# GOVERNMENT DEGREE COLLEGE

## KORATLA – 505 326, DIST. KARIMNAGAR



# ANNUAL QUALITY ASSURANCE REPORT (AQAR)

# OF

# INTERNAL QUALITY ASSURANCE CELL (IQAC)

# 2014-15

CHAIRMAN : **Sri. E. BHOOMESHAM, PRINCIPAL**

CO-ORDINATOR: **DR. P. DINAKAR, ASST. PROFESSOR IN ENGLISH**

# THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

*For the Academic Year June, 2014 to May, 2015*

## Part – A

## 1. Details of the Institution

1.1 Name of the Institution

> GOVT. DEGREE COLLEGE, KORATLA

1.2 Address Line 1

> YESUKONI GUTTA

Address Line 2

> KORATLA

City/Town

> DIST. KARIMNAGAR

State

> TELANGANA

Pin Code

> 505 326

Institution e-mail address

> knr.gdckorutlajkc@gmail.com

Contact Nos.

> 0875-252160

Name of the Head of the Institution:

> Sri. E. BHOOMESHAM

Tel. No. with STD Code:

> 08725-252160

Mobile:

> 9492985709

Name of the IQAC Co-ordinator:

**Dr. P. DINAKAR**

Mobile:

**9959711849**

IQAC e-mail address:

**knr.gdckorutlajkc@gmail.com**

1.3 NAAC Track ID  : **APCOGN 15526**

1.4 Website address:

**www.gdckoratla.com**

Web-link of the AQAR: **http://www.gdckoratla.com/IQAC-AQAR-2014-15-GDCKoratla.pdf**

1.5 Accreditation Details :

| Sl.No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|--------|-------|-------|------|-----------------------|-----------------|
| **1** | **1st Cycle** | **C** | **1.52** | **21-02-2014** | **20-02-2019** |

1.6 Date of Establishment of IQAC :      DD/MM/YYYY   **10.06.2013**

1.7 AQAR for the year *:*      **2014-2015**

1.8  Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC :

**i.      AQAR 2013-14 submitted to NAAC on 19-01-2015 (DD/MM/YYYY)**

9 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 ☐

Type of Institution    Co-education    √    Men ☐    Women ☐

Urban ☐    Rural √    Tribal ☐

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

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

1.10 Type of Faculty/Programme

Arts √    Science √    Commerce √    Law ☐    PEI (Phys Edu) ☐

TEI (Edu) ☐    Engineering ☐    Health Science ☐    Management ☐

Others (Specify)    --

1.11 Name of the Affiliating University *(for the Colleges)*    **SATAVAHANA UNIVERSITY, KARIMNAGAR, TELANGANA**

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

Autonomy by State/Central Govt. / University    -

University with Potential for Excellence    -    UGC-CPE    -

DST Star Scheme    -    UGC-CE    -

UGC-Special Assistance Programme    -    DST-FIST    -

UGC-Innovative PG programmes    -    Any other *(Specify)*    -

UGC-COP Programmes    -

## 2. IQAC Composition and Activities

2.1 No. of Teachers

| 07 |
| --- |

2.2 No. of Administrative/Technical staff

| 01 |
| --- |

2.3 No. of students

| 03 |
| --- |

2.4 No. of Management representatives

| 01 |
| --- |

2.5 No. of Alumni

| 01 |
| --- |

2. 6  No. of any other stakeholder and

   community representatives

| 00 |
| --- |

2.7 No. of Employers/ Industrialists

| 00 |
| --- |

2.8  No. of other External Experts

| 00 |
| --- |

2.9 Total No. of members

| 13 |
| --- |

2.10 No. of IQAC meetings held

| 02 |
| --- |

2.11 No. of meetings with various stakeholders:     No. | 06 |     Faculty | 04 |

Non-Teaching Staff | 01 |     Students | 01 |     Alumni | - |     Others | - |

2.12 Has IQAC received any funding from UGC during the year (XII Plan)?Yes | √ |     No | |

   If yes, mention the amount     | Rs. 3,00,000 |

2.13 Seminars and Conferences (only quality related)

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

| Total Nos. | 4 | International | 0 | National | 0 | State | 0 | Institution Level | 4 |
|---|---|---|---|---|---|---|---|---|---|

(ii) Themes

1. Chemistry in day to day life.
2. Poetry work shop in Telugu.
3. Language learning theories.
4. Making of infinite calendar.

2.14 Significant Activities and contributions made by IQAC

- Monthly seminars for faculty Members and Students

- Quarterly Internal Academic Audit

- Research Forum promotes action research.

- Facilitating the faculty to attend seminars and publish papers

- Encouraging the Departments to organise Subject wise Seminars, Field Trips and Extension activities

- Facilitating the faculty to apply for Minor Research projects and register for Ph.D.s

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 |
|---|---|
| Preparation for Re-accreditation | • College is going to be reaccredited in 2019, Hence preparations are on to improve CGPA and Grade. |
| Internal Academic Audit | • Quarterly Internal Academic Audit will be done every year and the reports will be preserved for next reaccreditation. |
| Promoting research Activity | • A total of 6 Research articles were published in Peer reviewed Journals and anthologies with ISSN/ISBN. |
| | • Some members of the Faculty participated and presented papers in National and International seminars. |
| | • Merit students were encouraged to take up study projects |
| Starting new courses | • Proposals are submitted to the CCE, TS, Hyderabad for starting of  new PG courses like M.A. (English), M.A. (Telugu), M.A. (History) and M.Com. |
| ICT usage | • Extensive usage of PPTs by the faculty in e-Class Room |
| Outreach programmes | • Awareness programmes on consumer rights, legal rights, RTI, Nirbhaya act etc, Blood donation camp, vanamahotsavam etc. were organised by various agencies like NSS, Consumer club, Women empowerment cell, RRC |

2.15 Whether the AQAR was placed in statutory body          Yes ☐          No ☑

Management ☐          Syndicate ☐          Any other body ☐

Provide the details of the action taken

> --

# PART – B

## CRITERION – I

## 1. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|---|---|---|---|---|
| PhD | | | | |
| PG | | | | |
| UG | 07 | - | 02 | |
| PG Diploma | | | | |
| Advanced Diploma | | | | |
| Diploma | | | | |
| Certificate | | | | 02 |
| Others | | | | |
| **Total** | 07 | | 02 | 02 |

| | | | | |
|---|---|---|---|---|
| Interdisciplinary | | | | |
| Innovative | | | | |

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

| Pattern | Number of programmes |
|---|---|
| Semester | - |
| Trimester | - |
| Annual | **07** |

1.3 Feedback from stakeholders*   Alumni [√]   Parents [ ]   Employers [ ]   Students [√]
    *(On all aspects)*

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

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

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

We are following the syllabi of the affiliating university and adding additional curricular inputs

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 |
|---|---|---|---|---|
| 12 | 11 | -- | -- | 01 |

2.2 No. of permanent faculty with Ph.D.

| 02 |
|---|

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 |
| 11 | 08 | 0 | 0 | 0 | 0 | 01 | 00 | 12 | 08 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

| 01 | | 00 | | 07 |
|---|---|---|---|---|

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|---|---|---|---|
| Attended Seminars/ Workshops | 02 | 09 | 00 |
| Presented papers | 02 | 07 | 00 |
| Resource Persons | 00 | 00 | 01 |

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

| ICT based and Student cantered Teaching Learning Process |
|---|

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

| 186 |
|---|

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

| Traditional Theory & Practical Examinations |
|---|

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

| 05 | 00 | 01 |
|---|---|---|

2.10 Average percentage of attendance of students

| 75% |
|---|

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|---|---|---|---|---|---|---|
| | | Distinction % | I % | II % | III  % | Pass % |
| BA | 70 | -- | 37.14 | 41.42 | 10.00 | 88.56 |
| B.Com | 52 | -- | 50.00 | 09.61 | 09.61 | 69.22 |
| B.Sc. | 13 | -- | 38.46 | 0.00 | 07.69 | 46.15 |

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

- Student Seminars
- Group Discussions
- Just A Minute activities
- Workshops
- Periodic tests
- Internal Academic Audit
- Feedback mechanism
- Grievance redressal mechanism
- Reviews performance of the students
- Promoting Inter-Departmental interaction
- Faculty Forum meetings
- Awarding and felicitating the merit students
- Student counselling

2.13 Initiatives undertaken towards faculty development

| Faculty / Staff Development Programmes | Number of faculty benefitted |
|---|---|
| Refresher courses | 03 |
| UGC – Faculty Improvement Programme | 00 |
| HRD programmes | 00 |
| Orientation programmes | 01 |
| Faculty exchange programme | 00 |
| Staff training conducted by the university | 00 |
| Staff training conducted by other institutions | 00 |
| Summer / Winter schools, Workshops, etc. | 00 |
| Others | 00 |

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 | 02 | 01 | 00 | 05 |
| Technical Staff | 00 | 01 | 00 | 01 |

# CRITERION – III

## 3. Research, Consultancy and Extension

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

- Research Forum has been established to promote research activity.
- Facilitated the faculty to attend seminars by providing on-duty facility and publish papers
- Departments are encouraged to organise Field Trips and extension activities.
- The faculty are encouraged and assisted to apply for Minor Research projects and register for Ph.D.s
- Departments are encouraged to develop linkages with Universities and Industries.

3.2        Details regarding major projects :

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number | 00 | 00 | 00 | 00 |
| Outlay in Rs. Lakhs | 00 | 00 | 00 | 00 |

3.3        Details regarding minor projects :

|  | Completed | Ongoing | Sanctioned | Submitted |
|---|---|---|---|---|
| Number | 00 | 00 | 00 | 00 |
| Outlay in Rs. Lakhs | 00 | 00 | 00 | 00 |

3.4        Details on research publications :

|  | International | National | Others |
|---|---|---|---|
| Peer Review Journals | 07 | 03 | 00 |
| Non-Peer Review Journals | 00 | 00 | 00 |
| e-Journals | 02 | 00 | 00 |
| Conference proceedings | 00 | 02 | 00 |

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 |  |  |  |  |
| Interdisciplinary Projects |  |  |  |  |
| Industry sponsored |  |  |  |  |
| Projects sponsored by the University/ College |  |  |  |  |
| Students research projects *(other than compulsory by the University)* |  |  |  |  |
| Any other(Specify) |  |  |  |  |
| Total |  |  |  |  |

3.7 No. of books published    i) With ISBN No.    `00`    Chapters in Edited Books    `02`

ii) Without ISBN No.    `00`

3.8 No. of University Departments receiving funds from

UGC-SAP `00`    CAS `00`    DST-FIST `00`

DPE `00`    DBT Scheme/funds `00`

3.9 For colleges    Autonomy `00`    CPE `00`    DBT Star Scheme `00`

INSPIRE `00`    CE `00`    Any Other (specify) `00`

3.10 Revenue generated through consultancy    `00`

3.11 No. of conferences organized by the Institution :

| Level | International | National | State | University | College |
|---|---|---|---|---|---|
| Number | 00 | 00 | 00 | 01 | 27 |
| Sponsoring Agencies | 00 | 00 | 00 | CPDC | Respective Departments |

3.12 No. of faculty served as experts, chairpersons or resource persons  :  01

3.13 No. of collaborations    International `00`    National `00`    Any other `00`

3.14 No. of linkages created during this year    `00`

3.15 Total budget for research for current year in lakhs :

From Funding agency `00`    From Management of University/College `00`

Total `00`

3.16 No. of patents received this year:

| Type of Patent | | Number |
|---|---|---|
| National | Applied | 00 |
| | Granted | 00 |
| International | Applied | 00 |
| | Granted | 00 |
| Commercialised | Applied | 00 |
| | Granted | 00 |

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

| Total | International | National | State | University | District | College |
|---|---|---|---|---|---|---|
| 00 | 00 | 00 | 00 | 00 | 00 | 00 |

3.18 No. Of faculty from the Institution who are Ph.D. Guides and students registered under them :    00

3.19 No. of Ph.D. awarded by faculty from the Institution :    00

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

JRF    00    SRF    00    Project Fellows    00    Any other    00

3.21 No. of students Participated in NSS events:

University level    50    State level    00
National level    00    International level    00

3.22 No. of students participated in NCC events:

University level    00    State level    00
National level    00    International level    00

3.23 No. of Awards won in NSS:

University level    00    State level    00
National level    00    International level    00

3.24 No. of Awards won in NCC:

University level    00    State level    00
National level    00    International level    00

3.25 No. of Extension activities organized

University forum    00    College forum    01
NCC    00    NSS    01    Any other    00

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

- Women Empowerment.
- Anti-Ragging Campaign
- Blood Donation Camp
- Plantation
- AIDS awareness programme and Literacy campaign
- Voters Awareness programme
- Awareness programme on seasonal diseases
- Awareness programme on Consumer Rights, RTI and Legal Rights
- NSS Special camps in villages.

# 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 | 25 Acres | -- | Government | 25 Acres |
| Class rooms | 10 | -- | Government | 10 |
| Laboratories | 05 | -- | Government | 05 |
| Seminar Halls | -- | -- | -- | -- |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | -- | -- | -- | -- |
| Value of the equipment purchased during the year (Rs. in Lakhs) | -- | -- | -- | -- |
| Others | -- | -- | -- | -- |

4.2 Computerization of administration and library

> Under process

4.3 Library services:

| | Existing | | Newly added | | Total | |
|---|---|---|---|---|---|---|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 2608 | -- | 690 | -- | 3298 | -- |
| Reference Books | 58 | -- | 640 | -- | 698 | -- |
| e-Books | -- | -- | -- | -- | -- | -- |
| Journals | -- | -- | 26 | -- | 26 | -- |
| e-Journals | -- | -- | -- | -- | -- | -- |
| Digital Database | -- | -- | -- | -- | -- | -- |
| CD & Video | -- | -- | -- | -- | -- | -- |
| Others (Magazines) | -- | -- | 10 | -- | 10 | -- |

4.4 Technology up gradation (overall):

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
|---|---|---|---|---|---|---|---|---|
| Existing | 46 | 01 | 01 | -- | -- | 01 | -- | 01 |
| Added | -- | -- | -- | -- | -- | -- | -- | -- |
| Total : | 46 | 01 | 01 | -- | -- | 01 | -- | 01 |

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

- Teachers have computer knowledge.

- Computer classes are organised for Non-Computer students

# Criterion – V
# 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- **Processing of scholarship forms of the students for online submission**
- **IQAC organises awareness programmes towards student support services like JKC, NSS, Distance Education centre, Red Ribbon Club, Eco-Club, Women Empowerment Cell.**
- **College Handbook is made available for the benefit of students with the help of English and Telugu Departments**
- **Coordinating the remedial coaching classes of various Departments for the benefit of students**
- **Coaching to competitive examinations is provided with the mutual cooperation of various Departments**
- **Students are encouraged and motivated to utilize the opportunities provided through Jawahar Knowledge Centre (JKC) such as Soft skills, Aptitude skills, Placements etc.,**
- **Extending all help to the Women Empowerment Cell that cater to the needs of the Girl students**
- **Periodic feedback is being taken from the students and remedial measures are taken in consultation with various Departments**
- **Students are encouraged to participate in inter-collegiate academic and sports competitions**
- **Help of Alumni and Parents is taken to reduce the dropout rate**
- **Home exams are conducted, evaluated and remedial steps are taken for underperforming students on regular basis**

5.2 Efforts made by the institution for tracking the progression

Conducting of Alumni Association meetings in order to track the progression of former students of the Institution.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|----|----|--------|--------|
| 477 | -- | -- | -- |

(b) No. of students outside the state    --

(c) No. of international students    --

Men

| No | % |
|----|----|
| 244 | 51.15% |

Women

| No | % |
|----|----|
| 233 | 48.85% |

| | Last Year | | | | | | This Year | | | | |
|---------|-----|-----|-----|-----------------------|-------|---------|-----|-----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 89 | 127 | 10 | 313 | 02 | 539 | 39 | 135 | 13 | 290 | 01 | 477 |

Demand ratio          Dropout % : **4.4%**

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

- Jawahar Knowledge Centre (JKC) provides communicative, Computer , Analytical Skills and General Knowledge.

- Career and Counselling cell organised free coaching classes for competitive examinations

No. of students beneficiaries | 124

5.5 No. of students qualified in these examinations

NET | -- | SET/SLET | -- | GATE | -- | CAT | --

IAS/IPS etc | -- | State PSC | -- | UPSC | -- | Others | --

5.6 Details of student counselling and career guidance

- Student career and guidance cell organises motivation classes and awareness programmes twice a year.

- Through JKC and Career guidance and counselling cell 124 students were counselled

No. of students benefitted | 396

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 |
| -- | -- | -- | 23 |

5.8 Details of gender sensitization programmes

- **Workshop on "ANTI-RAGGING CAMPAIGN"**
- **Awareness programme on Gender Free Class Room**
- **Women Empowerment Cell conducted awareness programmes through lectures, Rallies, debates, skit plays  on gender sensitive issues such as Nirbhaya act, domestic violence, dowry, child marriages etc.,**

5.9 Students Activities

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

State/ University level  | 18 |  National level  | -- |  International level  | -- |

No. of students participated in cultural events

State/ University level  | 04 |  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  | 02 |  National level  | -- |  International level  | -- |

5.10 Scholarships and Financial Support

|  | Number of students | Amount |
|---|---|---|
| Financial support from institution | -- | -- |
| Financial support from government | 373 | -- |
| Financial support from other sources | -- | -- |
| Number of students who received International/ National recognitions | -- | -- |

5.11    Student organised / initiatives

Fairs    : State/ University level  | -- |  National level  | -- |  International level  | -- |

Exhibition: State/ University level  | -- |  National level  | -- |  International level  | -- |

5.12    No. of social initiatives undertaken by the students  | -- |

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

## Criterion – VI

## 6.  Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

**Vision :**

To provide transformational quality in higher education that inculcates moral values, scientific temper, quest for excellence among the students and make    them a human resource of competence to serve the society and nation as   responsible citizens.

**Mission:**

- To ensure higher education to all sections of the society.
- To provide a platform of the students to realise their potentialities.
- To inculcate values, discipline, sincerity and service motto.

6.2 Does the Institution has a management Information System

**Yes**

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

6.3.1   Curriculum Development

The affiliating university designs the curriculum and the faculty members of the institution add additional curricular inputs.  The institution analyses and ensures that the stated objectives of the curriculum are achieved through the periodic review meetings and follow-up action.

6.3.2   Teaching and Learning

The institution sensitizes its stakeholders on issues like gender, inclusion, environment etc. through various activities. The institution identifies the slow learners as well as advanced learners by indicators like their marks, responses, behaviour, skills, and provides need based guidance, material, special classes, remedial classes and other opportunities.

- Student Seminars.
- Power Point Presentations
- Online videos
- Molecular models and preparation of clay models of extinct animals and connecting links
- Student study projects and assignments
- Field trips
- Extension lectures and seminars
- Peer teaching
- Disease awareness campaign among rural folk of Koratla

### 6.3.3   Examination and Evaluation

- Evaluation is done from the beginning through the final examinations. The quality of teaching and learning process is being monitored by the Principal through feedback taken at regular intervals from the students and the faculty. The student achievement is measured through formative approach by way of class room interactions and activities, and through summative approach by way of pre-final and final examinations.

- Annual Examinations are conducted and evaluated by the Affiliating University.

- However, home exams are conducted and evaluated by the college for the benefit of the students.

### 6.3.4   Research and Development

The faculty members are encouraging the students to take up action research programmes through study projects and field studies in the concerned subject areas to inculcate the attitude of scientific observation and research spirit. The laboratory facilities of departments of Zoology, Botany, Physics, Chemistry and Computers will also develop research ability among the students.

- Established  of Research Forum to promote and coordinate research activity
- Facilitated the faculty to attend seminars  by providing on-duty facility and publish papers
- The faculty are encouraged and assisted to  apply for Minor Research projects and register for Ph.D.s

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

- The College has a common library with text books, reference material, magazines, scholarly journals and newspapers. It is supported by a reading room which is used by the students and the staff during zero hours of the college. The library resources, which are key resources for augmentation of the teaching learning process, are utilized by the faculty as and when required.

- The College has well furnished infrastructure viz. Classrooms and Laboratories for different departments, Internet facility, Library, Audio visual aids like LCD and Computers. A big classroom is available for co-curricular and cultural activities. The college provides sports facilities for physical fitness, outdoor games and indoor games.

- The ICT resources like internet, computers and projector for PPTs are being utilized by most of the staff members for teaching/learning activities and for preparing study materials. The student is made central in learning activities, by either making him personally gather information from the internet or by watching projected videos or video clips related to the topic to be learnt.

- Library is well equipped with text books; SOUL software is installed and subscribed to N-List INFLIBNET to access e-journals.

- All major departments, English Language Lab, Library and office   have INTERNET facility which can be accessed by both students and staff.

### 6.3.6 Human Resource Management

- The students get into contact and interaction with community when they are involved in social activities like superstitions, HIV AIDS, Literary programmes, blood donation, clean and green and they participate in all national and religious festivals with fervor and enthusiasm organised by National Service Scheme. They all help the students to have civic sense, social concern and the team spirit.

- Teaching and non-teaching staff are encouraged to participate workshops, Orientation courses, Refresher courses, faculty development programmes and seminars with on-duty facility for their overall enrichment.

### 6.3.7 Faculty and Staff Recruitment

- Regular Teaching faculty is recruited by Andhra Pradesh Public Service Commission, Regular Non-Teaching faculty by Government of Andhra Pradesh. Contract Teaching faculty is recruited by the C.C.E. A.P., Hyderabad and Regional Joint Director, Collegiate Education, Warangal and Outsourced Non-Teaching faculty is recruited by the qualified agency.

- State Government recruits and appoints the staff by way of direct recruitment and promotions from the cadre of junior lecturers with necessary qualifications as prescribed by UGC

### 6.3.8 Industry Interaction / Collaboration

- Industry interaction can be extended with Memorandum of Understanding (MOU) between the institution and industry with mutual benefit without meeting any financial burden.

- Students are taken to industries for study tours
- Departments are encouraged to develop linkages and collaborations with industries

### 6.3.9 Admission of Students

- The criteria adopted for admission to various programmes is merit based besides reservation rules framed by the state government. In order to maintain the objective of social equilibrium the reservation policy is implemented transparently in admission of backward class students (SC/ST/BC/Minority/ the differently abled) which is as per the stipulated guidelines, reservation rules and regulations laid by the concerned authority. The institution has introduced new courses i.e. B.Com. (Computer Applications) and B.Sc (Computer Science), on the basis of demand-ratio analysis. Students are admitted on the basis of merit and reservations prescribed by the state Government

6.4 Welfare schemes for

| Teaching | As per state Government service rules |
|---|---|
| Non teaching | State Government service rules |
| Students | Scholarships are provided by the state Government |

6.5 Total corpus fund generated

Rs. 1,20,062.00

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 | No | -- | Yes | Principal |
| Administrative | No | -- | Yes | Principal |

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?

| Not Applicable |
|---|

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

| Not Applicable |
|---|

6.11 Activities and support from the Alumni Association

- They support the vision and mission of the institution and work like an ambassador in the community on behalf of the college. They attend and actively participate in Committee meetings, they have levelled the ground and donated water purifier to the college. They are always with the faculty and students to support and guide in every respect.

- Alumni association laid walker's track in the ground and helping in resolution of land dispute of college

6.12 Activities and support from the Parent – Teacher Association

- The parent teacher association is formed and the meetings are conducted regularly. It discuss the performance of the students periodically and involves for the all round development of the college. Clean and green programme was conducted with the support of PTA in the college during the current academic year.

- Parent – Teacher Association is helping in minimising the drop-out rate

6.13 Development programmes for support staff

- The support staff is provided with motivational classes for effective their effective performance. They are provided with computer knowledge for office automation. Some classes on communicative English are also conducted for effective communication.

- As per state Government norms and service rules.

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

- The eco-club is being constituted with the lecturer and students. They conduct regular meetings and create awareness among the stake holders of the institution towards the eco friendly college. The college avoids usage of plastic covers. Awareness programmes are conducted regarding the different kinds of pollution and its impact on the future generations. The institution has given top priority to plantation and we are trying to make the campus green.

- Eco club conducts clean and green activities.

- Roof top water is stored and used as a substitute for distilled water.

- Eco club advocates for banning of plastic carry bags

- Chemical fertilizers and pesticides are not used and organic manure is used for the plants in the garden  of the college campus

## Criterion – VII

## 7. Innovations and Best Practices

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

> The following innovative activities have created a positive impact on the functioning of the institution. The process of dissemination of knowledge through JKC helped the students in better placements in the market. The life skills to the students offered by the institution through internal and external lectures will be of help to cope with the adjustment problem in their future course of life. The competitive spirit among the students was boosted up by organizing extension lectures on employability skills, as proved by the good results. The positive interactions with people successful in the competitive examinations and in the work field have thrown a positive light on the personality of the students.
>
> - Power Point Presentations
> - Online videos
> - Molecular models and preparation of clay models of extinct animals and connecting links

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

| Action | | | | | Observations | Action Taken |
|---|---|---|---|---|---|---|
| **College Timings**<br>**10.00 a.m. to 5.00 p.m** | | | | | Timings are Following | Maintaining |
| **I Curricular Aspects** | | | | | | |
| 1 | **Courses offered** | **Strength** | | | | |
| | | I | II | III | Total | |
| | 1. B.A. (H.E.P) -T/M | 36 | 27 | 41 | 104 | Strength is poor in B.Sc (MPC), B.Sc (M.P.Cs) and B.Sc. (BZC) . | We will make door to door campaign in and around Koratla for the New Admissions by projecting the strengths of the college |
| | 2. B.A. (H.E.P)-U/M | 65 | 50 | 49 | 164 | | |
| | 3. B.Com (Gen)-T/M | 04 | 22 | 23 | 49 | | |
| | 4. B.Com (CA) –E/M | 23 | 33 | 34 | 90 | | |
| | 5. B.Sc (MPC)-T/M | 06 | 04 | 07 | 17 | | |
| | 6. B.Sc (MPCs)-E/M | 06 | 11 | 03 | 20 | | |
| | 7.B.Sc (BZC)-T/M | 13 | 13 | 07 | 33 | | |
| 2 | Add-on/Certificate Courses | | | | | One Certificate Course proposed in English Dept. | Planning to conduct certificate courses in Office Assistance, Hardware & Software Installation |
| 3 | Annual Curricular Plan | | | | | Following | Following |
| 4 | Attendance | | | | | Maintaining | Maintaining |
| 5 | Coverage of Syllabus | | | | | Up to the mark | Up to the Mark |

| | II. Teaching & Learning | | |
|---|---|---|---|
| 1 | Teaching Diary and Teaching Notes<br>No of Teaching staff including contract/Guest/PTL:<br>No Teachers submitted:<br>No Teachers Not submitted with details: | 19<br>19<br>00 | Regular and Contract Lecturers are working |
| 2 | Conduct of Classes | Conducting Classes regularly. | Conducting |
| 3 | Conduct of Classes in CIEPS, ICM, HVPE, Environmental Studies, OAN and Science & Civilization | Conducting | Conducting |
| 4 | Use of supplementary teaching tools and application of ICT | Maintained with PPT's, Mobile Phones, Pen Drives and CD,s Separate attendance Registrar is also maintained for E-Class Room. ICT Methods of teaching using in English, Comp. Science & Applications, Chemistry, Physics and Zoology | Scheduled is prepared to use ICT for every subject and organized regular classes in e-Class Room |
| 5 | Student Centric Activities | JAM's, Quiz and GD's | Conducting |
| 6 | Student seminars | Conducting | Conducting |
| 7 | Remedial Coaching | Conducting | Conducting |
| 8 | Student Assignment | Conducting | Conducting - |
| 9 | Student Feedback (Analysis done or not) | Done and analyzed | Analyzed |
| | III. Evaluation & Results | | |
| 1 | Conduct of Internal Examinations | Conducting in Internal Exams by all Faculty Members | Conducting |
| 2 | Maintenance of Marks Register | All Staff Members are maintaining Marks Registrar | Maintaining |
| 3 | Annual Results of University Examinations-2012 | -- | -- |

| 1 | **Analysis of University Results** | | | | | |
|---|---|---|---|---|---|---|
| | **Course** | **2011-12** | **2012-13** | **2013-14** | **2014-15** | |
| | 1. B.A. (H.E.P) T/M | 58.82% | 77.78% | 85.71% | 89.29% | |
| | 2. B.A. (H.E.P) U/M | 86.67% | 92.3% | 86.49% | 88.10% | |
| | 3. B.Com (Gen)T/M | 79.17% | 57.50% | 53.85% | 73.68% | Work for the betterment of Results. |
| | 4. B.Com (CA) | 60% | 78.38% | 82.86% | 66.67% | |
| | 5. B.Sc (MPC) T/M | 61.54% | 70.73% | 69.57% | 33.33% | |
| | 6. B.Sc (MPCs) | -- | -- | 55.56% | 33.33% | |
| | 7.B.Sc (BZC) | 41.67% | 78.57% | 53.85% | 75.00% | |

| | IV. Learning Resources | | |
|---|---|---|---|
| 1 | Library | Librarian post is Vacant (lect. in Hindi is in charge for the Library) | Maintaining |
| 2 | Laboratories | Existing Physics, Chemistry, Botany, Zoology and Computer Science & Applications are well maintained. | Maintaining |
| 3 | MANA TV | Functioning | Functioning |
| 4 | e-Class Rooms | Existing | Running |
| 5 | Computer & Internet | Available to Office | To be connected to Computer Science Lab / JKC Lab |
| 6 | JKC | Functioning | Functioning |
| 7 | DRC Activities | Followed as per schedule | Conducting at ID College |
| | **VII. Physical Education** | Physical Direction Post is Vacant | Forwarded a request letter for filling up of Physical Director post |
| | **VII. Basic Facilities** | | |
| 1 | Sanitation | Good | Good |
| 2 | Drinking Water Facilities | Available | Available |
| | **IX. IQAC Records** (Action Plan/Minutes of Meeting/Proof of submission of AQAR to NAAC/Activity register etc) | Available | Available |
| | Whether the ATR of previous Academic Audit Report is followed or not | Following | Available |

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

> Annexure – I :  Yoga Classes
> Annexure – II : Value Based Education
> - Just A Minute (JAM)
> - Frame A CET Question
> - Free I-CET Coaching to B.Com Students by Department of Commerce
> - Free M.Sc (Chemistry) Entrance Coaching to Science Students by Department of Chemistry
> - Free Coaching to Competitive Examinations through Career and Counseling Cell
> - Student research projects
> - Discouraging of Plastic carry bags of less than 20 micron thinness in college campus.
> - Roof water tapping and storing to use as a substitute for distilled water.

7.4 Contribution to environmental awareness / protection

> Awareness programmes are conducted regularly to create awareness on the environment under eco-club with NSS volunteers Vanamahotsavam is organised to plant saplings through NSS and eco club Eco club and NSS conducts clean and green activities. Roof top water is stored and used as a substitute for distilled water Eco club advocates for banning of plastic carry bags Chemical fertilizers and pesticides are not used and organic manure is used for the plants

7.5  Whether environmental audit was conducted?    Yes [√]    No [ ]

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

- ✓ **Strengths:**
  - o Latest i-5, i-3 systems with high configuration in the computer laboratory.
  - o Good infrastructure
  - o Versatile and skilled teachers with committed attitude to teaching
  - o personal tutorials for final year students
  - o good employment opportunities for students of computer science and computer applications
  - o provision of good study material specially prepared by the faculty
- ✓ **Weaknesses:**
  - o Excessive work load and lack of teachers
  - o Lack of departmental library
  - o Compulsion of paying the relatively high fees for the course
  - o Choice of very few courses in P.G. for students of this course
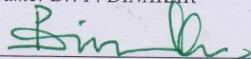  - o Less number of students seeks to join the course because of economically poor condition
- ✓ **Opportunities:**
  - o Possibility of introducing add-on courses
  - o Orientation to new technology can be given to students
  - o Increasing demand for computer-oriented skills. Challenges:
  - o Weakened image among students due to fluctuations in IT sector
  - o Heavy syllabus especially in B.Sc (Comp. Science)
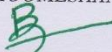  - o Ensuring zero drop-outs

## 8. Plans of institution for next year

- To start add-on course in Communicative English, Office Assistance, Software Installation, Hardware and Programming Skills in C language.
- To acquire 50 more systems to expand the laboratory
- To increase the number of Teaching Staff and Assistants
- To provide the networking for all the systems with internet.
- Starting of new PG courses
- Completion of unfinished women hostel
- To pursue for the filling up of vacant faculty positions
- To conduct at least two National Seminars
- Office automation to be taken up
- To send proposals to UGC for the construction of new PG block and additional class rooms
- To conduct free coaching classes for PG entrance examination.
- To encourage the Departments to conduct more and more extension lectures, field trips, student seminars and assign study and research projects

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Signature of the Coordinator, IQAC

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# BEST PRACTICES

## ANNEXURE - I
## CONDUCTING OF YOGA CLASSES

As the yoga is the ancient Indian system of healing and curing the physical and psychological ailments, it is introduced to the students to have holistic personality. The goal is to

- Bring about behavioral changes
- Increase the emotional quotient of the students
- Helps the students have physical and mental health, agility, memory and concentration in their studies.

As the students are going to step out either for higher studies or for employment/self employment, they need to develop their emotional quotient along with the professional competence for succeeding amid challenges they would be facing in life. They also have to behave as responsible citizens. Yoga plays a helpful role in this context.

The students are provided with theory cum practical classes for an hour a week on the campus and they are advised to practice daily from half an hour to one hour in their homes. Mr. M. Madhukar Rao, Lecturer in Hindi takes Yoga classes for the faculty members and students. In addition, some other Yoga classes are arranged by inviting experts from outside, like Brahmakumari Samaj members.

The stakeholders of the institution have been benefitted with the practical cum theory classes of Yoga. There is a behavioral change among the students. They now appear to have peaceful mind and are participating in the curricular and co106 curricular activities positively. Yoga helped the students to control the temptations and to overcome the problems of maladjustment with the peers, the faculty and the society. The emotional quotient has increased considerably by practice of yoga.

There are certain problems in conducting the yoga classes on the campus. Particularly the early hours are the most suitable time for practicing yoga but the students cannot turn up at that time to the institution. The institution has no auditorium to practice yoga. There is no specially trained member of the faculty to train up the students. The institution requires an indoor stadium or auditorium for the students to practice yoga. It requires a well trained Yoga master for conducting classes.

# ANNEXURE - II
# VALUE BASED EDUCATION

The programme is aimed
- ✓ To cause behavioral changes
- ✓ To inculcate values like discipline, sincerity, accountability, service etc.
- ✓ To help become good citizens.
- ✓ To help maintain better relationships in life.

The Under Graduate students are soon going to be a significant section of the upcoming generation with a crucial role to play in the society. Hence, they need to be groomed as people with regard for human values like honesty, accountability, service motto, punctuality and so on. The value based education supplements the knowledge base with values that will stand them good in the social responsibilities in future.

Value Based Education is included in the curriculum. The faculty members take classes with regular intervals on values and ethics to be followed in the society. They explain their real life experiences, anecdotes to substantiate their argument regarding the role of values and ethics in human life. They help develop a strong commitment among the students to have a positive opinion on the value based education. A well organized library equipped with relevant reference books helps as an additional and supportive means and resource to inculcate the value based education.

The incorporation of value based education as part of the curriculum has shown positive results in the behaviour of the students. They are respecting their parents, teachers and all the elders of the society. They are attending to the classes regularly and their emotional quotient is also well balanced. They are adjusting to the new situations with positive attitude. They are cooperating with all the stakeholders of the institution. It is proved that they are behaving with sincerity and honesty on the campus. They have a positive opinion on the student fraternity.

In the beginning the faculty faced problems in teaching the values to the students because they strongly believed that they knew all these issues. They also felt that the values taught by the teachers were not going to help them in any way in their day to day life. They had doubts regarding the practicality of the values. They felt that what they learn in the classroom would not match with the reality outside. But the patient explanations, sympathetic attitude and persuasive efforts of the staff prevailed in winning over the students.