

**Internal Quality Assurance Cell**  
**Sri Chitturi Indraiah**  
**Memorial Government Degree College**  
**Tanuku – W.G.Dt.,(A.P.)~ 534211**  
**Reaccredited by NAAC @ B**

**Email : [iqacgdctanuku@gmail.com](mailto:iqacgdctanuku@gmail.com)**

**Website : [scimgdc.org](http://scimgdc.org)**

**Composition of IQAC**

**Chairperson: Dr. M Sreenivasa Prasad**  
**Principal**  
**9948121718**

**Coordinator : Sri P. S. N. Raju**  
**Lecturer in Physics**  
**9440340014**

Category	Name and Designation
<b>Management</b>	Honourable RJDCE., Rajahmundry
<b>Teaching Faculty</b>	1. Sri. M Syam Bab, Vice Principal
	2. Sri. V Sundara Rao, Lecturer In charge, Commerce
	3. Sri. A Rajani Kanth, Lecturer In charge, English
	4. Sri. NID Prasad Lecturer In charge, Botany
	5. Sri. R K Phanidhar Lecturer In charge, Mathematics
	6. Kum. D Lavanya Lecturer In charge, Economics
	7. Sri. V Sridhar JKC Coordinator
<b>Senior Administrative Officers</b>	Sri V. Sambasiva Rao, Superintendent
	Sri T.P.Vidya Sagar, Librarian
	Smt. T. Kalyani, Physical Director
<b>Alumni</b>	Dr.. Ramesh Chandra Babu, Kranthi Nursing Home, Tanuku.
<b>Other Stakeholder</b>	Sri. P Rama Rao, H.M, Suryarao Palem, Parent
<b>External Experts</b>	Dr. K. Ramachandra Raju, M.D, Secretary & Correspondent, SVKP & Dr. K.S. Raju Arts and Sciences College, Penugonda, W.G.Dt.
<b>Community Representative</b>	Dr. B. Ramesh Chandra Babu, M.D, Ph.D, (Alumni) Kranthi Nursing Home, M G Road, Tanuku
<b>Employees/Industrialist Members</b>	Sri. N Joseph Sri Usha Engineering Works, Tadepalligudem
<b>Student Members</b>	1. Kum. K Vanitha, II BA(HECA)
	2. Kum. A Sai Prasanna Lakshmi, II MPCs
	3. Mr. P Subrahmanyam, II B.Z.C.
	4. Kum. G Vimala, II B.Com

## The objectives & Goals

1. **Objective:** The Primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
3. To ensure continuous improvement in the entire operations of the Institution and
4. To ensure stakeholders connected with higher Education, namely parents, teachers, staff, would be employers, funding agencies and society in general, of its own quality and probity.

## Functions

1. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Institution.
2. Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
3. Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional process.
4. Dissemination of information on the various quality parameters of higher education.
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
6. Documentation of the various programmes/activities of Institution, leading to quality improvement.
7. Acting as a nodal agency of Institution for coordinating quality-related activities, including adoption and dissemination of good practices.
8. Development and maintenance of Institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
9. Development of Quality Culture in Institution
10. Preparation of the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format.
11. Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of college based on the AQAR.
12. Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours.

13. In terms of UGC Regulations 2010, IQAC shall act as the Documentation and Record-Keeping cell, including assistance in the development of the API criteria based Performance Based Appraisal System (PBAS) proforma using the indicative template separately developed by the UGC. In order to facilitate the process, all teachers shall submit the duly filled-in PBAS proforma to the IQAC annually.
14. Dissemination of information on quality aspects.
15. Organization of workshops, seminars and promotion of quality circles.
16. Recording and monitoring quality measure of the institution.
17. Acting as a nodal agency of the institution for quality-related activities.
18. Significant ideas of members which arise during the IQAC meetings.

## **Follow Up**

1. The AQAR shall be approved by the statutory bodies of Institution (such as Academic Council, Executive Council for the follow up action for necessary quality enhancement measures.
2. The Institution shall regularly submit the AQARs to the NAAC/other accreditation bodies. The Colleges shall regularly submit their AQARs to the Institution, state level quality assurance bodies, NAAC/other accreditation bodies.
3. College shall submit AQARs and /or Quality Radars (QRs) and follow up reports of AQARs to the UGC as and when called for.
4. The IQAC must create its exclusive window on its institutional website, to regularly report on its activities as well as for hosting the AQAR.

## **Benefits**

### **IQAC will facilitate / contribute:**

1. Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture NAAC for Quality and Excellence in Higher Education
2. To provide a sound basis for decision making to improve institutional functioning
3. To act as a change agent in the institution
4. To better internal communication.
5. Ensure internalization of the quality culture.
6. Ensure enhancement and integration among the various activities of the institution and institutionalize good practices.
7. Provide a sound basis for decision-making to improve institutional functioning.
8. Act as a dynamic system for quality changes in the Institutions.
9. Build an organized methodology of documentation and internal communication.

## Student Charter

- ∂ Every stakeholder of higher education has a role to play for quality enhancement and sustenance.
- ∂ The stakeholders such as the Government, management, teachers, students and the external quality assurance agencies— have an important role in ensuring quality of higher education.
- ∂ The National Assessment and Accreditation Council (NAAC) strives to play a catalytic role in synergizing the Stake holder's efforts.
- ∂ The stakeholders mentioned above, the students have a unique role to play in ensuring quality of higher education institutions (HEIs).
- ∂ Firstly, the students should realize that they have the right for quality education and it is the responsibility of the HEIs to provide quality educational experience to learners.
- ∂ Secondly, the students should equally be aware of their responsibilities which in turn will help the institutions to provide quality education.
- ∂ This means that the students should demand quality education and demonstrate their commitment to quality education by accept in their responsibilities. Otherwise the HEIs will have very little motivation for quality enhancement.
- ∂ An initiation has been made by the National Assessment and Accreditation Council (NAAC) in this direction by developing a sample student charter for all higher education institutions.
- ∂ It is hoped that the charter will help educational institutions to articulate their obligations to learners in clear terms and can be used as a benchmark for institution's accountability to learners.
- ∂ The NAAC advocates the public display of student charter in every institution as an act of promotion of student participation in Quality Assurance.

## Institution's responsibilities towards students

The institution shall

- ♣ Communicate its goals and objectives system ethically and clearly to all students
- ♣ offer programmes that are consistent with its goals and objectives
- ♣ offer a wide range of programmes with adequate academic flexibility
- ♣ obtain feedback from students on the initiation, review and redesign of programmes if and when necessary
- ♣ facilitate effective running of the teaching-learning programmes

- ♣ implement a well-conceived plan for monitoring student progress continuously
- ♣ Ensure that the student assessment mechanism is reliable and valid
- ♣ provide clear information to students about admission and completion requirements for all programmes, the fee structure and refund policies, financial aid and student support services
- ♣ ensure sufficient and well-run support services to all students
- ♣ promote healthy practices

## **Student's responsibilities of learning**

The student shall

- ♣ appreciate the institutional goals and objectives and contribute to the realization of the same by participating in relevant institutional activities
- ♣ have a clear knowledge of the programmes, admission policies, rules and regulations of the institution
- ♣ follow the time schedules, rules and regulations of the institution
- ♣ under take regular and intense study of learning materials
- ♣ make optimum use of the learning resources and other support services available in the institution
- ♣ prepare for continuous internal assessment and term-end examinations
- ♣ give feedback for system improvement
- ♣ have faith and ability to pursue lifelong learning
- ♣ live as worthy alumni of the institution

## **Strategies**

IQAC shall evolve mechanisms and procedures for:

- ♣ Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- ♣ The relevance and quality of academic and research programmes
- ♣ Equitable access to and affordability of academic programmes for various sections of society
- ♣ Optimization and integration of modern methods of teaching and learning
- ♣ The credibility of evaluation procedures
- ♣ Ensuring the adequacy, maintenance and functioning of the support structure and services
- ♣ Research sharing and networking with other institutions in India and abroad.

## ***Significant Activities and contributions made by IQAC during 2015-16.***

- “Aadarana Programme” is launched to help the poor and needy students financially at some extent of possibility.
- IQAC best student awards are continued with its spirit.
- IQAC started to felicitate the Parents of the Best Students of the Year.
- Assignments and Attendance are included as two components for internal assessment to promote the continuous assessment and to educate on its need.
- All the communication is made paperless with e-mails of the individuals and departments.
- Common Templates are developed by the IQAC for information from the individuals and departments and Special committees.
- Plastic free campus and Motor Vehicle Free Day are maintained with the constant involvement of all the stakeholders of the institution.
- Herbal medicinal plants are grown in the college gardens and awareness is created about their use.
- Maintenance of plastic free campus and surrounding habitats & Observation of Vehicle free Days

## ***Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility***

- Participation in Give-It Up programme.
- Campaign on the usage of small size Clay Idols for performing Ganesh pooja
- Maintenance of plastic free campus and surrounding habitats.
- Observation of Vehicle free Days
- Blood Donation Camps, Blood donation to the patients of economically weaker sections at any time of requirement.
- Rallies and Door to Door Awareness campaigns with Pamphlets on all Health and Hygiene issues, Pollution Control, Significant Days.
- Swachha Bharat Extension activities and Swachha College.
- Lead India 2020 programme and plantation of trees and awareness on plantation.
- Services at GODAVARY PUSHKARAALU – 2015.

## Contribution of IQAC in enhancing awareness about Student Support

- Placement information – regularly on the wall boards , departments displays
- Higher Education facilities – brochures of Indian Institutes of National Importance, different Universities, Central Universities and research Organizations.
- Grievance Redressal cell for the issues faced by students in the campus about common facilities, support at the Office, Library, Physical Education and etc.
- IQAC continuously interacts with the administrative staff to provide the best support to the students about online scholarship applications, bus passes, train passes and all other needs of the students by upholding ‘Student-First’ - concept.
- Women Empowerment Cell is strengthened to provide awareness on Health problems, Gender related problems, Opportunities with external experts in the respective fields and any their problems including any act of ragging.
- Information related to the JKC Training Programmes, Carrier guidance Programmes, University Academic Calendar, CBCS pattern of Curriculum, Semester System, CBCS Examination Pattern, Evaluation pattern, Mid-semester Examination, CBCS Guidelines of Curriculum and implementation of these at college level.
- Information about various campus training programmes, Certificate Courses and all current affairs relating to science and technology, discoveries & inventions.

## Two Best Practices of the year 2015-16

- Felicitation of the Parents of the IQAC Best Student Awardees so that a good atmosphere is established with parents as they are the Best Ambassadors for the Institution.
- Launching of the “Aadarana Programme” to help the poor and needy students financially to some extent to pursue their education with the voluntary contributions of the Staff Members and IQAC Co-ordinator’s remuneration. An amount of Rs. 21, 700/- was disbursed to 23 members of the students during the academic year 2015-16.

## IQAC SWOT Analysis for 2015-16.

### Strengths and Weaknesses Internal to Organisation

#### Strengths

- Dedicated and Qualified Staff with work culture and Professional discipline
- Disciplined and well-tuned students
- Work minded office and supporting staff.
- Optimum Utilisation of physical structures, adding required new infrastructure.
- Transparent administration through committees.
- Adequate space for further development
- Aim for all round development with the collective efforts of all the stakeholders
- Mobilization of public and alumni for support.
- Implementation CBCS curriculum & continuous assessment with Semester System.
- Governance, based on collective decision making through CPDC/IQAC/ Staff Council / Committees/ Activity Clubs/ Quality Circles/ Staff and Student Associations.
- IQAC playing catalytic role for quality improvement in all spheres of activity.
- RUSA support with the sanction of Infrastructure Grants of Rs. 2 crores.

#### Weaknesses

- Insufficient length of continuity of Staff due to State transfer policy
- Dilapidated Buildings
- Insecure old physical structures
- Insufficient class rooms/ Laboratories space
- Inadequate administrative and supporting staff
- Inadequate teaching faculty
- Inadequate external grievance redressal mechanisms.
- Lack of sufficient sports and games infrastructure facilities.
- Lack of constant funding for the development of Infrastructures and Resources in Library, Physical Education.

### Opportunities and Threats External to Organisation

#### Opportunities

- Inputs from the MHRD & New State Govt. Initiatives
- Funding from UGC - XII Plan schemes.
- RUSA funding of Rs. 2 cores to develop Infrastructure and ICT based structures and equipments.
- CBCS curriculum and Semester system of Education with continuous and comprehensive assessment in different ways.
- Expected conferment of the Autonomy.
- New Government policy of strengthening HE
- Demographic dividend (maximum number of population between the age group of 15-34/40 years) seeking higher education.
- National Level Educational Institutions in the new state – new impetus.
- Contemporary focus/discussion on gender/ caste/ differently-abled / minorities/ human rights /Physical Environment.
- Excitement in the youth for the reconstruction and development of new state.
- Plethora of learning resources (Internet, Encyclopaedias, open source ware)
- New Agendas/ New Mandates/ New Challenges/New practices for development.
- Examination reforms – Internal assessment system with Weightage for Assignments, Seminars, Project works and attendance.

#### Threats

- Private Institutions and their propaganda methods.
- Global Scenario impacting Educational Sector.
- Mushrooming Corporate Colleges
- Declining enrolment in public funded State Government Colleges.
- Lack of Need based infrastructure and Human resources to sustain the CBCS and semester system of curriculum
- Divorce between stated goals and real-time practices.
- Quantity taking-over of quality and excellence.
- Increasing evidences of gender discrimination.
- Declining and discouraging sex ratios between men and women.
- No viable linkages among the three sectors of Primary Education, Secondary Education and Higher Education.
- Carving of new state, resources crunch, funding difficulties by the Government.

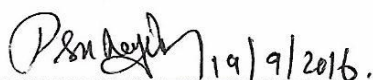


## Plans of the Institution for next year.

### 8. Plans of the Institution for next year

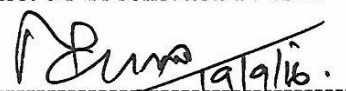
1. To develop Curriculum and Year plans in accordance with the CBCS pattern and Semester System of Teaching-Learning Process.
2. To conduct awareness programmes and workshops to the students to tune the students for CBCS pattern, Semester System and continuous Assessment Pattern.
3. To sustain and enrich the activities of all department with Field Trips, Industrial Tours, Seminars, Workshops, Quiz programmes, GD's and Academic competitions.
4. To develop Student Mentor System and Student Quality circles in a planned manner.
5. To develop the Study Material on focused and thrust areas in the new syllabus.
6. To develop a stable base and system for the plantations and maintenance of Medicinal Plants.
7. To impart Physical Literacy for physical and mental fitness of all stakeholders.
8. To integrate the activities of the Library and the activities of all the departments and Special Committees so that the Library becomes a spring board for the learning resources.
9. To enrich the Teaching and Learning process by facilitating the e-resources through N-LIST, an Initiative of Ministry of Human Resource Development (MHRD) Under the NME-ICT now funded by UGC, as college component under UGCINFONET Digital Library Consortium.
10. To guide and encourage the faculty and students to get acquired with MOOCS.
11. To strengthen the Physical Education with expert coaching to actualise the aims and goals of the institution in the field of Games and Sports.
12. To strengthen the Women Empowerment Cell, Eco Club, Red Ribbon Club and NSS with periodic activities to give complete awareness on many issues in the society, disorders in the nature and environment for positive results.
13. To enrich the JKC and Career Guidance Cell with concerted efforts so that every student will be benefitted towards placement or higher educations.
14. Implementation of the TISS training classes to promote the opportunity of getting parallel degree.

Name: P Suryanarayana Raju

19/9/2016.

Signature of the Coordinator-IQAC

Name: M Sreenivasa Prasad

19/9/16.

Signature of the Principal & Chairman-IQAC