

# Annual Quality Assurance Report (AQAR) 2013-14



**S.C.I.M. GOVERNEMENT DEGREE COLLEGE**  
**TANUKU – WEST GODAVARI DISTRICT**  
**ANDHRA PRADESH – 534 211.**

(Institutional Code: 11569)

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution

S C I M GOVERNMENT DEGREE COLLEGE

1.2 Address Line 1

Rhastrapati Road

Address Line 2

(Opp) Polytechnic College

City/Town

TANUKU

State

Andhra Pradesh

Pin Code

534 211

Institution e-mail address

**gdctanuku@gmail.com**

Contact Nos.

08819 - 222272

Name of the Head of the Institution:

Dr. M. Sreenivasa Prasad

Tel. No. with STD Code:

08819 - 222272

Mobile:

09948121718

Name of the IQAC Co-ordinator:

P. Suryanarayana Raju

Mobile:

09440340014

IQAC e-mail address:

iqacgdctanuku@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

11569

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

EC/62/RAR/04, dated 05-01-2013.

1.5 Website address:

www.gdctanuku.org

Web-link of the AQAR:

[www.gdctanuku.org /AQAR 2013-14](http://www.gdctanuku.org/AQAR%202013-14)

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B <sup>+</sup>	Score 76.15	2005	28-02-2005 to 27-02-2010.
2	2 <sup>nd</sup> Cycle	B	2.62	2012	05-01-2013 to 04-01-2018.

1.7 Date of Establishment of IQAC: DD/MM/YYYY

04/03/2005

1.8 AQAR for the year (for example 2010-11)

2013-14

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR - 2012-13, submitted to NAAC on 23/09/2013 - (DD/MM/YYYY)
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu.)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

Adikavi Nannaya University  
Rajahmundry

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (Specify)

UGC-COP Programmes

## 2. IQAC Composition and Activities

2.1 No. of Teachers	07
2.2 No. of Administrative/Technical staff	03
2.3 No. of students	03
2.4 No. of Management representatives	01
2.5 No. of Alumni	02
2.6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	-
2.8 No. of other External Experts	01
2.9 Total No. of members	20 = 18 + Coordinator + Principal as Chairman
2.10 No. of IQAC meetings held	
2.11 No. of meetings with various stakeholders:	No. 12 Faculty 02
	Non-Teaching Staff 02 Students 07 Alumni 01 Others 07
2.12 Has IQAC received any funding from UGC during the year?	Yes <input checked="" type="checkbox"/> <input type="checkbox"/>
If yes, mention the amount	3,00,000/- in March, 2014.
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	02 International - National - State 01 Institution Level 01
(ii) Themes	Quality Sustenance Measures as Post – Accreditation Activities IQAC coordinators conference - Concepts of Quality Development & Sustenance
2.14 Significant Activities and contributions made by IQAC	

1. Three Days Workshop and Training Programme for Faculty on
  - i. English Skills development programme
  - ii. Computer Skills Development Programme
2. Popularizing Clay Ganesh Idols for protecting the Environment.
3. Establishing film Clubs.
4. College Campus declared as Plastic free zone.
5. Establishing Reading Clubs for Book reviews, face to face Interviews with Writer/Activists.
6. Faculty Forums for the Exchange of Ideas/Educational Praxis.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
To conduct 3 IQAC meetings with all the faculty members in a year to review and re-plan the activities in all departments / committees / forums.	Yes, 3 IQAC meetings were conducted at different stages (2 <sup>nd</sup> Nov. 2013, 27 <sup>th</sup> Dec. 2013 and 5 <sup>th</sup> March 2014) in the academic year and reviewed the activities/ healthy practices. On 5 <sup>th</sup> March 2014 IQAC staff meeting Feedback from Staff was taken
To conduct internal academic audit at least 2 times per academic year to review the action plans and initiatives taken by all departments and the curricular and co-curricular committees/forums of the college.	Yes, two internal academic audits were conducted, one during First week of November 2013 primarily for action plans of depts. and the final one during 20 <sup>th</sup> to 28 <sup>th</sup> of December 2013 in which the Depts. and Committees were assessed for the academic year 2013-14.
To identify the weaknesses of the individual departments for midcourse corrections and improvement.	During the academic audit in the second stage weaknesses of individual depts. were recorded and discussed possibilities of improvement.
To identify the strengths of individual departments to excel in multi-dimensional activities.	During the academic audit in the second stage strengths of individual depts. were recorded and discussed to share it with others for the holistic development of college
To identify the scope of individual departments for the initiating social and cultural activities outside the college.	During the academic audit in the first stage departments were advised to organize a few socially relevant activities to create awareness among people in the society.
Development of central ICT based conference hall for holding all types of conferences/meetings.	One ICT enabled Hall is developed and another ICT based conference hall with good facilities is in the finishing stages of development and will be available for the next academic year
To conduct health camps for students within the college.	Conducted Health awareness programmes by Women Empowerment Cell, NSS, Red Ribbon Club
To promote the student organised community development activities and awareness programmes.	A good number of awareness programmes were conducted like AIDS awareness, Voter awareness and pollution prevention, implementation of plastic free zone of the college premises and nearby localities.
To nominate at least 3 student members to the IQAC immediately so that they can actually take part in all activities and meetings of the said body.	Three students were nominated from three disciplines of study i.e., Arts, Science and Commerce and they actively participated in meetings. Due importance is given to their opinions
To constitute a DRC review committee to monitor and review the IQAC activities of colleges in the district who completed	District level Common IQAC coordination meeting was conducted on 15-04-2014 to have a common platform to share human resources and other resources.

Accreditation/Reaccreditation process to give expert support and guidance.	In the meeting it was proposed to constitute a core committee at the district level in the beginning of the next academic year
To activate the Alumni committee activities and to conduct interface meetings of the students with alumni committee.	Alumni Committee is being reconstituted and a preliminary meeting was conducted. Proposed to conduct a meeting of Alumni with teachers and students
To inculcate quality culture in all the activities of the departments and activities conducted by the individuals in the college so as to build a healthy and sustainable institutional culture	Quality culture is inculcated and a healthy and quality atmosphere is generated among the depts. with common activities by mutual cooperation and coordination.
To disseminate all the information on various quality enhancement parameters to all the stake holders for quality sustenance.	Information is promptly disseminated by the Library and information centre For this e- media is utilized.
To organize inter and intra institutional workshops, seminars on quality related themes in regular intervals both at state level and national level for creating complete awareness on it.	National level and State level Seminars and workshops are organized by involving the other Institutions. Most of the activities are inter institutional activities covering all colleges in the district/zone/ State. And most of the activities within the college are also inter departmental.
To develop the IQAC wing of this college as a nodal agency for coordinating different quality sustenance programmes and best practices in the cluster college system.	The IQAC of this college has taken an initiative to develop quality sustenance programmes by establishing the common IQAC platform/consortium of the West Godavari district
To maintain the campus of this college as a plastic free zone and progressively promote this culture among all stakeholders.	This is done in a very successful manner with the help of the student volunteers of all classes who are members of Eco- club, NSS and Lead India 2020.
To promote 'research culture' actively among teachers and students so that they take up socially relevant and critical research studies with the help of UGC, DST, MBT, ICSSR, APSICHE, NAAC and other independent research promoting National agencies.	Research culture among the Students and Teachers is developed and as result of it, this year a good number Student Projects are prepared and SIX Teachers are granted MRP's by UGC - SERO with a financial assistance of Rs.12.5Lakhs.
To enter into MOUs and working arrangements with suitable companies/firms/national bodies/ NGOs to work towards expansion and extension of the work carried out in the institution.	Dept. of Botany has signed one MOU and the institution is planning to work with the NGO's and research Organizations.
To start and sustain 'Faculty Forum' for teachers and progressively including students to keep all the teachers and students intellectually alive and up-to-date in contemporary issues.	One of the major achievements of this year is the success of programs of Faculty Forum. A good number of Faculty forum activities are organized and in the next year the same will be extended to the student community. On behalf of District faculty Forum the college organised a guest lecture by Dr.P.V.Ramesh IAS, Principal Secretary, Finance, Govt. of AP.

To start and sustain a functional 'Reading Club' and Film Club for promoting reading habit and 'visual culture' among staff and especially – students.	A Film Club and Reading Club are started with great success by the enthusiastic support of staff and students. Dept. of Physics started its own exclusive Film Club which is actively functioning throughout the academic year. Similarly Dept. of English also started a Film Club.
To focus on women's issues and actively promote women studies and women empowerment so that 'Equal Opportunities' are possible in the institution.	Many activities are organised to address the women's issues with experts from the outside through Women Empowerment Cell
To adopt 'Flexi timings' in the college, in select and willing departments for optimum utilization of physical and financial resources. To begin with, the Library will be kept open <b>from 8 a.m. to 7 p.m.</b> with a break of 3 hours in between so as to help students and staff to have better access to library resources	Flexi timings are adopted by some Depts. like Physics and Chemistry by holding additional coaching classes to the slow learners individually. Library timings are modified accordingly as mentioned in the proposal
To start department level resource centre for dissemination of information on Higher Education and placements / opportunities.	Almost all departments developed dept. level resource centre for providing information of Higher education and Placement bulletins. Dept. of Physics regularly maintains a display wing for the same.

*\* Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body?

Yes

No

Management

Syndicate

Any other body

 CPDC

Provide the details of the action taken

The CPDC examined the AQAR thoroughly and recommended the IQAC to submit it to NAAC



## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	01	01	02	-
UG	07	01	03	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	01	01	-
Others	-	-	-	-
<b>Total</b>	08	03	06	-

Interdisciplinary	07	01	03	-
Innovative	-	-	-	-

##### 1.2 (i) Flexibility of the Curriculum: (CBCS/Core/Elective option / Open options)

##### Core System

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	-
Annual	08

##### 1.3 Feedback from stakeholders\*

Alumni  Parents  Employers  Students

##### (On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

This year the University to which the College is affiliated has revised the curriculum with major Changes in the UG Programmes.

1. Change of Syllabi.
2. Change in the Evaluation Process
3. New Question Paper Pattern.
4. Introduction of Value education and Professional Ethics as a compulsory Paper in the syllabus.

#### **I. Change of Syllabus.**

- Revised and updated the syllabus for I Year Graduate Students from 2013-14 Academic Year.
- The same process of revision will take place for II Year from the academic year 2014-15 and for III year from 2015-16.
- The Syllabi of all the subjects in the UG programmes is changed including Languages.
- The entire syllabus in each subject is regrouped into EIGHT chapters.
- The syllabus in each subject is designed by experts in the concerned subjects.
- The syllabus in each subject is designed by maintaining the quality of curriculum so that it is up to the standards of the National curriculum frame work.
- The syllabus is designed with BOS for each subject well in advance and good continuity of flow of information is maintained from the lower stage (Higher Secondary) to the Higher State (P G Level)

#### **II. Change in the Evaluation Process**

- ♣ Evaluation process is changed and Implemented for I Year Graduation from this Academic year 2013-14.
- ♣ Internal Assessment Process is introduced in the evaluation system.
- ♣ There are TWO Internal Examinations to be conducted for each academic year for 20 marks
- ♣ The average of two tests will be taken as the internal assessment marks obtained by the student in each subject.
- ♣ The Formula for evaluation is  
Marks for External Year End Examinations = 80  
Marks for internal assessment = 20  
Total Marks of evaluation = 100
- ♣ The institution has to conduct its internal assessment examinations with its mechanism including paper setting, valuation and conduct of examinations.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of Permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	38				38

2.2 No. of permanent faculty with Ph.D. 03

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asst. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
							02	13	02	13

2.4 No. of Guest and Visiting faculty and Temporary faculty 02 - 05

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	-	2	-
Presented papers	02	08	04
Resource Persons	-	02	05

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Teaching –learning is taking place through Peer learning, Group discussion, Review of student seminars, Interactive CDs and Field work.

2.7 Total No. of actual teaching days during this academic year 225

2.8 Examination / Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

New model question papers were introduced and Internal Evaluation for 20% of marks

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 05 05 05

2.10 Average percentage of attendance of students 86

2.11 Course/Programme wise  
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
III B.A.	20		10	42	13	65
III B.Sc.	53		20	20	03	43
III B.Com.	79		31	11	12	54

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

IQAC has conducted awareness programs for student centric teaching-learning activity and is monitoring it during Departmental visits as part of academic audit and evaluation is done by the feedback obtained from the stakeholders.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	17
UGC – Faculty Improvement Programme	-
HRD programmes	03
Orientation programmes	03
Faculty exchange programme	02
Staff training conducted by the university	02
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	02
Others: District Resource centre	02

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	13	01	nil
Technical Staff	-	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Staff members are encouraged to participate in State level/National level seminars and present papers by disseminating information about them. Newly recruited Lecturers are guided to apply to UGC for MRPs and 6 of them are granted. Student project works are supervised diligently and encouraged to do field work and go on study tours and Industrial visits.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	01	06	-
Outlay in Rs. Lakhs	-	-	12.95	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	02	04	-

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2	UGC	12.95	12.95
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

06

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books   
 ii) Without ISBN No.

3.8 No. of University Departments receiving funds from  
 UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges  
 Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

Organized by the  
 Institution

Level	International	National	State	University	College
Number	-	01	02	-	04
Sponsoring agencies	-	Local	Local	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows  
 Of the institute in the year

Total	International	National	State	University	Dist	College
-	-	01	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

-

-

3.19 No. of Ph.D. awarded by faculty from the Institution

-

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF -

SRF -

Project Fellows -

Any other -

3.21 No. of students Participated in NSS events:

University level 30

State level -

National level -

International level -

3.22 No. of students participated in NCC events:

University level -

State level -

National level -

International level -

3.23 No. of Awards won in NSS:

University level -

State level -

National level -

International level -

3.24 No. of Awards won in NCC:

University level -

State level -

National level -

International level -

3.25 No. of Extension activities organized

University forum -

College forum 04

NCC -

NSS 05

Any other 03

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social

Responsibility

1. Use of Clay Idols for performing Ganesh pooja and immersion to prevent water pollution and saving the environment.
2. Maintenance of plastic free campus and surrounding environments and habitats.
3. Prevention of over usage of fertilizers and pesticides for crops.
4. AIDS awareness.
5. Need of education "Each One- Teach One" for all.
6. Lead India 2020 programme and plantation of trees.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	12 acres	-	-	12 acres
Class rooms	12	04	AP Govt. funded 35 lakhs	16
Laboratories	12	-	-	12
Seminar Halls	-	01	Conversion	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	15	UGC	15
Others	-	-	-	-

#### 4.2 Computerization of administration and library

Library automation is in progress Automation of Office Administration is partially completed.
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#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10,461	12,00,000	714	81,253	11,175	12,81,253
Reference Books	14,456	25,31,000	848	1,48,497	15,304	26,79,497
e-Books			1613	DELNET	1613	DELNET
Journals	31	49,483	29	1,00,859	60	1,50,353
e-Journals			36,940	DELNET	36,940	DELNET
Digital Database			DELNET	16,500	DELNET	16,500
CD & Video			28,234	DELNET	28,234	DELNET
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	14	01	01	-	01	02	15	02
Added	12	-	-	-	-	-	-	-
Total	26	01	01	-	01	02	15	-



4.5 Computer, Internet access, training to teachers and students and any other programme for technology Upgradation (Networking, e-Governance etc.)

1. A 3 day Skill oriented training programme on MS Office, Net Browsing and ICT enabled teaching was conducted for the benefit of all teachers.
2. Internet facility is provided in the library.

4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	0.5
iii) Equipments	-
iv) Others	-
<b>Total :</b>	<b>0.5</b>

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC body has urged all departments to display higher education opportunities, Job opportunities and information about Seminars/Workshops/Conferences taking place on different themes in various colleges, in their departmental notice boards whenever information came in.
- IQAC cell monitored this activity and when student interaction was organized it brought to the notice of the students about the resources of the Library, Programmes available in JKC , Scholarships available from various sources and about film clubs activities.
- Girl students are encouraged to approach Women Empowerment Cell for any of their problems including any act of ragging.

5.2 Efforts made by the institution for tracking the progression

- All the student's Counsellors are in contact with their Wards and keeping a record of their vertical progression and persons joining services.
- The Ward counsellors are constantly monitoring their further progress by keeping in touch with them through their Mobiles/mail ID's

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
590	-	-	-

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	443	75		147	25

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
150	176	07	252	18	603	149	172	09	249	11	590

Demand ratio 1:1      Dropout % 0.05

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

1. Coaching to Common Entrance Exams. for Higher Education
2. JKC training and coaching for career guidance and competitive Exams.
3. Short term coaching programmes in soft skills for placements.

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

NET     SET/SLET     GATE     CAT   
IAS/IPS etc     State PSC     UPSC     Others

#### 5.6 Details of student counselling and career guidance

- Coaching classes are organized for students to take up Common Entrance Tests (CET)
- Coaching classes are also organized for recruitment into Govt. Services like VRO/VRA

No. of students benefitted

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	18	01	-

## 5.8 Details of gender sensitization programmes

With the help of Women Empowerment Cell programmes were organized on Women's Rights, Women's Equality, Empowerment of women, Role of Women in society, Role of Women in Nation Building and Sensitization about the opposite gender.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount Rs.
Financial support from institution	-	-
Financial support from government	305	6,19,755/-
Financial support from other sources	07	24,000/-
Number of students who received International/ National recognitions	-	-

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

### 5.13 Major grievances of students (if any) redressed:

1. Student's bus pass facility at the college campus itself.
2. Extended working hours of library for the convenience of the students
3. Proper maintenance of toilets.
4. Protected drinking water facility.
5. Recreational facilities in the girls' waiting room.

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the institution

##### VISSION

1. To impart value-added quality education.
2. To transform the students of rural economically back ground SC, ST, BC sections into strong and capable citizens by bringing out the hidden talents in them.
3. To train the students in optimal utilization of modern technology.
4. To create the gender and caste identity consciousness among students.
5. To allow innate skills of the students to blossom.
6. To make students responsible citizens, who strive for national development and people's welfare.
7. To create a sense of righteousness by growing universal human values in students.
8. To make an earnest attempt to increase love towards language and expressions by eloping Communicational skills.
9. To encourage the students to play their individual and common role in conserving environment.
10. To infuse self-confidence among women students and to strive for their empowerment by making them inclusive.

##### MISSION

1. To implement the curriculum introduced by Andhra University/Adikavi Nannayya Univ and make suggestions for it's improvement.
2. To introduce courses that facilitates jobs not only at local and National level, but also at the International Level
3. To introduce modern techniques, while following the conventional methods.
4. To conduct various activities to out the hidden talents of the students.
5. To organise guest-lectures and seminars by the experts to broaden the student's curricular and intellectual arena.
6. To make the student witness a no-caste and gender discrimination society by involving all the sections of the students in all the activities.
7. To make students to make optimal utilization of modern technology.
8. To conduct training classes to the students and faculty for using the new technology.
9. To improve the physical and mental strengths of the students by conducting sports, games and NSS activities.
10. To celebrate days of National and regional importance to ignite a sense of reverence among the students towards Nation.
11. To maintain intimate relationship with the students by solving his/her academic and personal problems through ward system.

## 6.2 Does the Institution has a management Information System

Partial Management Information System is functioning at present in the

1. Student's Scholarships information.
2. Treasury Bills information.
3. Student Admissions information.

## 6.3 Quality improvement strategies adopted by the institution for each of the following:

### 6.3.1 Curriculum Development

The institution is contributing to the quality development in the curriculum through its senior teachers who are members of BOS of University and Autonomous colleges. They are sensitized through IQAC about the curriculum goals (intended student development outcomes of intended results) and strengthening the conceptual teaching. They also see to it a developmental sequences to form a coherent curriculum.

### 6.3.2 Teaching and Learning

Young teachers are encouraged by the college to attend orientation programmes conducted by Academic Staff Colleges where they learn about the importance of Teacher training, orientation, feedback, warming up the climate for learning and how to engage students. These orientation programmes also provides perceptive on how faculty should approach their development as teacher.

### 6.3.3 Examination and Evaluation

Teachers are encouraged to assess the students continuously. This is done in two ways.

1. Formative assessment i.e., during the topic is taught through class room assessment. Multiple choice questions, short answer questions, debates and group discussions.
2. Summation assessment i.e., at the end of the Unit. The student knowledge and skills about the topic is tested through SAQ's. Long answer questions and projects. This kind of assessment also gives the student's capacity of remembrance and retention of the knowledge, he learned.

The good test takers are rewarded without hindering the poor test takers.

The senior teachers contribute to the question paper setting of Universities , Autonomous colleges and all teachers participate in the valuation process.

### 6.3.4 Research and Development

- The college encourages staff and students to engage in research activates. Faculty are guided to approach UGC for financial assistance and in this year 6 Minor Research Projects were sanctioned.
- Students are also made part of this activity for collecting data and analysis of it.
- The faculty are inspired to undertake quality-related research studies too.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Library's contribution to the learning and development of further education of students and staff are realized so various book exhibitions were organized in the library on several occasions bringing a range of books to their fold. Several text books, reference books were added and Journals were subscribed with the grants from UGC. Access a good numbers of Journals is gained through DELNET membership and is also planning to subscribe to n-list programme. Library is also contributing for the training of staff to acquire skills in ICT applications in education, Key skills development, resource based learning and teaching information skills with the association of IQAC, Departments of Computer Science and English. We are in the process acquiring a number of computers with UGC assistance with which we are going to establish a Net Resource Centre for staff and students.

### 6.3.6 Human Resource Management

The college is also serving as a District Resources Centre (DRC) and the Principal is the Chairman of DRC. He is playing a pivotal role in sharing the human resources both Teaching and Non-teaching among the Government and government Aided colleges of the District. on the DRC platform several training programmes like computer Skills, Human Values and Professional Ethics and Guest Lectures by eminent people were organized on the District Faculty Forum Platform (a charter of DRC)

### 6.3.7 Faculty and Staff recruitment

Permanent Lecturers are recruited by Public Service Commission who is highly qualified with NET/M.Phil/Ph.D qualifications.

The guest and contact lecturers who performed well are given teaching assignments in the next academic year automatically. Those contract lecturers whose students pass percentage is less than 40 are not continued as per the government policy.

### 6.3.8 Industry Interaction / Collaboration

Industry interaction is achieved through industrial visits where students can see the latest technological advancements. Collaboration with the industries is formed with MOU's and Linkages. Because of this students are infusing fresh ideas to the industries and at the same time they are witnessing latest innovations.

### 6.3.9 Admission of Students

Admissions of the students are done strictly on the basis of merit duly following the reservation principle and rules of Government.

### 6.4 Welfare schemes for

Teaching	Faculty Development Programme to acquire higher qualifications.
Non teaching	Timely refreshed courses.
Students	Financial assistance and Psychological Counselling.

6.5 Total corpus fund generated

Rs. 25,000/- (CPDC)

6.6 Whether annual financial audit has been done

Yes

No

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

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

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

No

For PG Programmes

Yes

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- The affiliating University has introduced the concept of the Internal Evaluation @ 20% of marks from the academic year 2013-14.
- The college has conducted TWO internal examinations in the two terms of the year and the average of the two has taken as internal evaluation Marks.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The college has applied for Autonomy and is waiting for the visit of the UGC team. The affiliating University is encouraging promising colleges to apply for Autonomy and the College Development Council (CD C) of the University is readily forwarding the applications of willing colleges.

6.11 Activities and support from the Alumni Association

Alumni Association met twice this year and they have elected a new working committee. The working committee has unveiled grand plans for college development which are yet to take shape. Meanwhile they have contributed in a small way to College garden development, greenery in the college campus and in awareness campaigns of National importance.

## 6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher Association is playing an active role in maintaining campus discipline

## 6.13 Development programmes for support staff

- Training programs on MS-office, office automation and laboratory maintenance were organised for the benefit of support staff.
- A Training programme on English Language speaking and writing skills was organized for the benefit of them.
- They are also participating in the Human Values and Professional Ethics training programme conducted by the college at the District Level.

## 6.14 Initiatives taken by the institution to make the campus eco-friendly

At the beginning of the academic year it was resolved that the campus and its neighbourhood would be made plastic free.

An Eco Club was formed with students and staff as members. The campus was divided into several zones and each staff member and his/her group of students are assigned with the task of keeping the segment plastic free.

Students and staff pick up the plastic bags, pouches, bottles every Saturday and the campus became much cleaner and greener. Because of this activity the students became environmentally conscious and refrained from throwing biscuit and chocolate wrappers in the campus and students are progressively getting used to less or no plastic

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- The college campus is made plastic free zone.
- Herbal medicinal plants are grown in the college gardens and awareness is created about their use.
- A vibrant Faculty Forum is functioning in which every college teacher present a lecture fortnightly on a chosen topic for the benefit of staff and students.
- The last day of every month is declared as motor vehicle free day for protecting the environment.



7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- IQAC meetings were conducted as planned to review the activities and healthy practices.
- Internal Academic Audit was conducted twice in the academic year and because of it the departments were strengthened in keeping the records up to date and young lecturers were immensely benefited by the suggestions of the internal academic audit team.
- One ICT enabled Hall was developed and utilized for conducting a national seminar on Gandhiji and a three day work shop on English retraining for faculty.
- A number of awareness programmes like Voter Awareness, AIDS epidemic, Effects of pollution, ill effects of plastic were conducted under the aegis of NSS, Women empowerment Cell, RED Ribbon Club etc.
- Three students from Arts, Commerce and Science streams are nominated to IQAC body and it is immensely benefitted by their suggestions and observations.
- A District Level IQAC Form was created to share Human Resources, Infrastructures Resources and Healthy Practices
- Quality culture is inculcated and healthy quality atmosphere is generated among the departments with the IQAC sphered common activities by mutual cooperation and coordination.
- Research culture is developed among the students and faculty as a result of it a good number of student projects are prepared and SIX teachers are granted MRPs by UGC.
- A college has obtained one MOU this year and is planning to work with research organizations.
- A good number of faculty forum activities are organized this year and the pinnacle of this forum is a guest lecture by Dr. P V Ramesh, IAS., Principal Secretary, Finance, Govt. of A. P.
- A film club and a Reading club are started with the enthusiastic support of students and staff.
- Flexi timings are adopted by Library, Departments of Physics and Chemistry with great success.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- A green plastic free campus is maintained with extensive plantation which records 2-3C less ambient temperature than the core due to its green canopy growth
- The last day of every month is declared as motor vehicle free day to instil consciousness about environmental pollution and to protect the environment.

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- Extensive plantation and development of a green canopy cover in the college campus
- College is made plastic free by the efforts of Eco-club and awareness campaigns
- Raising a Herbal Medicinal garden
- Soak pits for rain water harvesting
- Staff and Students observe the last day of month as motor vehicle free day and they attend the college by Bicycles or by walk on that day.

7.5 Whether environmental audit was conducted?

Yes

No


7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

<b>IQAC SWOT Analysis for 2013-14.</b>	
<b>Strengths and Weaknesses Internal to Organisation</b>	
<b>Strengths</b>	<b>Weaknesses</b>
<ul style="list-style-type: none"> <li>• Dedicated and Qualified Staff with work culture and Professional discipline</li> <li>• Disciplined and well-turned students</li> <li>• Work minded office and supporting staff</li> <li>• Optimum Utilisation of physical structures</li> <li>• Transparent administration</li> <li>• Adequate space for further development</li> <li>• Aim for all round development with collective efforts of all stakeholders</li> <li>• Mobilization of public and alumni support.</li> <li>• Rich and chequered past experience of more than 4 decades</li> <li>• Governance based on collective decision making through CPDC/IQAC/ Staff Council / Committees/ Activity Clubs/ Quality Circles/ Staff and Student Associations</li> <li>• IQAC internal checks with active participation with its mission.</li> <li>• Positive attempt and approach to the issues of the faculty</li> </ul>	<ul style="list-style-type: none"> <li>• Insufficient length of continuity of Staff due to State transfer policy</li> <li>• Dilapidated Buildings</li> <li>• Insecure old physical structures</li> <li>• Insufficient class rooms/ Laboratories space</li> <li>• Absence of Seminar Halls, Staff Rooms, Auditorium</li> <li>• Inadequate administrative and supporting staff</li> <li>• Inadequate teaching faculty</li> <li>• Inadequate external grievance redressal mechanisms?</li> <li>• Lack of sports and games infrastructure facilities</li> </ul>
<b>Opportunities and Threats External to Organisation</b>	
<b>Opportunities</b>	<b>Threats</b>
<ul style="list-style-type: none"> <li>• Progressive futuristic trends from MHRD &amp; State Govt.</li> <li>• Financial assistance from RUSA &amp; UGC XII Plan</li> <li>• Trends of up gradation of the colleges in to Autonomous / CPE College / Model College</li> <li>• Robust and forward looking National Economy</li> <li>• Encouraging National/State funding</li> <li>• Demographic dividend (maximum number of population between the age group of 15-34/40 years) seeking higher education</li> <li>• Civic Society debates</li> <li>• Contemporary focus/discussion on gender/ caste/ differently-abled/ minorities/ human rights /Physical Environment</li> <li>• Healthy Competition</li> <li>• Optimum student enrolment based on GER gaps</li> <li>• Plethora of learning resources (Internet, Encyclopaedias)</li> <li>• New Agendas/ New Mandates/ New Challenges Growing discontent towards traditional educational practices</li> </ul>	<ul style="list-style-type: none"> <li>• Private Institutions and their propaganda</li> <li>• Changing Global Scenario impacting Educational Sector</li> <li>• Mushrooming Corporate Colleges</li> <li>• Declining trend in Enrolment in Public funded State Government Colleges</li> <li>• Unplanned academic growth</li> <li>• Divorce between stated goals and real-time practices</li> <li>• Quantity taking-over of quality and excellence</li> <li>• Increasing evidences of gender discrimination</li> <li>• Declining and discouraging sex ratios between men and women</li> <li>• No viable linkages among the three sectors of Primary Education, Secondary Education and Higher Education</li> <li>• Insufficient Government funding to the poor students from other category of the students</li> </ul>

#### 8. Plans of institution for next year

- Establishing a vibrant District Quality Assurance Cell for West Godavari District with cooperation of IQAC coordinators of Govt. and Aided colleges of the district for coordinated quality enhancement.
- To conduct a District Level seminar on quality enhancement under the aegis of IQAC.
- Feedback from all stakeholders and also people from Industry.
- To conduct academic audit, administrative audit and Environmental audit.
- To conduct meetings with various committees to record their quality benchmarks and best practices related to the respective committees.
- To encourage games and sports activities and set goals for students so as to excel in different events and competitions.
- To unify the Career Guidance and Counselling cell & JKC and to set its goals and objectives for good results.
- To discuss ways to enhance the academic atmosphere in the college in the monthly staff meetings for good results and outcome and to obtain more no. of MOU's and Academic Linkages.
- To conduct HVPE manner period and extend this program to the society with the help of NGO's.
- To encourage the NSS units and set the targets and activities to fulfil the social responsibility of the institution.
- To monitor and address the timely needs of the students related to the Scholarships, Buss/Train passes, Library and Sports with a proactive committee attached to Students Welfare Committee.

Name: P.Suryanarayana Raju

  
9/9/2014

Signature of the Coordinator, IQAC



Name: Dr. M. Sreenivasa Prasad

  
9/9/14.

Signature of the Chairperson, IQAC

**PRINCIPAL**  
**SCIM GOVT. DEGREE COLLEGE**  
**(ID College)**  
**NAAC Reaccredited @ 'B'**  
**TANUKU, W.G.Dt.**

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