

The Institution has an alumni association. The Association is going to be registered. However, the alumni of the institution are in various fields like IT, Educational department, Banking Sector, Mobile sector, etc. The alumni helps the students and the institution by being in touch with the present as well as the old students of the Institution. The alumni and CPDC involve not only in academic growth of the students but also providing exposure to the students to participate in various activities pertaining to jobs, cultural festivals, sports and games etc. They contribute by way of cash to the institution and to the student- welfare fund or in the form of old or new books and material to the students.

The association has organized meetings and has decided to contribute some infrastructure to the institution on the annual day. They always keep in touch with the college and the students to strengthen the institution. They have also participated in college developmental activities.

1. Alumni extended their support to improve admissions by motivating Intermediate passed students to join the college.
2. The institution invites the Alumni who are working on the academic side in the education sector to deliver guest lectures. These guest lecturers not only inspire the student but also enrich the knowledge.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Institution works on an approach to make each and every individual student a self - reliant, self - sustainable, confident and a professional who is going to be a good citizen of the nation.

The soul purpose of this institution is to focus on producing effective leadership qualities amongst its pupils keeping in view of it's vision and mission.

The practice of self-awareness and self- reflection for those in leadership roles goes back thousands of years to the ancient philosophers and teachers. Yet, it seems that self-reflection is the learners least favorite pastime.

Perhaps more than any other generation in the past, what inspires the present students putting forth their best efforts in learning is new methods of ICT. So the institution has committed to the transformation of students' higher learning, which ultimately provides good leadership.

VISION:

- To equip women learners with empowerment who will be self-reliant, independent and confident.
- To engage the students in an education system, that aims to imbibe the spirit of knowledge sharing, capacity building and good leadership.
- To enable them to grow with the values of leadership for Social Consciousness and Nation Building.
- Facilitating an environment for the exponential growth of Personality, Character of leadership.
- To empower the women learners to lead and face the challenges in their journey of life, confidently and successfully.

MISSION:

- To provide a career oriented education, that helps them for

their future employment.

- To create an environment for self expression and motivation through recreational activities.
- To encourage a participative and democratic management by involving all the stakeholders of the institution in decision making.
- Providing a congenial and convenient atmosphere for everyone to express their views independently.
- The students are given opportunities to take up leadership roles under the guidance of the faculty in all the events/activities.
- The college also aims to nurture the students to

1. Become academically capable

2. Become socially conscious and responsible

3. Be eco friendly

4. Be resourceful

5. Be negotiable and

6. Capable leaders of effective management and execution.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution practices a democratic approach in administration as well as believes in the distribution of work by implementing the method of decentralisation by forming committees and coordinators for each and every department. The stakeholders, staff and administrators are assigned with a specific job on a

specific time to execute efficiently. The administration is ready to send the staff for any kind of training for appraisal in the development of curricular, academic, research and evaluation.

The management strives to bring out the best out of the available staff by encouraging them to be a part of each and every activity in one way or the other for the sound function of college towards the realisation of its vision and mission.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution prepares a strategic plan and deployment document at the beginning of every academic year.

At the University level, the affiliated college will be provided with an academic Calendar with the Syllabus.

Accordingly, at the institutional level IQAC prepares a Calendar of activities to be taken up by the different Departments & Committees.

Based on the plan prepared by IQAC all the Departments and Committees will prepare their calendar of activities to be conducted in the particular academic year.

Academic and co-curricular activities: literary competitions, group discussions, debates, etc., are planned for the overall development of the students.

Sports and cultural competitions: Intra-murals and inter-collegiate activities under extracurricular activities are planned besides academic activities.

Student Support & progression: In order to support the students for their overall development it is planned to host various programmes which include career counseling to join PG courses, giving coaching for competitive exams, campus recruitment training through JKC (Jawahar Knowledge Centre) & ESC (Employability Skill

Centre).

Strengthening Learning resources: Institution plans to improve learning resources by modernizing library and other support systems, purchasing useful books, establishing book banks, improving ICT enabled teaching, focusing on e- resources etc.

Establishing Information systems: Having Internet resource center with Wi-Fi and Printer for the benefit of students.

Faculty Development: Encourage faculty to take up short and long term courses like induction, orientation, refresher courses besides participating in seminars/ conferences/ workshops, paper presentations and publications.

Improvement in Infrastructure: Separate building for PG Courses, making classrooms as smart classes, air conditioning of seminar hall. Providing systems and Wi-Fi to the departments

| File Description | Documents |
|--|------------------|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The institution has an Organisational Structure to be fitted to the desired outcomes with the help of the following nominees

College Development Council, Academic Council, Committees, Coordinators and Convenors for specific functions of different departments.

In the administrative set up the CDC and Principal is the highest authority.

The IQAC-Coordinator looks after the overall quality of the institution.

The heads of the different departments look after the curricular and academic affairs as well as the examination outcomes.

Different convenors of the committees take responsibilities of the different aspects of the institution.

The institution is strictly run by the service-rules of the state and central governments as per the rules laid

The recruitments being done through a specific body like state service commissions as well as basing on central government tests(NET)etc.

The promotional policies are followed as per the norms of UGC and state governments.

The institution has a body of Grievances to get the complaints through the feed and redressal the same.

| File Description | Documents |
|---|------------------|
| Paste link for additional information | Nil |
| Link to Organogram of the institution webpage | Nil |
| Upload any additional information | No File Uploaded |

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

| File Description | Documents |
|--|------------------|
| ERP (Enterprise Resource Planning)Document | No File Uploaded |
| Screen shots of user inter faces | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of implementation of e-governance in areas of operation, Administration etc(Data Template) | No File Uploaded |

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

1. Staff Club:

The college has an institutionalized staff club, in which all the members of staff i.e. Regular, Part time, Contract, Guest faculty are included. The club collects every month a nominal membership fee for providing refreshments and gifts to suit occasions.

2. Staff Meetings:

Staff meetings are conducted frequently based on the need and requirement. All the teaching and non-teaching staff meet together with the principal and express the queries and opinions on the ongoing activities in the college. 3. Free Access to Gym and Stationary:

Staff is given free stationery Xerox, Files, Records for the maintenance of them departmental facility. Staff and students are free to take part in extracurricular activities, usage of gym and other playing equipments without any membership fee.

EHS for Employee:

All the Regular Teachers & Non-Teaching Staff are eligible, under Employee Health Scheme, to get free Medical aid in the hospitals recognized by the Government of Andhra Pradesh.

Monetary support to the contingent employees during Festivals by the teaching staff as a complement. :

The Administration provides Compliments to non-teaching Staff by contribution from regular employees.

Working Lunch for Attenders:

All the attenders will have their working lunch along with students in the Mid day meals Sponsored by the Temple Ashram.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | No File Uploaded |

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

1

| File Description | Documents |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | No File Uploaded |
| Reports of Academic Staff College or similar centers | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

5

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | No File Uploaded |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | No File Uploaded |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

1. Staff Club:

The college has an institutionalized staff club, in which all the members of staff i.e. Regular, Part time, Contract, Guest faculty are included. The club collects every month a nominal membership fee for providing refreshments and gifts to suit occasions.

2. Staff Meetings:

Staff meetings are conducted frequently based on the need and requirement. All the teaching and non-teaching staff meet together with the principal and express the queries and opinions on the ongoing activities in the college.

3. Free Access to Gym and Stationary:
Staff is given free stationery Xerox, Files, Records for the maintenance of them departmental facility. Staff and students are free to take part in extracurricular activities, usage of gym and other playing equipments without any membership fee.

EHS for Employee:

All the Regular Teachers & Non-Teaching Staff are eligible, under Employee Health Scheme, to get free Medical aid in the hospitals recognized by the Government of Andhra Pradesh.

Monetary support to the contingent employees during Festivals by

the teaching staff as a complement. :

The Administration provides Compliments to non-teaching Staff by contribution from regular employees.

Working Lunch for Attenders:

All the attenders will have their working lunch along with students in the Mid day meals Sponsored by the Temple Ashram.

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

1. Feedback System:

- The institution has 3 kinds of feedback systems.
- Feedback on curriculum from students will be taken every year to find out whether the curricular methods followed by the teachers is according to the aspiration & sensibility of the student or not.
- Feedback on curriculum from other Stakeholders like Parents of the students express their opinion on the student feedback. So, the management can know whether the curriculum is according to the expectations of the parent or not.
- Feedback on Lecturers from the student will be collected by IQAC of the college, which is discussed in the IQAC meetings and suggestions are made on how to improve.

Academic Audit:

Every year the CCE appoints Academic officers who will be grading the teaching staff from the activities performed by them in that particular academic year. The report will be submitted to CCE.

API Scores:

The end of Every Academic Year the Staff need to produce their annual performance indicators to the IQAC with all the recorded evidence in the UGC prescribed form.

Teaching Diary & Notes Signed by Principal:

At the end of every month the teaching staff are instructed to get signatures of the principal on their teaching diaries and notebooks to check whether the teaching activity is going on according to the annual plan.

Regular Visit to Department & Labs by Principal:

Principal regularly visits the departments, classrooms and labs to observe the ongoing activities in the respective departments.

Division of Work among Non Teaching Staff:

Non-teaching staff have division of work, so they are instructed to conduct the required activities in their respective allocated section.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

INTERNAL AUDIT:

- The work done statements are signed by the HOD before sanctioning of the remuneration to the guest faculty.
- Superintendent has to approve the work done statement of the Non-teaching staff.
- HODs will look after the Labs and the in-charges are made responsible for the stock provided in their departments.
- If the regular staff are not present in the department, the staff incharge would be responsible for the stock in the department.
- All the bills sent to the Treasury for payment need to be

signed by the principal.

- To buy any equipment in the Labs, the Signature of the concerned Lab incharge is needed.
- To buy books to the Library the in-charge/Librarian need to sign on the bill, along with the principal.
- At the end of Every Academic year the staff in-charges and the Principal will verify stock in the department of Library, Physical Education, Furniture, Physics, Computer, Zoology, Chemistry (Labs) etc.

EXTERNAL AUDIT: The Government of Andhra Pradesh appoints auditors through the CCE who check up all the records of all the departments and sanctioned budget thoroughly and grade the college with a score.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

| File Description | Documents |
|---|---------------------------|
| Annual statements of accounts | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template) | View File |

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The College is a Government Institution. All the Funds are

received by the College through a Budget sanctioned by the Government of Andhra Pradesh and UGC. The Management sends a feedback to the Government whenever there is a proposal to sanction a budget by the college to the Government.

1. The Institution is also rendering its hundred percent efforts to gather Funds from Local philanthropists, Alumni etc., to strengthen the infrastructure.
2. Financially Communication of information on the various quality parameters of higher education
3. Development of quality benchmarks for the various academic and administrative activities of the institution.
4. Recording and documentation of the various activities leading to quality improvement.
5. Obtaining, analyzing and action taken on feedback responses from students, parents, and alumni on quality-related institutional processes
6. Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
7. Key areas for regular monitoring and documentation by IQAC are
8. Academic and Curriculum Development
9. Options of skill course provided in order to enhance quality bar
10. Guest lectures by prominent speakers in different areas
Publication of Technical series
11. Membership of Board of Studies of SV University
12. Organization of Remedial classes and Student counseling sessions
13. Feedback from stakeholders which was earlier taken by individual teachers and PG departments will now be documented in a centralized committee
14. Quality assurance is a dynamic process and we are moving

towards documentation of strategies and processes as per new guidelines for IQAC

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC in the College Strives to promote quality measures in all the aspects of the Development of the College. In the procedures of Academics & Administration, IQAC has initiated many plans for the last five years and they are institutionalized in the College. Like Preparation of Calendar of College activities, Departmental activities, Celebration of important days through various Committees. Annual report on activities of Committees etc., became a regular practice in the Institution due to the efforts of IQAC.

Communication of information on the various quality parameters of higher education Development of quality benchmarks for the various academic and administrative activities of the institution.

Documentation of the various activities leading to quality improvement.

Obtaining, analysing and action taken on feedback responses from students, parents, and alumni on quality-related institutional processes

Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

Various key areas for regular monitoring and documentation by IQAC are

- Curriculum Development
- Options of skill papers in order to enhance quality bar

- Organisation of lectures by prominent speakers in different areas
- Publication of Technical series
- Organisation of Annual lectures by each department every year
- Participation in Innovation and Research funded Projects
- Consultation with various organizations
- Membership of Board of Studies of eminent National Institutes
- Extension activities for the community development
- Organisation of Remedial classes and Student counseling sessions
- Feedback from stakeholders which was earlier taken by individual teachers and PG departments will now be documented in a centralized committee
- Collaboration with Industry and placement meet
- Initiatives to maintain Heritage structure of the College
- Effective involvement of Alumni
- Quality assurance is a dynamic process and we are moving towards documentation of strategies and processes as per new guidelines for IQAC.

Preparation of Calendar of College Activities:

Before the commencement of the Academic year, IQAC prepares a calendar of activities to be conducted and fixes tentative dates. Tentative schedules and tentative Agenda for the Programme will be prepared. At the end of the Academic year IQAC reviews the Calendar. The activities that remain to be conducted will be rescheduled and planned prospectively. In the same manner all the Departments will plan their activities like Seminars, Assignments, Quiz, Guest Lecture and other activities, tentatively and submit the same to the IQAC. IQAC, will review the activities of the

Departments monthly. At the end of the Academic year, the Departments will submit the report of the Departmental activities in that particular academic year to IQAC.

Observation of Important Days:

IQAC takes a special interest in making students understand the importance of various days like, Women Equality Day, Literacy-Day, Science-Day, World Tourism-Day, National Girl Child Day, Women's Day, Teachers' Day, Students' Day etc., and incorporate them in the activities Calendar. Eminent personalities in the respective fields will be invited to address the Students. Students will be enlightened on the importance of the Days and its observation.

In this way IQAC conducts many programmes to promote quality in the field of Education.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

To promote standards in higher Education the institution focuses on the methodologies that are used by teachers in the process and teaching & learning. The methods and strategies are reviewed continuously as per the changing needs of the students.

IQAC in the College reviews frequently the methodologies adopted by the teachers and suggests the new techniques can be adopted to make the Learning & Teaching Process more beneficial to the Students.

MANA TV:

The CCE of the Government of AP arranges TV programmes of lectures of subject-experts, specialists of different departments on live TV. IQAC made it binding on all the departments to watch video-lectures through LMS. Students will get an exposure to different lectures from all over the State and the process of knowledge sharing will make the process of learning more lively & fruitful.

Virtual Classroom Teaching:

Using ICT will enable the Students to get access to more quality Education. IQAC stresses that all the Staff are needed to take at least a lecture per week in the Virtual Classroom.

| File Description | Documents |
|---------------------------------------|------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

| File Description | Documents |
|--|---------------------------|
| Paste web link of Annual reports of Institution | Nil |
| Upload e-copies of the accreditations and certifications | No File Uploaded |
| Upload any additional information | No File Uploaded |
| Upload details of Quality assurance initiatives of the institution (Data Template) | View File |

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

As a women's college, our vision focuses on creating a safe space for our students and providing a gender sensitive and empowering education. The pedagogy of gender sensitization is not limited to classrooms alone. We delight ourselves in having created a energetic campus environment that allows students to think

6.1 – Institutional Vision and Leadership

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

The practices of the institution by decentralization and participative management in academic and administrative for the effectiveness and smooth functioning are : ? The Principal, being the head of the institution delegates and decentralizes the work among the teaching and non-teaching staff of the institution. ? Delegation of the authorities related to the academic and administrative issues to the vice-principal, in-charges of the departments. ? Decentralization the responsibilities to the staff concerned as per the duties and to the co-ordinators of various committees. ? All the in-charges constitute a staff council which is instrumental in decision making process. Various committees have been in practice with some of the faculty as conveners and members that play a significant role in academics, administration, planning and development. Under the chairmanship of the Principal, the committees meetings are held at regular intervals of time, passing on resolutions and taking necessary actions for the proper implementation of plans. The following are the some of the committees 1. College Planning and Development Council (CPDC) 2. Internal Quality Assurance Cell (IQAC) 3. Students Union Committee 4. Examination Committee 5. Women Empowerment Cell 6. Grievance Redressal Cell

The practices of the institution by decentralization and participative management in academic and administrative for the effectiveness and smooth functioning are : ? The Principal, being the head of the institution delegates and decentralizes the work among the teaching and non-teaching staff of the institution. ? Delegation of the authorities related to the academic and administrative issues to the vice-principal, in-charges of the departments. ? Decentralization the responsibilities to the staff concerned as per the duties and to the co-ordinators of various committees. ? All the in-charges constitute a staff council which is instrumental in decision making process. Various committees have been in practice with some of the faculty as conveners and members that play a significant role in academics, administration, planning and development. Under the chairmanship of the Principal, the committees meetings are held at regular intervals of time, passing on resolutions and taking necessary actions for the proper implementation of plans. The following are the some of the committees 1. College Planning and Development Council (CPDC) 2. Internal Quality Assurance Cell (IQAC) 3. Students Union Committee 4. Examination Committee 5. Women Empowerment Cell 6. Grievance Redressal Cell

6.1.2 – Does the institution have a Management Information System (MIS)?

No

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 |
|--|---|
| Library, ICT and Physical Infrastructure / Instrumentation | <ul style="list-style-type: none">• Equipped with open educational resource like the Information and Library Network (INFLIBNET) an online journal to help the staff and students.• Book Bank exclusively for SC/ST students in the library providing state budget annually.• Equipped with a computer, a photocopy machine and reading facilities.• Direct access to books and magazines.• Purchase of books and magazines on regular basis.• |

| | |
|-----------------------------------|---|
| | <p>Display of new arrivals. • Arrangement for rain water harvesting and beautification of college premises. • ICT enabled classrooms including digital and virtual classrooms. • Facilitate to use Computers and LCD projector for seminars and assignments.</p> |
| <p>Research and Development</p> | <p>• Constituted a Research Committee by the Principal to strengthen and motivate the faculty members to improve their academic research and facilitate guidance to organize workshops to promote research activity in the institution. • Encouraging the faculty for research projects as well as students' research projects/study projects supporting for better outcomes. • Promoting the research paper publications in national and international journals during college Common Meetings</p> |
| <p>Examination and Evaluation</p> | <p>• Conducting meetings by the principal regularly for smooth functioning of examinations and evaluation process directing the Vice-Principal and Examination committee. • Applying for the university examination with payment of fee is online. • Evaluation process of theory papers is for 75 marks external by the university and 25 marks for internal on Mid-Semester Test, Assignments/ Paper presentation/ Class room seminars/ Projects etc by the faculty concerned as per the standard procedure set by the University. Supplying the Question papers is also in the same procedure. • Evaluation process of the practical examinations in the Institution by the External Examiners appointed by the University</p> |
| <p>Teaching and Learning</p> | <p>The administration of the College ensures a proper teaching learning environment: • Following different teaching methods and techniques to present their subject topics through power point presentation. • Availing the virtual class room with LCD projector, Digital class rooms, you tube lessons and OHP transparencies to enhance the learning experience. • Using Learning Management System (LMS) to enrich them towards learning experience. Participation in class room seminars, MANA TV programmes, different literary competitions such as District Resource Centre (DRC) competitions,</p> |

Yuvatharangam etc., • Feedback from the students regarding the effectiveness of the teaching in and out of classroom from time to time.

Curriculum Development

• The Institution has limited role in the development of curriculum in any course. But, the Board of Studies (BOS) keeps the role of designing the syllabus at the university level and in turn the same takes into circulation among all the colleges affiliated to the University. • With the directions and the guidelines of Andhra Pradesh State Council of Higher Education (APSCHE), the syllabus and the evaluation system are in practice for all the programmes including Add on courses on concurrence at the University level. • At the institution level

Human Resource Management

• In Government Higher Education Institutions of Andhra Pradesh, Principal is the administrator. Recruitment of the teaching and non-teaching staff is done by the Government through Andhra Pradesh Public Service Commission and also on promotions. • Engaging the vacant posts by Contract and Guest faculty as per the directions of the Regional Joint Director concerned. • Organizing Cultural and Spiritual Programmes like Yoga Day, Women's Day, College Day for stress management and awareness. • Deputing the Permanent teaching faculty to Refresher, Orientation and Short Term courses with duty leave to enhance the standards of academic environment • Teaching faculties are encourage to participate in national and international conferences, workshops etc., • Students are managed by giving semester time table to run the classes according to a time frame and academic plans are submitted by the faculty to complete the syllabus.

Industry Interaction / Collaboration

• Organized interaction programme with NGO Way Foundation on the occasssion of UNO Day • Dr.G.Ramachandra Reddy, Chemist and Scientist , Glory Pharmaceutical Industry , Tirupati addressed the students on Fresher's Day and Chemistry and Physics Departments have MoU with the Industry. • Departments organized field trips to Cocacola Compay , Yerpudu. • The some of the departments

| | |
|-----------------------|---|
| | of college have MOU's with other Institutions. |
| Admission of Students | Admissions are carried out strictly according to affiliating university and AP state Government rules and regulations. • Wide publicity given about schedule of Admissions through Press notes. Faculty involved in admission drives/campaigns in nearby mandals and in nearby junior colleges. • Admission Committee verifies the candidates eligibility and admit the candidates as per the norms • The college strictly adheres to the Government norms in the admission process giving chance to the meritorious students belonging to the various sections of the society. As usual the admission of students into the Institution is made on the basis of Merit and SC,ST,BC and Women reservations policy. |

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

| E-governance area | Details |
|-------------------------------|--|
| Planning and Development | Under this area as a part of e-governance the Institution was created its own website and also implementing the biometric attendance management system for both the staff and the students through IAMS. |
| Administration | ? e-Office is used for any communication to the authorities concerned regarding • File management • Knowledge management system • E-file Reports • Employees Master Details |
| Finance and Accounts | The payment system of salaries of staff and other financial activities are operating through Comprehensive Financial Management System (CFMS), A.P. Cyber Treasury, Government of Andhra Pradesh. |
| Student Admission and Support | The Institution has been implementing the online admission system through Andhra Pradesh Student Academic Management System (APSAMS). |
| Examination | Applying for the external examination results are published through the S.V. University Examination Portal. |

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 | Name of the professional body for | Amount of support |
|------|-----------------|---------------------------------------|-----------------------------------|-------------------|
|------|-----------------|---------------------------------------|-----------------------------------|-------------------|

| | | | | |
|-------------------|-----|--------------------------------------|----------------------------------|-----|
| | | for which financial support provided | which membership fee is provided | |
| 2020 | --- | ---- | --- | Nil |
| No file uploaded. | | | | |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|------------------------------------|--|---|-----------|---------|---|---|
| No Data Entered/Not Applicable !!! | | | | | | |
| No file uploaded. | | | | | | |

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---------------------------------|------------|------------|----------|
| Refresher Course | 1 | 09/09/2019 | 21/09/2019 | 14 |
| No file uploaded. | | | | |

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

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| Nil | Nil | Nil | Nil |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|--|
| . Employee Health Scheme. 2. Medical Reimbursement 3. Personal Loan, Home Loan and Educational Loan for their children on salary basis. | Employee Health Scheme. 2. Medical Reimbursement 3. Personal Loan, Home Loan and Educational Loan for their children on salary basis. 4. Festival Advance Facility. | . Scholarships are providing by the A.P. Govt. Social Welfare Department. 2. National Merit Scholarship sanctioned by MHRD. 3. Poor Boys Fund contributed by Staff members of the college. 4. Endowment prizes given to the toppers in the University Exams by the Lecturers. 5. Conducting Career Counseling. 6. Proficiency prizes by the faculty. |

6.4 – Financial Management and Resource Mobilization

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

Internal audit at the end of Academic year about the scholarships of SC/ST/BC/ Minorities, special fee fund and Stock verification in all the departments by the committees(finance and non finance) constituted for physical verification of the stock and the entries in the register. The expenditure out of the funds and grants by the state budget and UGC by the local Auditors. External audit by the team from the Regional Joint Director (RJD) of Collegiate Education, Kadapa and Accountant General, AP and the District Treasury Officer (DTO) for salaries of the staff, scholarships reimbursement, budgets, expenditure of the college

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 |
|--|-------------------------------|---------|
| ----- | 0 | ---- |
| No file uploaded. | | |

6.4.3 – Total corpus fund generated

| |
|---|
| 0 |
|---|

6.5 – Internal Quality Assurance System

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

| Audit Type | External | | Internal | |
|----------------|----------|----------------------------------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | CCE/ Affiliated University | Yes | PRINCIPAL |
| Administrative | Yes | CCE/RJD | Yes | PRINCIPAL |

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

| |
|--|
| 1. Parents interacted with NAAC Peer Team 2. Class Incharges are always in contact with the parents of the students directly 3. Frequent parent- teacher meetings arranged and feedback will be collected from students. |
|--|

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

| |
|---|
| 1. Free eye- check up programme. 2. Awareness program on "Online Banking" by the State Bank of India. 3. Awareness program on "Learning Management System" (LMS). |
|---|

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

| |
|---|
| 1. Introduction of new certificate courses in Fashion Design, fundamentals of computers, Bio informatics Photo Shop and Self defence. 2. Proposal for RUSA funding for infrastructure development has been initiated and the proposal will be submitted soon. 3. Workshop organized by IQAC on Quality Initiatives in higher education. |
|---|

6.5.5 – Internal Quality Assurance System Details

| | |
|--|-----|
| a) Submission of Data for AISHE portal | Yes |
| b) Participation in NIRF | Yes |
| c) ISO certification | No |
| d) NBA or any other quality audit | No |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|---|------------------------------------|-------------------------|---------------|-------------|------------------------|
| No Data Entered/Not Applicable !!! | | | | | |
| 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 |
| 1. Awareness programme by SHAKTI police Team | 18/07/2019 | 18/07/2019 | 280 | Nil |
| 2. Celebration of Women Equality Day | 26/08/2019 | 28/08/2019 | 30 | Nil |
| 3. State Nutrition Month Celebrations | 23/09/2019 | 23/09/2019 | 210 | Nil |
| 4. Sensitisation programme on Women issues by NGO, ABHAYA | 26/09/2019 | 26/12/2020 | 320 | Nil |
| 5. Motivational Lecture by Sandhya Goli, Chess Player | 30/12/2019 | 30/12/2019 | 280 | Nil |
| 6. Awareness Programme on Career Opportunities for Women | 09/01/2020 | 09/01/2020 | 170 | Nil |
| 7. National Girl Child Day | 24/01/2020 | 24/01/2020 | 170 | Nil |
| 8. Celebration of International Women's Day | 08/03/2020 | 08/03/2020 | 100 | Nil |

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 |
| Total power requirement : 15KWH Renewable energy generated and used : NIL |

7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|-----------------|--------|-------------------------|
|-----------------|--------|-------------------------|

6.1 – Institutional Vision and Leadership

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

The practices of the institution by decentralization and participative management in academic and administrative for the effectiveness and smooth functioning are : 1. The Principal, being the head of the institution delegates and decentralizes the work among the teaching and non-teaching staff of the institution. 2. Delegation of the authorities related to the academic and administrative issues to the vice-principal, in-charges of the departments. 3. Decentralization the responsibilities to the staff concerned as per the duties and to the co-ordinators of various committees. 4. All the in-charges constitute a staff council which is instrumental in decision making process. Various committees have been in practice with some of the faculty as conveners and members that play a significant role in academics, administration, planning and development. Under the chairmanship of the Principal, the committees meetings are held at regular intervals of time, passing on resolutions and taking necessary actions for the proper implementation of plans. The following are the some of the committees 1. College Planning and Development Council (CPDC) 2. Internal Quality Assurance Cell (IQAC) 3. Students Union Committee 4. Examination Committee 5. Women Empowerment Cell 6. Grievance Redressal Cell

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 | <ul style="list-style-type: none"> • The Institution has limited role in the development of curriculum in any course. But, the Board of Studies (BOS) keeps the role of designing the syllabus at the university level and in turn the same takes into circulation among all the colleges affiliated to the University. • With the directions and the guidelines of Andhra Pradesh State Council of Higher Education (APSCHE), the syllabus and the evaluation system are in practice for all the programmes including Add on courses on concurrence at the University level. • At the institution level |
| Teaching and Learning | <p>The administration of the College ensures a proper teaching learning environment:</p> <ul style="list-style-type: none"> • Following different teaching methods and techniques to present their subject topics through power point presentation. • Availing the virtual class room with LCD projector, Digital class rooms, you tube lessons and OHP transparencies to enhance the learning experience. • Using Learning Management System (LMS) to enrich them towards learning |

experience. Participation in class room seminars, MANA TV programmes, different literary competitions such as District Resource Centre (DRC) competitions, Yuvatharangam etc., • Feedback from the students regarding the effectiveness of the teaching in and out of classroom from time to time.

Examination and Evaluation

- Conducting meetings by the principal regularly for smooth functioning of examinations and evaluation process directing the Vice-Principal and Examination committee.
- Applying for the university examination with payment of fee is online.
- Evaluation process of theory papers is for 75 marks external by the university and 25 marks for internal on Mid-Semester Test, Assignments/ Paper presentation/ Class room seminars/ Projects etc by the faculty concerned as per the standard procedure set by the University. Supplying the Question papers is also in the same procedure.
- Evaluation process of the practical examinations in the Institution by the External Examiners appointed by the University

Research and Development

- Constituted a Research Committee by the Principal to strengthen and motivate the faculty members to improve their academic research and facilitate guidance to organize workshops to promote research activity in the institution.
- Encouraging the faculty for research projects as well as students' research projects/study projects supporting for better outcomes.
- Promoting the research paper publications in national and international journals during college Common Meetings

Library, ICT and Physical Infrastructure / Instrumentation

- Equipped with open educational resource like the Information and Library Network (INFLIBNET) an online journal to help the staff and students.
- Book Bank exclusively for SC/ST students in the library providing state budget annually.
- Equipped with a computer, a photocopy machine and reading facilities.
- Direct access to books and magazines.
- Purchase of books and magazines on regular basis.
- Display of new arrivals.
- Arrangement for rain water harvesting and beautification of college premises.
- ICT enabled classrooms including

digital and virtual classrooms. • Facilitate to use Computers and LCD projector for seminars and assignments

Human Resource Management

• In Government Higher Education Institutions of Andhra Pradesh, Principal is the administrator. Recruitment of the teaching and non-teaching staff is done by the Government through Andhra Pradesh Public Service Commission and also on promotions. • Engaging the vacant posts by Contract and Guest faculty as per the directions of the Regional Joint Director concerned. • Organizing Cultural and Spiritual Programmes like Yoga Day, Women's Day, College Day for stress management and awareness. • Deputing the Permanent teaching faculty to Refresher, Orientation and Short Term courses with duty leave to enhance the standards of academic environment • Teaching faculties are encourage to participate in national and international conferences, workshops etc., • Students are managed by giving semester time table to run the classes according to a time frame and academic plans are submitted by the faculty to complete the syllabus

Industry Interaction / Collaboration

• Departments have collaboration with Industires. • Invited lectures are arranged for students by existing industrialists in surrounding locations. • Sree City, a SEZ near Naidupeta conducts job drive frequently.

Admission of Students

Admissions are carried out strictly according to affiliating university and AP state Government rules and regulations. • Wide publicity given about schedule of Admissions through Press notes. Faculty involved in admission drives/campaigns in nearby mandals and in nearby junior colleges. • Admission Committee verifies the candidates eligibility and admit the candidates as per the norms • The college strictly adheres to the Government norms in the admission process giving chance to the meritorious students belonging to the various sections of the society. As usual the admission of students into the Institution is made on the basis of Merit and SC,ST,BC and Women reservations policy.

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

| E-governance area | Details |
|-------------------------------|--|
| Planning and Development | Under this area as a part of e-governance the Institution was created its own website and also implementing the biometric attendance management system for both the staff and the students through IAMS. |
| Administration | ? e-Office is used for any communication to the authorities concerned regarding • File management • Knowledge management system • E-file Reports • Employees Master Details. |
| Finance and Accounts | The payment system of salaries of staff and other financial activities are operating through Comprehensive Financial Management System (CFMS), A.P. Cyber Treasury, Government of Andhra Pradesh |
| Student Admission and Support | The Institution has been implementing the online admission system through Andhra Pradesh Student Academic Management System (APSAMS). |
| Examination | Applying for the external examination results are published through the S.V. University Examination Portal |

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 |
|-------------------|-----------------|--|--|-------------------|
| Nil | Nil | Nil | Nil | Nil |
| No file uploaded. | | | | |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|-------------------|--|---|-----------|---------|---|---|
| Nil | Nil | Nil | Nil | Nil | Nil | Nil |
| No file uploaded. | | | | | | |

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 | Number of teachers who attended | From Date | To date | Duration |
|---------------------------|---------------------------------|-----------|---------|----------|
|---------------------------|---------------------------------|-----------|---------|----------|

| | | | | |
|-----------------------|-----|-----|-----|---|
| development programme | | | | |
| Nil | Nil | Nil | Nil | 0 |
| No file uploaded. | | | | |

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

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| 3 | Nil | Nil | Nil |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|--|---|
| <p>Employee Health Scheme. 2. Medical Reimbursement 3. Personal Loan, Home Loan and Educational Loan for their children on salary basis</p> | <p>Employee Health Scheme. 2. Medical Reimbursement 3. Personal Loan, Home Loan and Educational Loan for their children on salary basis. 4. Festival Advance Facility.</p> | <p>Scholarships are providing by the A.P. Govt. Social Welfare Department. 2. National Merit Scholarship sanctioned by MHRD. 3. Poor Boys Fund contributed by Staff members of the college. 4. Endowment prizes given to the toppers in the University Exams by the Lecturers. 5. Conducting Career Counseling. 6. Proficiency prizes by the faculty.</p> |

6.4 – Financial Management and Resource Mobilization

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

| |
|---|
| <p>Internal audit at the end of Academic year about the scholarships of SC/ST/BC/ Minorities, special fee fund and Stock verification in all the departments by the committees(finance and non finance) constituted for physical verification of the stock and the entries in the register.The expenditure out of the funds and grants by the state budget and UGC by the local Auditors. External audit by the team from the Regional Joint Director (RJD) of Collegiate Education, Kadapa and Accountant General, AP and the District Treasury Officer (DTO) for salaries of the staff, scholarships reimbursement, budgets, expenditure of the college</p> |
|---|

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 |
|--|-------------------------------|---------|
| - | 0 | 0 |
| No file uploaded. | | |

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 | APCCE | Yes | PRINCIPAL |
| Administrative | Yes | CCE/RJD | Yes | PRINCIPAL |

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

1. Parent Teacher meets were organized. 2. Feedback collected from parents
3. Feedback analyzed and implemented

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

1. Workshop on "e-office" for staff. 2. Awareness program on "Online Banking" by the State Bank of India. 3. Awareness program on "e- Content Development OERS MOODLE.

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

1. Mega Job Drives are conducted frequently. 2. Waiting Hall for girls constructed. 3. Talks on personality development were arranged for the all round development of the students.

6.5.5 – Internal Quality Assurance System Details

| | |
|--|-----|
| a) Submission of Data for AISHE portal | Yes |
| b) Participation in NIRF | Yes |
| c) ISO certification | No |
| d) NBA or any other quality audit | No |

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|------|---|-------------------------|---------------|-------------|------------------------|
| 2018 | International Yoga Day | 21/06/2018 | 21/06/2018 | 21/06/2018 | 120 |
| 2018 | Orientation Programme on semester system to first year students | 09/07/2018 | 09/07/2018 | 09/07/2018 | 130 |

[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 |
| 1. National Spirit Week | 09/08/2018 | 15/08/2018 | 100 | Nil |
| 2. Karate Training | 23/08/2018 | 23/08/2018 | 50 | Nil |
| 3. | 11/10/2018 | 11/10/2018 | 50 | Nil |