in/index.php/onlinefeedback from 2017-18
Examination	S.V.University ,Tirupati www.svuniversity.edu.in from 2010-11

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
2018	0	0	0	0

[View File](#)

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)
2018	ICT Training Program	-	10/08/2018	10/08/2018	19	0

[View File](#)

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 in SEAP Studies	1	28/01/2019	16/02/2019	14
Training Programme on "EAT Module of Public Financial Management System (PFMS) for HEI's"	1	13/02/2019	13/02/2019	01
RC in Gender Studies	1	15/02/2019	16/03/2019	21
Workshop on Emerging Trends and E-Tools in English Language teaching	1	23/03/2019	23/03/2019	01
Two week Induction training programme for newly recruited lecturers	1	13/08/2018	26/08/2018	14
NPTEL Workshop	1	12/09/2018	12/09/2018	01

Workshop on OER, Content Development, MOOCS and MOODLE	2	26/10/2018	31/10/2018	06
Workshop on OER, Content Development, MOOCS and MOODLE	2	09/11/2018	14/11/2018	06
Workshop on OER, Content Development, MOOCS and MOODLE	2	19/11/2018	24/11/2018	06
Workshop on OER, Content Development, MOOCS and MOODLE	2	30/11/2018	05/12/2018	06

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

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
1. Leave Facilities: 1. 15 Days of Casual Leave for Year 2. 07 Days of Special Casual Leave for Year 3. 05 Days of Optional Holidays for Year 4. 20 Days of Medical Leave for Year(Commutable to Half Pay Leave) 5. 180 Days of Meternity Leave(Up to Two Surviving Children) 6. 15 Days of Paternity Leave 7. 05 Days of Special Casual Leave for Women Employees 8. 02 Years of Study Leave 2. Medical Facilities - Health Card System: • Cashless treatment will be offered through the health card, at all government and selected corporate hospitals. • The eligible beneficiaries will be	1. Leave Facilities: 1. 15 Days of Casual Leave for Year 2. 07 Days of Special Casual Leave for Year 3. 05 Days of Optional Holidays for Year 4. 20 Days of Medical Leave for Year(Commutable to Half Pay Leave) 5. 180 Days of Meternity Leave(Up to Two Surviving Children) 6. 15 Days of Paternity Leave 7. 05 Days of Special Casual Leave for Women Employees 8. 02 Years of Study Leave 2. Medical Facilities - Health Card System: • Cashless treatment will be offered through the health card, at all government and selected corporate hospitals. • The eligible beneficiaries will be	1. Govt. Sponsored scholarships 2. Govt. sponsored fee reimbursement 3. Pratibha award etc. available.

provided with health cards. • The scheme will provide in-patient treatment for the listed therapies for identified diseases under all specialties in the empanelled hospitals. • 60 of total amount will be borne by Government and 40 by the employee / pensioner contribution. • The monthly contribution: Slab-A Rs. 90/- Slab-B Rs. 120/- Slab-C Rs. 300/- • Reimbursement is also available in case of self payment. 3. Insurance Facilities: Andhra Pradesh Group Life Insurance (APGLI): • The Government employees who are between 21 and 53 years of age are eligible to buy a APGLI Policies. • The Premium rates are low. • APGLI policies do not lapse. • In case of maturity of the policy, the total sum of assured and bonus till date of maturity are paid to the policy holder. • In case of decease of policy holder before maturity of the policy, the sum assured along with the bonus till date of death are paid to the legal heirs. APSE Group Insurance Scheme (GIS): • AP State Employees Group Insurance Scheme is introduced w. e. f 01-11-1984. • All the Gazetted, Non-Gazetted and Class-IV employees are eligible to join in the scheme. • The monthly contribution: Group A Rs. 120/- Group B Rs. 60/- Group C Rs. 30/- Group D Rs. 15/- • On retirement the total accumulation of saving fund with interest will be paid. • On death: (a) Lumsum amount of insured fund will be

paid. (b) Total accumulation of saving fund with interest will be paid. AP General Provident Fund(GPF): The General Provident Fund came into effect on 1st April 1935 giving an extra benefit saving for Government Employees, and an employee who is termed under Permanent AP State government rules is eligible to contribute for GPF and their funds get saved till the maturity period and can check every year in the form of GPF. • Interest at the rate prescribed by the government of A.P. shall be credited to the account of subscriber on the last date of every Financial Year. • Temprory Advances and Part Final Wthdrawals are allowed in needy sistuations. • The amount at the credit of the subscriber shal	paid. (b) Total accumulation of saving fund with interest will be paid. AP General Provident Fund(GPF): The General Provident Fund came into effect on 1st April 1935 giving an extra benefit saving for Government Employees, and an employee who is termed under Permanent AP State government rules is eligible to contribute for GPF and their funds get saved till the maturity period and can check every year in the form of GPF. • Interest at the rate prescribed by the government of A.P. shall be credited to the account of subscriber on the last date of every Financial Year. • Temprory Advances and Part Final Wthdrawals are allowed in needy sistuations. • The amount at the credit of the subscriber shal	

6.4 – Financial Management and Resource Mobilization

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

Response: • Internal audit is done in every department including office at the end of every financial year by the constituted committees. They submit a report to the principal on the maintenance of records and expenditure. • Internal audit is conducted by the Regional Joint Director of Collegiate Education, Kadapa to strengthen the efficient functioning of the college. • An Academic audit is also conducted every year by the academic audit officers appointed by the Commissionerate of Collegiate Education, Andhra Pradesh, Vijayawada to check the academic practices of the college. • The external audit by Accountant General of Andhra Pradesh is conducted to check the revenues and expenditures incurred by the college. Financial Audit: Financial audit provides reasonable assurance that the financial statements of the organization present a true and fair view. In conducting financial audits, auditor determines whether: A. Financial information is presented in accordance with the applicable accounting standards including specific requirements of financial disclosure. B. The organizations internal control structure over financial reporting and safeguarding assets is effective and C. The organization has complied with laws and regulations applicable to it. Audit of cash receipts and cash disbursements Government financial transactions consist of receipts and disbursements, which are governed by the AP Financial Code and the Treasury Code. The receipts comprise ordinary revenue derived from taxes, duties, fees, fines and current incomes and receipts of banking nature include repayments of loans and advances. Government disbursements comprise expenditure out of ordinary revenues, capital expenditure and payment of banking nature including loans and

advances and repayment of deposits. The main aim of internal audit in respect of cash would thus be to ascertain the adequacy of compliance with regulations and procedures for effective receipt, remittance, reconciliation and accounting. Internal Audit must specifically check whether any bank account has been opened by auditee and if so, whether there are adequate controls (such as bank reconciliation) to ensure proper accounting of receipts and disbursements from it. At another level, they involve diligence in collection of receipts (that revenues due to government are correctly assessed and collected promptly) and observance of propriety in incurring expenditure from public money. Irregularities associated with receipts are as below: a) Funds received on behalf of the government are not deposited in government account and b) Funds received by the Department are utilized to meet the expenditure against which it is sanctioned. Following are the source documents that are reviewed during audit of establishment: • Cash books of different categories • Service Registers • Register of increments • Sanctioned cadre strength • Pay bills • Pay bill register • Leave account - temporary and permanent staff, encashment of earn leave, part final/ temporary advance of GPF etc. • Pay fixation • Pay Slips and other similar authorisations issued by the competent authorities, • Last Pay Certificates • Allowances sanctioned and their orders and records • LPC register • Register of loans • Register of recoveries • Reconciliation with Bank – payment of salaries Pension register

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
No Data Entered/Not Applicable !!!		
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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**		**Yes**	
Administrative	**Yes**		**Yes**	

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

1. Mutually helps to student attendance 2. Mutually helps in maintaining discipline 3. Mutually helps in admissions

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

1. Regularly sending the staff for RC/OCs of ASCs 2. Sending to induction and FDPs 3. Conducting Staff Council Meetings to provide awareness on different topics1.

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

1. Constructed 4 science labs. 2. Constructed 1 Library building 3. Constructed 1 Virtual Class Room and 2 Digital Class Rooms worth Rs. 45 lakh.

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	ICT Training Program	10/08/2018	10/08/2018	10/08/2018	19

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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
International Yoga Day	21/06/2018	21/06/2018	60	40
Awareness on drug abuse	26/07/2018	26/07/2018	170	130
International Youth day	12/08/2018	12/08/2018	120	160
World AIDS day	01/12/2018	01/12/2018	160	140
National Voters Day	25/01/2019	25/01/2019	70	80
National Science Day	28/02/2019	28/02/2019	40	30
International Women's Day	08/03/2019	08/03/2019	130	10

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. Solar energy 2. Wheeling to the Grid 3. Sensor-based energy conservation 4. Use of LED bulbs/power efficient equipment

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Rest Rooms	Yes	2
Scribes for examination	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages	Number of initiatives taken to engage with and	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

	and disadvantages	contribute to local community					
2018	1	1	21/06/2018	1	International Yoga Day Celebrations	Awreness on Yoga and its Importance	40
2018	1	1	26/07/2018	1	Awareness on Drug Abuse	Created Awareness on Drug Abuse and Trafficking	300
2018	1	1	01/12/2018	1	World Aids Day Ralley	Awaress on AIDS and Control of AIDS	300
2019	1	1	25/01/2019	1	National Voters Day	Awareness on value of vote in Elections	150
2019	1	1	28/02/2019	1	National Science Day - Role of Science	Awraeeness on role of Science and Technology in Development of Nation	70
2019	1	1	08/03/2019	1	International Womens Day - Women Empowerment	Awareness on Women Empowerment	140

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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)
HVPE	01/06/2018	1. ????????????? ???????????. ???????? ????????? ???? ????? ?????? ???????. ?????????: ????????? ???????? ?????? ???????, ???????, ?????, ?????????? ????? ? ???? ????????? ??????????? ??????? ?????, ??????????? ????????????? ???????

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

Activity	Duration From	Duration To	Number of participants
HVPE Classes	01/06/2018	31/03/2019	131

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

No Vehicle Day Nowadays everybody using motor vehicles or bikes for their travel and transport purpose. It leads to release of harmful gaseous in to environment such as corbon monoxide, nitrogen oxides, sulfur oxides, aldehydes etc. Many of our students and staff members are using bikes, cars etc. So its pollutes our college campus environment and will cause for many health hazards. So our college management took a decision on this problem and decided to make an awareness on the serious problem among the students. Then the college organized awareness programs by NSS department of this college, series of lectures conducted to the students and staff members of this college on this matter and then has taken a decision to ban all vehicles for one day and keep the campus free of air pollution, mainly to make the awareness on minimizing the use of of motor vehicles to reduce air pollution. So a committee has been setup under the headship of the college principal and the volunteers were appointed to assist in the implementation of this program. So implementation committee decided to observe every wedness day as no vehicle day. Plastic Free Campus Plastics give helpful hand, but they are polluting our land. Nowadays plastic usage is enormous because of its convenient nature. It has become a chief material for storage of goods, packaging foods and various purposes due to chief in term of its cost and easy to manufacture. So everybody using plastic indiscriminately without bothering of its consequences in land and soil pollution. It's a big challenge to the world to solve this problem. So as part of education system we are creating on environmental issues by means of conducting rallies, making the students to listen inspiring success stories and novel technology to reduce or recycle used plastics and also organized many awareness sessions to the students on the right ways of using plastic and to reduce, reuse and recycle plastics. Slogans on Avoiding Plastic • Handle with care, Plastic is every where • Don't be drastic, Say no to plastic • Don't laminate the earth • If you are fantastic, Then due to something drastic to cut the plastic • Use paper bags, Reduce plastic bag • REDUCE, REUSE, REFUSE, RECYCLE PLASTIC That is why our college managements took a firm decision to ban plastic in our college campus. So a committee has been constituted to resolve this problem. The volunteers are engaged in doing this program and also other NGO's cooperated in making our campus free from plastic.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1) Title: ICT Based Learning 2) Goal: • To upgrade the use of ICT in learning process by students. • To assist the students in getting additional information on given subject. • To uplift the students in browsing free educational online resources. • To implant skills knowledge collection presentation in the students. • To give opportunity to students for presentation of their skills. Computer Knowledge and internal Skills: • To make use of the institutional ICT facilities best of the students. • To enhance the departmental digital learning methods with student centric activities. • To minimize the use of paper in academic matters. 3) Content: • Encouraging the use of technology in one of the five core principals of higher education as mentioned by NAAC to utilize the prospects of advancing technology for providing better and quality education • Enhancing the systems with LAN and internet facility to go for revolutionary attitude for their most utilization • All the students to learn basic computer skills tools and internet skills as a part of system skills are then strengthen in JKC activities. 4) The practice: Step I: Exhibit the list and topics given to the students with following instructions and the plan of using ELL (English Language Lab). JKC lab, computer applications lab on the department notice boards. Instructions: • Note down the topics mentioned against their roll members. • Go through the reference books journals/publications in the library and collect information. • Visit computer labs on the mentioned date and scheduled timings, to use the computer systems and internet facility • Use Google search engine – open the websites concerned topics and get the required material and save in your folders. • Prepare the assignments in the word or ppt format. • Limit the assignments to 7-8 pages in the word format in MS Word or 10-20 slides in PowerPoint. • Go through the assignment once or twice and alter as you want. Schedule for English Language Lab, JKC Lab and Computer labs: The computer faculty and JKC Mentor are instructed to help the students in the process and solve any technical problems, if occurred in the course of time. • The students were divided in batches. • Each batch is assigned a slot for 3 days for collecting the information editing finalization and online submission to the concerned faculty or to the department. Step II: work done by the Students • The given topics were note down by the students. • Preparation of the frame work of the assignments by the students by using library resources. • The students to go to the Computer Labs as per the time allotted and collect the information and prepare the assignments in Power point or word format. • The students submit their assignments online to the departments. • Students work is supervised by faculty members in computer labs and given necessary suggestions. Step III: Activities in the Department • Downloading the student assignments • Evaluation and awarding marks • The passing marks based on observation and evaluation. Step IV: Motivation and guidance in using the essential Digital Assignments in the Seminars Step V: Evidence of Success • Passionate participation of students in the preparations of assignments in digital mode using by resources in the computer lab. • Intensifying the digital facilities in each department. • Student's motivation towards ICT based self-learning. • Peer learning by sharing the digital assignments. Resources Required: • One virtual class room and three digital classrooms are provided for student's interactions, learning, sharing knowledge form subject experts. • Computer labs and ELL labs with internet facility. • Computer tables, Desktop Computers, LCD projectors for presentation are provided to the students. • Reference books, periodicals/journals are available in central library. • Make the use of learning managements systems (LMS). Step VI: Problems Encountered • Few students are unable to edit e-content downloaded from various sources and prepare a frame work of the given assignment. Those students are identified by concerned faculty members and guided them to complete the assigned work. • Some students in every batch face some problems in the preparations of allotted digital assignments due to computer and internet skills. The students are advised to take the assistance of their peer group who are well known of computer and internet skills.

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

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

This institution is always ready to modify methods and means to meet changing conditions following some of the novel and better practices that are practiced in our college. 1) Teacher – parent interaction, ward system, remedial coaching classes for slow learners are being conducted for the progress of the students to bring back the students in right track. 2) To inculcate values in helping and giving and make the students to realize the humility and humanity in their hearts and mind. In this regard donations were collected from the public for Kerala flood victims and also for National Foundation for communal harmony by staff members and students. 3) Endowment Prizes: the main objective of this practice is to recognize and honour the able students in academics, Literacy, Cultural and Sports activities on the occasion of college day celebrations to encouragements and competition among students. This practice motivate the students of meritorious and zeal oriented all round development. 4) The college conducts blood donation camps every years through voluntary services like NSS and Academic services like DRC, RRC, YRC associated with Indian Red Cross Society. The students come forward to donate blood to IRS units and Government Hospital Blood Bank, Madanapalle. List of student voluntaries identified to donate Blood in Medical Emergencies. The institution always trust in being dynamic in performing best and innovative exercises. Innovations endeavour when there is a need for the benefit of students. The following Innovative practices has been introduced in our college. • Academic Annual Plan, Teaching Diary, Teaching Notes are maintained by faculty for implementation of work. • Feedback system from students is obtained to enhance and evaluate teaching skills and methods. • Various social service programs are conducted through NSS and members of different departmental committees of the college. • Alumni associations has been formed to help and inspire students. • Academic coordinator is appointed by the principal to ensure the check of academic matter such as academic audit and NAAC. • The office and department are encouraged e-governance to reduce paper work. • Certificate courses and bridge courses were conducted in few subjects. • Prayer assembly is being implemented every day in the beginning hours of the college.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

The students of the NTR Govt. Degree College are largely of marginalized sections that cannot pursue higher education, and therefore, need every assistance and support. Owing to their unfavorable social and academic backgrounds these students have not been able to take part in most competitions, seminars, workshops and such other congregations held in other colleges. The following are the future plans: 1. To start new P.G. courses in Arts, Commerce and Science 2. To construct residential hostels for both men and women within the campus in near future 3. To link the college activities with community 4. To improve the library access 5. To improve the physical education facilities 6. To establish botanical garden 7. To beatify the college 8. To establish a competitive coaching system 9. To establish a handcraft training wing