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Report of the Peer Team On the Institutional Accreditation of Government Degree College, Gajwel-500278, Medak district, Andhra Pradesh

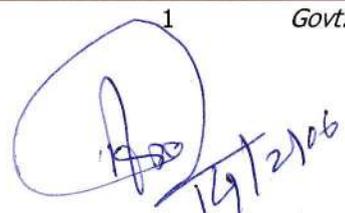
Section 1: Preface

Government Degree college, Gajwel was established in 1997 on the initiative of the then MLA Dr. Vijaya Rama Rao. This rural based institution was established in Medak District which is one of the most backward districts of Andhra Pradesh. The institution was established with a view to provide need-based higher education at an affordable cost and to promote entrepreneurship amongst the local youth.

The college was initially located in MPDO's office. The college was started with self-financing courses in Arts, Commerce and Science faculties such as Management, Taxation, Computers and Microbiology. Subsequently, traditional courses were also introduced. A study centre of Dr.B.R.Ambedkar Open University is also functioning in the college campus.

The institution is affiliated to Osmania University, Hyderabad. The college is yet to get recognition by UGC under 2f and 12B. It is a fully government funded college. It is located in a campus area of 3.39 acres. There are 12 class rooms, 5 laboratories, central library, health centre, computer centre, canteen, administrative block, sports and other physical facilities.

The college has got a grant of Rs 6 lakhs from MPLAD's fund. The Government of Andhra Pradesh has also provided a grant of Rs 34 lakhs for the construction of classrooms and laboratories.

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The institution offers 7 different combinations at the UG level- 3 in science stream (BSc) and two each in Arts and Commerce streams (BA and BCom). Of these, five programmes are under the self-financing mode.

The institution has 23 permanent teachers supported by 6 temporary teachers, one part time teacher and a librarian. Of these 6 teachers are Ph.D and 3 are M.Phil degree holders. It has 11 administrative staff and 1 technical staff.

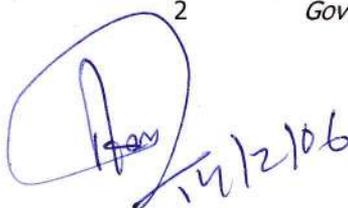
The student strength for the year 2005-06 is 771 of which 497 are boys and 274 are girls.

The college authorities volunteered for institutional accreditation by the National Assessment and Accreditation Council (NAAC), Bangalore. The Self study-Report necessary for the purpose of accreditation was submitted to NAAC in 2006. The NAAC constituted the peer team comprising Prof A.P. Padhi former Vice-Chancellor, Behrampur University (Orissa) as Chairman, Dr B.S. Srikanta, Principal, RBANM's First Grade College, Bangalore (Karnataka), as Member Co-ordinator and Dr V.Rhymend Uthariaraj, Professor of Computer Science & Engineering, Dept. of Information Technology, Madras Institute of Technology, Anna University, Chennai (Tamil Nadu) as Member.

The visit was ably assisted by Sri B.S.Ponnumudiraj, Assistant Advisor, NAAC Bangalore. The peer team visited the college during 13th-14th February 2006.

As a part of the pre-visit exercise, the members of the peer team had carefully scrutinized the Self-study Report provided to them.

The team held meetings with the Principal, faculty members, administrative staff and interacted with the parents, alumni and



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representative groups of students. The team also visited the entire academic complex and other student support physical facilities

Based on the above exercise and verification of the relevant documents, the peer team brings out the following criterion-wise observations and insights as useful pointers of the quality of education imparted in the institution.

Section: 2 Criterion-wise analysis

Criterion I: Curricular Aspects

The college offers three UG programs with the following seven different combinations

1. BSc(Mathematics, Physics, Comp. Science)
2. BSc(Botany, Chemistry, Microbiology)
3. BSc(Mathematics, Physics, Chemistry)
4. B.Com (Tax procedures and Practice)
5. B.Com (Computer Applications)
6. B.A (Economics, Political Science and Public Administration)
7. B.A (Economics, Psychology and Marketing Management)

Of these, B.A and B.Com (Tax Procedures and Practice) courses are offered in Telugu medium and other courses in English medium.

The fact that courses in subjects like Computer Science, Microbiology, Marketing Management and Tax Procedures and Practice which are need-based and relevant to the present requirements of the industry and employment market were introduced at the time of establishment of the college itself in 1997 is worth mentioning. These restructured programmes (five) are offered under the self-financing mode.

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B.Com (Computer Applications) was started in 1999 and B.A course in Economics, Political-Science and Public Administration was introduced in the year 2003.

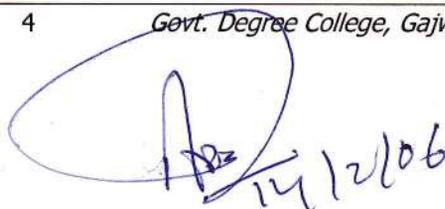
The college is affiliated to Osmania University, Hyderabad and follows the curriculum designed by the University. It has no direct role in curriculum design. However, two senior faculty members have served on the Boards of Studies of the university and have contributed to some extent in the curriculum design. The staff members also offer useful feedback at the departmental curriculum review meetings conducted by the affiliating university. It takes about one year to introduce a new programme.

In the programme options offered in the institution, knowledge component is about 70% and skill component is about 30%. The Academic Audit Cell of the Osmania University conducts academic audit.

As per the university regulations, study of Indian Heritage and Culture is compulsory for all the 1st year students, Environmental Sciences for all the 2nd year students and Science and Civilization for 3rd year students.

The college has also conducted certificate courses in Medical Lab Technician and MS office in 2001. The Peer Team suggests that the college should conduct such skill-based courses regularly to facilitate placements of students in the employment market. The Dept. of English is making an attempt to improve the communication skills of students in English language. Practical work and minor projects are also important components of the curriculum.

Though the college is rural-based and located in a backward district of Andhra Pradesh, need-based courses such as courses in Microbiology, Computer Science and Marketing Management are offered thereby

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enabling the students to compete with their urban counter-parts. The Peer Team felt that the college may introduce add-on courses which enable the students to develop additional skills required for employment.

Criterion II: Teaching-Learning and Evaluation

Students are admitted to various courses based on their academic records strictly in accordance with the admission norms laid down by the university and the government from time to time. The institution adopts transparent procedure in admissions.

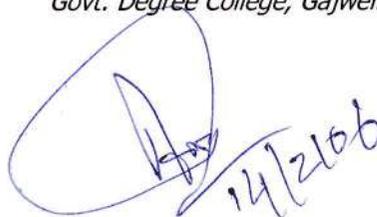
The college has about 220 working days out of which about 190 are the teaching days. 75% of the classes are taught by full time faculty.

Most of the teaching work is done by the conventional chalk-talk method. The modern teaching aids like OHPs, LCDs etc are sparingly used. The use of modern teaching aids to be augmented.

The college follows the traditional annual examination system for evaluating the performance of the students as per the regulations of the affiliating university. Students are informed about the evaluation methods in the beginning of the academic year and are also provided with model question papers.

Apart from the University Examinations, slip tests and internal examinations are conducted periodically at the college level to evaluate the performance of the students. In some departments though the practical classes are conducted the evaluation records are not properly maintained. The Peer Team suggests that the evaluation records have to be maintained systematically in all the departments.

The class room teaching is supplemented by making it mandatory for all the students to watch MANA TV programmes as per the directives



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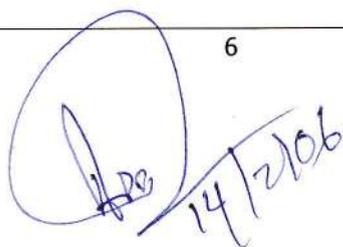
of the Government of Andhra Pradesh. The Peer Team commends that a staff member of the Physics department is appointed by the state government as one of the resource persons for the MANA TV programme. Also, the Peer Team appreciates the efforts of the Department of Botany in conducting annual botanical tours to supplement class room teaching.

Recruitment of teachers is made as per the provisions of the university and the State government. Contract lecturers are appointed by the Principal in consultation with College Planning and Development Council in accordance with government rules. About 30 % of the teaching staff are one step above the minimum prescribed qualification.

The college encourages teachers to attend Seminars/ conferences/ workshops/ refresher courses to update their knowledge. In the last five years 10 teachers of the institution have participated in 40 state level and national level seminars. Apart from the Department of Computer Science, five departments are equipped with one computer each. But, the computers provided to the departments are not fully utilized. The Peer Team suggests that the staff have to look into this aspect.

The college follows the self-appraisal method to evaluate the performance of the teaching faculty. Formats suggested by the government are used for the self-appraisal. Feedback from students about teaching methods is collected and maintained as a record. But the peer team recommends that the feedback mechanism has to be strengthened and made more effective.

Two staff members have served on Boards of Studies of the university. A teacher from the English department has served on the expert committee, U.S State Department English Language Fellow Programme and Directorate of Collegiate Education.

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The college also encourages students to participate in cultural activities.

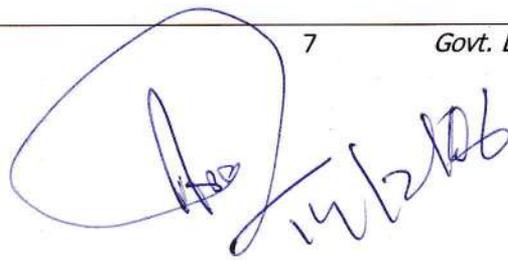
Criterion III: Research, Consultancy and Extension

The institution is an undergraduate college and hence teaching is the main activity. As the college is yet to be included under 2f and 12B of the UGC act, it has no adequate facilities for carrying out research work. However, few teachers are pursuing research activities on their own on part-time basis.

Out of 30 teachers, 6 teachers hold Ph.D degrees and three hold M.Phil degrees. Two teachers have submitted their theses for evaluation and two teachers have registered for Ph.D on part-time basis.

The Department of Botany has undertaken Eco-Tourism project with an outlay of Rs 1.4 lakh funded by the Ministry of Tourism, Government of Andhra Pradesh. Some of the faculty members have published a few papers/ popular articles in national journals. A few teachers are authors of some text books.

The college has three NSS units headed by faculty members functioning as programme officers on additional charge. They regularly organize extension activities relating to Health and Hygiene awareness, Adult literacy , AIDS awareness, Environmental issues, Water harvesting, Women and Child literacy, Clean and Green programme , Population control, Janmabhoomi programmes and others. NSS units also organize medical check up and voluntary blood donation camps. Special camps are conducted every year in nearby villages and several community oriented works are carried out. One of the NSS programme officers is a state resource person for creating AIDS awareness and is the co-ordinator for



Medak District. The college has also adopted a village for its NSS activities.

The Department of Microbiology has undertaken the task of identification of blood group of all the students of the institution using the facilities available in the laboratory of the college. This is highly appreciative.

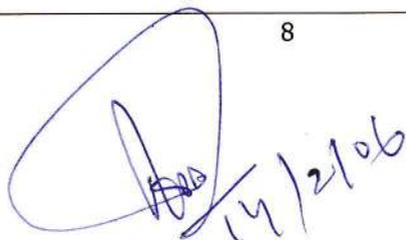
A faculty member of the Physics department has produced and presented lessons on MANA TV. A faculty member of the English department has presented video lessons for the Board of Intermediate Education, Andhra Pradesh. He also nominated by the Directorate of Collegiate Education as a member of the expert committee to co-ordinate the work of A.P College English Lecturers retraining programme. The Department of English has also organized a seminar recently for Lecturers in English working in colleges of Medak District on "Teaching of English in Rural Degree Colleges".

Teachers and students are encouraged to involve themselves in extension activities. The college also organizes cultural activities for students.

Criterion IV: Infrastructure and Learning Resources

The college is located in a campus of area 3.39 acres. There are 12 class rooms, 5 laboratories, central library, health centre, computer centre, canteen, administrative block, sports and other physical facilities.

The infrastructure is maintained with funds from the State government, fees collected from the students of self-financing courses, special MP and MLA LAD funds. The building maintenance is done by PWD and R& B of the State government.

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NSS volunteers are also involved in maintaining of the cleanliness of the campus. Green-Clean activities are conducted regularly in the campus.

The college premises is used for conducting Dr. B.R.Ambedkar Open University Study Centre classes attended by about 1000 students. The college is also used for conducting B.Ed and other university examinations. The infrastructure of the college is utilized by teachers' and students' organizations to conduct meetings and by local people to conduct Yoga classes. Eye camps and Blood donation camps are organized in the college by Lions Club and other service organizations.

Computer centre has 26 computers of which 2 have P4 processor and rest are of P3 and Celeron processors. H.P laser jet printers are also available. The internet connection is provided to one of the systems with a dial-up mode. The laboratories are moderately equipped. Lab facilities need to be improved.

The college has moderate facilities to play the following games: Volley Ball, Shuttle Badminton, Basketball, Tennikoit, Chess, Carrom and Table –Tennis. For playing food ball and cricket, students use the SAPS Stadium. The college also has four station Multi-Gym. Preference is given to outstanding sports persons in admissions. Best sports persons are given prizes during the college day celebrations.

The total number of books available in the library is 5372 costing Rs 7.15 lakh. This includes 1400 books available in the reference section. The college subscribes to nine daily newspapers and 12 magazines of general reading. The peer team recommends that the college may subscribe to subject journals for use by staff and students to update their knowledge. The library has an Advisory Committee which monitors the functioning of the library and also gives suggestions.



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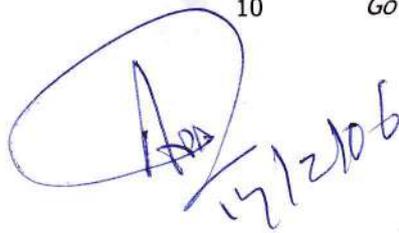
The library is kept open only during the working hours of the college. The peer team suggests that the library should be kept open for a longer period to facilitate reference work by the staff and students. Further, the Peer Team strongly suggests that the students need to be motivated to use the library regularly. Steps should be taken to build digital library and also to provide reprographic facilities. More number of volumes may be added to the library.

There is a need for augmenting modern teaching aids with OHPs, multi-media kits, LCDs etc.

Criterion V: Student Support and Progression

Admission is made as per the State government policy, based on their performance in the qualifying examination. The college publishes an updated prospectus giving details of courses, admission rules, fee structure and scholarships. The college also publishes calendar of events giving the details of staff, various committees, and rules of admissions, composition of CPDC, rules of examination, attendance and discipline. Scholarships awarded by the central and state governments are made available to the students. Pratibha awards are also given to meritorious students. It is encouraging to find that about 50% of the students have received financial assistance each year under these schemes. However, the college can take steps to establish Poor students' aid fund and institute endowment prizes and special prizes with the help of local philanthropists, service organizations and alumni to help more number of students as most of the students come from economically weaker sections of the society.

The progression of the students of the college to higher studies and employment is 30%. The dropout rate at 25% is on the higher side. The college authorities may initiate necessary steps to lower the dropout rate of students. The overall pass percentage ranges from 45% to 60% which

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needs to be improved. Many students have passed CET for B.Ed and P.G admissions. At present, the College does not have a formal system to monitor the academic performance effectively. This has to be formalized and made more effective.

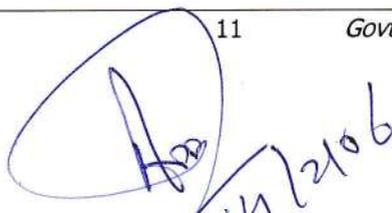
The grievances of students are addressed by the staff at personal level. Though the College does not have a formal employment cell and a placement officer, teachers offer both academic and personal counseling in an informal manner. But there is need for providing trained counselors. More number of seminars and workshops on career guidance, entrepreneurship development, communication skills and personality development must be organized. The existing system of Career Guidance and Counselling, Placement and Grievance Redressal Mechanism need to be institutionalized.

The college has an alumni association registered very recently in 2005. It has defined its aims and objectives. Since the alumni association has been formed very recently it is yet to involve in a big way in the developmental activities of the college. Through interactions with old students the peer team came to know that some of the past students are working in State and Central governments and many are working as college lecturers and teachers.

The College has a health centre visited by local medical practitioners every fortnight. Health cards of all the students are maintained which is commendable. A canteen is also provided. But it needs substantial improvement.

The NSS units of the college inculcate teamwork and facilitate development of personality and leadership skills.

The college has facilities for playing several indoor and outdoor games. Debate and cultural clubs function in the college which promotes



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personality development of students. The team suggests that all steps for holistic development of students may be undertaken by the college authorities.

Criterion VI: Organization and Management

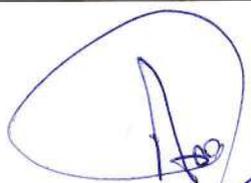
The college is a fully government funded institution affiliated to Osmania University. The principal is the academic and administrative head of the college. He co-ordinates and monitors the entire functioning.

The College Planning and Development Council, a 12 member advisory body, makes suggestions for the development of the college.

In the beginning of the academic year, the principal convenes a meeting of the teaching staff and prepares the calendar of events for the academic year. Various committees are constituted to execute the planned programmes. Staff members serve on these committees which are assigned specific functions. Participative management is visible in the college.

As it is a government funded college, the fee is collected from the students as per the regulations of the government. Most of the undergraduate courses offered in the college are under the self-financing scheme in which a nominally higher fee is collected from students seeking admission to such courses. This is the main source of income to the college. A sum of Rs 8, 89,529 was generated last year through self-financing courses. The state government also provides funds towards buildings and equipments.

The college maintains confidential reports/ performance appraisal reports of the staff as per the government norms. However, proper and effective review mechanism need to be adopted to monitor the performance of the staff, both teaching and non-teaching.


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The accounts of the college are audited by the Department of Collegiate Education and Accountant General.

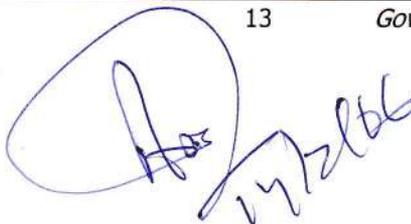
Major items are purchased strictly in accordance with the state government guidelines

Various welfare schemes like insurance, medical reimbursement, festival advance, housing loan etc are made available to the staff members as per the state government rules and regulations.

Criterion VII: Healthy Practices

The peer team has identified certain healthy practices that have enhanced the academic ambience in the institution.

- Participative management is visible in the college through the constitution of several committees with a specific mandate for each.
- The college has introduced courses relevant to the present needs of the employment market at the time of its establishment.
- The spirit of civic responsibility is inculcated among the students through NSS.
- The college has established a study centre for DrB.R.Ambedkar Open University in the distance education mode.
- MANA TV programmes conducted as per the directives of the Government of Andhra Pradesh offer additional learning opportunities.
- The college arranges extension and guest lectures by experts from the university and other scientific establishments located in Hyderabad.



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- The college maintains cordial relationship between students, teachers and the administration.
- The staff and students of the college have always risen to serve in times of distress by raising funds for the benefit of victims of natural disasters.

Section III : Overall Analysis

Since its inception the college has made substantial progress in terms of infrastructure both academic and physical. The institution has been successful in accomplishing its goals and objectives to some extent as a responsible institution by imparting higher education in one of the backward districts of the state of Andhra Pradesh.

The team appreciates the efforts of the college in promoting conducive atmosphere for teaching and learning within its limitations. It has potentiality to achieve greater heights.

The team has recorded its observations at appropriate criterion-wise assessment in section-II. It would like to list some recommendations for the further development of the institution.

Recommendations

- Skill based Add-on courses may be introduced.
- More number of programmes to imbibe human values have to be conducted.
- The feed back mechanism and academic audit system need to be strengthened.
- Use of modern teaching aids such as OHPs, LCDs and multimedia system have to be augmented.

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- EDUSAT connectivity may be provided to modernize teaching and learning process.
- Laboratory facilities have to be improved.
- Library facilities have to be improved including establishment of a digital library. The college should also subscribe to subject journals. A unified cataloging system in the library with computerization must be introduced
- Students are to be motivated to use library to a larger extent.
- Steps are to be taken to automise office.
- Computers available in the Computer centre have to be networked and internet facility must be provided to both staff and students of all faculties on a priority basis.
- Career Guidance, Counseling and Placement activities are to be strengthened by setting up a formal Career Guidance and Placement Centre.
- The link between alumni association and the institution has to be strengthened. It should play a pro-active role for the growth and development of the college.
- The college should establish Quality Control Cell to review periodically the progress made and redefine objectives in tune with the changing trends.
- Teachers of the institutions may be encouraged take up research work.
- A vision plan of the college may be prepared inconsonance with the needs of the locality with a distinctive mission to achieve Quality and Excellence.

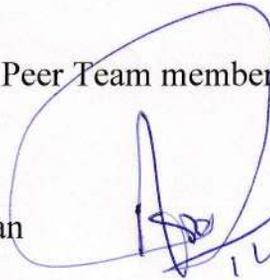


The Peer Team thanks the principal, faculty members, supporting staff and students for extending full co-operation to the team during its visit to the institution.

The Team is also grateful to the NAAC for giving members an opportunity to visit the college.

Names and signatures of the Peer Team members.

1. Prof. A.P.Padhi, Chairman



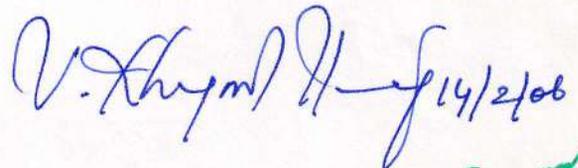
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2. Dr. B.S.Srikanta, Member Co-ordinator



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3. Dr. V.Rhymend Uthariaraj, Member



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I fully agree to the report



Name and Signature of

the Head of the **SYED GHOUSUDDIN**

Institution.

PRINCIPAL
Govt. Degree College,
GAJWEL Dist. Medak

