CAPU AQAR <capuaqar@gmail.com>

to me

NAAC/AQAR ACK/ JANUARY/2019/

Government Degree College, Mandapeta

1-454, Near Surya Chandra Paper Mill

Mandapeta

Andhra Pradesh

Subject: Acknowledgement of AQAR

We are Acknowledging the receipt of Online Submission of Annual Quality Assurance Report (AQAR) for the Year: 2017-18.

For any queries related to AQAR, you may kindly contact E-mail ID (capuaqar@gmail.com).

Wishing you success in your Quality Enhancement Process.

THANKS WITH REGARDS

CAPU-AQAR

(CENTRAL APPLICATION PROCESSING UNIT)

GOVERNMENT DEGREE COLLEGE, MANDAPETA-533308
EAST GODAVARI DISTRICT, ANDHRAPRADESH
INTERNAL QUALITY ASSURANCE CELL

The Annual Quality Assurance Report (AQAR) of the IQAC
FOR THE YEAR 2017-18

Part – A

1. Details of the Institution

1.1 Name of the Institution

Government Degree College, Mandapeta

1.2 Address Line 1

1-454

Address Line 2

Near Surya Chandra Paper Mill

City/Town

Mandapeta

State

Andhra Pradesh

Pin Code

533308

Institution e-mail address

jkcrjyec.mandapet@gmail.com

Contact Nos.

08855-232064

Name of the Head of the Institution:

D. Venkateswara Rao

Tel. No. with STD Code:

08855-232064

Mobile:

9948377997

Name of the IQAC Co-ordinator: Dr A Srinivasa Rao

Mobile: 9985076306

IQAC e-mail address: drannabattulasrao@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879) **APCOGN17370**

Website address: www.gdcmandapeta.com

Web-link of the AQAR: www.gdcmandapeta.com/aqar

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.21	2016	05
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.6 Date of Establishment of IQAC: DD/MM/YYYY 01-07-2015

1.7 AQAR for the year *(for example 2010-11)* 2017 - 2018

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

   i.   AQAR   (DD/MM/YYYY)

1.9 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 ☑

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution　　Co-education ☑　　☐ Men　☐ Women

　　　　　　　Urban ☐　　Rural ☑　　Tribal ☐

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

　　　　Grant-in-aid + Self Financing ☐　Totally Self-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)*　　| Adikavi Nannaya University, Rajamahendravaram (Rajahmundry), AP |

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 | 05

2.2 No. of Administrative/Technical staff | 02

2.3 No. of students | 02

2.4 No. of Management representatives | -

2.5 No. of Alumni | 01

2. 6 No. of any other stakeholder and

   Community representatives | 01

2.7 No. of Employers/ Industrialists | -

2.8 No. of other External Experts | 1

2.9 Total No. of members | 12

2.10 No. of IQAC meetings held | 12

2.11 No. of meetings with various stakeholders: | 02 | Faculty | 08

Non-Teaching Staff | 08 | Students | 08 | Alumni | 1 | Others | NIL

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

   If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

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

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- ✓ Monitoring effective implementation of Action Plan-2017-2018
- ✓ Students' feedback on lecturers has taken for every month and analysed.
- ✓ Swatchh Bharat Programme (Every 3rd Saturday) successfully has been implementing.
- ✓ Extra-Curricular activities like Janma Bhoomi-Maavoru,Nava Nirmana Deeksha,Open defecation free survey and counselling,National Voters Day,National Education day,National science day, Rangoli Competitions successfully completed.
- ✓ Conducting Faculty Forum once in every month.
- ✓ Conducted an Orientation Programme to first year students on Library utilization.
- ✓ Arranging a meeting of Class represents with Principal regularly.
- ✓ Encouraging the staff to impart the latest developments by attending the faculty development programmes.
- ✓ Encouraging the student for active participation in co curricular & extracurricular activities in off campus competitions
- ✓ All I and II year students covered under "Student Safety Insurance Scheme".
- ✓ Conducted International Yoga Day on 21-06-2017.
- ✓ Programs to impart Patriotism among student community such as Birth day on Alluri Seetarama Raju on 04-07-2017 and Tanguturi Prakasham Pantulu birth day celebration on 23.08.2017
- ✓ Three Day training program on first aid 21 to 23 September 2017
- ✓ An Invited Talk for conservation of biodiversity by Dr V Srinivasa Rao, State Project Coordinator, AP State Biodiversity Board, Guntur.
- ✓ Campaigned on Swachh Bharat and ODF villages.

The Annual Quality Assurance Report (AQAR) of the IQAC for the year 2017-18

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 *

S.No	Plan of Action
1.	To establish Virtual class room to expose the students to resource persons in the specialized areas.
2.	To encourage the staff and students to make use of the UGC sponsored SWAYAM MOOCs online courses.
3.	To provide space for APSSDC centre in the college to impart employable skills to the students
4.	To offer cluster electives to students in all subjects with effect from 2017-18 academic year onwards.
5.	To conduct Bridges classes to first year students joining from vocational background at +2 level.
6.	To encourage the staff to apply for Minor and Major Research Projects
7.	To encourage the staff to apply for DRC and National Seminars
8.	To assign study projects to bright students from each subject
9.	To continue remedial coaching to slow learners among the students
10.	To conduct student seminars, quiz, assignments and other curricular and co-curricular activities
11.	To conduct Blood Grouping Test to first year students
12.	To encourage the students to participate in extracurricular activities
13.	To implement Biometric attendance to staff and students with ICONMA equipment.
14.	To implement integrated attendance management system (IAMS) through mobile phones of the individual faculty.
15.	To encourage the students to participate/present papers in the seminars conducted in other colleges
16.	To arrange field trips to students
17.	To provide the insurance to all the I and II year students under "Student Safety Insurance Scheme"
18.	Arranging a meeting of Class represents with Principal regularly
19.	Conducting Faculty Forum every month
20.	Monitoring of Vehicle Free Day (on 5th of (Every month), Plastic Free Day (Every Day), Energy Conservation (Every day), Swachh Bharat Programme (Every 3rd Saturday)
21.	To take the students' feedback on lecturers for every month
22.	To collect API scores from the faculty members at the end of academic year.
23.	To encourage the faculty to attend Faculty Development Programmes

* *Attach the Academic Calendar of the year as Annexure.*

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

Management ☐   Syndicate ☐   Any other body ✔

Provide the details of the action taken

Discussed in staff council and IQAC, the modifications are incorporated in the report.

The Annual Quality Assurance Report (AQAR) of the IQAC for the year 2017-18

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	05		02	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate		0		
Others				
Total	05	0	02	

Interdisciplinary				
Innovative				

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

	Core option	Core option	Elective option
Group	**II Year**	**III Year Paper-III**	**III Year Paper IV**
B.Sc/ M.P.C	Real Analysis, Abstract Algebra &Solid Geometry	Linear Algebra And Vector Calculus	Numerical Analysis
	Thermodynamics and Optics	Electricity, Magnetism and Electronics	Modern Physics
	Inorganic, Organic And Physical Chemistry	Inorganic, Organic and Physical Chemistry	Chemistry and Industry
B.Sc/C.B.Z	Inorganic, Organic And Physical Chemistry	Inorganic, Organic and Physical Chemistry	Chemistry and Industry
	Gymnosperms, Cell Biology Anatomy, and Embryology	Taxonomy Medicinal Botany, Ecology and Biodiversity	Plant Physiology, genetics, Tissue Culture, Biotechnology, Seed Technology, and Horticulture.
	Biology of Chordates, Embryology, Ecology and Zoogeography	Animal Physiology, Genetics & Evolution	Applied Zoology
	Real Analysis, Abstract Algebra &Solid Geometry	Linear Algebra And Vector Calculus	Numerical Analysis

The Annual Quality Assurance Report (AQAR) of the IQAC for the year 2017-18

B.Sc/ Computer Science	Thermodynamics and Optics	Electricity, Magnetism and Electronics	Modern Physics
	Object Oriented Programming with Java and Data Structures.	Database Management Systems	Web Technologies
B.A/H.E.P	History and Culture of India (1526-1950)	History of Modern World (1453-1945 AD)	History and Culture of Modern Andhra Pradesh (from 160 AD to 1956 AD)
	Macro Economics	Indian Economy	Public Finance and International Economics/Quantitative Techniques
	Indian Polity:	Political Thought	International Relations
B.Com/ General	Financial Accounting-II	Corporate Accounting	Advanced Management Accounting
	Financial Services – Banking & Insurance	Income Tax and Auditing	Advanced Corporate Accounting
	Business Statistics	Business Law	Principles of Marketing
		Cost and Management Accounting	Rural Marketing
B.Com/ Computer Applications	Financial Accounting-II	Corporate Accounting	Database Management System
	Financial Services – Banking & Insurance	Income Tax and Auditing	Object Oriented Programming in JAVA
	Programming in 'C'	Business Law	Cost and Management Accounting

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	**03**
Trimester	
Annual	**0**

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: Enclosed

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

Cluster electives were introduced for III year students from the academic year 2017-18

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
9	8	1	0	-

2.2 No. of permanent faculty with Ph.D.

04

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
0		0		0				0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

07	---	

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	24	00
Presented papers	00	05	00
Resource Persons	00	00	01

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

- Project work was part of a cluster system
- ICT based teaching learning activity
- Virtual class room was established

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

220

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

Jumbling of students in semester end examinations by the affiliating University

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

--	--	04

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 %
B.A. (only III Year)	10		6	4		100
B.Com. (only III Year)	19		6	2		42
B.Sc. (only III Year)	16		9	5		87.5

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

- Frequently IQAC met and discussed about the coverage of syllabus, activities Conducted
- Suggestions are being given by committee for Teaching & Learning Process, Implemented immediately.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	02
Orientation programmes	-
Faculty exchange programme	02
Staff training conducted by the university	-
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	7	01	NIL	NIL
Technical Staff	Nil	Nil	NIL	NIL

Criterion – III
3. Research, Consultancy and Extension

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

- Encouraging the students to do study projects
- Encouraging the staff to apply for Minor Research Projects and Major Research Projects
- Encourage the staff and students to present papers in seminars
- Encourage the staff to participate in workshops
- Encourage the staff read the journals and magazines available in the college

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---			1

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	2	-	-

3.4   Details on research publications

	International	National	Others
Peer Review Journals		05	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range ☐ 0-3.5 ☐   Average ☐ 2.0 ☐   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		-		

The Annual Quality Assurance Report (AQAR) of the IQAC for the year 2017-18

3.7 No. of books published   i) With ISBN No. [0]   Chapters in Edited Books [0]

ii) Without ISBN No. [0]

3.8 No. of University Departments receiving funds from

UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy [Nil]

3.11 No. of conferences   Organized by the Institution

Level	International	National	State	University	College
Number	-	1	-	-	-
Sponsoring agencies	-	Youth Red cross	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons [-]

3.13 No. of collaborations   International [-]   National [-]   Any other [-]

3.14 No. of linkages created during this year [-]

3.15 Total budget for research for current year in lakhs:

From funding agency [ ]   From Management of University/College [-]

Total [-]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
who are Ph. D. Guides

    -

and students registered under them

    -

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

    -

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

JRF   -   SRF   -   Project Fellows   -   Any other   -

3.21 No. of students Participated in NSS events:

University level   -   State level   -

National level   -   International level   -

3.22 No. of students participated in NCC events:

University level   -   State level   -

National level   -   International level   -

3.23 No. of Awards won in NSS:

University level   -   State level   -

National level   -   International level   -

3.24 No. of Awards won in NCC:

University level   -   State level   -

National level   -   International level   -

3.25 No. of Extension activities organized

University forum   [ ]   College forum   10

NCC   [ ]   NSS   -   Any other   [ ]

The Annual Quality Assurance Report (AQAR) of the IQAC for the year 2017-18

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

- International Yoga Day

- College Campus cleaning

- Vanam-Manam (plantation of Sapling)

- Observance of SWACHHTA PAKWARA

- Swach sankalp se swachh siddi Essay writing

- NSS Day

- Blood donation Camp

- ODF survey in adopted villages:1.Maredubaka 2.Nelaturu and 3. Mandapeta Municipality

- Surya Aradhana

- Three day training on First Aid & National Disaster Management

- Rally on AIDS day by RRC club on 01.12.2017

- World Population day was organised on 11-07-2017

- National Voters day programme was celebrated on 24.1.2018

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	8.29 acres	-		8.29 acres
Class rooms	11	-	0	11
Laboratories	05	-	0	05
UPS	02	-	UGC	02
Thin clients	25	-	UGC	25
Desktop systems	20	-	UGC	20
5 Mbps internet connection	01	-	State Govt Budget	
Router & Modem	01	-	State Govt Budget	
Biometric attendance (Staff &students)			State Govt	
Virtual classrooms			**State Govt**	**4,80,600.00**

4.2 Computerization of administration and library

Computers are being used in Administration. Applied for INFLIBNET membership

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9500	500000	487	108000	9987	608000
Reference Books	2000	300000	-	-	-	300000
e-Books	-	-	-	-	-	-
Journals	4	1000	-	-	-	1000
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Total	11500	801000	487	108000	9987	909000

The Annual Quality Assurance Report (AQAR) of the IQAC for the year 2017-18

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	42	2	3	1	1	1	8	0
Added	0	0	0	-	-	0	0	0
Total	42	2	3	1	1	1	8	0

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

- Special training to non computer students on basics of Computers. E-Office training for office staff.

4.6 Amount spent on maintenance in lakhs:

i) ICT   0.5

ii) Campus Infrastructure and facilities   -

iii) Equipment   -

iv) Others   -

Total :   0.5

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Orientation Programme conducted to I year students at the beginning of the year for making awareness on the facilities available in the college.
2. Bridge Courses are conducting for non commerce students, non computer students and to fill gap between the students in fundamentals.

5.2 Efforts made by the institution for tracking the progression

Number of students going to Post Graduation   - **06**
Number of students joined in B.Ed.   - **05**
Number of students joined in jobs   - **20**
Number of students self employed   - **12**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
204	-	-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
38	49	0	91	02	180	46	58	2	98	0	204

Men

No	%
134	65.7

Women

No	%
70	34.3

Demand ratio: 1:0.7   Dropout   4 %

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

The Annual Quality Assurance Report (AQAR) of the IQAC for the year 2017-18

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

- Employable Skills & Communication Skills are imported through "Jawahar Knowledge Centre".

    o II Batch---20
    o Total trained students-20

No. of students beneficiaries   20

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

- Students are counselled on personality development, career guidance and academic matters.
- Students are counselled on maintenance of hygiene and health care.

No. of students benefitted   204

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
0	0	0	**0**

5.8 Details of gender sensitization programmes

1. Women Equality Day conducted on 26/08/2017
2. Kishori Vikasam, a programme intended for adolescent girls sensitization by college students was organized in December 2017.
3. International women day celebrations conducted on 8/3/2018

5.9 Students Activities

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

State/ University level [3] National level [-] International level [-]

No. of students participated in cultural events

State/ University level [-] National level [-] International level [-]

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level [-] National level [-] International level [-]

Cultural: State/ University level [-] National level [-] International level [-]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	**171**	Rs. **153202.00**
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 [10]

5.13 Major grievances of students (if any) redressed: **00**
- New classrooms constructed
- Flooring renovated with tiles
- Safe drinking water was provided

Criterion – VI
6. Governance, Leadership and Management

The Annual Quality Assurance Report (AQAR) of the IQAC for the year 2017-18

6.1 State the Vision and Mission of the institution

- Ensure quality and value based education to the rural, downtrodden and poor students of this area
- Equips them with employable skills and technical knowledge to face the competitive world in the present global scenario and encourage them to pursue higher education.

6.2. Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

- All the faculty members are in touch with BOS of the affiliated university for time to time to know recent developments in the curriculum.
- ICT based curriculum is being developed in addition to university curriculum.

6.3.2 Teaching and Learning

Virtual classrooms method, Lecture method, ICT method, Question Answer method, group discussion, through MANA TV, Seminars.

6.3.3 Examination and Evaluation

- Continuous evaluation through Formative and Summative tests i.e., Assignments, Mid-Exams examinations for semester students.
- Evaluated scripts are given to students and discussed about mistakes.

6.3.4 Research and Development

- ✓ Assigning study projects to students
- ✓ The staff members are presenting papers in National Seminars.
- ✓ Lecturer in Botany is pursuing one consultancy Project AP State Biodiversity Board
- ✓ Two staff members are pursuing Ph.D.(part time).

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Purchased latest books and journals.
- There is an open access computer lab for staff and students.
- There is a Gymnasium in the college for staff and students.
- Partially Wi-Fi campus with 5 MBPS speed

6.3.6 Human Resource Management

- ❖ Staff members are sent to various faculty development programs
- ❖ Staff Councils is acting as forum to take necessary decisions on all issues related both to academic and administration.
- ❖ Various Committees formed under the president ship of Principal for effective running of the institution.
- ❖ Students are encouraged to join in RRC, Eco Club and Consumer club.
- ❖ Every month class representatives meeting is conducted

6.3.7 Faculty and Staff recruitment

- ➕ Faculty recruitment is done by the Government of Andhra Pradesh through A.P.P.S.C / Departmental Promotion Committee
- ➕ Contract lecturers (temporary staff) are appointed by Regional Joint Director of Collegiate Education.
- ➕ For self-finance courses guest faculty are recruited by CPDC. Selected the candidates who have minimum 55% in the concerned subjects .Faculty is recruited by way of Demo, Interview and Feedback from students.

6.3.8 Industry Interaction / Collaboration

- ➢ Interaction with local LIC and Banks by commerce department.
- ➢ Chemistry Department is maintaining linkages with local industries
- ➢ Department of Zoology is in linkage with Veterinary Research Centre, Mandapeta
- ➢ Department of Botany is in linkage with horticulture Nurseries at Kadiyam

6.3.9 Admission of Students

- ✓ Creating awareness among students if neighbouring Junior colleges about the infrastructure of the college and scholarship/freeships to the students
- ✓ Admission notification and prospectus are made available to the public through news papers.
- ✓ Following rules of reservations of Govt. in the process of admission.

| Teaching | LTC, House Building Allowance, Motar Vehicle Advance, Medical Reimbursement, Physically Challenged Allowance, Readers Allowance, Health Cards, Contributory pension scheme and FDP by UGC. |

6.4	Non teaching	Festival Advance & all schemes having to teaching staff.
	Students	Scholarships, bus passes, endowment prizes, poor boys fund, scribe facility during examinations for needy people, subsidised food through canteen, medical camp and anti ragging activities. Insurance coverage worth of 56, 25,000.00 rupees to I and II year students

Welfare schemes for

6.5 Total corpus fund generated

N.A.

6.6 Whether annual financial audit has been done   Yes   No ☑

6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	yes	CCE, Vijayawada	Yes	Principal
Administrative	Yes	RJD, Rajahmundry	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?

- Semester pattern was introduced for I year students for 2015-16
- Semester pattern was introduced for I year students for 2016-17
- Internal marks 25 and Semester end examinations 75 marks are allotted.
- Cluster system was introduced for final year students with effect from sixth semester 2017-18.

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

NA

6.11 Activities and support from the Alumni Association

- Endowment Prizes, sponsoring prizes to merit students.
- Giving feedback about the institution and faculty.
- Involved in academic planning and development.
- Career guidance and Counselling is done by the working alumni
- Play Ground Development
- Tennis Court was established

6.12 Activities and support from the Parent – Teacher Association

- Financial &Administrative Assistance
- Feedback about the students behaviour and teacher's performance
- Attending parent teacher meeting regularly.

6.13 Development programmes for support staff

1. Training was given to non teaching staff on utilization of Internet, Computers by Computer Science Department
2. Training was giving to non teaching staff on account services by Commerce Department.
3. Provided Internet facility to office.
4. Training is provided to supporting staff by all Science departments about the new instruments operation and maintenance.

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

- Planting saplings
- Every day is treated as Plastic Free Day and usage of plastic material is prohibited within the campus
- Cleaning campus weekly by students.
- Green Audit is done annually
- Vanamshotsavam is done in the month of July.
- Three day training on First Aid & National disaster Management

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

- ▪ Created awareness about conservation of biodiversity among the students by arranging an invited talk by State Project Coordinator APSBDB, Guntur.
- ▪ Observing every day 'a plastic free day'.

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

S.No	Plan of Action	Achievements
1	To conduct Orientation Programme to students.	The orientation programme was conducted to the I year students on 01.07.2017 Three Days residential training on First Aid and Disaster management by Youth Redcross ,Kakinada was conducted in our college.(21-09-2017 to 23-09-2017)
2	To assign study projects to bright students from each subject.	Total number of study projects assigned in the college-20
3	To continue remedial coaching to academically backward students	Remedial Coaching is conducted by all departments to the academically backward students.
4	To Conduc Blood Donation Camp	Blood Donation camp was conducted on 13.03.2018 No. of students participated :25

5	To encourage the students to participate in extracurricular activities.	Students actively participated in Essay writing, elocution, singing competition, dance competition, rangoli competition etc conducted at various occasions like, Independence day. 10 girls students campaigned in Kishori Vikasam – an awareness programme for adolescent girls.
6	To arrange field trips to students	Botany Department organized a field trip to students at Kadiyam Nurseries on 26.01.2018 Zoology, Botany and Arts departments arranged a field trip on 27.01.18
7	To provide the insurance to all the I and II year students.	All I and II year students covered under "Student Safety Insurance scheme"
8	Arranging a meeting of Class represents with Principal regularly.	The class representative meeting were conducted regularly with principal to discuss the problems and their suggestions. The no.of meetings held was:02
9	To take the students' feedback on lecturers for every month	Students' feedback on lecturers has been taking on every month and analysed.
10	Computation of API score of faculty	The API score of the faculty was evaluated by IQAC as per norms given by CCE,Vijayawada
11	To establish virtual class room in the college	The CCE AP, Amaravati provided necessary equipment for the Virtual Class Room.
12	To encourage the faculty to attend Faculty Development Programmes	Orientation-Refresher courses-Nil Six days courses -2

Community Extension Services:

S.No	Name of the Activity/Event	Performance of the Programme with Facts & figures(mention Place, No. of Particulars of work done and No. of Volunteers involved Male/female.
1	Tree Plantation	Plantation Programme is Conducted on 01.07.2017, 05.08.2017
2	Rallies/Processions	- Police martyrs day rally 21.10.2017 - World Aids Day Rally is Conducted on

		December 1st.
		- Voters day Rally was conducted on 25th January.
		- ODF Rally on 17 & 24. 02.2018
3	Blood Donation	Blood Donation camp was conducted by Red Ribbon Club on 13.03.2018
4	Observance of important days/events	• 21-06-2017-International Yoga Day • 04-07-2017-Alluri Birth anniversary • 19-7-2017-Bank Nationalization day • 28-07-2017-Vanam Manam • 23-08-2017-Tanguturi prakasam birth anniversary • 29-08-2017-Telugu language day • 02-10-2017-Gandhi Jayanthi • 10-12-2017 –Human rights day • 07.02.2018: Anti-Ragging Awareness • 22-02-2018-Mother language day • 28-02-2018-National science day • 08-03-2018-International women's day
5	Clean and Green Programme in the College	Programmes List Enclosed

IQAC Activities conducted for the year 2017-2018

Sl No	Date	Name of the Activity	Department	Lecturer
1	19.06.2017	Orientation porgram for I year students	Whole College	All
2	21.06.2017	Celebration of International Yoga	Physical Education	P Srinivasa Reddy
3	04.07.2017	Alluri Sitaramaraju Jayanthi	History	M Krishna Chaitanya
4	15.07.2017	Clean and Green	All	All
5	19.07.2017	Celebration of Bank's Nationalization Day	Commerce	D V Rao
6	21.07.2017	Enrollment of Voters	Political Science	Farha Yasroon
7	21.07.2017	Yuvajanotsava	Telugu	T Aseervadam
8	05.08.2017	Vanam-Manam (tree plantation)	All	All
9	15.08.2017	Observed Independence Day	All	All
10	29.08.2017	Telugu Language Day	Telugu	T Aseervadam

11	21.09.2017 to 23.09.2017	Training program in first aid	RRC	Dr A Srinivasa Rao
12	04.10.2017	Awareness program on biodiversity conservation	Botany	Dr A Srinivasa Rao
13	06.10.2017	Cancer Awareness Program	Zoology	A Vani
14	12.10.2017	Personal Hygiene and Environmental Cleanliness	WEC	A Vani
15	21.10.2017	Police martyrs day rally	Physical Education	P Srinivasa Reddy
16	24.11.2017	ODF ralley	All	All
17	01.12.2017	Observation of World AIDs Day	RRC	Dr A Srinivasa Rao
18	02.01.2018 to 11.01.2018	Janmabhoomi Mavuru	All	All
19	24.01.2018	National Girl Child Day	WEC	A Vani
20	26.01.2018	Obersvation of Republic Day	Physical Education	P Srinivasa Reddy
21	26.01.2018	Field trip to Kadiyam Nursary	Botany	Dr A Srinivasa Rao
22	27.01.2018	Field trip to Coringa wild life sanctuary	Botany & History	Dr A Srinivasa Rao, M Krishna Chaitanya
23	07.02.2018	Anti-Ragging Day	WEC	A Vani
24	21.02.2018	International Mother Tongue Day	Telugu	T Aseervadam
25	24.02.2018	ODF ralley	Physical Education	P Srinivasa Reddy
26	08.03.2018	International Womens Day	WEC	A Vani
27	13.03.2018	Blood Donation Camp	RRC	Dr A Srinivasa Rao

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

S.No	Best Practices	Photo
1	International Yoga Day 21.06.2017	
2	Planting of Saplings 01.07.2017	

The Annual Quality Assurance Report (AQAR) of the IQAC for the year 2017-18

3	Alluri Sitaramaraju Jayanthi 04.07.2017		
4	Clean and Green 05.08.2017		
5	Tanguturi Prakasham Pantulu Jayanthi 23.08.2017		

6	Telugu Language Day 29.08.2017	
7	D Lakshmi Prasanna stood I in 5k run 07.01.2018	
8	Awareness program on Realtime Governance 09.1.18	

9	National Voters Day 25.01.2018	
10	International Mother Tongue Day 21.02.2018	
11	International Womens Day 08.03.2018	

| 12 | Blood Donation 13.03.2018 | |

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

> ♣ A Botanical garden is in the college.
> ♣ Environmental Studies is a part of curriculum for I year students.

7.5 Whether environmental audit was conducted?　　Yes ✔

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

SWOC ANALYSIS:

Strengths:

1. Fully equipped with furniture and Play ground for all round development of the students.
2. Well qualified teaching staff with 5 PhDs; 3 M. Phil's; 6 NET/SLET qualified in Teaching.
3. Low Fee Structure when compared with surrounding Degree colleges.
4. Good pass percentage while comparing with the average pass percentage of the affiliated university i.e., Adikavi Nannaya University.
5. Free Internet & Wi-Fi campus
6. Insurance coverage to all students
7. Free coaching to all students for competitive examinations under "Entry into Services" scheme.
8. Free coaching to academically backward students under "Remedial Coaching" scheme.
9. Free coaching to all students for communication and analytical skills with "Jawahar Knowledge Centre"
10. Free Career Counselling and guidance to all students through "Career Counselling Cell"

Weakness:

1. Students of this college are first generation learners. Parent support to the college is minimal to take remedial measures.

2. Students are from poor financial background and not able to purchase text books even, hence the college has to provide all the needs to students.

Opportunities:

1. More vocational courses to be started in the near future.

2. Proper publicity about the college at the time of admissions will boost up the intake.

Challenges:

Private Colleges with low infrastructure and un-qualified Teaching Staff surrounding areas creating unhealthy Competition.

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

IQAC ACTION PLAN FOR THE ACADEMIC YEAR 2018-2019

1. To encourage the staff to apply for Minor Research Projects, National Seminars and workshops.
2. To follow continuous evaluation process for all years
3. To conduct 2 mid examinations per semester for I , II & III Year students to analyse the students' academic standards and to give required suggestions
4. To assign study projects to bright students from each subject.
5. To continue remedial coaching to academically backward students.
6. To conduct student seminars at least one for each class in each subject per month and quiz programmes at least one per two months, Assignments at least one per each month.
7. To conduct Blood grouping test to first year students.
8. To encourage the students to participate in extracurricular activities.
9. To observe important days and to celebrate them.
10. To arrange field trips to students
11. To encourage the students to present papers in the seminars conducted in other colleges.
12. To conduct Alumni meeting, parents meeting and academic festival (Yuva tarangam).
13. To take feedback from students on every month.
14. To collect API and AADPI from teaching staff and the Principal.
15. To encourage staff to participate in inter university faculty forum.
16. To conduct Orientation Programme to first year students.

PRINCIPAL (FAC)
GOVT. DEGREE COLLEGE
MANDAPETA

The Annual Quality Assurance Report (AQAR) of the IQAC for the year 2017-18

GOVERNMENT DEGREE COLLEGE, MANDAPETA
College Annual Institutional Plan 2017-18

	Month	Activity	Name of the committee/ Dept.	Conducted or not
1	June 2017			
		Reopening day-Staff meeting	Principal	19-06-2017
		Preparation of Institutional plan	IQAC	Prepared
		Preparation of Year plans	All Departments	Prepared
		Admissions	Committees	Formed and completed admissions
		Commencement of Classes for II & III years	Staff	Commenced from 19th June
		Review meeting	Principal	Conducted
		Result analysis	Principal	Done
		International Yoga day	Principal & staff	21/06/2017
		Bridge Course	A few Depts	21-06-2017 to 22-06-2017
2	July 2017			
		Review meeting	Principal	Conducted
		Commencement of classes for the first year students	Staff	Commenced from 1st July
		Birthday of Alluri SitaramaRaju	Department of History	04/07/2017
		Banks Nationalisation Day	Department of Commerce	19/07/2017
3	August 2017			
		SWATCHA Bharat	Physcial Education	01/08/2017
		Independence day	Students union	Celebrated on 15th Aug
		Review meeting	Principal	conducted
		Tanguturi Prakasam Pantulu Jayanthi,	Department of Politics	Celebrated on 23rd Aug
		Telugu Bhasha Dinotsavam	Dept of Telugu	29/08/2017
4	September 2017			
		Teachers day	Students Union	05/09/2017
		Swach Bharat Mission	Physical Education	05/09/2017
		Importance of LIC agenst	IQAC	11-09-2017
		Three Day Training on First Aid and National Disaster Management	RRC	21.09.2017 to 23.09.2017
5	October 2017			
		Gandhi Jayanthi & Lal Bahadur sastry	Students Union	Celebrated on 2nd Oct

		Jayanthi		
6	November2017			
		Review meeting	Principal	Conducted
		Semester- end practical examinations for I & III semesters	Examinations committee	Conducted in last week of Nov
		ODF survey	All Depts.	18/11/2017 to 04/12/2017
7	December 2017			
\		AIDS Day Rally	RRC	Conducted on 1st Dec
		Dr.B.R.Ambedkar vardhanthi	Principal, Staff and students	06/12/2017
		Human Rights Day	Politics dept	Observed on 10th Dec
		Ramanujan's Jayanthi	Department of Mathematics	22-12-2017
8	January 2018			
		Janmabhoomi –Maa Ooru	All Depts	02-01-2018 to 11-01-2018
		National Voters Day	Politics dept	25/01/2018
		Republic Day	Students Union	26-01-2018
		Field Trip	Botany and History	27.01.2018
		Surya Aaaradhana	All Departments	28/01/2018
9	February 2018			
		Review meetings	Principal	
		International Mother Tongue Day	Telugu Dept	21/02/2018
		Three Day Training on First Aid and National Disaster Management	RED CROSS and NSS	22/02/2018 to 24/02/2018
		Science day	All Science departments	28/02/2018
10	March 2018			
		Review meeting	Principal	
		College Day	All Departments	03.03.2018
		International women's day	Women empowerment cell	08.03.2018
		Academic audit	All Depts	08.03.2018 to 09.03.2018