



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		YA GOVT COLLEGE FOR WOMEN CHIRALA
Name of the head of the Institution		Dr .Ch.Ramanamma
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		08594232204
Mobile no.		9440945039
Registered Email		gdcwchirala@gmail.com
Alternate Email		chirala.jkc@gmail.com
Address		Beside Municipal Office
City/Town		Chirala
State/UT		Andhra Pradesh
Pincode		523155
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	A V RAMANA RAO
Phone no/Alternate Phone no.	08594232204
Mobile no.	8555076404
Registered Email	gdcwchirala@gmail.com
Alternate Email	chiralagdcw.iqac@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://yagcwchirala.ac.in/index.php
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://yagcwchirala.ac.in/userfiles/2017%2018.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	72	2005	05-Jan-2005	04-Feb-2010
2	B	2.71	2013	05-Jan-2013	04-Jan-2018

6. Date of Establishment of IQAC	01-Jul-2013
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Communication skills and Oral Communication	17-Jul-2017 8	10

Training programme on Internet	11-Dec-2017 10	4
LMS Preparation and Online classes	01-Feb-2018 10	14
Professional and soft Skills	19-Feb-2018 8	10
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
UGC	FACULTY DEVELOPMENT PROGRAMME	UGC	2017 181	335664
UGC	FACULTY DEVELOPMENT PROGRAMME	UGC	2017 91	176472
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. Teachers prepared curricular plans 2. Student study projects were prepared by students 3. Many departments have taken up MoUs with industries and institutions 4. Published annual magazine for 201718 5. Organized three placement drives under JKC and about 60 students got selections 6. Submitted the reports for grading to NIRF2018 and AISHE2018 7. Observed days like International Yoga day, World Population day, Anti Nuclear day, Teachers' day, World Tourism day, World Literacy day, Ozone day, NSS day, World AIDS day, International Martyr's day, National Youth day etc 8. Guided and Prepared API scores for all teachers

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
<p>1. Preparation of subject wise/paper wise curricular plans for by teachers 2. Preparation of study projects by students 3. MOUs with several Academic institutions and Industries 4. Publication of institutional magazine "Spoorthi" for the year 201718 5. Conduct of placement drives under JKC 6. Submission of online assessment report for grading to NIRF 2018 AISHE - 2018 7. Observance of nationally and internationally significant days 8. Preparation and uploading of API scores of teachers into CCE website 9. Preparation for academic audit by CCE 10. Conduct of awareness programs 11. Strengthening the Entrepreneurship through Women Empowerment Cell 12. Encouraging and involving the students social service activities 13. conduct MOOCS online course 14. start New PG Course</p>	<p>1. Teachers prepared curricular plans 2. Student study projects were prepared by students 3. Many departments have taken up MoUs with industries and institutions 4. Published annual magazine for 201718 5. Organized three placement drives under JKC and about 60 students got selections 6. Submitted the reports for grading to NIRF2018 and AISHE2018 7. Observed days like International Yoga day, World Population day, AntiNuclear day, Teachers' day, World Tourism day, World Literacy day, Ozone day, NSS day, World AIDS day, International Martyr's day, National Youth day etc 8. Guided and Prepared API scores for all teachers 9. Held academic audit on 30122016 10. Conducted awareness programs on "VanamManam, enrolment of voters, Personality development, breast feeding, swatch pakhwada, use of clay idols, women rights, health hygiene, gender discrimination etc" 11. Conducted certificate courses in "Fashion designing and Beautician" 12. Students were involved in ? Ramanand Trust activities, ? Rotaract Club activities, ? distribution blankets to beggars through CUP OF RICE Program ? 400 Quintal Rice collected and distributed to old age homes. ? Staff members distributed clothes to Leprosy people. ? Students and staff Collected funds and donated to AP Lepra Society worth Rs 12,200 13. Students of Dept. of commerce Dept. of Botany registered for MOOCS online certificate course. 14. New PG Course M.Com was started</p>

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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2017
Date of Submission	23-Dec-2017
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Yarlagadda Annapurnamba Govt. College for Women, Chirala is affiliated to Acharya Nagarjuna University, Guntur so it has to follow the curriculum designed by the university. The college offers U.G. and P.G. courses keeping in mind goals and objectives that is to make the students employable through holistic education and skill development. All the courses are under semester pattern. The University circulates academic schedule that specifies the duration of the semester, the date of commencement and end of semesters with list of holidays. In the beginning of the academic year an action plan is prepared by the IQAC. Separate timetables for Arts, Commerce, and Science are prepared with the help of Time table committee. The Internal Quality Assurance Cell prepares Annual academic and curricular plan with the coordination of Home examination Committee and co-curricular and extracurricular activities committee and circulates the same to all departments. In tune with the changes of syllabi made by the university, the college Library committee procures required number of books and research journals in the library as per the recommendations made by the in-charges of the departments concern. All the departments are provided with computers with high speed internet connectivity. The teachers are preparing Power point presentations, digitized notes, monographs and download YouTube videos to use in classes. Well-equipped laboratories, library with number of books, journals, e-books, English Language Lab, Free internet browsing centre are the facilities that are available for students and staff for the enrichment of curriculum. Digital class rooms, LMS Podium, smart boards, e class rooms are available and are being used regularly for teaching. Bridge courses are conducted in the beginning of academic year to the newly joined students to explain curriculum concept and to update their knowledge in the subjects concern. In the beginning of Academic year every department arranges Departmental meeting and distributes Syllabus to all faculty members. The faculty prepares Annual Academic and Curricular plan as per the academic calendar and implements the same. If there are constraints to complete the curriculum extra classes are conducted. Each department conducts Tutorials and seminars for internal assessment. Home examination committee plans and conducts home exams as per the schedule. The answer scripts are valued and distributed to the students. Based on the performance in the Home exams slow learners of the class identified and remedial classes are conducted for such students. Project works are given to students are being guided by the faculty members of the subject concern.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Tally With GST	Nil	16/08/2017	30	EMPLOYABILITY	Nil
PHOTO SHOP DESIGN	Nil	01/08/2017	30	Nil	SKILL DEVELOPMENT
WOMEN FREEDOM FIGHTERS IN INDIA	Nil	24/07/2017	30	Nil	SKILL DEVELOPMENT
Soil Analysis	Nil	06/09/2017	30	Nil	SKILL DEVELOPMENT
Graph theory	Nil	16/10/2017	30	Nil	SKILL DEVELOPMENT
CELL PHONE MECHANISM	Nil	18/01/2018	30	EMPLOYABILITY	Nil
PUBLIC FINANCE	Nil	13/11/2017	30	Nil	SKILL DEVELOPMENT
Mushroom Cultivation	Nil	17/01/2018	30	EMPLOYABILITY	Nil
Tailoring	Nil	Nil	60	EMPLOYABILITY	Nil
Beautician Course	Nil	Nil	30	EMPLOYABILITY	Nil
Taekwondo	Nil	Nil	100	Nil	SKILL DEVELOPMENT
Public Policy	Nil	17/07/2017	30	Nil	Skill Development

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	HEP	06/06/2015
BCom	GEN	06/06/2015
BCom	COMPUTER APPLICATIONS	06/06/2015
BSc	MPC	06/06/2015
BSc	MPCs	06/06/2015
BSc	MSCs	06/06/2015
BSc	MCCs	06/06/2015

BSc	MZC	06/06/2015
BSc	BZC	06/06/2015
MCom	Nil	06/06/2015

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	430	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Spoken English Everyday English	16/08/2017	50
Food safety and preservation	25/07/2017	10
Solar Energy	11/09/2017	60
Nanomaterials its applications	12/12/2017	26
Data Interpretation	15/09/2017	25
Disaster management	18/08/2017	34
Aquaculture	18/10/2017	20
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Nil
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>This institution has generated a feedback form to obtain feedback on the curriculum using 9 parameters with a four-point scale to measure the outcome. The four-point scale ranges from poor to excellent. It is a single page form which can obtain opinion of students and teachers. There are 9 parameters, which are: 1. periodic curriculum updates, 2. on hand experience provided, 3. additional learning inputs, 4. knowledge updation or enhancement, 5. social utility, 6. personal development, 7. employment opportunities, 8. vertical mobility to higher studies, 9. life skills development. After the collection of</p>

feedback, it is analyze and abstract analysis sheet is prepared. Separate feed back sheet is provided to the teachers and this feed back is obtained in the curriculum. For example, if the students are not satisfied with the parameter employment opportunities, they are given some useful tips in skill development and then forward them to the Jawahar Knowledge Centre which is a placement cell and ask them to get trained.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	HEP	60	22	22
BCom	GEN	30	29	29
BCom	CA	30	34	34
BSc	MPC	30	7	7
BSc	MPCs	30	31	31
BSc	MZC	30	6	6
BSc	MCCs	50	19	19
BSc	BZC	50	14	14
BSc	MSCs	50	13	13
MCom	Nil	30	21	21

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	562	20	25	Nil	3

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
25	25	9	7	4	9

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Student counseling system or ward system is in practice in our institution. All the students are being counselled whenever required. Special focus will be kept on slow and moderate learners and monitored from time to time. For slow learners, the teachers will provide Special Guidance, Remedial classes and home assignments to

increase their learning levels. College will also conduct the counseling sessions to the students, to make them confident. Group studies, group discussions are in practice to encourage such students. The slow learners are attached with Advanced learners to work in student study projects. Advanced learners are encouraged to take up project works. Advanced information will be provided to such students. Advanced learners are motivated to take part in online quiz competitions and webinars. They are provided with e-links of MOOCs, N-List activities, Spoken Tutorial, portals for listening to lectures on advanced topics. Advanced learners are informed about competitive exams and career-oriented courses. They are advised to go through standard reference books in the library. Moderate learners are also provided with more study material, project works and are asked to improve their quality levels. Student seminars are regularly organized in all departments of our institution. This practice improving the confidence levels of students regarding their subject.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
582	22	1:26

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
30	25	13	0	6

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr.Ch.Ramanamma	Principal	Lions club of Chirala
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Evaluation is part and parcel of an academic course. The learner has to be continuously tested for desired outcomes. The achievement of expected course outcomes can be ascertained only through effective and proper evaluation methods. The evaluation exercise reveals the level of achievement by the learner and the degree of effectiveness of teaching learning activities. Continuous internal evaluation helps both the learner and the teacher to know whether they are moving in the right direction. It helps in improvising the teaching learning activities to suit the needs of the learners who are lagging behind. It helps the learner understand what is expected of him. Good performance in the internal examinations enhances the confidence level of the students in facing semester end external examinations. The scores obtained in the internal evaluation indicate the future performance in the university examinations. The college follows the guidelines for conducting the Continuous

Internal Evaluation prescribed by Acharya Nagarjuna University. Presently under the Choice Based Credit System (CBCS) (2015- onwards), internal assessment for theory papers is for 25 of the total marks in a paper (25 marks in a 100-markpaper).The internal evaluation is split into two parts-15 marks for Mid-term examinations and 10 marks for the student's performance in assignments, seminars, attendance and study project. The student's active participation in activities like seminars, assignments, debates, quiz programs, field trips and attending expert lectures is taken in to account for awarding internal marks. Two midterm tests for 15 marks are conducted and the average of the two scores is taken. So the whole of the semester seems to be packed with curricular activities. Internal marks for practical papers are awarded based on the student's attendance to practical classes, record work and performance in practicals. Continuous Internal Evaluation has helped improve student regularity and participation in practicals. Each department has worked out the details of how the CIE will be carried out for each paper taking care that learning objectives of each paper are achieved through the different assignments. CIE provides an opportunity to relook at and modify teaching strategies if the students are not performing well. Two internal exams are conducted before each semester exams and average of the two marks are uploaded in university website to be incorporated in the semester results.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college follows the Academic Calendar of Acharya Nagarjuna University. The I semester begins in June closes in September. The university examinations for the I semester are conducted in the month of October. The II semester begins in November and closes in February. And the II semester end examinations are conducted in the month of March and they may extend further into the month of April. Continuous Internal evaluation is incorporated in the Institutional Semester academic plan. The Internal Examination Committee prepares the schedule for the conduct of internal evaluation considering the completion of first year admissions, mid semester breaks, Gezatted holidays as well as other planned activities of the college such as the Student Festival, Sports day, etc. The committee fixes the dates during which the internal assessment assignments, project works etc., are to be given to students. The scheduled program for CIE is informed to the students well in advance. The mid semester examinations for internal evaluation are also conducted under the supervision of the internal examination committee. The dates by which the marks need to be submitted to the office are followed scrupulously by the faculty. These dates are adhered to during each semester. The internal evaluation is completed before the commencement of the external examinations so that the marks can be forwarded to the university.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://yagcwchirala.ac.in/page.php?type=academics&id=pos-pso-cos>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
3	BSc	MPCs	26	17	65
3	BSc	BZC	14	12	88

3	BSc	MPC	10	7	70
3	BSc	MSCs	7	2	29
3	BSc	MZC	12	10	83
3	BSc	CHE CLU	6	6	100
3	BSc	MATHS CLU	6	6	100
3	BSc	CS CLUSTER	29	28	97
3	BA	HEP	17	17	100
3	BCom	CA	23	21	91
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://yagcwchirala.ac.in/userfiles/YAFEEDBACK_TEACHER_2017%20-18.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	0	0	Null	0
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Null
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
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0	0
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3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	BOTANY	4	Nil
National	CHEMISTRY	2	Nil
International	CHEMISTRY	3	Nil
International	MATHS	3	Nil
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Chemistry	11
Mathematics	4
Botany	2
Telugu	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
00	0	0	Nil	Nil	0	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	3	0	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
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VANAM - MANAM	NSS ECO CLUB	15	80
BLOOD DONATION	NSS	3	15
CUP OF RICE (RICE COLLECTION DISTRIBUTION)	NSS	10	90
JOY OF SHARING	NSS	5	50
DISRIBUTION OF PLANTS	NSS ECO CLUB	10	50
SWACHCHA BHARATH	NSS NCC ECO CLUB	30	200
SURVEY ON ODF	NSS NCC ECO CLUB	15	58
Gender Sensitization Programme	NSS WECLUB	30	307
RALLY ON AIDS AWARENESS	NSS NCC WEC	30	300
Traffic control	WOMEN EMPOWERMENT CELL	10	12
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
VANAM - MANAM	NSS ECO CLUB	TREE PLANTATION	15	80
RALLY ON AIDS AWARENESS	NSS NCC WEC	AWARENESS PROGRAMME	30	300
SURVEY ON ODF	NSS NCC ECO CLUB	CLEANLINESS	15	58
SWACHCHA BHARATH	NSS NCC ECO CLUB	SWACHCHA BHARATH	30	200
GENDER SENSITIZATION	WEC	GENDER SENSITIZATION	30	307
Medical Camp	WEOMEN EMPOWERMENT CELL	EYE CHECKUP	10	34
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
GDC(W), Bapatla	26/06/2017	Exchange of Resources	127
VRS and YRN College Chirala	03/07/2017	Exchange of Resources	134
CREEDS	Nil	Service Activities	92
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
78	78

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Video Centre	Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS	Nature of automation (fully)	Version	Year of automation
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software	or partially)		
SOUL	Partially	2.0	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22006	611674	0	0	22006	611674
CD & Video	199	39800	Nil	Nil	199	39800
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
M. SANTHOSH KUMARI	PPT	MS OFFICE	17/08/2017
Dr. T. RAJA RAJESWARI	PPT	MS OFFICE	25/09/2017
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	80	2	8	7	2	1	14	50	0
Added	0	0	0	0	0	0	0	0	0
Total	80	2	8	7	2	1	14	50	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Video Lessons	https://yagcwchirala.ac.in/page.php?type=infrastructure&id=digital-classrooms
PPTs	https://yagcwchirala.ac.in/userfiles/YA_PPT%202017%2018.pdf

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on	Expenditure incurred on	Assigned budget on	Expenditure incurred on
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academic facilities	maintenance of academic facilities	physical facilities	maintenance of physical facilities
1.81	1.81	4.19	4.19

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution has adequate infrastructure and support services on its own as there is no special financial allocation from the Government. As and when issues related to maintenance occur the HOI takes decisions to utilize the current special fee funds or funds available in the College Planning Development Council (CPDC) account of this institution. Suitable resolutions are drawn in the CPDC meetings with regard to withdrawal and utilization of the available institutional funds. The in-charges of library, laboratories, Physical Director take care of maintenance such as safety and upkeep of the infrastructural facilities. At the end of every academic year committees are constituted by the HEI to verify the stocks of all departments and make appropriate verification reports. In the month of March stocks verification is done. Committees duly nominated by the HOI will conduct the stock verification process and recommend the articles which require immediate repair work and the articles which are irreparable and recommended for condemnation. There are sweepers and scavengers to clean and sweep the classrooms, laboratories etc periodically. The NSS unit organizes clean and green across the premises of the institution from time to time. The students are also directed towards maintenance of cleanliness of the class rooms. Programs like Swatch Pakhwada are conducted within the college campus. Computer software/hardware maintenance is monitored by the forums as and when required. Maintenance expenditure for computers, printers, scanners etc is met from CPDC funds as per the resolutions on need basis.

<https://yagcwchirala.ac.in>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			
a) National	AP STATE WELFARE SCHOLARSHIP	451	1596676
b) International	Nil	Nil	Nil
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Communication skills and Oral Communication	17/07/2017	10	Dept. of English
Professional and soft Skills	19/02/2018	10	Dept. of English

LMS Preparation and Online classes	01/02/2018	14	Dept. of Computer Science
Training programme on Internet	11/12/2017	4	Dept. of Computer Science
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	Higher Studies by V Aswinkumar, Lecturer in Statistics	94	94	Nil	0
2017	Communication Skills by K Sanjeev kumar, Lecturer in English	125	125	Nil	Nil
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
2	153	23	00	0	0
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	4	BSc	Chemistry	Nil	MSc Chemistry
2018	3	Bsc	Computer Science	Nil	MCA

2018	1	bsc	Microbiology	Nil	MSc Microbiology
2018	1	BSc	Zoology	Nil	MSc Zoology
2018	2	BA	Economics	Nil	MA Eco
2018	1	BA	history	Nil	MA History
2018	3	BA	English	Nil	MA Eng
2018	1	BA	Political Science	Nil	MA Sociology
2018	4	Bcom	Commerce	Nil	MBA
2018	1	BSc	Maths	Nil	MSc Maths
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Kabaddi	Inter Collegiate	10
Javelin	Inter Collegiate	1
Triple Jump	Inter Collegiate	1
Discus Throw	Inter Collegiate	1
Shot Put	Inter Collegiate	1
100m running	Inter Collegiate	1
Kho-Kho	College	Nil
Tennikoit	College	Nil
Kabaddi	College	Nil
Shuttle Badminton	College	Nil
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

On the following of the committees the students were made members: 1.Student Council 2. NSS committee 3. Clubs such as eco club, Anti-ragging cell. The

student council is monitored by the Student President (usually nominated by the Principal based on the merit) and a Vice President (a senior teacher) and some members from the teaching faculty. It celebrates the Teachers' day, Freshers' party and Annual day. The NSS committee helps the Program Officer and the freshly enrolled students and makes the students participate in the college level programs and at the special camps organized every year. They monitor the participants to realize what they are expected to do in the activities. The students are also involved in Eco club, anti ragging cell and make other students participate in the events which are conducted from time to time on the campus and off the campus.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The alumni association of our college is registered with the name 'Alumni Association, Government Degree College, Chirala'. It is registered with the register number 400 of 2018 by The Registrar of Societies, Ongole. The following is executive body of our Alumni Association, President- Smt.G.Lalitha Kumari, Vice President- Smt.K.Purna Kumari, Secretary- Smt.S.Savithri, Treasurer- Smt.M.Jyothi. Our Alumni has bank account in Union Bank of India, Chirala branch with account number 679502010003670. The Alumni donated Rs.3 lakhs for college development activities. The construction of Auditorium is under process with cooperation of our alumni. They have contributed a good deal to the development of the institution in terms of financial and non-financial aid since 2015. The executive committee of the association maintains regular communication with the head of the institution. The college conducts meetings with its Alumni Association to seek suggestions regarding the functioning of the college and infrastructure facilities. They show good interest and enthusiasm in the college developmental activities. They offer advice in matters related to the welfare of the students. They contact people who are interested in donating in cash or kind to the college. Their efforts have resulted in finding some donors who contributed considerable amounts for the development of the college. For instance, they approached a government retired lecturer in English, by name M. Kumuda, who donated Rs. 3, 00,000 for the development for the college. They started and completed construction of an open auditorium in the college campus at a cost of about Rs.10, 00,000. They showed determination, tenacity in completing the construction. They are able to complete the construction with the active cooperation of the principal, staff and students. This is a remarkable achievement. They are successful in creating a sense of solidarity and sisterhood among the past and presents students of the college. They have donated 4 sewing machines which are used to give training in tailoring to the students. The alumni association can be considered an asset to the institution. One instance may be mentioned as remarkable contribution by an individual alumnus. She happens to be working as lecturer in this college at present. She individually contributed, Note books to students for the last 4 years, Water storage tank, Hand pump for the bore well, 4 Uniforms to students. An alumni meet is organized every year. They review the activities taken up during the last year and make resolutions for the coming year. They maintain records properly. The alumni association can be considered an asset for the college.

5.4.2 – No. of enrolled Alumni:

161

5.4.3 – Alumni contribution during the year (in Rupees) :

184300

5.4.4 – Meetings/activities organized by Alumni Association :

4

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

STUDENTS' COUNCIL: The Student Council has a significant role to play in academic and administrative working of an Institution. On the other hand, it develops leadership qualities and certain other life values among the students . The college has a Student Council. The body of the Students' Council formed with the students those are meritorious and secured maximum marks in University examinations, meritorious cadets from NCC and NSS. The meritorious students have been chosen as class representatives and the class representatives elect their secretary. In this way, the Institute follows a democratic procedure in formulating the Council. The class representatives will look after everything of their class. They will represent requirements for their class with the teachers concern and bring the same to the notice of Principal and get it in due course and as per priority. They will bring their grievances to the notice of their mentor and get remedy from it. Students are drafted as members in various college committees. Their opinion also taken into consideration. The council members will play important role in the functioning of college activities. They participate actively in organizing of various academic activities and sports and games. They are involved in arrangements of different events. The Council members have been actively involved in hosting various socio-cultural events in the premises. The students' council play a major role in organizing annual day, cultural events, sports and games in the college. There are different departments and subjects in the College. The senior staff member in the subject will be the in-charge of the department. The head is the prime authority in the department. All the rights are preserved with the head of the department. Hence, there is scope for enrichment of the departments due to liberty in respect of powers. In - charges of all departments will hold departmental meetings with staff regularly and discuss about various issues related to their subject and department. All the faculty members have given the freedom to express their opinions relating to order or to purchase any study material or required instruments for the academic development. In the case of the administrative work the Principal assigns the Office Superintendent as the prime authority. All the circulars/ correspondents from the University and the Government are communicated and discussed with the concern committee and office staff. Therefore, there is a good work culture between the teaching and the non-teaching staff

Examination Committee: The college have many committees as a part of decentralization of administration. This will help in easy in administration. Examination committee is one of them. This committee consist of three teaching staff, three non-teaching, one student as members. The principal will be Chairperson and one senior lecturer of the members as Co-Ordinator. The examination committee will hold a meeting as soon as the college academic calendar of that academic year has published and prepares the schedule of home exams, mid exams and University exams. The committee will take care of every arrangement of the exams

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

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Teaching and Learning	<p>ICT Integrated teaching is in practice. Student entered methods are adopted. Experiential learning strategies and methods are implemented. It includes conducting Field trips and field observations, conducting study projects, Computer Labs, Chemistry Labs, Physical Labs, Botany and Zoological Labs, and also conducted certificate courses for each program and course. Digital Learning and E-Learning is in Practice including the LMS, PPTs, usage of ICT Tools in the class rooms, usage of Digital Class Rooms and Virtual Class Rooms.</p>
Examination and Evaluation	<p>The various examinations for U.G Programs shall be conducted in accordance with the Academic Rules and Regulations for U.G Courses and also as per the examination calendar given by the Acharya Nagarjuna University, Guntur, Andhra Pradesh.. External examinations and internal examinations are conducted successfully as per the schedule given by the University. The evaluation of a student for each semester shall be as per the marking scheme given by the University and Commissionerate of Collegiate Education, Vijayawada, AP. Internal Evaluation of a student is based on performance of student in Mid Exams/class tests/Assignments/Seminars/Practical Sessions/ Viva-Voce/Field visits and Observations conducted by the course faculty during that semester. The mode of internal evaluation is announced by the course faculty at the beginning of the course. Internal evaluation marks shall be sent to the University at the end of the semester.</p>
Research and Development	<p>To inculcate research in the students student study projects are in the practice and students are guided. Some of the staff members are pursuing Ph.D and some are applying MRPs</p>
Admission of Students	<p>Campaigning was done to improve the admissions. Students are guided about the procedure of the admission. Members of the admission committee will guide the students and parents. They council the students about various groups offered and outcomes . They are being guided in choosing of proper group at</p>

	the same time the final decision will be left with the student only to choose her group
Library, ICT and Physical Infrastructure / Instrumentation	New books are procured. Departments are provided with high speed internet with 50Mbps. ICT equipment like Computer systems, LDC projectors, Audio systems have been procured. Public Addressing System over the campus developed. Equipment for the laboratories purchased
Industry Interaction / Collaboration	MOUs are signed with some institutions and colleges for mutual collaboration in projects, practicals
Human Resource Management	Students are taught with Human values and ethics. They are exposed to enjoy the joy of sharing by visiting Old age homes, orphanages. Students are trained in Social service activities through NCC, NSS, Eco club. Students are imparted with training in Tailoring, Embroidery etc.

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

E-governance area	Details
Administration	Admissions, fee collection are computer aided.
Planning and Development	Teaching of all subjects is well planned or scheduled. Classes are conducted in accordance with the scheduled plan. Exams are also conducted as per the scheduled.
Finance and Accounts	Fee collection, payments of bill are made with the help of computer system
Student Admission and Support	Admission procedure placed on the college website. Courses offered, admission procedure, fee structure will be placed on the portal. Students are well guided and counselled in selection of required group. Students are well supported in the campus. All the grievances are resolved through the Ward system
Examination	Schedule of the examinations will be published as per the Annual Academic plan. Time table of exams will be circulated to students well in advance. Home examinations will be conducted by the Examination committee as per the schedule. Script are evaluated and performance of the students will be discussed.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	000	Nil	Nil	0
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	LMS Preparation and Online classes	Nil	01/02/2018	14/02/2018	14	Nil
2017	Nil	training programme on Internet	11/12/2017	23/12/2017	Nil	4
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Hands on Training on /virtual Classes and its Usage Hands on Training on /virtual Classes and its Usage Hands on Training on /virtual Classes and its Usage-DS Govt. Degree and PG College for Women , Ongole	1	16/03/2018	16/03/2018	1
Machine Learning and Artificial Intelligence-APHRD	1	24/04/2018	24/04/2018	1

Institute, Bapatla, AP				
National Seminar on sezs	1	29/11/2017	30/11/2017	2
2-Day Short Term Training Programme on Advance Level Training Programme on Human Rights", APHRDI, Bapatla in association with National Human Rights Commission	1	23/03/2018	24/03/2018	2
2-Day Short Term Training Programme on Residential Training Programme on Civil Services Day, APHRDI, Bapatla	1	21/04/2018	22/04/2018	2
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GPF , EHS , GIS, APGLIS, FREE HOMEEO MEDICINE	GPF , EHS , GIS, APGLIS, FREE HOMEEO MEDICINE	Free Homeeo Medicine, Endowment Prizes, Tailoring, Taekwondo training, Embroidery training, painting training

6.4 – Financial Management and Resource Mobilization

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

In this institution there is a hierarchy in the office to carry out the administrative work and to assist the HOI in the smooth functioning of the office. o It starts with the office Superintendent, followed by the UDC, the LDC, Record Assistants Office subordinates (attenders), water personal, sweeper, scavenger and a night watchman. o The superintendent distributes work among the available supporting staff in his office in compliance with the orders of the HOI, o The distribution is done according to the availability of the man power and their capabilities o The UDC/LDC normally looks after the pay bills and establishment and non government cash books, o The record assistants are placed either in the office, or in the laboratories depending the need, o Internally the transactions, maintenance of files, records, registers

pertaining to the staff like service registers, to the office like cash books etc are done promptly and the concerned section in-charge brings them to the notice of the superintendent who counter -signs and are later sent for the endorsement of the HOI. o The HOI will cross check the data placed before him for signing. Thus internally the audit takes place. o The external audit is done by the Regional Joint Director of collegiate Education, the office of the Commissioner of Collegiate Education, the Accountant General office.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
M.Kumuda, K. RANI PRASAD, K. SUJATHA, N. SRIDEVI	320000	Open Air Auditorium
View File		

6.4.3 – Total corpus fund generated

485545

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	ACADEMIC AUDIT BY CCEAP	Yes	IQAC
Administrative	No	Nil	Yes	PRINCIPAL

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

Parents of the students will attend Parent - Teacher association meeting whenever arranged. 2. They will participate and give suggestions regarding the survey on Curriculum and Teaching - learning process. 3. They will meet the Teacher and enquire about the progress of their kid.
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6.5.3 – Development programmes for support staff (at least three)

1. Support staff are encouraged and supported to procure higher qualification. 2. They are guided and counselled in service matters. 3. They are being involved in administration to make them familiar with different activities.
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. New courses like M.S.Cs(Mathematics-Statistics- Computer Science) M.C.Cs(Mathematics-Chemistry- Computer Science) started. 2. Value added, Certificate courses are introduced 3.ICT enabled teaching learning is encouraged in the college by procuring LCD projectors.
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6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	ONLINE EVALUATION TRAINING	07/07/2017	07/07/2017	08/07/2017	30
2017	MOOCS DEVELOPMENT	07/07/2017	10/07/2017	12/07/2017	30

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Sensitization Gender Discrimination	08/11/2017	08/11/2017	307	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
<p>The college is eco friendly. It has tree plantation in more than three acres. As part of environment friendly practices for energy conservation, Solar panels have been installed on the college rooftop. 'A grid Tied Inverter Solar System with Net Metering' consisting of a PV module, Grid Tie Inverter and Net meter has been installed. The solar equipment has been supplied and installed by the Wind stream Energy Technologies which is empanelled with MRNE and NREDCAP. It is a rooftop 20KW (on-grid) Solar Hybrid renewable energy system. The LED bulbs are installed in the campus. Plastic is banned in our campus to develop environmental consciousness among the students. The staff and students are encouraged not to use vehicles in the campus on Saturday's. Organic manure pit is maintained in the campus. Solid waste items are dropped in the pit out of which organic manure is prepared which is used for plants and trees in the college. Liquid management is adopted to Rain harvesting pits available in the college. All measures are taken to see that electric switches of fans, lights etc. are turned off when the students and staff leave the class rooms. The students are guided to turn off the water taps after use of water. The students are instructed to turn of water taps properly when they are found leaking with water. By which water saving measures are adopted.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Scribes for examination	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational	Number of initiatives taken to engage with	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
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	advantages and disadvantages	and contribute to local community					
2017	1	Nil	25/07/2017	1	Blood Donation at Bapatla College	Nil	15
2017	1	Nil	18/11/2017	1	Survey on ODF	To know the status of inhabitants who have access to toilets consistently	120
2017	Nil	1	06/11/2017	1	Guest lecture on Swatch Bharath	Created Awareness on importance of cleanliness of surroundings and personal hygienic	100
2017	Nil	1	07/11/2017	1	Guest lecture on Awareness programme on Leprosy	Created Awareness on various issues regarding Leprosy	100
2017	Nil	1	22/11/2017	1	Guest Lecture on Personality Development	To train the students to have a disciplined and Punctual life	150
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
STUDENT	Nil	<ul style="list-style-type: none"> Punctuality and discipline - The students are informed at the commencement of the academic year that they should attend the college every day and be

disciplined on the campus. • Biometry attendance: The students are instructed to mark their attendance on the biometry devices before 10.15 am and after 5 pm on all working days. The students who come from neighboring villages are given special allowance to mark their attendance before 10.30 am. • Attentiveness in the class: The students are supposed to be attentive in the class while instruction is going on. They are required to participate in the teaching-learning process without disturbing either the teacher or fellow students. • Participation in co-curricular and extra-curricular activities: The students' participation in co-curricular and extra-curricular activities held on the campus is mandatory. • Dress code and uniform: The students are instructed to wear uniform on all working days except on Saturday. The uniform is to be in light pink color. While participating in rallies, field visits and other extension programs dress code is mandatory. They need to have their hair neatly combed.

STAFF

Nil

• Punctuality: The staff members are expected to be punctual and attend the class work on time. • Biometry attendance: The members of both teaching and non teaching staff are instructed to mark their attendance on the biometry devices before 10 am and after 5 pm on all working days. • Use of mobile apps for

students' attendance: The teaching staff members should upload the students' attendance using their mobile app before completing the class/period on all working days. • Dress code: The staff members are to wear formal dress women are to wear invariably sari so as to represent the Indian culture. • Patience and empathy: With a conviction that the students are under their protection, the staff are supposed to be patient and empathetic with them and treat them with courtesy and with a smiling face. Then only a healthy bond of relationship is established between the teachers and the students

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day	21/06/2017	21/06/2017	100
Vanam Manam	01/07/2017	01/07/2017	80
Distribution of plants	13/09/2017	13/09/2017	90
Cup of Rice Programme	08/08/2017	08/08/2017	90
Visit to Old Age Home	15/08/2017	15/08/2017	50

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1.TREE PLANTATION 2.BAN ON USE OF PLASTIC CARRY BAGS 3.USE OF LED BULBS 4.WASTE MANAGEMENT UNDER GREEN INITIATIVES 5. GREEN AUDIT

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

ORGANIC FARMING 2. Objectives of the Practice : • To inculcate plant growing habit. • To promote Kitchen gardening • To acquire fresh, pesticide free greens and vegetables for the household. • To experience the joy of own cultivation. • To minimize the household expenditure to some extent. • To use the available resources in a beneficial manner. • To provide non- contaminated food. 3. The Context: To meet the food requirement of the abnormally growing population the Govt. of India had introduced Green Revolution. With the efforts of Dr. M.S

Swaminathan our nation succeeded in getting good yields in many crops. During the green revolution usage of Chemical fertilizers extensively increased. Usage of pesticides, fungicides increased. This resulted in making the soils / field polluted, barren and environment polluted. The food grains, vegetables that cultivated in such soils became harmful to the humans. Consumption of such food materials caused severe diseases. To avoid all these harmful effects some of the reformers, environmental lovers started Organic farming. In this practice usage of fertilizers is strictly restricted. Usage of pesticides allowed only up to a certain percentage. Consumption of such Agro based food products not only improves health of the human beings but also make the environment pollution free.

4. The Practice: The open area of the college is divided in to small segments and these segments are allotted to students of some classes. This area was not used for the cultivation of any plants. These students started Organic Farming under the guidance of Sri. D. John Raj, Lecturer in Economics. Students cultivating leafy vegetables like Fenugreeks(menthi), Kenaf Leaves(gongura), Curry leaves (karivepaku), Amaranthus(Thotakura), Spinach(Palakura), Garden sorrel(chukka kura), vegetables like Plantain, drum sticks, Brinjal, Cluster beans, Ladys Fingure, Tomato, Radish, bottle guard, fruits like Guava, Sapota, Banana, Lemon, Papaya. Students will take proper care of their plantations. They irrigate those plants regularly. For this purpose, they use the waste water from the departments and bore water with the help of water tubing. They use compost as manure that derived through recycling of waste paper, fallen leaves other organic materials like removed plants / plant parts. Cultural practices like removal of weed, insects will be done regularly.

5. Evidence of Success: Students are successful in getting yield from these plants. They learnt cultural practicing methods for different plants. The leafy vegetables, vegetables are being used in the attached hostel's mess. This resulted in not only reduction in daily mess bill but also the joy of cultivation. Students are very much excited in utilizing or consumption of fresh, pollution or contamination free vegetables and fruits cultivated by themselves. Some of the fruits are distributed freely to the people of Old age home, Orphanages, and staff. Some of the vegetables and leafy vegetables were sold at controlled price/ rates. Interested faculty purchased them. This money was availed for the procure some tools that are required in cultivation. With this success students are volunteering themselves for organic farming in the college premises. They implementing the same methods in cultivation of kitchen garden at their home.

6. Problems Encountered and Resources Required: As this is a part time or free time practice it require more knowledge and skill for practice. More equipment is required. Cultivation is interrupted during summer vacation.

STUDENTS' PRUDENTIAL BANK - One Rupee saving is One Rupee Earning

2. Objectives of the Practice:

- To inculcate saving habit / practice among students especially women students.
- To create awareness about the value of hard-earned money.
- To make students financial literates.
- To provide practical knowledge of Banking.
- To avoid unnecessary wastage of money.

3. The Context: In our India especially in Andhra Pradesh majority of the families belongs to lower middle class or middle class. Earning members will be very few in each family. It became very difficult even to live a simple living with the earnings. So every member of such families should adopt Financial discipline. As a women she is the family manager or organizer in all aspect. If mother of the family have financial discipline the entire family will not face any financial problems in future also. This practice not only reveals the value of money but also reveals how difficult to earn a rupee. With this objective Department of Economics under the supervision of Sri. D. John Raj, Lecturer in Economics started this practice for our students only.

4. The Practice This students prudential bank is being run by some of the students from I,II and III BA. In the college notices are displayed about the Students' Prudential Bank. All the students of this college are eligible to join this scheme. Interested students have to fill up the application form and can join

only on one condition that they have to reveal source/where from they got money that going to be deposit in the Prudential Bank. Scrutiny of the application will be done by the senior students who are the members as well as organisers. After fulfilling all details, a Savings Account number will be generated and student can save money in her account. This is money can be withdrawn at any time on all working days. For withdrawal of money the depositor have to fill up withdrawal form stating the reason of withdraw. In emergency amount can be paid to the depositor through PhonePe also. Constrains/Limitations: Nil

5. Evidence of Success: 1. As it is a voluntary programme 90 students are members/depositors in this scheme at present with Rs. 12,000 amount as the deposits. 2. Savings amount helped the students to meet emergency expenditures such as to study the study materials, medicines to pay exam fee etc. 3. Majority of the depositors have witnessed this. 4. Depositor students able to follow or know the banking procedure. 5. It made easy for them to understand the Banking lesson of their curriculum. 6. Able to understand the hierarchy of Banking. 7. Students are able to convey the message of saving. 8. Students became ambitious to become a bank employee.

6. Problems Encountered and Resources Required
Problems not yet faced so far as the bank publishes its balance sheet at quarterly. 7. Notes (Optional)

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Women of today's society need to live with Perseverance, determination, and toughness. These qualities are possible to be developed through the training of taekwondo. These skills make the women discover their hidden capabilities in terms of protecting themselves as and when required. Taekwondo works like a self-defense weapon to fight out the evil idea's especially from the male domination. It is a self guarding means for any woman who wants to face any attacks or malintentional attempts from others. The ladies develops self esteem and self reliance from taekwondo training. It also awakens them to act against any kind of harassment on them in and out of the college. The main aim of introducing this training in our college is to make our students to give up negative thinking and live with positive attitude. It also enhances social consciousness among them to work for the society with whatever help they can. Women empowerment is the main vision of the institution. With this vision our institution is working for the overall development of the women students. We impart training to the students keeping this aspect in mind. Martial arts like taekwondo is felt essential to be taught to our students. Training classes are conducted in Taekwando for 3 months every year. Sri Sd.Sallavuddin and his team takes the classes for 100 students in which self defense scheme are taught. These classes are conducted from 4 p.m. to 5 p.m. daily. Teakwando training includes self protection techniques, physical exercises, concentration techniques of mind, meditation, Yoga etc., monthly tests are conducted for the training and their performance is evaluated in terms of theory and practice. Their periodical progress is documented. Based on the college level performance, the best performers are encouraged to participate in Taekwando tournaments at University and State level. Many of our trainees have won Gold, Silver and Bronze medals every year. Not less than two trainees are selected at the University level every year to represent our college at the National level competitions. This training program has developed not only competitive spirit among the students but also improved self confidence and courage of mind among the students besides increasing physical health. This is the distinctiveness of

our college and surprisingly there are many students who wish to take admission in our college, especially for joining Taekwondo training on our campus. This program enhances not only body fitness but also mental soundness by proving the saying 'A Sound mind in a Sound body with the results of this training. They also come to the rescue of the lady victims harassed by gents while coming to college returning to homes. The neighborhood of our trainees also lives with peace of mind and courage inspired by our taekwondo trainees. In this way our students become examples to so many ladies to live fearlessly in the society. By raising their heads.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

1 To prepare subject wise/paper wise curricular plans by teachers 2 To help in preparation of study projects by students 3 To get MOUs with several Academic institutions and Industries 4 To publish institutional magazine "Spoorthi" for the next academic year 5 Conduct of placement drives under JKC 6 Submission of online assessment report for grading to NIRF -2018 AISHE - 2018 7 Observance of nationally and internationally significant days 8 Preparation and uploading of API scores of teachers into CCE website 9 Preparation for academic audit by CCE 10 Strengthening the Entrepreneurship through Women Empowerment Cell 11 Encouraging and involving the students in social service activities 12. conduct MOOCS online course 13. start New PG Courses 14.To follow ICT enabled teaching for effective implementation of curriculum delivery and successful teaching learning evaluation. 15. To involve more students in getting the benefits of MANA TV lessons. 16. To involve more students in experiential and participative learning. 17. To involve more students in more number of field visits. 18. To include more students in various college committees 19. To encourage more teachers to participate in various training programs including orientation and refresher courses - offline and online 20.To involve students in more extension and outreach programs through NSS 21. To organize health camps, blood donation awareness programs etc. 22.To take necessary measures to update the infrastructure and e-resources from time to time for the benefit of students and staff 23. To maintain effective documentation on student progression and support 24.To initiate more measures for green environment, plastic ban, energy saving, swatch bharath etc. 25. To effectively undertake solid, liquid and e-waste management 26. To improve healthy best practices 27.To continue self defense training programs 28. Uphold the institutional distinctiveness 29. To take all necessary steps for protecting environmental pollution on the campus. 30. To see that all teachers maintain proper documentation of various activities 31. To organize more student seminars, general seminars, workshops, conferences etc. 32. To conduct more co-curricular programs like subject quizzes, discussion, debates, sessions, conversations etc. 33. To use more effectively the library and reading room. 34. To conduct more programs by JKC and placement cell 35. To encourage more students to participate in literary, cultural and sports competitions at various levels. 36. To conduct more number of campus cleaning programs by NSS volunteers and NCC cadets 37. To encourage the NCC cadets to implement the benefits of NCC for their career.