



Yearly Status Report - 2019-2020

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	ntrgdciaac@gmail.com
Address	Behind Magistrate Court, Tirupati Road
City/Town	Valmikipuram, Chittoor Dist.
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	ntrgdcqiqac@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://ntrgdc.ac.in/aqar-2018-19/
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://ntrgdc.ac.in/wp-content/uploads/2020/07/Academic-Schedule-2016-17-to-2019-20.pdf

5. Accreditation Details

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

6. Date of Establishment of IQAC	25-Jul-2007
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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
Quality Maintainance in Educational Institutions	01-Nov-2019 1	20
Hands on Training on e-content editing	25-Sep-2019 1	23

Hands on Training on e-content generation using mobile apps	24-Sep-2019 1	21
Lecture on e-content generation	23-Sep-2019 1	20
Lecture on Teaching Methods	05-Sep-2019 1	22
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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
Institution	State Budget	State Govt	2020 1	79486
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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 :

3

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)

1. Lecture on Teaching Methods 2. Lecture on econtent generation 3. Hands on Training on econtent generation using mobile apps 4. Hands on Training on econtent editing 5. Quality Maintenance in Educational Institutions

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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	Achievements/Outcomes
Analyzing the results of March 2019 semester exams of II, IV VI semesters	Results are analyzed subject and group wise in the staff meeting held on and concerned measures to improve the results were discussed
To conduct remedial classes	Remedial classes were conducted for the slow runners
To conduct Bridge Course for I Semester Students	Bridge course for I Year students was conducted in their respective subjects by the faculty
To prepare annual curriculum and academic plan	Annual curriculum plan and academic plan was prepared by the faculty concerned
To submit AQAR for the year 2018-19	AQAR's are prepared and uploaded to the NAAC portal on 06.11.2020
To use IAMS app for marking attendance	All the faculty has downloaded the IAMS app for marking attendance and are using it
To instruct the staff to enroll for online courses	Some of the staff members has registered and completed online courses on SWAYAM, MOODLES and MOOC's
To conduct National workshop in the month of August	A "National workshop on Indian Constitution and technical Terminology" from 29.08.2019 to 30.08.2019.
To conduct periodical test and Internal Examinations	Internal examinations were conducted for I, III & V semesters as per the SV University schedule
To make use of Digital and Virtual classroom	The budget allotted for SC, ST Book bank was utilized and books were bought and issued to the students by the library
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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	2020
Date of Submission	13-Feb-2020
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 Boards 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 platforms 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/entrepreneurship	Skill Development
Still Photography	NA	22/07/2019	30	Employability	NA
Hardware Training	NA	22/07/2019	30	Employability	NA
Communicative English	NA	22/07/2019	30	NA	Skill Development
Advanced Excel	NA	22/07/2019	30	NA	Skill Development
Tally	NA	22/07/2019	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
BSc	0	01/06/2019
BCom	0	01/06/2019
BA	0	01/06/2019
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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	History Economics Political Science	10/06/2019
BCom	General	10/06/2019
BCom	Computer Application	10/06/2019
BSc	Maths Physics Computer Science S	10/06/2019
BSc	Microbiology Biochemistry Chemistry	10/06/2019
BSc	Botany Zoology Chemistry	10/06/2019

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

	Certificate	Diploma Course
Number of Students	128	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	10/06/2019	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	10
BSc	Chemistry	10
BSc	Zoology	8
BSc	Commerce	15
BSc	English	12
BSc	History	8
BSc	Political Science	8
BSc	Physics	10
BSc	Computer Applications	15
BSc	Computer Science	10

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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 drawbacks ? 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	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	HEP	60	22	22
BSc	MPCS	60	16	16
BSc	BZC	60	20	20
BSc	MBC	60	12	12
BCom	General	60	12	12
BCom	CA	60	68	68

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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

2019	155	0	24	0	0
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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
24	18	4	4	4	8
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)

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 learners 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
155	24	16

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	0	9

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
2020	Nil	Lecturer	Nil
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination

BA	1001	VI	10/07/2020	17/11/2020
BSc	1002	VI	10/07/2020	17/11/2020
BSc	1003	VI	10/07/2020	17/11/2020
BSc	1004	VI	10/07/2020	17/07/2020
BCom	1005	VI	10/07/2020	17/07/2020
BCom	1006	VI	10/07/2020	17/07/2020
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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/wp-content/uploads/2020/12/Programme-Course-Specific-Outcomes.pdf>

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	63	53	84
1005	BCom	General	7	5	71

1004	BSc	MBC	5	5	100
1003	BSc	BZC	15	11	85
1002	BSc	MPCS	9	6	67
1001	BA	HEP	19	16	84
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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)

<http://ntrgdc.ac.in/online-feedback/>

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	0	Nil	0	0
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
Indian Constitution Technical Terminology	Political Science	29/08/2020

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	01/06/2019	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	01/06/2019
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	1	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
0	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
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			any)
National	History	1	1
National	Computer Applications	1	2
International	Computer Applications	1	1
National	Commerce	2	1
National	Telugu	1	1
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	1
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	2019	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	2019	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
Attended/Seminars/Workshops	6	16	0	0
Attended/Seminars/Workshops	0	4	0	0
Attended/Seminars/Workshops	2	2	0	0
Attended/Seminars/Workshops	1	4	0	0
Attended/Seminars/Workshops	1	2	0	0
Attended/Seminars/Workshops	2	3	0	0
Attended/Seminars/Workshops	0	0	1	0

Attended/Seminars/Workshops	0	3	0	0
Attended/Seminars/Workshops	0	1	0	0
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness on Traffic Rules	NSS, Police	20	250
National Voters Day	NSS	25	250
Women Sensitization Program(Abhaya)	WEC	18	150
International Youth Day	NSS	17	200
Tastriya Ekatha Diwas	NSS	20	200
Anti ragging awareness Program	NSS	25	300
SWatch Bharath	NSS	23	250
Tree Plantation	NSS	18	100
International Yoga Day Celebrations	NSS	15	100
View File			

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
Outstanding Individual Achievements and Distinguished Service to the Nation	1	Way Foundation and Consortium of NGOs Tirupati Chapter	0
View File			

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
Anti-Ragging Program	NSS	Anti-Ragging Program	25	300
International Youth day	NSS	International Youth day	17	200

Awareness program on child marriages	WEC	Awareness program on child marriages	25	300
Awareness program on Traffic Rules	Police-NSS	Awareness program on Traffic Rules	20	250
International Women's Day	WEC	International Women's Day	13	95
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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	Nil	0	0
View File			

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	10/07/2019	31/03/2020	0
View File					

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	19/08/2019	Exchange of knowledge	10
GDC(W), Madanapalle	20/08/2019	Exchange of knowledge	52
GDC(W), Madanapalle	19/08/2019	Exchange of knowledge	15
GDC(W), Madanapalle	10/10/2019	Exchange of Expertize	9
GDC(W), Madanapalle	10/10/2019	Exchange of Expertize	63
GDC(W), Madanapalle	15/10/2019	Exchange of Expertize	9
BT College, Madanapalle	11/08/2020	Exchange of knowledge	60
BT College, Madanapalle	08/11/2019	Exchange of knowledge	50
BT College,	19/11/2020	Exchange of	43

Madanapalle		knowledge	
BT College, Madanapalle	26/11/2020	Exchange of knowledge	15
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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
6.28	6.28

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	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 2.0	Fully	2010	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9493	1220193	4	364	9497	1220557
Reference Books	1735	321647	0	0	1735	321647
Others(specify)	706	278459	0	0	706	278459
Others(specify)	78	2994	0	0	78	2994
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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	10/06/2019
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwid th (MBPS/ GBPS)	Others
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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
00	Nil

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
5.45	5.45	0.82	0.82

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 within 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 take 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.

<http://ntrgdc.ac.in/wp-content/uploads/2020/12/4.4.2-Maintenance-of-facilities.pdf>

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 Government Scholarships	315	7075494
Financial Support from Other Sources			
a) National	0	0	0
b) International	0	0	0
View File			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Bridge Course	17/06/2019	42	All Departments of the college
Remedial Coaching	17/06/2019	50	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 competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Campus selections	20	14	34	34
View File					

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
4	4	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Simho HR Services Pvt. Ltd.	90	34	Nil	0	0
View File					

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
2020	20	B.Sc (BZC)	Zoology	XXX	XXX
2020	10	B.Sc (MPCS)	Maths	XXX	XXX
2020	8	B.Com (G)	Commerce	XXX	XXX
2020	63	B.Com (CA)	CA	XXX	XXX
2020	20	B.A	HEP	XXX	XXX
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
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
Inter-university Sports Meet	Zone Level	6
DRC Sports	District Level	9
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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	State Youth Red cross Tournament	National	1	0	00117	B. Sneha
2019	State Youth Red cross	National	1	0	00117	B. Sneha

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

Students councils as stepping for their future leadership activities. The college campus has proved that some of its Alumni have become leaders and politicians. Sri. C. Ramachandra Reddy, who was a student leader now the present members of legislature Assembly of Andhra Pradesh. He has been a member of college development committee. They are selected in order to groom their leadership qualities and inculcate spirit of democracy. The college has adopted the system of permitting 02 nominated members from each class called Class Representatives (CRs) preferably a boy and a girl to perform the duties of the student council. Usually, the active and meritorious student of the class are nominated as CRs unanimously by the students. Student council meeting plays a pivotal role to assess teaching learning and to provide student support services. The members of the council take the responsibilities of taking daily attendance along with the lecturer. They report the names of absentees if it exceeds more than four days to the vice-principal. They also take care of the discipline of the class, college assembly and rallies. They also responsible if the concerned lecturer is not available and report same to the vice-principal to adjust the classes from the same department or other department with the permission of the principal. They are the representatives to mediate the college development and students. The members of student council take responsibility of work like distribution of books and study material and collect the student's data which is required for the administration of the college and university. They also take care of proper maintenance of institutional activities, library services, project works, physical education and lab activities. Regular meeting is held for the Class Representatives in order to support them and to get feedback from them. Among the class representatives four members are selected for the IQAC of the college. Their role is important in the committee.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

220

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

15000

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

National Workshop on Indian Constitution and Technical Terminology: The Department of Political Science, NTR Government Degree College, Vayalpad in association with Commission for Scientific and Technical Terminology, New Delhi

has organized a two day National Workshop on Indian Constitution and Technical Terminology held during 29-30 August 2019. The workshop held under the guidance of the Local Coordinator Dr. V. M. Rajasekhara, Lecturer in Political Science of the college and it emphasized on the theme of Indian Constitution and Technical Terminology with the following objectives 1. To deepen participants' theoretical and practical knowledge on issues involved in Indian Constitution and Technical Terminology. 2. To familiarize participants with tools and methods of Technical Terminology in order to enable them to use in a better way. The National Workshop evinced keen interest from the academicians, researchers and students but as the CSTT has given prior permission to only 100 delegates To participate in the Work Shop. In the two days of the National Workshop Ten sessions were held eight technical sessions, inaugural and valedictory sessions. Exhaustive discussions took place on different dimensions of Indian Constitution and technical terminology in these sessions. The brief report of the sessions is given below. Inaugural Session The National Workshop started with an impressive inaugural session. Prof. Avnish Kumar, Chairman , Commission for Scientific and Technical Terminology, New Delhi was the Chief Guest, Dr. Joseph D Rao, Principal , NTR Govt Degree College Vayalpad, presided over the session. The dais shared with the other luminaries like Dr. Ashok N Selvetkar, Chief Accounts Officer, CSTT and DR. Shahzaad Ansari, Asst Scientific Officer. It was prestigious to say that the Glossary of the Indian Constitution and Technical Terminology was released on the occasion by Prof. AvnishKumar, the Chairman, CSTT, New Delhi. Sessions DAY-1 1. Prof. E. Venkatesu, Department of Political Science, UOH, Hyderabad dealt with the topic Constitution and emerging trends in India. 2. Dr. Syed Najiullah, Department of Public Administration, MANUU, Hyderabad spoke on Constitution and Social Justice. 3. Dr. Sita Mahalakshmi, Lecturer in Political Science, Government College(A), Rajamandry spoke at length on Reflections of Directive Principles of State Policy in Public Policy 4. Dr. A. Nageswara Rao, of MANUU spoke on Human Rights Fundamental Rights and the Constitution of India. 5. Dr. Hariram Parikar dealt about Constitutional Values and Technical Terminology. DAY-2 6. Prof. P. Esvaraiah elaborated the topic on 'Constitution of India, Electoral System and Political Parties' 7. Indian Constitution and Technical Terminology by Dr. Dinesh Gehlot. 8. Social Movements and Caste Identity Movements - Dr. Chalamala Venkateswarlu 9. Contemporary Usage of Technical Terminology and CSTT- Dr. Naved Jamal, New Delhi. 10. Governance in the context of Neo-institutionalism- Prof. E Venkatesu, Department of Political Science, UOH, Hyderabad. Valedictory Session The two day National Workshop concluded with an impressive valedictory session. Dr. Ashok N Selvetkar, Chief Accounts Officer, CSTT, New Delhi was the chief guest and delivered valedictory address. Dr. Joseph D. Rao presided over the session. The Workshop Local Coordinator Dr.V M Rajasekhara, in his inaugural

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

	<p>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.</p>
Human Resource Management	<p>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.</p>
Industry Interaction / Collaboration	<p>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.</p>
Admission of Students	<p>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.</p>

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

E-governace area	Details
Planning and Development	<p>Implementing from 2017-18. The Vendor: Video Conference (Govt. of Andhra Pradesh, CCE, Higher Education) Contact: collegiateeducation@yahoo.co.in</p>
Administration	<p>Implementing from 2008-09. The Vendor: College Website-Aone Soft Technologies Pvt Ltd</p>
Finance and Accounts	<p>Implementing from 2017-18. The Vendor: CFMS (Govt of Andhra Pradesh) cfms.ap.gov.in. e-Pragathi (Govt of Andhra Pradesh) Prisecy_it@ap.gov.in</p>

Student Admission and Support	Implementing from 2018-19. The Vendor: Online Admissions through APSAMS https://www.dheap.in/admissions/
Student Admission and Support	Implementing from 2008-09. The Vendor:e- Pass (Govt of Andhra Pradesh) epass.apcfss.in
Student Admission and Support	Implementing from 2017-18. The Vendor:Real time governance through IAMS (Govt of Andhra Pradesh) min_hrd@ap.gov.in
Student Admission and Support	Implementing from 2017-19. The Vendor: Online Feedback System http://svagovtcm.ac.in/index.php/onlinefeedback
Examination	Implementing from 2010-11. The Vendor: S.V.University ,Tirupati www.svuniversity.edu.in

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
2020	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)
2019	Lecture on Teaching Methods	NA	04/09/2019	04/09/2019	22	0
2019	Lecture on e-content generation	NA	23/09/2019	23/09/2019	20	0
2019	Hands on Training on e- content generation using mobile apps	NA	24/09/2019	24/09/2019	21	0
2019	Hands on Training on e-	NA	25/09/2019	25/09/2019	23	0

	content editing					
2019	Quality Maintenance in Educational Institutions	NA	01/11/2019	01/11/2019	20	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
Workshop on Indian Constitution and Technical Terminology	4	29/08/2019	30/08/2019	2
SWAYAM Online RC: Curriculum, Pedagogy And Evaluation For Higher Education	1	01/10/2019	15/01/2020	107
RC in Entrepreneurial Strategies	1	14/10/2019	26/10/2019	13
RC in Environmental studies	1	23/12/2019	04/01/2020	13
Workshop on ELL Software with Hands on Practice	1	03/01/2020	03/01/2020	1
Capacity Building Workshop for English Lecturers in Teaching Methodologies	1	12/03/2020	13/03/2020	2
One week FDP on MOODLE Learning Management System	1	04/05/2020	08/05/2020	5
FDP on Technology Assisted Teaching and Virtual Learning Through ICT	1	25/05/2020	30/05/2020	6

Tools				
Online FDP Programme on Revised Accreditation Framework of NAAC	1	27/05/2020	02/06/2020	7
Synergia to Revitalize, Reform and Refresh Ourselves as Agents to Ensure Quality Education	1	01/06/2020	07/06/2020	7
View File				

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

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>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 Maternity 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 provided with health cards. • The scheme will provide in-patient treatment for the listed therapies for identified diseases under all</p>	<p>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 Maternity 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 provided with health cards. • The scheme will provide in-patient treatment for the listed therapies for identified diseases under all</p>	<p>1. State Govt Scholarships 2. State Govt sponsored fee reimbursement scheme 3. Prathibha Awards et.</p>

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) Lumpsum 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

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.

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(a) Lumpsum 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

<p>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</p>	<p>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</p>
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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
00	0	Nil
View File		

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	Commissioner of Collegiate Education, Vijayawada	Yes	Principal, GDC, Valmikipuram
Administrative	Yes	Commissioner of Collegiate Education, Vijayawad	Yes	RJD Kadapa

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.
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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 3 Digital Class Rooms
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6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal
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	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
2019	Lecture on Teaching Methods	04/09/2019	04/09/2019	04/09/2019	22
2019	Lecture on e-content generation	23/09/2019	23/09/2019	23/09/2019	20
2019	Hands on Training on e-content generation using mobile apps	24/09/2019	24/09/2019	24/09/2019	21
2019	Hands on Training on e-content editing	25/09/2019	25/09/2019	25/09/2019	23
2019	Quality Maintanance in Educational Institutions	01/11/2019	01/11/2019	01/11/2019	20

[View File](#)

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
Yoga and its Importance	21/06/2019	21/06/2019	55	60
Antiragging Program	20/08/2019	20/08/2019	160	140
World Aids Day	01/12/2019	01/12/2019	100	110
National Youth Day	12/01/2020	12/01/2020	110	100
Voter Awraeness Meet	25/01/2020	25/01/2020	100	150
Awraeness on Child Marriages	15/02/2020	15/02/2020	150	175

Awareness Program on Traffic	24/02/2020	24/02/2020	100	150
National Science Day	28/02/2020	28/02/2020	30	40
International Womens Day	08/03/2020	08/03/2020	90	5

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
Physical facilities	Yes	1
Ramp/Rails	Yes	1
Rest Rooms	Yes	1
Scribes for examination	Yes	2

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
2020	5	4	21/06/2019	195	Yoga and its Importance Antirragging Program World Aids Day National Youth Day Voter Awraeness Meet Awraeness on Child Marriages Awareness Program on Traffic National Science Day Inter national Womens Day	Awreness and Practice of Yoga for Health Create Awareness on Antira gging Awraeness on AIDS and Control of AIDS Create Awreness on Youth Affairs Awareness on value of vote in Elections Created	1805

						Awareness on Child Marriages Traffic Rules Role of Science	
View File							
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		10/07/2019			<p>1. ??????????????</p> <p>?????????????????. ??????????</p> <p>????????????? ???? ?????</p> <p>?????? ?????.</p> <p>?????????: ??????????</p> <p>????????? ?????? ?????????,</p> <p>????????, ??????,</p> <p>????????????? ?????? ? ????</p> <p>????????????? ??????????????</p> <p>????????? ??????,</p> <p>??????????????</p> <p>????????????????????? ?????????</p> <p>“????????????????” ???</p> <p>????????????????? ??????????????</p> <p>?????????. ?????? ??????????????</p> <p>???, ?????? ??????? ??????</p> <p>??? ????? ??????.</p> <p>????????????????? ??????:</p> <p>????????????? ?????????? ????</p> <p>?????, ?????????????????,</p> <p>????????? ??? ? ??????????????</p> <p>?????????????????. ??????</p> <p>????????????????? ?????????</p> <p>????????????? ??????????????</p> <p>????? ??????. ??????</p> <p>????????????? ?????????? ??????????</p> <p>????? ??? ???? ??????</p> <p>“?????????????” ???</p> <p>?????????????????. ??????</p> <p>????????????????? ?????????</p> <p>????????????????? ??????????.</p> <p>????? ?? ??????????, ??</p> <p>????????????????? ??? ???? ?</p> <p>?????????????. ?????? ??????</p> <p>????????????????? ?????????</p> <p>????????????????? ??????????????</p> <p>?????????????????. ??????????????</p> <p>?? ?????????? ?????????????????,</p> <p>?? ?????????????? ??????????????</p> <p>????????? ??????</p> <p>????????????????? ?????</p> <p>?????????????????. ????? ??? ??</p> <p>????????? ??????</p> <p>????????????????? ??????????</p> <p>????????????????? ??????</p> <p>????????????????? ??????</p>		

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7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Introduction to Human Values	03/10/2019	04/10/2019	116
Professional Ethics	05/11/2019	06/11/2019	120
View File			

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

Management of Degradable Waste: This institute always keep in mind the promotion of waste management is one of the important factor. This college follows the management of waste as essential component of education besides from the basic teaching. The college minimizing the wastage on Campus, if it is power, water, paper etc., however it is managed effectively. 4) We are following standard procedures in science laboratory managing the hazardous materials in laboratoNo 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 it 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 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 Wednesday 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

Best practice-1 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

<http://ntrgdc.ac.in/best-practices/>

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 volunteers identified to donate Blood in Medical Emergencies. The institution always trusts 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 have 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 have 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

<http://ntrgdc.ac.in/wp-content/uploads/2020/12/7.3.1-Institutional-Distinctiveness.pdf>

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 beautify the college
8. To establish a competitive coaching system
9. To establish a handcraft training wing