

GOVERNMENT COLLEGE (AUTONOMOUS), RAJAHMUNDRY

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC 2013-2014

Part – A

1. Details of the Institution

1.1 Name of the Institution

Government College [A]

1.2 Address Line 1

Near 'Y' Junction

Address Line 2

Kakinada Road

City/Town

Rajahmundry

State

Andhra Pradesh

Pin Code

533 001

Institution e-mail address

govtcollegerjy@yahoo.com

Contact Nos.

0883-2475732

Name of the Head of the Institution:

Dr. Ch.Masthanaiah

Tel. No. with STD Code:

0883-2475732

Mobile:

9948121713

Name of the IQAC Co-ordinator:

Dr.K.Jyothi

Mobile:

9440301264

IQAC e-mail address:

iqacgrjy@yahoo.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:

BC/57/RAR/28 dated: 30-11-2011

1.5 Website address:

www.govtcollegerjy.org

Web-link of the AQAR:

<http://www. www.govtcollegerjy.org/ AQAR2013-14.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	-	2004	5 Yrs.
2	2 nd Cycle	A	3.09	2011	5 Yrs
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

01/07/ 2004

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

2013-2014

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. 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-financ ☐

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 Nannayya University,
Rajahmundry, Andhra Pradesh

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	No	UGC-CPE	No
DST Star Scheme	No	UGC-CE	No
UGC-Special Assistance Programme	Yes	DST-FIST	No
UGC-Innovative PG programmes	No	Any other (<i>Specify</i>)	No
UGC-COP Programmes	No		

2. IQAC Composition and Activities

2.1 No. of Teachers	04
2.2 No. of Administrative/Technical staff	02
2.3 No. of students	02
2.4 No. of Management representatives	01
2.5 No. of Alumni	02
2. 6 No. of any other stakeholder and community representatives	02
2.7 No. of Employers/ Industrialists	02
2.8 No. of other External Experts	01
2.9 Total No. of members	15
2.10 No. of IQAC meetings held	6
2.11 No. of meetings with various stakeholders:	
No. of Faculty	3

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes ☐ No ☒

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Encouraging various departments to organize seminars/ workshops/ training programs
- Internal Academic Audit
- Monitoring of a Learner–Centric TLI methods
- Provision of Remedial coaching classes to academically backward students
- Enhancing the knowledge of faculty and students with Guest Lectures by inviting eminent academicians.
- Analysis and Evaluation of staff through student feedbacks.
- Orientation classes/ training programs for newly appointed teaching staff, non-teaching staff and students.
- Implementation of an effective ward counselling system in the college for students of all courses in the college.
- Evolving a Quality Assuring Mechanism through SWOT analysis
- Systematizing the Academic year

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 apply for RASTRIYA UCHCHATAR SHIKSHA ABHIYAN [RUSA]	Yes. Applied
To apply for COE for the college	Yes. Proposals submitted.
To set up e-classrooms to facilitate the implementation of ICT learning	Yes. Built e-Class room
Collaboration with national level scientific Research Centres like ICSC to conduct orientation and Refresher courses	Yes. Conducted
To conduct Rural Sensitization on Health and Education Awareness Programs through NSS units	Yes. Conducted
Conduct of at least 2 National and 01 International Seminars/workshops in the college to motivate and update the standards of teaching and learning.	Yes. Conducted.
To encourage the staff to write articles for publication in National and International Journals/seminars/conferences and Workshops	Yes. Published
To strengthen efforts to secure more placements and internships for students.	Yes. Secured

Academic Calendar attached as **Annexure-I**

2.16. Whether the AQAR was placed in statutory body Yes ☐ No ☒

Management ☐ Syndicate ☐ Any other body ☒

Provide the details of the action taken

AQAR was placed before the Staff Council and approved.

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	1	1	NIL	NIL
PG	7	NIL	2	NIL
UG	20	NIL	NIL	NIL
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	1	1	NIL	NIL
Others				
Total	28	02	02	Nil

Interdisciplinary	Nil	Nil	Nil	Nil
Innovative	Nil	Nil	Nil	Nil

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	20
Trimester	0
Annual	0

1.3 Feedback from stakeholders* Alumni ☐ Parents ☐ Employers ☐ Students ☒
(On all aspects)

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

Analysis of the feedback in the **Annexure II**

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

- Yes.
- Regular revision of syllabus is taken up by the Board of Studies.
- 25% updated
- Priority given to local Industrial needs and job opportunities in global scenario
- Importance to Value based Skilled Education
- Restructured Courses continued.
- New Certificate Courses introduced

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
81	74	07	Nil	Nil

2.2 No. of permanent faculty with Ph.D.

22

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
NIL	70								70

2.4 No. of Guest and Visiting faculty and Temporary faculty

19

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	10	50	70
Presented	2	10	25
Resource Persons	-	-	-

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

- Using Mana TV Recorded CDs
- You Tube Educational Videos
- PPTs

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

184

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

Revi

- Computerized Hall tickets generated with photos affixed.
- Room wise OMR Sheets with Students names
- Results displayed on College Web site.
- Question Papers setting and Evaluation of Scripts by External Examiners

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

80

2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	172	Nil	88	28	-	89.53
B.Com	183	01	148	05	-	95.62
B.Sc	403	20	245	13	-	84.01

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

Review of results:

- Done and where the result fell below 40% Remedial measures [Special classes, Remedial Coaching programs] devised in consultation with faculty concerned.

Student Feedback:

- Taken periodically and used for computing Lecturer Annual Performance

Performance wise Progression of Student:

- Yes, maintained by proctors for monitoring the student academic progression at the end of the Semester to assess and suggest appropriate measures.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
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Refresher courses	5
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	4
Faculty exchange programme	4
Staff training conducted by the university	2
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	10
Others	-

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	50	39	0	0
Technical Staff	01	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Constituted a Research Committee with Research Directors of various Departments
- Encouraging the faculty to pursue M.Phil. & Ph.D.
- Encouraging Staff to publish the research papers
- Encouraging the staff and students to present papers in International/ National/ State Level Seminars
- Encourage the departments to apply for MRP and Seminars/ Conferences/ Workshops/Symposia
- 4 Proposals for MRPs have been submitted to UGC and 2 of them have been sanctioned.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	01	NIL	1
Outlay in Rs. Lakhs	2,30,000	1,10,000	-	2,30,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	5	10	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

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	2011-2013	UGC	2,30,000	2,30,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total			2,30,000	2,30,000

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 ☐
(specify) INSPIRE ☐ CE ☐ Any Other ☐

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	Universit	Colleg
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				y	e
Number	-	02	03		-
Sponsoring agencies		UGC	UGC/Aut. Funds		

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: Nil

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

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
	Nil	Nil	03	Nil	6	16

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 State level
International level National 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
National level State level
International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any

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

- Arts College Helping Hands Association [ACHHA], a voluntary Organisation formed by students of the College to help the poor and needy students in payment of Examination Fee, and Medical Emergencies.
- ACCHA saved one student suffering from Brain Tumour by raising a fund of Rs1.5 Lakhs from the students.
- The Senior Faculty delivered lectures in rural Colleges and local schools and colleges as part of extension activities.
- Students made to visit Social Welfare Hostels for School Children to teach Maths and Physical/Biological sciences.
- Awareness Programme on HIV, Filariasis and ORS.
- Organizing of Medical Check-up Camps and Blood Donation Camp.
- Clean & Green Programme in College Premises.
- Volunteering for Dasara Festival
- Awareness program on Traffic Rules and Enrolment of Voters .

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	38 Acres	-	-	32 Acres
Class rooms	78	-	-	-
Laboratories	23	-	-	-
Seminar Halls	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)	-	4,25,000	Autonomous, UGC, Special fees funds, ONGC, self finance	
Others				

4.2 Computerization of administration and library

- Library books and services have been digitalized.
- Pay Bills and Student Services like issue of TCs and other Certificates and Scholarships have been digitalized

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value in Rs.	No.	Value
Text Books	64,175		1, 049	2,45,500	65,224	
Reference Books	15, 181		19		15,200	
e-Books	-		22	20,000	22	
Journals	22		59,000+	5,000		
e-Journals	INFLIBN ET		6000+			
Digital Database						
CD & Video	50		8			
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	146	03	50	03	02	-	-	-
Added	04	-	-	-	-	-	-	-
Total	150	03	50	03	02	-	-	-

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

- All the departments have been supplied Computers.
- Efforts are underway to extend Wifi to the college.
- Teaching and Non-teaching staff have been given basic training in computer application with the help of JKC in the college

4.6 Amount spent on maintenance in lakhs :

i) ICT

1, 20, 000

ii) Campus Infrastructure and facilities

6, 00, 000

iii) Equipments

-

iv) Others

15, 60, 000

Total :

22, 80, 000

Criterion – V

5. Student Support and Progression

1. Providing necessary information on Academic & Co-curricular activities through Hand Book.
2. Publishing College magazine which highlights the creative writing skills in the areas of short story writing, poetry, columns on important current events, etc
3. Strengthening Student Support Services such as NCC and NSS, Jawahar Knowledge Centre, Career Counselling Cell, Anti Ragging Committee and Women Protection Cell.
4. Preparing semester wise program schedules in advance for each wing and monitors their implementation at the end of each semester and provides necessary advice and assistance for effective implementation during the next semester.

5.2 Efforts made by the institution for tracking the progression

Student Progression Forms have been designed and got filled in at the beginning of the academic by every college entrant and evaluated at the end of each semester to provide remedial measures in case of subjects where the student performance is

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2917	318	17	-

(b) No. of students outside the state

Nil

(c) No. of international students

-Nil

No	%
Nil	

Men

No	%
Nil	

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
780	820	267	1242	04	3113	797	846	280	1306	06	3235

Demand ratio= 1:3.2 Dropout % = 2%

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

1. Yes. In addition to the existing Jawahar Knowledge Centre where training is imparted in Communication Skills, Soft Skills, Reasoning and Arithmetics etc.
2. The college has also undertaken Coaching program for entry into Combined Graduate Level Examination and Bank Probationary Examinations
3. Under UGC Merger Scheme Program the Career Guidance Cell of the college offered coaching to students from Weaker Sections to prepare for NET and SLET Examinations the basic qualification for Lecturership. The Departments of English, Commerce, Political Science, Botany, Physics, Chemistry and zoology have taken

No. of students beneficiaries

497

5.5 No. of students qualified in these examinations

NET 06 SET/SLET 04 GATE - CAT 01
IAS/IPS etc - State PSC 13 UPSC - Others 214

5.6 Details of student counselling and career guidance

- Career guidance is offered to students Department wise.
- No. of students counselled on Career: 772
- No. of students counselled for emotional issues: 12
- Career counselling is offered on opportunities for higher education and employment.

No. of students benefitted

784

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
08	245	46	15

5.8 Details of gender sensitization programmes

1. The Women Empowerment Cell conducts regular gender sensitization program to girl students.
2. Guest Lectures are arranged with high profiled women from various professions and walks of life on issues faced by women at home, Institutions of Higher Learning and workplaces.

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
Financial support from institution Arts College Helping Hands [ACCHA]	24	1,10,000
Financial support from government	2,121	77,18,915
Financial support from other sources	20	38,935
Number of students who received International/ National recognitions	Nil	Nil

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: 01

- Parents of 2 girl students counselled over postponing marriage to their wards until the completion of degree.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:	To make the college a value driven academic and research institute leading the students towards beneficial results for humanity
Mission:	Providing qualitative education and innovative research for the all-round development of the personality

6.2 Does the Institution have a management Information System?

No

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

6.3.1 Curriculum Development

- | |
|--|
| <ul style="list-style-type: none">• Student Members taken into Board of Studies• Local Needs taken into account to design curriculum. |
|--|

6.3.2 Teaching and Learning

ELF Training & Skills update workshops being conducted to staff to improve overall Teaching learning situation in the college.
--

6.3.3 Examination and Evaluation

- | |
|--|
| <ul style="list-style-type: none">• Review of Results Department wise to suggest Remedial coaching to improve results.• Paroto Analysis |
|--|

6.3.4 Research and Development

- | |
|---|
| <ul style="list-style-type: none">• Research Committee was constituted to promote enrolment and promotion of Research among the staff and students in the college.• 2 new Research Labs have been set up in Science Departments• Ph.D programs being offered in Physics, Chemistry and Botany |
|---|

6.3.5 Library, ICT and physical infrastructure / instrumentation

Revised Guidelines

- | |
|--|
| <ul style="list-style-type: none">• The college has a historic two stair library having 80,356 books in all subjects.• The college has 150 system in 3 separate facilities to promote ICT learning• The college functions in 3 blocks, the Arts Block, Science Block and PG Block each with Ground and First Floors.• 78 Class rooms + 23 Labs + 3 Research Labs. |
|--|

6.3.6 Human Resource Management

- Students are provided employable skills apart from Academics
- For Hands on experience internships and industrial tours are arranged.
- The college hosts on Campus Recruitment by reputed MNCs

6.3.7 Faculty and Staff recruitment

By State Government

6.3.8 Industry Interaction / Collaboration

- AP Paper Mills, Rajahmundry
- GVK Power Project, Jegurupadu
- AP Fisheries
- All the Local Industrial units

6.3.9 Admission of Students

- Admissions are made according as per state government norms in vogue.
- Order of merit wherever applicable is strictly adhered to.

6.4 Welfare schemes for

Teaching	Employees Medical Insurance of Govt. Of AP
Non teaching	
	Nil
Students	Student Insurance

6.5 Total corpus fund generated

Nil

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	Yes	Academic Cell
Administrative	Yes	RjDCE	Yes	Superintendent

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?

- Computerized Examination Branch
- Results are being placed on College Web Site for easy access.
- Prints of Marks can be had on line
- Supplementary Examinations conducted to save time

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

- 25% Freedom to change syllabus allowed
- Provides consultation with Senior Professors of the University in syllabus designing.

6.11 Activities and support from the Alumni Association

- The Alumni participate as members in Various College Committees.
- The Alumni extends support and guidance in college development
- Plays a vital role in taking college development plans to Government and obtain Permissions

6.12 Activities and support from the Parent – Teacher Association

Revis

- It Supports Administration by acting as Members of various committees.
- Attends counselling sessions to solve academic emotional issues with students.
- Provides suggestions and guidance in designing curriculum that suits students' needs.

6.13 Development programmes for support staff

- Motivating to improve qualifications through distance education programs
- Computer Training extended through Jawahar Knowledge Centre in the college
- Plans are underway to offer Certificate Course in General English, Communication Skills and soft skills.

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

- Plastics and Polythene bags banned
- Waste paper collected and supplied to APPM for recycling
- Every III Saturday declared Vehicle Free Day.

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.

- Recital of Vandemataram in the morning and National Anthem in the evening through Public Address System.
- Red Ribbon Club maintains Blood Group Register of students so as to make blood available to needy victims at a simple phone call.
- Arts College Helping Hands Association formed to help out poor students physically and financially.
- Analysis of weekly news by political science department.
- Celebration of important days of national and international importance

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

Plan of Action	Action taken
To apply for RASTRIYA UCHCHATAR SHIKSHA ABHIYAN [RUSA]	Yes. Proposals submitted on 16.12.2013
To apply for COE for the college	Yes. Proposals submitted.
To set up e-classrooms to facilitate the implementation of ICT learning	Yes. One e-classroom has been set up by the Department of Physics.
Collaboration with national level scientific Research Centres like ICSC to conduct orientation and Refresher courses	Yes. Collaboration signed and agreement reached with IISC, Bangalore and BARC, Bombay to conduct Refresher Courses and workshops in the college.
To conduct Rural Sensitization on Health and Education Awareness Programs through NSS units	Yes. All the 4 units of NSS conducted Camps in Rural Areas.
Conduct of at least 2 National and 01 International Seminars/workshops in the college to motivate and update the standards of teaching and learning.	Yes. Conducted. the Departments of Hindi, Physics and Commerce conducted National Seminars and the Department of Physics conducted a State Level Seminar
To encourage the staff to write articles for publication in National and International Journals/seminars/conferences and Workshops	Yes. Articles and papers were published in various national and international seminars and journals.
To strengthen efforts to secure more placements and internships for students.	Yes. 61 students got placements and 4 students got internships in RR CAT, Indoor, BARC, Bombay etc.

7.3 Give two Best Practices of the institution

1. Headlines of the day's News read by two or three students every day.
2. Arts College Helping Hands Association formed to help out poor students physically and financially

Details in annexure: III

7.4 Contribution to environmental awareness / protection

- Out of 200 normal bulbs, 10% have been replaced by the CFL bulbs to save energy and
- Proposals have been sent to replacing the rest.
- Proposals are underway for setting up Solar Panels in the college
- Periodic Clean and Green
- Awareness drives are organized with students of NSS and NCC on World Environment Day, Ozone Day, World Wild Life Day, Energy Conservation day...etc

7.5 Whether environmental audit was conducted?

Yes

No

☒☐

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

SWOT analysis is done by the college on various aspects and the proformas related are given in the annexure IV. The consolidated report is sent online to Commissionerate of Collegiate Education every month.

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

Re

- Obtaining status of Centre for Excellence
- Conducting International Workshop
- Conducting Refresher Courses
- To make Campus Wi-fi enabled
- Starting a Diploma Course in Dance
- Starting a Certificate Course in Music etc.

Name Dr. K. Jyothi

Coordinator, IQAC

Name Dr. Ch. Masthanaiah

Chairperson, IQAC

Annexure I

GOVERNMENT COLLEGE(A) RAJAHMUNDRY

ACADEMIC CALENDAR 2013-14

PARTICULARS OF III/IV SEMESTER PARTICULARS 2013-14

Re-open of the college	: 07-06-2013
Commencement of the classes for III&V semester	: 07-06-2013
Commencement of the classes for I semester	: 24-06-2013

Month	Dates of Holidays	Total HD+Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total working Days
Jun'13	8,9,16,23,30	5	3	3	3	3	4	3	19
Jul'13	7,13,14,21,28	5	5	5	5	4	4	3	26
Aug'13	8,9,10,11,13,16,25,29(strike)	8	4	4	4	3	4	4	23(strike)
Sep'13	1,8,9,14,15,22,29(strike)	7	4	4	4	4	4	3	23(strike)
Oct'13	From 17 th -- 20	01+01	2	2	2	3	2	2	14
Nov'13	2,14	02+04	4	4	4	3	5	3+1	28
DEC	25	01+2	2	2	2	1	1	1	11
Total		7	16	16	16	14	16	13	98

First Internal Examinations for all classes	: 08-11-2013 to 10-11-2013
Second Internal Examinations for all classes	: CLASSWISE
Commencement of III semester end examinations	: 12-12-2013 to 21-12-2013
Commencement of I.V Semester end examination	: 22-12-2013 to 31-12-2013

PARTICULARS OF III/IV/VI SEMESTER PARTICULARS 2013-14

Commencement of the classes for ALL semesters	: 01-01-2014
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Month	Dates of Holidays	Total HD+Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total working Days
Jan'14	12,13,14,15,16,26	6+2	3	3	4	4	5	3+1	25
Feb'14	27	1+4	4	4	4	3	4	3+1	27
Mar'14	21,31	2+5	4	4	4	4	3	4+1	29
Apr'14		0+1	1	2	2	1	1	1	9
Total		12	12	13	14	12	13	14	90

First Internal Examinations for all classes	: 07-02-2014 to 09-02-2014 (Tentative)
Second Internal Examinations for all classes	: 07-03-2014 to 09-03-2014 (Tentative)
Commencement of practical examinations	: 20-03-2014
Commencement of III/IV/VI semester end examinations	: 10-04-2014 to 30-04-2014
Last working days	: 09-04-2014
Summer vacation	: 09-04-2014 to 08-06-2014
Re-opening of the college	: 09-06-2014

(Note: Regarding the dates of the festivals, the dates announced by the State Government will be followed)

From 30-07-2013 to 16-10-2013-----Strike period

Total working days for first semester - 94days up to 21-12-2013.

The working days are including Sundays and second Saturdays from 17-10-2013.

Annexure II

Student Feed Back Report on Teachers 2013-14

As a part of IQAC activities, the IQAC has taken Student feedback on Teachers during the year 2013-14.

All students record their views on duly printed format (proforma I) consisting of a set of 21 parameters. Then a consolidated feedback form as shown in the proforma II is obtained. The performance of each teacher is evaluated depending on these parameters.

PROFORMA-I

LECTURER'S EVALUATION

Class & Sem : year :
Lecturer Name : Dept :
Please indicate your rating for your teacher by drawing a circle around the appropriate letter among those given against each statement

Sl.No	Particulars	Strongly Agree	Agree	Disagree	Strongly Disagree
1	My lecturer is punctual to the class.	A	B	C	D
2	I understand easily what my lecturer is teaching.	A	B	C	D
3	My lecturer comes well prepared for the class.	A	B	C	D
4	My lecturer communicates clearly.	A	B	C	D
5	My Lecturer makes good use of examples and illustrations.	A	B	C	D
6	My Lecturer is helpful when students raise doubts.	A	B	C	D
7	My Lecturer completes the syllabus on time during the semester.	A	B	C	D
8	My Lecturer completes the practical on time during the semester (if applicable).	A	B	C	D
9	My Lecturer conducts the class regularly.	A	B	C	D
10	My Lecturer enquires about My absence to the class.	A	B	C	D
11	My Lecturer is very helpful to weaker students/slow learners.	A	B	C	D
12	My Lecturer is fair to all students in evaluations.	A	B	C	D
13	My Lecturer is available during college hours for consultations.	A	B	C	D
14	My Lecturer takes active part in co-curricular activities.	A	B	C	D
15	My Lecturer creates awareness of recent developments in the subject.	A	B	C	D
16	My Lecturer provides more information than in text book.	A	B	C	D
17	My Lecturer holds the attention of students through out the class.	A	B	C	D
18	My Lecturer encourages discussion in the class.	A	B	C	D
19	My Lecturer gives useful explanation while returning answer paper and assignment.	A	B	C	D
20	My Lecturer inspires me.	A	B	C	D
21	Overall, he/she is one among the best lecturers	A	B	C	D

Annexure II

PROFORMA-II

IQAC – Name of the College

Analysis of Lecturer Evaluation by students

Name : Dept : No. of respondents :

Sl.No	Particulars	A (%)	B (%)	C (%)	D (%)
1	My Lecturer is punctual to the class.				
2	I understand easily what My Lecturer is saying.				
3	My Lecturer comes well prepared for the class.				
4	My Lecturer communicates clearly.				
5	My Lecturer makes good use of examples and illustrations.				
6	My Lecturer is helpful when students raise doubts.				
7	My Lecturer completes the syllabus on time.				
8	My Lecturer completes the practical in time (for B Sc class).				
9	My Lecturer Conducts the class regularly.				
10	My Lecturer enquires about My absence to the class.				
11	My Lecturer is very helpful to weaker students/slow learners.				
12	My Lecturer is fair to all students in evaluations.				
13	My Lecturer is available during college hours.				
14	My Lecturer takes active part in co-curricular activities.				
15	My Lecturer creates awareness of recent developments in the subject.				
16	My Lecturer provides more information than in text book.				
17	My Lecturer holds the attention of students through out the class.				
18	My Lecturer encourages discussion in the class.				
19	My Lecturer gives useful explanation while returning answer paper/ assignment.				
20	My Lecturer inspires me.				
21	Overall, he/she is one among the best teacher.				

(A= strongly agree; B= agree; c=disagree; D=strongly disagree)

Date:

Signature of HOD

Signature

Signature of the Principal

Annexure III

Best Practice -1

1. Title of the Practice: News Headlines

2. Goal: Updating current events

3. The Context

As soon as the vandematharam is sung in the morning at 9.45, the headlines of the day's news is read by two or three students every day in the public address system. This initiative is taken to update the students with current events. As many students are from rural background, they cannot afford to buy a news paper and read. Also students from nearby villages start from their homes very early in the morning and some of them are not able to catchup with the latest happenings around. Hence this programme is very much useful to the poor students as well as students coming from far of distances.

4. Evidence of Success: The students really are overwhelmed and are enthusiastically participating in the programme.

Best Practice -2

1. Title of the Practice: Arts College Helping Hands Association (ACHHA)

2. Goal: To help out poor students physically and financially

3. The Context: More than 85% of the Students of the college are from rural and economically poor background and first generation literates. 50% students are from socially weaker sections of the society. Most of the parents are daily wage labourers. 10% of the students have single parent. Keeping all these in view Arts College Helping Hands Association (ACHHA) was formed with students as members. The Association shortlists students who are really in need and helps them physically and financially.

4. Evidence of Success: An amount of more than one lakh was raised and given to a student who underwent heart operation.

ANNEXURE IV
SWOT ANALYSIS

STRENGTHS:	WEAKNESSES:
(i) Human Resources: • Committed, qualified and experienced teaching and non-teaching staff; • 3000 + student strength • Consistent Academic Results • 20 UG and 9 PG Courses • CPDC – College Planning and Development Council with eminent persons in the society; • Catering to the students from East and West Godavari districts and far away districts. (ii) Physical Resources/ Infrastructure: • Location – accessible to surrounding villages by bus and train • Land – 38 acres land with 1,25,000 Sq.mt. built in space. • Buildings – Arts Block, Science Block, PG Block, Study Centers of A.U., BRAOU & IGNOU, RJD Office, Hostels, etc. • Play Ground with Well laid ground Tennis, Volley Ball and Basket Ball • IT& Lab equipment • Other facilities: MANA TV, Seminar Hall, Public Addressing System, Open-air stage ‘Quadrangle’, Purified water facility, etc. • Maintenance of Infrastructure (iii) Financial Management & Resource mobilization: • Grants • Funding Agencies • Other sources of Income (iv) Financial Management & Resource mobilization: • Academic Programmes- 22 U.G. and 9 P.G. programmes • Confidential and automated examination division • IQAC for internal quality • Women Empowerment Cell	(i) Unfilled vacancies in Teaching & Non-teaching posts (ii) Absence of full-length automation in the academic and administrative affairs. (iii) Leakage of Old Buildings (iv) Exorbitant Electrical power charges (v) Lack of centralized Computer facility and Internet access (vi) Lack of Indoor stadium and full-fledged Sports and games facility (vii) Weak Security and surveillance system (viii) Lack of Regular Health checkup

(v) Student support Services: • Fee-reimbursement Scheme • Subsidized bus-pass • Merit Scholarships & Prizes (vi) Past Experiences: • Building blocks for learning and success- 160 years old college • NAAC-A Grade • Autonomous college with semester system for 13 years • Reputation in the community – Alma Mater for eminent statesmen, judges, industrialists, scientists, etc. • Offering specialized subjects like Geology, Geography & Philosophy • Sought after college within the coastal area (vii) Stakeholders’ support: • Enjoys the support of stakeholders - students, parents, public, teaching & non-teaching staff, Govt. organizations, etc. • Consistent increase in the intake of students every year- stands as a proof of reputation • ID college in the district. • District Resource Center (DRC). (viii) Community involvement – in the form of Alumni association, individual philanthropists. (ix) Equitable Access: • Majority students from marginalized sections • 60% of the students are first generation learners and 75% are under Below Poverty Line. • Wide publicity of admission process • Merit based, Rank based admission, following Govt’s reservation system • scholarship and fee-reimbursement (x) Academic achievements: • Consistent performance in obtaining better examination results • College bagged “All Round Performance” in the	
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state award twice • Many teachers received state level and district level Best Teacher Awards • Students bagged State and district level Merit awards in academics, cultural and sports performances. • DRC & JKC received state level best performance awards (xi) Research Work: • Research Guidance for M.Phil. & Ph.D. students in Departments of Botany, Zoology, Chemistry and Physics. • Establishment of Nano laboratory in department of physics for research purpose. (xii) Outreach Programmes in Neighbourhood: • Service activities by 5 units of NSS • Red Ribbon Club and Red Cross activities in health awareness. (xiii) Employability training: • Training at JKC in employable skills • Conducting of Campus recruitment drives • Workshops and awareness programmes on Career planning and employment opportunities by DRC, etc.	
OPPORTUNITIES: (i) Enhancement of Sports & Games facilities (ii) Exploring renewable energy sources (iii) Optimum utilization of land for landscaping (iv) Scope for exploring IT&C and Internet (v) Scope for digitalization of Library/ Knowledge Management System (vi) Scope to evolve as a Premier institution (vii) Scope for Innovative and Industry-specific courses (viii) Scope for Industry tie-ups and MoUs (ix) Scope for strengthening of Career Guidance and Placement Cells (x) Scope for establishment of a Dispensary within the campus	THREATS: (i) Decline in the quality of Intake students. (ii) Increased competition from the Private Colleges (iii) Land utilization/ occupation for non-academic activities