



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1. Name of the Institution

GOVERNMENT DEGREE
COLLEGE, KARVETINAGARAM

- Name of the Head of the institution **Dr. S. VIJAYULU REDDY**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **9440079121**
- Mobile No: **9390544872**
- Registered e-mail **knagaram.jkc@gmail.com**
- Alternate e-mail **knagaram.jkc@gmail.com**
- Address **chittoor-puttur road,**
- City/Town **KARVETINAGARAM**
- State/UT **ANDHRA PRADESH**
- Pin Code **517582**

2. Institutional status

- Type of Institution **Co-education**
- Location **Rural**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **Sri Venkateswara University, Tirupati**
- Name of the IQAC Coordinator **Dr. C.N.LATHA**
- Phone No. **7013025401**
- Alternate phone No. **7013025401**
- Mobile **7013025401**
- IQAC e-mail address **iqacgdcknagaram@gmail.com**
- Alternate e-mail address **knagaram.jkc@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year)) <https://gdcknagaram.edu.in/page.php?menu=iqac&slug=aqars>

4. Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <https://gdcknagaram.edu.in/admin/ckeditor/uploads/UG%202021-22.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.35	2016	19/01/2016	18/01/2021

6. Date of Establishment of IQAC **01/01/2016**

7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Government Degree college Karvetinagaram	RUSA	Central Government	2019-2024	20000000

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

- Evaluation of Teachers Self Appraisal Reports(ASAR)
- Subscription of annual membership for N-LIST & digitalization of library by purchasing SOUL software
- Preparation of Documents for Academic & Administrative Audit (AAA)
- Encourage Teachers to participate in Training of Teachers (ToT) organized by CCE
- Enhancement of ICT based Teaching through smart class rooms.

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

Plan of Action	Achievements/Outcomes
1. Annual curricular plans preparation	Yes prepared & Followed in CCE formats
2. Providing WiFi internet connection to all the departments	Yes, Provided through local cable internet service providers
3. Enhancement of ICT based Teaching and Learning	Four class rooms were converted into e - Class rooms.
4. Bridge Course for Newly Joined Students	Bridge courses are conducted for first year students
5. IQAC Review meeting with Criteria in- charges	Periodical review meetings conducted on AQAR, IIQA&SSR
6. Conducting of Guest Lectures by subject experts	Arranged Guest lecture programs by inviting experts
7. Field Trips	study trips conducted by departments
8. Mentoring Community Service Projects	Mentors allocated and CSPs are completed as per allotment
9. Introduce New Certificate Courses	New certificate courses conducted by science departments
10. Continuous Internal Assessment through CCE format	Assessed and data filled in CCE format

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
CPDC	12/09/2022

14. Whether institutional data submitted to AISHE

Part A

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• Pin Code	517582
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• Financial Status	UGC 2f and 12(B)
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• Alternate phone No.	7013025401				
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• if yes, whether it is uploaded in the Institutional website Web link:	https://gdcknagaram.edu.in/admin/ckeditor/uploads/UG%202021-22.pdf				
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9.No. of IQAC meetings held during the year			4		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have			Yes		

been uploaded on the institutional website?	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
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<ul style="list-style-type: none"> If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
<ul style="list-style-type: none"> Evaluation of Teachers Self Appraisal Reports (ASAR) 	
<ul style="list-style-type: none"> Subscription of annual membership for N-LIST & digitalization of library by purchasing SOUL software 	
<ul style="list-style-type: none"> Preparation of Documents for Academic & Administrative Audit (AAA) 	
<ul style="list-style-type: none"> Encourage Teachers to participate in Training of Teachers (ToT) organized by CCE 	
<ul style="list-style-type: none"> Enhancement of ICT based Teaching through smart class rooms. 	
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

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10. Continuous Internal Assessment through CCE format	Assessed and data filled in CCE format
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
CPDC	12/09/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	20/12/2021

15. Multidisciplinary / interdisciplinary

- Our college offers flexible and innovative curricula that includes credit-based projects in the areas of community engagement and service which is prescribed by APSCHE under Community Service Projects (CSPs) from the academic year 2021-22. Community Service Project (CSP) is meant to link the community with the college for mutual benefit. The college finds an opportunity to develop social responsibility among students and also emerge as a socially responsible institution. The following areas are identified for each group of students to undertake CSP.

For Arts Students - Village demography , Healthcare programmes, School education , Youth engagement , Women education , Culture, traditions, values and ethics, Employment of different sections, Status of socially deprived sections, Public distribution system, Village governance , Communal harmony , Child labour , Sex education , Skill development programmes and their impact, etc.

For Commerce Students - Entrepreneurship, Agricultural products and marketing, Poultry business, Dairy business, Aquaculture, Wage system and Labour Welfare, Village industry products and marketing, Income and wealth distribution, Banking and Insurance services , Online purchases, Digital transactions, etc.

. For Science Students - Water facilities and drinking water availability, Health and hygiene, Horticulture, Herbal plants, Marine products, Nutrition, Food habits, Air pollution , Water pollution, . Plantation , Soil protection , Renewable energy , Use of chemicals on fruits and vegetables, Organic farming, Crop rotation , etc.

According to New Educational Policy -2020 , a student can allow to learn multiple knowledge domains at a time. Henceforth, the whole and comprehensive learning process in all disciplines is inevitable in order to enhance the scope and depth of Idea, concept and knowledge. Interdisciplinary teaching provides the concept of learning a single subject from multiple perspectives.

16. Academic bank of credits (ABC):

Academic Bank of Credit (ABC) is a new venture for a student to occupy some space in digilocker or in a virtual storehouse which contains information on credits earned by the student throughout his career. ABC facilitates students to choose their own academic pattern to attain the degree with multiple entries, multiple exits at any time, any where and any level of learning. Govt. of India has introduced this ABC under the aegis of NEP-2020 which is a useful program for all future endeavours. Our college is inviting this innovative policy and ready to implement the instructions of our Commissioner of Collegiate Education. our college is creating an awareness on this regard and going for register the students with credits in to the website:
www.abc.gov.in

17.Skill development:

Under NEP 2020, as per the directions from Andhra Pradesh State Council for Higher Education (APSCHE) and Commissioner of Collegiate Education (CCE) A.P., the following Life Skill (LS) and Skill Development Courses (SDC) are taught by our Faculty for I, II and III Semester Students in our college to enrich the employability skills of the students.

I Semester:

Life Skill Courses (LSC):

Human Values and Professional Ethics - (HVPE) (BA/B.Com/B.Sc) - taught by Dr. P. Venkatesan

Skill Development Courses (SDC):

1. Insurance Promotion (B.Com) - by V. Manigandan
2. Tourism Guidance (BA) - by T. Swami Sivaiah
3. Electrical Appliances (B.Sc) - by M. Rajasekhar

II Semester:

LSC: . Information and Communication Technology (ICT) (BA/B.Com/B.Sc) - by G. Bhargavi/P. Lavanya

SDC:

B.Com: 1. Business Communications - by Dr. C N Latha

2. Logistics and Supply Chain - by Dr. J. Babau

BA: 1. Journalistic Reporting - by Dr. C N Latha

2. Survey and Report Writing - by S. Karthik

B.Sc: 1. Solar Energy - by M. Rajasekhar

2. Food Adulteration - by Dr. N. Siva Rama Krishna

III Semester:

LSC:

1. Analytical Skills (BA/B.Com/B.Sc) - by Dr. Dhananjaya Reddy

2. Environmental Education (BA/B.Com/B.Sc) - by Dr. N. Siva Rama Krishna

SDC:

B.Com: Retailing - by V. Manigandan

BA: Financial Markets - by J. Vishnu Priya

B.Sc: Environment Audit - by Dr. N. Siva Rama Krishna

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Indian Culture and Science (ICS) is identified as integration of Indian Knowledge System to inculcate the Indian Ancient History and Culture and introduced as part of the curricular plan for first year degree students. The course objectives are - to understand the evolution of India's culture, analyze the process of modernization of Indian society and culture from past to future, comprehend objective education and evaluate scientific development of India in various spheres and inculcate nationalist and moral fervour and scientific temper. The students are enriched their knowledge in Indian Culture by studying this

course.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

All the specified course outcomes are fulfilled by the end of graduation of each discipline and more particularly in view of NEP 2020, the students are trained through OJT /Internships with industry for a period of 2+6 months after completion of 4th semester end exams. In addition to this, all the UG students are under going Community Service Projects (CSP) during their study which is very useful to their future plans by understanding the real situations in the society. Placement drives are conducting through JKC platform for outgoing students. Already APSCHE and CCE were introduced many LSCs and SDCs in different semesters to enrich the knowledge of students by focusing on OBE.

20.Distance education/online education:

The Institution is providing online education through e-platforms like google meetings, cisco webex live meetings, teachment app,etc ; for students clarifications on specific topics by the weekends and also engaging on line classes when ever classwork suspended due to bad weather or in any emergency cases like bundhs and so on. All our faculty members are wellversed with online teaching since covid-19. They engage special online classes for slow learners periodically and make them understand the topics on par with the fast learners.

Extended Profile

1.Programme

1.1 116

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 442

Number of students during the year

File Description	Documents
Data Template	View File

2.2 234

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 146

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 18

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 15

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	116
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	442
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	234
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	146
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	18
File Description	Documents
Data Template	View File

3.2	15
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4. Institution	
4.1	14
Total number of Classrooms and Seminar halls	
4.2	7.01433
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	100
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The prime objective of the Institution is to impart quality education to the rural social and economically backward students. The affiliating universities usually design the curriculum and its affiliated colleges implement it. Ours being an affiliated college, implement the curriculum designed by Sri Venkateswara University, Tirupati. However, some of our lecturers nominated by the affiliating university as members of Board of Studies (BOS) based on seniority, give suggestions regarding changes in curriculum in their respective subjects during the BOS meetings. These suggestions are based on the formal feedback on curriculum collected from the students, parents, and other stakeholders. The institution has well-structured mechanism for the effective implementation of curriculum. The mechanism includes, subject and paperwise preparation of annual curricular plans (ACP's) for each semester, preparation of teaching plans, maintenance of teaching diary and departmental review meetings. The methodology of

implementation of curriculum comprises lecture method supplemented by Information & Communication Technology (ICT) methods, like PowerPoint presentations, youtube lessons, virtual classrooms, LMS etc. Besides, co-curricular activities like quiz, debates, group discussions, class room seminars, student projects, educational tours are organized for better understanding of the curriculum. For aesthetic and creative learning experience, student project, Field Trips and Educational tours are organized.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://gdcknagaram.edu.in/admin/ckeditor/uploads/UG%202021-22.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Yes, Our college is strictly adheres to the academic calendar compiled by the affiliated S.V. University, Tirupati for the conduct of continuous internal evaluation. Based on the schedule of internal exams circulated by the affiliating university, the academic co-ordinator in consultation with in-charges of the departments concerned formulate the time table which in turn gets approval from the Head of the institution. Later, all the in-charges of the departments concerned are instructed to conduct internal examinations as per schedule, evaluate and ensure to upload internal marks in the website of the university well before the commencement of the end semester examinations.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://gdcknagaram.edu.in/userfiles/Hand%20Book%202021-22%20(1).pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic

B. Any 3 of the above

bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

5

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

110

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

110

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Being an affiliated college, we adopt the curriculum designed by the affiliating university under the guidance of Andhra Pradesh State Council of Higher Education (APSCHE). However, universities in coordination with APSCHE have integrated cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics in the Curriculum in the form of foundation courses from 2015-16 such as Human Values and Professional Ethics (HVPE), Environmental Studies (EVS) Information and Communication Technology (ICT), Entrepreneurship Development, Analytical skills, Leadership Education and Communication Skills. Since 2020-21 academic year Insurance Promotion , Electrical Appliances, Solar Energy, Advertising, Business Communication, courses are implemented as skill development courses.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

142

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://gdcknagaram.edu.in/page.php?menu=feedback&slug=action-taken-report

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

230

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,

Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

137

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

After admissions into I semester of each academic year, an Induction Program for the newly joined students is conducted by each department to make them aware of Choice Based Credit System (CBCS) in semester pattern. 'Bridge Course' is offered to the students which they have not studied in their preceding course(s). The students are classified into slow learners and advanced learners as per their learning abilities, after the conduct of first internal (mid) examination.

Ward system: We adopt 'Ward/Mentor system' to address academic, socio economic and psychological issues of the students. Mentors categorize the students according to their academic abilities in terms of perceptual level and comprehension. Accordingly, required suggestions are offered to the student to improve his/her academic performance and excel in the race. For Slow Learners: Extra care will be taken for identified slow learners by entrusting them additional learning assignments and conducting remedial coaching. This helps the students to achieve better results in the university examinations. For Advanced learners: For advanced learners special coaching classes are being conducted for PG CET exam and also other Competitive exams. Both slow and advanced learners are encouraged to participate in Jawahar Knowledge Centre (JKC) training programs.

File Description	Documents
Link for additional Information	https://gdcknagaram.edu.in/userfiles/Classification%20of%20Students%20based%20on%20learning%20levels.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
442	18

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution has an inbuilt mechanism for making the learning process more student centric by providing Wifi in campus, well established library with inflibnet facility, ICT class rooms (05) for interactive learning, educational programs arranged by the District Resource Centre (DRC), invited lectures, field trips, group discussions, subject quiz programs and class room seminars. At the end of the traditional lecture method, the topic taught is open for discussion and offers opportunity for interaction. After the completion of the 'unit' the students are given specific assignments to enrich their learning.

Group learning methods like group discussions and group projects, assignments are used to promote group learning activity. This inculcates group dynamics among the students which fetches them in their future career. Most of the experiential learning of the students will be from the experiments conducted in practical lab sessions of the respective subjects. Along with this, the faculty creates congenial atmosphere by engaging students for industrial visits and field trips.

Faculties help the students in the preparation of seminar presentations and guide them accordingly. Usually, at the

beginning of a lesson brain-storming session is conducted to prepare them for the topic to be taught.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://gdcknagaram.edu.in/userfiles/2_3_1.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT enabled teaching methods through virtual class room, digital class rooms & class rooms with LCD projectors make learning more student friendly and effective. Wherever the class rooms are not provided with LCD projectors, the Teaching-Learning Process is supported with the usage of Laptops and even android phones to make learning more interesting and informative. Apart from these, flipped class room method, blended learning, LMS, specimens and demonstration add flavour to teaching and make learning more interactive. During the COVID 19 pandemic situation the college adopted Google Workspace (G-Suit) for teaching learning activities. All the teaching staff made videos, get links and send to the CCE website tab i.e. Bharat Padhe Online (BPO).

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://gdcknagaram.edu.in/userfiles/Teachers%20use%20ICT%20enabled%20tools%20for%20effective%20teaching-learning%20process.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

14

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

8

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessment is done as per guidelines of S.V. University, Tirupati. A calendar for internal assessment is compiled well in advance, as per norms of the university. At the beginning of semester, the students are asked to take note of the same and get prepared accordingly. Sufficient time is given to the students for these preparations. In a semester, one internal assessment exam is strictly conducted. The valued answer scripts are shown to the students to check whether they have rightly answered the questions and they are justly valued. Discrepancies if any identified by the student will be addressed and rectified then and there itself, by their respective teachers. Final marks are informed to the students, before uploading them in the University portal.

File Description	Documents
Any additional information	View File
Link for additional information	https://gdcknagaram.edu.in/page.php?menu=cia&slug=ciau=cia&slug=cia

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The College has an effective mechanism to address the grievances of the students regarding the internal assessment marks and end semester examination marks. The students are given an opportunity to approach the respective subject teacher for any clarification with regards to internal assessment marks. The respective teachers attend to the grievances of the students. If the grievance is not addressed at the subject teacher level, the same may be brought to notice of respective in-charges of

department and in turn to the Head of the institution for further redressal. Grievances pertaining to the end semester examinations like change of wrongly mentioned question paper code, spelling mistake in name, mismatch of the subject chosen and medium of instruction in the hall ticket etc., is redressed at once by the college after due verification with the records available. The same will be intimated to the Controller of Examination of affiliating university for necessary rectification at their end. The Controller of Examination of S.V. University is maintaining a 'WhatsApp-group' to resolve such grievances instantly and keep the students stress free.

The grievances relating to physical resources, such as improper seating arrangement, poor lighting/ ventilation, drinking water etc, in the examination centre are resolved immediately

File Description	Documents
Any additional information	View File
Link for additional information	https://gdcknagaram.edu.in/userfiles/Internal%20Time%20table(4).pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Program outcomes and program specific outcomes and course outcomes for all the running programs at UG level i.e. B.Sc(M.P.C), B.Sc (MPCs)BA (HEP), B.Com (General), B.Com (CA), are displayed on the college website as well as on the notice boards of the Departments and Oral announcements in the classrooms. At the very beginning of the semester, these are given to the students as well as teachers along with syllabus. All practicals, laboratory work, field work, cocurricular activities are done in the light of programme outcomes (POs) Program Specific Outcomes (PSOs) and Course Outcomes (COs).

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://gdcknagaram.edu.in/userfiles/course%20outcomes%201.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The process of assessment of 'course outcome' is based on mid examination, end semester examination, assignments. The following are tools & mechanisms being employed for the attaining the course outcomes. i) Assignments: Each and every student is assigned with course related tasks during every semester. The course work will be evaluated based on their performance. ii) Mid Examinations: This kind of performance assessment is held once per semester. Each and every exam is aimed at achieving the course outcomes. iii) End Semester Examination: The End Semester examination is a metric for assessing whether the entire COs are attained or not. Examination is more focused on attaining the course outcomes and program outcomes using a descriptive model of exam.

The performance of the students in the examinations during the semester in each course is used to compute the level of direct attainment of the COs. Student feedback is collected through an online survey at the end of program. In addition, Co-curricular, extracurricular, placement, higher studies, etc. are taken into account for the assessment of final attainment of programme outcomes (Pos) & programme specific outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://gdcknagaram.edu.in/userfiles/Attainment%20of%20course%20outcomes%20(1).pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during

the year

140

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://gdcknagaram.edu.in/userfiles/Result%20analysis.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://docs.google.com/forms/d/1_Pw9jt1jCtkJVK3fV0hn6ElHQtWrsQ1vvG1HmPLkmS0/viewanalytics

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

0

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

3

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

4

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

In addition to acquiring academic skills, students need to acquire life skills that help them to handle challenges in life. Keeping this in view, the students are encouraged to get involved themselves in the neighbourhood community in terms of impact and sensitizing with social issues and holistic development. Most of the community based extension activities are organized by NSS. Students are made aware of the programmes proposed to be conducted during the academic year in the orientation programme conducted at the beginning of the academic year. The outreach programs are organized in a near by adopted villages such as child labour, health and hygiene, illiteracy, Covid 19 etc. The NSS volunteers carry out the activities entrusted by their respective programme officer scheduled in the action during their stay in the adopted village RKVB Pet And Involving students in the activities of this type would help them build healthy relationships, develop team spirit, leadership qualities which mould the students to become good citizens of the society.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/support-service-activities.php?service=2
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

20

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1445

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution has been taking proactive steps in providing required physical infrastructure like class rooms, science laboratories and computer laboratories to cater to the needs of students. Apart from these, technology enabled classrooms viz., one virtual class room, Four digital classrooms, Classrooms are spacious, well ventilated and well furnished. All the classrooms are provided with white boards. The faculty of the institution is provided with LCD projectors as a common facility, enabling them to make use of the ICT enabled teaching in the conventional class room. Each department has a computer with internet, and a printer with scanning and photocopier facility. There are two (02) spacious and well-equipped science laboratories. The equipment in the laboratories are being upgraded with the financial assistance from State Government budgets/RUSA funds/UGC funds to suit the change in curriculum devised by the affiliating university. Also teaching Learning process was enabled through 4 Smart Boards in Smart class rooms. The college has two (02) computer labs for the courses associated with computer science/applications. our College also had English Language Lab (ELL)/ Jawahar Knowledge Centre (JKC) lab is available to develop the language skills required to secure jobs in the competitive job market.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcknagaram.edu.in/page.php?menu=infrastructure&slug=other-facilities

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has adequate facilities for sports, games and cultural activities. The facility available for outdoor sports and games is a play ground for cricket, football, badminton, volley ball, kabbadi, and hand ball, etc,. A multipurpose hall facilitated for indoor games like chess and others. Spacious open area available for Yoga and Cultural functions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/adequate%20facilities%20for%20cultural%20activities,%20sports,%20games(1).pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/ICT-%20enabled%20facilities.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0.81584

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library functions from 9.00 am to 5.00 pm in all working days. The college library caters to the needs of students and staff of all departments. It is well stocked with more than 5000 books and every year new volumes are added based on the recommendations of the staff and also inputs received from the students. which have text books, reference books, journals and magazines related to arts, sciences and humanities. The college has been providing with a unique facility by providing an exclusive library for the benefit of students who are interested to take competitive examinations. The library has facilities like computers (04) with internet, reading room, photo copying machine and reading tables and chairs. Every year new books are added to the library with the suggestion taken from the faculty and students. The library has the facility to use e-resources, e-books and e-journals. Further, all the staff and students have registered with INFLIBNET and N-LIST, so as to get connected with the national library system. Various newspapers are subscribed for the benefit of staff and students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://gdcknagaram.edu.in/userfiles/Integrated%20Library%20Management%20System.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.585

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

60

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Up-gradation of both hardware and software are being done depending upon the necessity and requirement for computers meant for administration. The same upgradation is being extended to the computers in the departments. In addition, software for the computers in the labs is being updated on regular basis in tune with curriculum updation. LAN and Wifi facility available through out the College Campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/IT%20facilities%20including%20Wi-Fi.pdf

4.3.2 - Number of Computers

100

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

7.01433

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The institution adheres the State Government established systems and procedures for maintaining and utilizing the physical, academic and support facilities. The maintenance of science laboratories is carried out by the respective departments under supervision of the in charge of the department with the sub staff (Record assistant / Lab attendant). Before the commencement of the academic year, an internal lab audit is conducted to verify the articles as per the entries in the stock registers and their working condition by the respective departments. Minor repairs of the articles are carried out at the department level itself, utilizing the contingency amount sanctioned for that academic year. If repairs are major they are brought to the notice of the principal for the necessary action. At the end of the each academic year annual verification committee is constituted for the verification of the articles with the stock registers and in charges are instructed to update the stock register.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/Stoc%20verification%20committee.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

380

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefited by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

380

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://gdcknagaram.edu.in/userfiles/5_13%20-%20Capacity%20building%20and%20skills%20enhancement.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

78

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

78

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

45

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

15

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

8

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

With the objective of inculcating the qualities of leadership, organization and responsibility in the students, an active Student Council is given an opportunity to be a part in the academic and administrative bodies/committees. The Student Council (usually known as college student union) comprises class representatives from each class who are nominated based on their academic merit among which a President, a Secretary and a ladies' representative are nominated. The Principal and Vice-principal will monitor their activities. The class representatives convey students' council is convened twice a semester to give an opportunity to voice their academic and administrative issues. The Class Representative (CR) plays a lead role in providing valuable feedback regarding curriculum, teaching learning and evolution process. They also help teaching staff of the college in organizing classroom seminars, quiz, debates, group discussions, role plays at departmental level and seminars, conferences, workshops at college level. Student Council plays a major role in organizing college day every year. In addition, the Student Council will give valuable suggestions for smooth day to day administrative system. Finally, for the successful conduct of any programme in the college involves active participation of student council.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/student%20council.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has registered Alumni Association. The Alumni Association comprises, vice-president, secretary, treasurer and executive committee members with principal as president. The association provides voluntary financial assistance for the various developmental activities in the institution. The alumni association also extends non-financial means for the development of institution through (i) sharing of their expertise (ii) delivering guest lectures (iii) organizing awareness programmes (iv) facilitate in providing job opportunities. In addition, an exclusive meeting with Alumni conducted every year.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/Alumni%20registration%20certificate.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision: To impart quality education and ethical standards with global skills to the downtrodden marginal sections of rural people at affordable costs for a just and humane society.

Mission: To impart a quality higher education to the predominantly rural and backward learners. To equip the students with global skills so as to make them to need the demands of the society. To inculcate human values. To train the stakeholders in choice based curriculum to strengthen the job opportunities.

To motivate the students towards community service

The Principal of the institution briefs the faculty about vision and mission of the institution which is also published in the prospectus. In turn, the faculty intimates the same to the students in their introductory lectures. In the process of executing mission in tune with vision, the principal under the guidance and supervision of higher authorities- Commissioner of Collegiate Education (CCE), Regional Joint Director of Collegiate Education (RJDC) and the affiliating university, perform the functions such as planning of the activities, deploying all resources for execution, monitoring the execution process in coordination with College Planning and Development Council (CPDC), Staff council and college committees.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/page.php?menu=about&slug=vision-mission-corevalues
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Principal of the college ensures systematic imparting of education with the effective coordination and functioning of various departments towards the goal of providing the best teaching -learning practices. The Principal decentralizes and vests the various departments and committees with autonomy and authority to operate freely in discharging their duties in

implementing their respective plan of action. Important developmental plans are discussed by the Principal along with all the committee members. Each department drafts its annual academic plan which will be in conformity with the institutional plan of the college. IQAC of the college consolidates action plans and prepare action plan of the institution for the academic year. Any financial assistance in this regard will be brought to the notice of head of the institution. The head of the institution along with IQAC Coordinator monitors the execution process. Class representative for each class is nominated based on their academic merit. The student union plays an active role in executing activities of the institution. In addition to this, feedback by stake holders on the quality of the education, infrastructure and other facilities provided by the institution is collected and analysed to fill the lacuna in the execution of the action plan.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/student%20council.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college evolves a planned approach for development of the college through CPDC/Staff Council deliberations on the basis of resources available. This college endeavours for 'transparency and accountability' as a motto in all its academic and administrative matters. To update and upgrade the infrastructure facilities in the college, a detailed project report (DPR) is prepared and submitted to the financial agency RUSA for sanction of financial assistance. Based on the proposal and need of the requirement proposed in the DPR an amount of Rs.200.00 lakh had been sanctioned.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/Rusa%20Utilization%20Certificate(3).pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Service Rules, Procedures and Recruitment

Direct Recruitment

The candidates are recruited through Andhra Pradesh Public Service Commission (APPSC). The posting orders are issued by CCE, AP, Vijayawada

Departmental Promotions Committee (DPC)

The faculties are also recruited by transfers on promotions from the cadre of Junior Lectures duly possessing Ph.d/NET/SET.

On Contract Basis

Faculty are also employed on contract basis, their services will be renewed annually.

Guest Faculty

The faculties are employed on hourly basis whose salaries are met from additional special fee of the institution.

Non-Teaching Staff

All Teaching and Non-Teaching staff are abided by Andhra Pradesh Subordinate Rules framed by the Government of A.P.

Promotional policies of the faculty

As per UGC norms, through Career Advancement Scheme (CAS) the faculty is promoted to higher grade pay.

Grievance Redressal Mechanism

complaints and suggestions boxes are placed at different locations of the college and students can drop their suggestions/complaints in a box. The Committee will hold a meeting periodically, examines the nature and pattern of grievances, records and redress it accordingly. The Principal in turn pursue the issues and tries to solve, if not it will be submitted to CCE, A.P., Vijayawada.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/6_2_2-%20The%20functioning%20of%20the%20institutional%20bodies%20is%20effective%20and%20efficient%20as%20visible%20from%20policies,%20administrative%20setup,%20appointment%20and%20service%20rules,%20procedures,%20etc_.pdf
Link to Organogram of the Institution webpage	https://gdcknagaram.edu.in/index.php
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution is operating both statutory and non-statutory welfare measures/schemes for both teaching and non-teaching staff as mentioned below. General Provident Fund, Group Insurance Scheme, Andhra Pradesh Group Life Insurance (APGLI), Contributory Pension Scheme. Medical reimbursement facility, Employees Health Scheme. Festival advance, Vehicle loan, Educational loan, Housing loan, GPF loan. Medical leave, Study leave, Maternity and Paternity leave. Faculty Development Program. Facilitating staff to participate in Orientation Programmes, Refresher Courses, and Short Term Courses etc as and when they need. Earned Leave encashment, Gratuity, Ex-gratia (for nonteaching staff). Leave travel concession. On-duty facility for attending conferences/seminars/workshops.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/6_3_1%20-%20The%20institution%20has%20effective%20welfare%20measures%20for%20teaching%20and%20non-%20teaching%20staff.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

4

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The 'Performance Based Appraisal System' (PBAS)' of the staff is based on UGC regulations on minimum qualifications for appointment of teachers and other Academic Staff in Universities and Colleges and measures for the maintenance of standards in higher education. The detailed guidelines encompass the following areas. (i) Contribution to teaching, learning and evaluation - seminars, assignments, practicals, examination duties, formative and summative evaluation tools etc. (ii) Contribution to co-curricular and extension activities - field-based studies, NSS activities, cultural activities and other works related to social reconstruction and national development. Research, publications, books and other academic contributions and awards received. As per the latest guidelines provided by the UGC and the Government of Andhra Pradesh, the performance appraisal of the staff is carried out annually under the auspices of the IQAC headed by the principal. The Annual Performance (API) Score/Annual Self Appraisal Report (ASAR) of the teaching staff, obtained will be submitted to the CCE and the scores are subsequently published in the CCE website. The Performance Appraisal Reports based on the above parameters are being considered for weight age for career advancement scheme (CAS) and general transfers of the teaching faculty.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/6_3_5%20FINAL.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Principal is vested financial powers. He is the chief custodian of all resources of the college including finances and prepare strategic plans for the utilization of college funds in consultation with the Staff Council and CPDC. The institutional accounts are audited by two mechanisms internal and external. Internal Audit: The financial accounts are regularly audited by the internal committee of auditors at institutional level and also the internal audit is done by the official team of the

Regional Joint Director of Collegiate Education, Zone IV, Kadapa. External Audit: The external audit is done by the officials of the Accountant General, Government of Andhra Pradesh. Following are the source documents that are reviewed during audits: Cash books of different categories, service registers, register of increments, pay bills, pay bill register, leave account register, GPF advance register, pay fixations, last pay certificates, allowances sanctioned, register of loans, register of recoveries, pension register, reconciliation register etc.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/6_4%20-%20Financial%20Management%20and%20Resource%20Mobilization.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.11830

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The major sources of institutional funding are from UGC, Government of Andhra Pradesh through the Commissionerate of Collegiate Education, Rashtriya Uchatar Siksha Abhiyan (RUSA), Special fee and CPDC. The institution sends proposals to the University Grants Commission (UGC) for additional grants under various schemes, RUSA for the development of infrastructure and

equipment. After receiving the grants, principal being the disbursing officer meticulously follows established procedures involving Finance Committee, the Purchase Committee, RUSA Committee and the College Office before it is finally disbursed to the concerned person or the respective department(s). The institution utilizes its resources for construction and up-grading infrastructure depending upon the academic requirements. The college incurs expenditure on addition and upgradation of capital assets like computers, ICT enabled teaching aids, laboratory equipment and apparatus, as such other assets. The balance sheet of the college gives idea about the expenditure incurred on purchases. Office obtains "Utilization Certificates" for the expenses incurred. In order to ensure transparency in utilization of the financial resources of the college, the accounts of the college are being audited regularly and the same are submitted for verification to the teams from RJDCE and Auditor general of A.P during their visit for inspection to the college.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/Rusa%20Utilization%20Certificate(3).pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The institution has established Internal Quality Assurance Cell (IQAC) in 15th July, 2008. The committee was constituted with coordinator and 10 members. With regards to quality assurance, the institution is committed to provide consistently quality higher education and student support services through appropriate teaching-learning strategies, evaluation and student-centred activities. College Calendar: At the beginning of each academic year, IQAC frames institutional calendar duly incorporating the institutional plan with curricular, co-curricular and extra-curricular activities. Accordingly, the in-charges of the departments in coordination with their faculty prepare departmental action plan, annual curricular plans and implement scrupulously. The implementation is reviewed through monthly staff council meetings, departmental meetings, circulars and even through informal interactions by IQAC. Any lapses are

addressed immediately. Apart from this, any quality assured initiatives conducted by any department/committee/cell of the institution is monitored, mentored and implemented through participative management and internal coordination by IQAC. All these strategies and processes help in taking the institution to higher level.

Feedback: The IQAC strives to institutionalize and sustain quality in all activities of the institution, including teaching, learning, research and extension. The students are the main stakeholders of an educational system. The feedback from alumni and students play a vital role in this endeavour.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/6_5_1%20IQAC%20Composition.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institutional reviews on teaching-learning process, structures & methodologies of operations and learning outcomes at frequent intervals through IQAC are: Review by the internal academic audit team. Departmental reviews involving students and teachers. CPDC, IQAC and Staff Council meetings. District level monitoring through District Resource Centre (DRC). CCE's review through live video conferences and teleconferences. Peer review by the academic advisors of CCE, A.P during academic audit. Assessment of Annual Performance Indicators (API) of individual teachers, by CCE, A.P. Though, the teachers are conferred autonomy with regard to teaching-learning process, their strategies are positively guided by the control mechanisms at various levels, which have reinforcing effect on curriculum transaction.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/IQAC%20minutes%20of%20meeting.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://gdcknagaram.edu.in/page.php?menu=about&slug=aishe-certification
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Women Empowerment Cell (WEC) established to empower girl students and women staff to realize their potential and power in socio-economic and political spheres of life which results not only in women empowerment but also in the holistic development of the nation. WEC strives to maintain the gender-neutral atmosphere of the college. The cell encourages the girls to come forward to talk about women related issues and tries to\

sensitize the youth about gender reality as the goal to emancipate and empower women. The objectives of WEC are to promote a culture of respect and quality for female genders. To create a conducive counseling environment for female gender to share their problems. To create awareness on their rights given by the constitution and Acts of Law To conduct programmes with a motive to train girls students about self defense, health benefits and skill development To conduct guest lectures, seminars and workshops to impart knowledge of opportunities and tools available and train the women. To inculcate entrepreneurial attitude among young girls, scientists at the earliest so that they can be "job givers rather than job takers."

File Description	Documents
Annual gender sensitization action plan	Celebration of National women's day, International women's Day and Awareness Programmes for Girls Students
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	1. Wome's Waiting Room, 2. Counseling Classes on health and hygiene and 3. Conducted Awareness Programme on Safety and Security by Police Department.

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management: Everyday large volume of solid waste is accumulated in our college, because of spatially large campus

and huge strength of the students. The solid waste includes mainly falling leaves and waste paper. It is managed properly with the help of man power. Every day the garbage is separated into renewable and nonrenewable things. Renewable things are dumped in the pits, to prepare the organic manure for the garden plants and the nonrenewable garbage was collected everyday by the Gram-Panchayath of Karvetinagaram. E-waste management: The e-waste is generated at college level due to unusable or broken electrical and electronic equipment/gadgets such as computers (Monitors, CPUs, hard disks, RAM cards, CDs, floppies etc), printers including cartridges, Copying equipment etc. The College Level Committee shall be constituted for identifying Ewaste. Procedure for the disposal/condemnation:

a) Each department has to prepare a list of e-waste b) The College Level Committee shall have to vary and consolidate the list of condemnable/disposable items after receiving the list from the respective departments. c) After obtaining the approval from the Staff Council, the college would communicate to IWS. APTS Ltd., the details of e Waste available including the locations where the e-Waste is available.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://gdcknagaram.edu.in/page.php?menu=best-practices&slug=rainwater-harvesting
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The students and staff of the college belong to various regions, sections of society with different cultures. To foster tolerance and harmony among students and employees the institution organizes several programmes. To bring harmony among people, all national festivals like Republic day, Independence Day are celebrated with patriotism & enthusiasm. On these occasions principal delivers motivational speeches to inculcate the importance of nationalism in students and staff. On the same lines Ambedkar Jayanthi, Gandhi Jayanthi are celebrated with great zeal. In addition to that guest lecturers are arranged by experts to address the problems created by cultural, regional, linguistic, communal, socio-economic and other diversities. Women empowerment cell organizes special programmes on sensitize students in related to gender equality by celebrating women's day on 8th march. NSS Unit organizes National Voters

Day,,Rastriya Ekatha Diwas ie National Unity Day, Human Rights Day etc to develop feelings of dedication devotion and extend their services there by transforming them as responsible citizen rendering services towards nation.Cultural committee organizes competitions and encourages students to participate on cultural competitions held in college, districtand state level to promote cultural harmony and derive cultural spirit there by imbibing spiritual value make them understand andrecognize cultural diversity.

In addition, we established an inclusivie centre to promote Human relations among students. As per the SOP of our Commissioner we formulated different Clubs like Legal Club, Anti-Human Trafficking Club, Human Relations club and Counselling Club.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

To bring harmony among students, all the national festivals like Republic day, Independence Day are celebrated with lot of fervour and patriotism & enthusiasm. On these occasions principal delivers motivational speeches to inculcate the importance of nationalism in students and staff. On the same lines Ambedkar Jayanthi, Gandhi Jayanthi are celebrated with great zeal.in addition to that guest lecturers are arranged by experts to address the problems created by cultural, regional, linguistic, communal, socio-economic and other diversities.

Department of telugu celebrates language related programmes like matrubashadinostavam celebrations birth anniversary of famous potti gidugu Venkata Ramamurthy. Also celebrated Valmiki Jayanti, Women empowerment cell organizes special programmes on sensitize students in related to gender equality by celebrating women's day on 8th march. NSS Unit organizes National Voters Day,,Rastriya Ekatha Diwas ie National Unity Day, Human Rights Day, Constitution Day,etc to develop feelings of dedication devotion and extend their services there by transforming them as

responsible citizen rendering services towards nation. Cultural committee organises competitions and encourages students to participate on cultural competitions held in college, district and state level to promote cultural harmony and derive cultural spirit there by imbibing spiritual value make them understand and recognise cultural diversity.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Birth anniversaries of renowned personalities like Mahatma Gandhi, Lal Bhadur Shastri, Dr. S. Radha Krishnan, Dr. B.R. Ambedkar, Dr. A.P.J. Abdul Kalam and the Iron man of India,

Sardar Vallabai Patel are celebrated to pay tribute with lot of spirit. Contributions of these great leaders are commemorated. In connection with these celebrations, Elocution and essay writing competitions are conducted.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Solid Waste Management: Everyday large volume of solid waste is accumulated in our college, because of spatially large campus and huge strength of the students. The solid waste includes mainly falling leaves and waste paper. It is managed properly with the help of man power. Every day the garbage is separated into renewable and nonrenewable things. Renewable things are dumped in the pits, to prepare the organic manure for the garden plants and the nonrenewable garbage was collected everyday by the Gram-Panchayath of Karvetinagaram.

Rain Water Harvesting:

Water is an important natural resource and is the very basis of our life. We use water for drinking, irrigation, industry, transport and for the production of hydro-electricity. Water is a cyclic resource which can be used again and again after cleaning. The best way to conserve water is its judicious use.

Rain water harvesting is a technique of collection and storage of rainwater into natural reservoirs or tanks, or the in filtration of surface water into sub surface aquifers. Rain water harvesting is one of the most effective methods of water management and water conservation. It is the term used to indicate the collection and storage of rain water used for human, animals and plant needs.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Our college was previously located beside the Rajah's Palace in the heart of the town. Later with the fruitful efforts of the elite of the town and the tireless trials of the former principals and the staff of this college, we are now blessed with a new building of our own located in Karveti Nagar - Puttur highway road. With the initiative of the then Nagari MLA Sri R.Chenga Reddy Garu and several other local leaders, this college was started during the academic year 1994 - 95 and Sri R.Sreeramulu Naidu was the member of College Planning Development Committee. With the efforts of Sri G.Mudhu Krishnama Naidu the then Minister for Education new courses were introduced in due course. In the year 1994-95 only B.A and B.Com General courses are started. Later B.Com(CA) in 2008-09; B.Sc (MPC) in 2009-10; B.Sc (MPCs) in 2020-21 introduced.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The prime objective of the Institution is to impart quality education to the rural social and economically backward students. The affiliating universities usually design the curriculum and its affiliated colleges implement it. Ours being an affiliated college, implement the curriculum designed by Sri Venkateswara University, Tirupati. However, some of our lecturers nominated by the affiliating university as members of Board of Studies (BOS) based on seniority, give suggestions regarding changes in curriculum in their respective subjects during the BOS meetings. These suggestions are based on the formal feedback on curriculum collected from the students, parents, and other stakeholders. The institution has well-structured mechanism for the effective implementation of curriculum. The mechanism includes, subject and paperwise preparation of annual curricular plans (ACP's) for each semester, preparation of teaching plans, maintenance of teaching diary and departmental review meetings. The methodology of implementation of curriculum comprises lecture method supplemented by Information & Communication Technology (ICT) methods, like PowerPoint presentations, youtube lessons, virtual classrooms, LMS etc. Besides, co-curricular activities like quiz, debates, group discussions, class room seminars, student projects, educational tours are organized for better understanding of the curriculum. For aesthetic and creative learning experience, student project, Field Trips and Educational tours are organized.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://gdcknagaram.edu.in/admin/ckedit/or/uploads/UG%202021-22.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Yes, Our college is strictly adheres to the academic calendar compiled by the affiliated S.V. University, Tirupati for the conduct of continuous internal evaluation. Based on the schedule of internal exams circulated by the affiliating university, the academic co-ordinator in consultation with in-charges of the departments concerned formulate the time table which in turn gets approval from the Head of the institution. Later, all the in-charges of the departments concerned are instructed to conduct internal examinations as per schedule, evaluate and ensure to upload internal marks in the website of the university well before the commencement of the end semester examinations.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://gdcknagaram.edu.in/userfiles/Ha nd%20Book%202021-22%20(1).pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective

course system has been implemented**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

5

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

4

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

110

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

110

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Being an affiliated college, we adopt the curriculum designed by the affiliating university under the guidance of Andhra Pradesh State Council of Higher Education (APSCHE). However, universities in coordination with APSCHE have integrated cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics in the Curriculum in the form of foundation courses from 2015-16 such as Human Values and Professional Ethics (HVPE), Environmental Studies (EVS) Information and Communication Technology (ICT), Entrepreneurship Development, Analytical skills, Leadership Education and Communication Skills. Since 2020-21 academic year Insurance Promotion , Electrical Appliances, Solar Energy, Advertising, Business Communication, courses are implemented as skill development courses.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

142

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://gdcknagaram.edu.in/page.php?menu=feedback&slug=action-taken-report

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

230

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

137

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

After admissions into I semester of each academic year, an Induction Program for the newly joined students is conducted by each department to make them aware of Choice Based Credit System (CBCS) in semester pattern. 'Bridge Course' is offered to the students which they have not studied in their preceding course(s). The students are classified into slow learners and advanced learners as per their learning abilities, after the conduct of first internal (mid) examination.

Ward system: We adopt 'Ward/Mentor system' to address academic, socio economic and psychological issues of the students. Mentors categorize the students according to their academic abilities in terms of perceptual level and comprehension. Accordingly, required suggestions are offered to the student to improve his/her academic performance and excel in the race. For Slow Learners: Extra care will be taken for identified slow learners by entrusting them additional learning assignments and conducting remedial coaching. This helps the students to achieve better results in the university examinations. For Advanced learners: For advanced learners special coaching classes are being conducted for PG CET exam and also other Competitive exams. Both slow and advanced learners are encouraged to participate in Jawahar Knowledge Centre (JKC) training programs.

File Description	Documents
Link for additional Information	https://gdcknagaram.edu.in/userfiles/C1assification%20of%20Students%20based%20on%20learning%20levels.pdf
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
442	18

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution has an inbuilt mechanism for making the learning process more student centric by providing Wifi in campus, well established library with inflibnet facility, ICT class rooms (05) for interactive learning, educational programs arranged by the District Resource Centre (DRC), invited lectures, field trips, group discussions, subject quiz programs and class room seminars. At the end of the traditional lecture method, the topic taught is open for discussion and offers opportunity for interaction. After the completion of the 'unit' the students are given specific assignments to enrich their learning.

Group learning methods like group discussions and group projects, assignments are used to promote group learning activity. This inculcates group dynamics among the students which fetches them in their future career. Most of the experiential learning of the students will be from the experiments conducted in practical lab sessions of the respective subjects. Along with this, the faculty creates congenial atmosphere by engaging students for industrial visits and field trips.

Faculties help the students in the preparation of seminar

presentations and guide them accordingly. Usually, at the beginning of a lesson brain-storming session is conducted to prepare them for the topic to be taught.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://gdcknagaram.edu.in/userfiles/23_1.pdf

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT enabled teaching methods through virtual class room, digital class rooms & class rooms with LCD projectors make learning more student friendly and effective. Wherever the class rooms are not provided with LCD projectors, the Teaching-Learning Process is supported with the usage of Laptops and even android phones to make learning more interesting and informative. Apart from these, flipped class room method, blended learning, LMS, specimens and demonstration add flavour to teaching and make learning more interactive. During the COVID 19 pandemic situation the college adopted Google Workspace (G-Suit) for teaching learning activities. All the teaching staff made videos, get links and send to the CCE website tab i.e. Bharat Padhe Online (BPO).

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://gdcknagaram.edu.in/userfiles/Teachers%20use%20ICT%20enabled%20tools%20for%20effective%20teaching-learning%20process.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

14

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

8

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

30

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessment is done as per guidelines of S.V. University, Tirupati. A calendar for internal assessment is compiled well in advance, as per norms of the university. At the beginning of semester, the students are asked to take note of the same and get prepared accordingly. Sufficient time is given to the students for these preparations. In a semester, one internal assessment exam is strictly conducted. The valued answer scripts are shown to the students to check whether they have rightly answered the questions and they are justly valued. Discrepancies if any identified by the student will be addressed and rectified then and there itself, by their respective teachers. Final marks are informed to the students, before uploading them in the University portal.

File Description	Documents
Any additional information	View File
Link for additional information	https://gdcknagaram.edu.in/page.php?menu=cia&slug=ciau=cia&slug=cia

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

The College has an effective mechanism to address the grievances of the students regarding the internal assessment marks and end semester examination marks. The students are given an opportunity to approach the respective subject teacher for any clarification with regards to internal assessment marks. The respective teachers attend to the grievances of the students. If the grievance is not addressed at the subject teacher level, the same may be brought to

notice of respective in-charges of department and in turn to the Head of the institution for further redressal. Grievances pertaining to the end semester examinations like change of wrongly mentioned question paper code, spelling mistake in name, mismatch of the subject chosen and medium of instruction in the hall ticket etc., is redressed at once by the college after due verification with the records available. The same will be intimated to the Controller of Examination of affiliating university for necessary rectification at their end. The Controller of Examination of S.V. University is maintaining a 'WhatsApp-group' to resolve such grievances instantly and keep the students stress free.

The grievances relating to physical resources, such as improper seating arrangement, poor lighting/ ventilation, drinking water etc, in the examination centre are resolved immediately

File Description	Documents
Any additional information	View File
Link for additional information	https://gdcknagaram.edu.in/userfiles/Internal%20Time%20table(4).pdf

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Program outcomes and program specific outcomes and course outcomes for all the running programs at UG level i.e. B.Sc(M.P.C), B.Sc (MPCs)BA (HEP), B.Com (General), B.Com (CA), are displayed on the college website as well as on the notice boards of the Departments and Oral announcements in the classrooms. At the very beginning of the semester, these are given to the students as well as teachers along with syllabus. All practicals, laboratory work, field work, cocurricular activities are done in the light of programme outcomes (POs) Program Specific Outcomes (PSOs) and Course Outcomes (COs).

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://gdcknagaram.edu.in/userfiles/course%20outcomes%201.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The process of assessment of 'course outcome' is based on mid examination, end semester examination, assignments. The following are tools & mechanisms being employed for the attaining the course outcomes. i) Assignments: Each and every student is assigned with course related tasks during every semester. The course work will be evaluated based on their performance. ii) Mid Examinations: This kind of performance assessment is held once per semester. Each and every exam is aimed at achieving the course outcomes. iii) End Semester Examination: The End Semester examination is a metric for assessing whether the entire COs are attained or not. Examination is more focused on attaining the course outcomes and program outcomes using a descriptive model of exam.

The performance of the students in the examinations during the semester in each course is used to compute the level of direct attainment of the COs. Student feedback is collected through an online survey at the end of program. In addition, Co-curricular, extracurricular, placement, higher studies, etc. are taken into account for the assessment of final attainment of programme outcomes (Pos) & programme specific outcomes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://gdcknagaram.edu.in/userfiles/Attainment%20of%20course%20outcomes%20(1).pdf

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year**

140

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://gdcknagaram.edu.in/userfiles/Result%20analysis.pdf

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

https://docs.google.com/forms/d/1_Pw9jt1jCtkJVK3fV0hn6ElHQtWrS01vvG1HmPLkmS0/viewanalytics

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

0

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

3

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

4

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities**3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year**

In addition to acquiring academic skills, students need to acquire life skills that help them to handle challenges in life. Keeping this in view, the students are encouraged to get involved themselves in the neighbourhood community in terms of impact and sensitizing with social issues and holistic development. Most of the community based extension activities are organized by NSS. Students are made aware of the programmes proposed to be conducted during the academic year in the orientation programme conducted at the beginning of the academic year. The outreach programs are organized in

a near by adopted villages such as child labour, health and hygiene, illiteracy, Covid 19 etc. The NSS volunteers carry out the activities entrusted by their respective programme officer scheduled in the action during their stay in the adopted village RKVB Pet And Involving students in the activities of this type would help them build healthy relationships, develop team spirit, leadership qualities which mould the students to become good citizens of the society.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/support-service-activities.php?service=2
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

20

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1445

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning. viz., classrooms, laboratories, computing equipment etc.

The institution has been taking proactive steps in providing required physical infrastructure like class rooms, science laboratories and computer laboratories to cater to the needs of students. Apart from these, technology enabled classrooms viz., one virtual class room, Four digital classrooms, Classrooms are spacious, well ventilated and well furnished. All the classrooms are provided with white boards. The faculty of the institution is provided with LCD projectors as a common facility, enabling them to make use of the ICT enabled teaching in the conventional class room. Each department has a computer with internet, and a printer with scanning and photocopier facility. There are two (02) spacious and well-equipped science laboratories. The equipment in the laboratories are being upgraded with the financial assistance from State Government budgets/RUSA funds/UGC funds to suit the change in curriculum devised by the affiliating university. Also teaching Learning process was enabled through 4 Smart Boards in Smart class rooms. The college has two (02) computer labs for the courses associated with computer science/applications. our College also had English

Language Lab (ELL)/ Jawahar Knowledge Centre (JKC) lab is available to develop the language skills required to secure jobs in the competitive job market.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcknagaram.edu.in/page.php?menu=infrastructure&slug=other-facilities

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has adequate facilities for sports, games and cultural activities. The facility available for outdoor sports and games is a play ground for cricket, football, badminton, volley ball, kabaddi, and hand ball, etc.,. A multipurpose hall facilitated for indoor games like chess and others. Spacious open area available for Yoga and Cultural functions.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/adequate%20facilities%20for%20cultural%20activities,%20sports,%20games(1).pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/ICT-%20enabled%20facilities.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0.81584

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The library functions from 9.00 am to 5.00 pm in all working days. The college library caters to the needs of students and staff of all departments. It is well stocked with more than 5000 books and every year new volumes are added based on the recommendations of the staff and also inputs received from the students. which has text books, reference books, journals and magazines related to arts, sciences and humanities. The college has been providing with a unique facility by providing an exclusive library for the benefit of students who are interested to take competitive examinations. The library has facilities like computers (04) with internet, reading room, photo copying machine and reading tables and chairs. Every

year new books are added to the library with the suggestion taken from the faculty and students. The library has the facility to use e-resources, e-books and e-journals. Further, all the staff and students have registered with INFLIBNET and N-LIST, so as to get connected with the national library system. Various newspapers are subscribed for the benefit of staff and students.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://gdcknagaram.edu.in/userfiles/Integrated%20Library%20Management%20System.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.585

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

60

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Up-gradation of both hardware and software are being done depending upon the necessity and requirement for computers meant for administration. The same upgradation is being extended to the computers in the departments. In addition, software for the computers in the labs is being updated on regular basis in tune with curriculum updation. LAN and Wifi facility available through out the College Campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/IT%20facilities%20including%20Wi-Fi.pdf

4.3.2 - Number of Computers

100

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

7.01433

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The institution adheres the State Government established systems and procedures for maintaining and utilizing the physical, academic and support facilities. The maintenance of

sciencelaboratories is carried out by the respective departments under supervision of the in charge of the department with the sub staff(Record assistant / Lab attendant). Before the commencement of the academic year, an internal lab audit is conducted to verify the articles as per the entries in the stock registers and their working condition by the respective departments. Minor repairs of the articles are carried out at the department level itself, utilizing the contingency amount sanctioned for that academic year. If repairs are major they are brought to the notice of the principal for the necessary action. At the end of the each academic year annual verification committee is constituted for the verification of the articles with the stock registers and in charges are instructed to update the stock register.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/Stock%20verification%20committee.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

380

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

380

File Description	Documents
Upload any additional information	View File
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://gdcknagaram.edu.in/userfiles/5_1_3-%20Capacity%20building%20and%20skills%20enhancement.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

78

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

78

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

45

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
5.2.2 - Number of students progressing to higher education during the year	
5.2.2.1 - Number of outgoing student progression to higher education	
15	
File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File
5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year	
8	
File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year	
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.	
4	

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

With the objective of inculcating the qualities of leadership, organization and responsibility in the students, an active Student Council is given an opportunity to be a part in the academic and administrative bodies/committees. The Student Council (usually known as college student union) comprises class representatives from each class who are nominated based on their academic merit among which a President, a Secretary and a ladies' representative are nominated. The Principal and Vice-principal will monitor their activities. The class representatives convey students' council is convened twice a semester to give an opportunity to voice their academic and administrative issues. The Class Representative (CR) plays a lead role in providing valuable feedback regarding curriculum, teaching learning and evolution process. They also help teaching staff of the college in organizing classroom seminars, quiz, debates, group discussions, role plays at departmental level and seminars, conferences, workshops at college level. Student Council plays a major role in organizing college day every year. In addition, the Student Council will give valuable suggestions for smooth day to day administrative system. Finally, for the successful conduct of any programme in the college involves active participation of student council.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/student%20council.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

3

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college has registered Alumni Association. The Alumni Association comprises, vice-president, secretary, treasurer and executive committee members with principal as president. The association provides voluntary financial assistance for the various developmental activities in the institution. The alumni association also extends non-financial means for the development of institution through (i) sharing of their expertise (ii) delivering guest lectures (iii) organizing awareness programmes (iv) facilitate in providing job opportunities. In addition, an exclusive meeting with Alumni conducted every year.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/Alumni%20registration%20certificate.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision: To impart quality education and ethical standards with global skills to the downtrodden marginal sections of rural people at affordable costs for a just and humane society.

Mission: To impart a quality higher education to the predominantly rural and backward learners. To equip the students with global skills so as to make them to need the demands of the society. To inculcate human values. To train the stakeholders in choice based curriculum to strengthen the job opportunities.

To motivate the students towards community service

The Principal of the institution briefs the faculty about vision and mission of the institution which is also published in the prospectus. In turn, the faculty intimates the same to the students in their introductory lectures. In the process of executing mission in tune with vision, the principal under the guidance and supervision of higher authorities- Commissioner of Collegiate Education (CCE), Regional Joint Director of Collegiate Education (RJDCE) and the affiliating university, perform the functions such as planning of the activities, deploying all resources for execution, monitoring

the execution process in coordination with College Planning and Development Council (CPDC), Staff council and college committees.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/page.php?menu=about&slug=vision-mission-corevalues
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Principal of the college ensures systematic imparting of education with the effective coordination and functioning of various departments towards the goal of providing the best teaching-learning practices. The Principal decentralizes and vests the various departments and committees with autonomy and authority to operate freely in discharging their duties in implementing their respective plan of action. Important developmental plans are discussed by the Principal along with all the committee members. Each department drafts its annual academic plan which will be in conformity with the institutional plan of the college. IQAC of the college consolidates action plans and prepare action plan of the institution for the academic year. Any financial assistance in this regard will be brought to the notice of head of the institution. The head of the institution along with IQAC Coordinator monitors the execution process. Class representative for each class is nominated based on their academic merit. The student union plays an active role in executing activities of the institution. In addition to this, feedback by stake holders on the quality of the education, infrastructure and other facilities provided by the institution is collected and analysed to fill the lacuna in the execution of the action plan.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/student%20council.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college evolves a planned approach for development of the college through CPDC/Staff Council deliberations on the basis of resources available. This college endeavours for 'transparency and accountability' as a motto in all its academic and administrative matters. To update and upgrade the infrastructure facilities in the college, a detailed project report (DPR) is prepared and submitted to the financial agency RUSA for sanction of financial assistance. Based on the proposal and need of the requirement proposed in the DPR an amount of Rs.200.00 lakh had been sanctioned.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/Rusa%20Utilization%20Certificate(3).pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Service Rules, Procedures and Recruitment

Direct Recruitment

The candidates are recruited through Andhra Pradesh Public Service Commission (APPSC). The posting orders are issued by CCE, AP, Vijayawada

Departmental Promotions Committee (DPC)

The faculties are also recruited by transfers on promotions from the cadre of Junior Lectures duly possessing Ph.d/NET/SET.

On Contract Basis

Faculty are also employed on contract basis, their services will be renewed annually.

Guest Faculty

The faculties are employed on hourly basis whose salaries are met from additional special fee of the institution.

Non-Teaching Staff

All Teaching and Non-Teaching staff are abided by Andhra Pradesh Subordinate Rules framed by the Government of A.P.

Promotional policies of the faculty

As per UGC norms, through Career Advancement Scheme (CAS) the faculty is promoted to higher grade pay.

Grievance Redressal Mechanism

complaints and suggestions boxes are placed at different locations of the college and students can drop their suggestions/complaints in a box. The Committee will hold a meeting periodically, examines the nature and pattern of grievances, records and redress it accordingly. The Principal in turn pursue the issues and tries to solve, if not it will be submitted to CCE, A.P., Vijayawada.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/6_2_2%20-%20The%20functioning%20of%20the%20institutional%20bodies%20is%20effective%20and%20efficient%20as%20visible%20from%20policies,%20administrative%20setup,%20appointment%20and%20service%20rules,%20procedures,%20etc.pdf
Link to Organogram of the Institution webpage	https://gdcknagaram.edu.in/index.php
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above
File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File
6.3 - Faculty Empowerment Strategies	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>The institution is operating both statutory and non-statutory welfare measures/schemes for both teaching and non-teaching staff as mentioned below. General Provident Fund, Group Insurance Scheme, Andhra Pradesh Group Life Insurance (APGLI), Contributory Pension Scheme. Medical reimbursement facility, Employees Health Scheme. Festival advance, Vehicle loan, Educational loan, Housing loan, GPF loan. Medical leave, Study leave, Maternity and Paternity leave. Faculty Development Program. Facilitating staff to participate in Orientation Programmes, Refresher Courses, and Short Term Courses etc as and when they need. Earned Leave encashment, Gratuity, Ex-gratia (for nonteaching staff). Leave travel concession. On-duty facility for attending conferences/seminars/workshops.</p>	
File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/6_3_1%20-%20The%20institution%20has%20effective%20welfare%20measures%20for%20teaching%20and%20non-%20teaching%20staff.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

6

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes,

Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

4

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The 'Performance Based Appraisal System' (PBAS)' of the staff is based on UGC regulations on minimum qualifications for appointment of teachers and other Academic Staff in Universities and Colleges and measures for the maintenance of standards in higher education. The detailed guidelines encompass the following areas. (i) Contribution to teaching, learning and evaluation - seminars, assignments, practicals, examination duties, formative and summative evaluation tools etc. (ii) Contribution to co-curricular and extension activities - field-based studies, NSS activities, cultural activities and other works related to social reconstruction and national development. Research, publications, books and other academic contributions and awards received. As per the latest guidelines provided by the UGC and the Government of Andhra Pradesh, the performance appraisal of the staff is carried out annually under the auspices of the IQAC headed by the principal. The Annual Performance (API) Score/Annual Self Appraisal Report (ASAR) of the teaching staff, obtained will be submitted to the CCE and the scores are subsequently published in the CCE website. The Performance Appraisal Reports based on the above parameters are being considered for weight age for career advancement scheme (CAS) and

general transfers of the teaching faculty.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/635%20FINAL.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Principal is vested financial powers. He is the chief custodian of all resources of the college including finances and prepare strategic plans for the utilization of college funds in consultation with the Staff Council and CPDC. The institutional accounts are audited by two mechanisms internal and external. Internal Audit: The financial accounts are regularly audited by the internal committee of auditors at institutional level and also the internal audit is done by the official team of the Regional Joint Director of Collegiate Education, Zone IV, Kadapa. External Audit: The external audit is done by the officials of the Accountant General, Government of Andhra Pradesh. Following are the source documents that are reviewed during audits: Cash books of different categories, service registers, register of increments, pay bills, pay bill register, leave account register, GPF advance register, pay fixations, last pay certificates, allowances sanctioned, register of loans, register of recoveries, pension register, reconciliation register etc.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/64%20-%20Financial%20Management%20and%20Resource%20Mobilization.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0.11830

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The major sources of institutional funding are from UGC, Government of Andhra Pradesh through the Commissionerate of Collegiate Education, Rashtriya Uchatar Siksha Abhiyan (RUSA), Special fee and CPDC. The institution sends proposals to the University Grants Commission (UGC) for additional grants under various schemes, RUSA for the development of infrastructure and equipment. After receiving the grants, principal being the disbursing officer meticulously follows established procedures involving Finance Committee, the Purchase Committee, RUSA Committee and the College Office before it is finally disbursed to the concerned person or the respective department(s). The institution utilizes its resources for construction and up-grading infrastructure depending upon the academic requirements. The college incurs expenditure on addition and upgradation of capital assets like computers, ICT enabled teaching aids, laboratory equipment and apparatus, as such other assets. The balance sheet of the college gives idea about the expenditure incurred on purchases. Office obtains "Utilization Certificates" for the expenses incurred. In order to ensure transparency in utilization of the financial resources of the college, the accounts of the college are being audited regularly and the same are submitted for verification to the teams from RJDCE and Auditor general of A.P during their visit for inspection to the college.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/Rusa%20Utilization%20Certificate(3).pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The institution has established Internal Quality Assurance Cell (IQAC) in 15th July, 2008. The committee was constituted with coordinator and 10 members. With regards to quality assurance, the institution is committed to provide consistently quality higher education and student support services through appropriate teaching- learning strategies, evaluation and student-centred activities. College Calendar: At the beginning of each academic year, IQAC frames institutional calendar duly incorporating the institutional plan with curricular, co-curricular and extra-curricular activities. Accordingly, the in-charges of the departments in coordination with their faculty prepare departmental action plan, annual curricular plans and implement scrupulously. The implementation is reviewed through monthly staff council meetings, departmental meetings, circulars and even through informal interactions by IQAC. Any lapses are addressed immediately. Apart from this, any quality assured initiatives conducted by any department/committee/cell of the institution is monitored, mentored and implemented through participative management and internal coordination by IQAC. All these strategies and processes help in taking the institution to higher level.

Feedback: The IQAC strives to institutionalize and sustain quality in all activities of the institution, including teaching, learning, research and extension. The students are the main stakeholders of an educational system. The feedback from alumni and students play a vital role in this endeavour.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/6_5_1%20IQAC%20Composition.pdf
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institutional reviews on teaching-learning process, structures & methodologies of operations and learning outcomes at frequent intervals through IQAC are: Review by the internal academic audit team. Departmental reviews involving students and teachers. CPDC, IQAC and Staff Council meetings. District level monitoring through District Resource Centre (DRC). CCE's review through live video conferences and teleconferences. Peer review by the academic advisors of CCE, A.P during academic audit. Assessment of Annual Performance Indicators (API) of individual teachers, by CCE, A.P. Though, the teachers are conferred autonomy with regard to teaching-learning process, their strategies are positively guided by the control mechanisms at various levels, which have reinforcing effect on curriculum transaction.

File Description	Documents
Paste link for additional information	https://gdcknagaram.edu.in/userfiles/IQAC%20minutes%20of%20meeting.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://gdcknagaram.edu.in/page.php?menu=about&slug=aishe-certification
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Women Empowerment Cell (WEC) established to empower girl students and women staff to realize their potential and power in socio-economic and political spheres of life which results not only in women empowerment but also in the holistic development of the nation. WEC strives to maintain the gender-neutral atmosphere of the college. The cell encourages the girls to come forward to talk about women related issues and tries to sensitise the youth about gender reality as the goal to emancipate and empower women. The objectives of WEC are to promote a culture of respect and quality for female genders. To create a conducive counseling environment for female gender to share their problems. To create awareness on their rights given by the constitution and Acts of Law To conduct programmes with a motive to train girls students about self defense, health benefits and skill development To conduct guest lectures, seminars and workshops to impart knowledge of opportunities and tools available and train the women. To inculcate entrepreneurial attitude among young girls, scientists at the earliest so that they can be "job givers rather than job takers."

File Description	Documents
Annual gender sensitization action plan	Celebration of National women's day, International women's Day and Awareness Programmes for Girls Students
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	1. Wome's Waiting Room, 2. Counseling Classes on health and hygiene and 3. Conducted Awareness Programme on Safety and Security by Police Department.

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management: Everyday large volume of solid waste is accumulated in our college, because of spatially large campus and huge strength of the students. The solid waste includes mainly falling leaves and waste paper. It is managed properly with the help of man power. Every day the garbage is separated into renewable and nonrenewable things. Renewable things are dumped in the pits, to prepare the organic manure for the garden plants and the nonrenewable garbage was collected everyday by the Gram-Panchayath of Karvetinagaram.

E-waste management: The e-waste is generated at college level due to unusable or broken electrical and electronic equipment/gadgets such as computers (Monitors, CPUs, hard disks, RAM cards, CDs, floppies etc), printers including

cartridges, Copying equipment etc. The College Level Committee shall be constituted for identifying Ewaste. Procedure for the disposal/condemnation:

a) Each department has to prepare a list of e-waste b) The College Level Committee shall have to vary and consolidate the list of condemnable/disposable items after receiving the list from the respective departments. c) After obtaining the approval from the Staff Council, the college would communicate to IWS. APTS Ltd., the details of e Waste available including the locations where the e-Waste is available.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://gdcknagaram.edu.in/page.php?menu=best-practices&slug=rainwater-harvesting
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants	
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	C. Any 2 of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	View File
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading	B. Any 3 of the above

**software, mechanized equipment 5.
Provision for enquiry and information :
Human assistance, reader, scribe, soft
copies of reading material, screen
reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The students and staff of the college belong to various regions, sections of society with different cultures. To foster tolerance and harmony among students and employees the institution organizes several programmes. To bring harmony among people, all national festivals like Republic day, Independence Day are celebrated with patriotism & enthusiasm. On these occasions principal delivers motivational speeches to inculcate the importance of nationalism in students and staff. On the same lines Ambedkar Jayanthi, Gandhi Jayanthi are celebrated with great zeal. In addition to that guest lecturers are arranged by experts to address the problems created by cultural, regional, linguistic, communal, socio-economic and other diversities. Women empowerment cell organizes special programmes on sensitizing students in related to gender equality by celebrating women's day on 8th March. NSS Unit organizes National Voters Day, Rastriya Ekatha Diwas i.e. National Unity Day, Human Rights Day etc to develop feelings of dedication devotion and extend their services there by transforming them as responsible citizens rendering services towards nation. Cultural committee organizes competitions and encourages students to participate in cultural competitions held in college, district and state level to promote cultural harmony and derive cultural spirit

there by imbibing spiritual value make them understand and recognize cultural diversity.

In addition, we established an inclusive centre to promote Human relations among students. As per the SOP of our Commissioner we formulated different Clubs like Legal Club, Anti-Human Trafficking Club, Human Relations club and Counselling Club.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

To bring harmony among students, all the national festivals like Republic day, Independence Day are celebrated with lot of fervour and patriotism & enthusiasm. On these occasions principal delivers motivational speeches to inculcate the importance of nationalism in students and staff. On the same lines Ambedkar Jayanthi, Gandhi Jayanthi are celebrated with great zeal. In addition to that guest lecturers are arranged by experts to address the problems created by cultural, regional, linguistic, communal, socio-economic and other diversities.

Department of Telugu celebrates language related programmes like Matrubashadinostavam celebrations birth anniversary of famous Potti Gidugu Venkata Ramamurthy. Also celebrated Valmiki Jayanti, Women empowerment cell organizes special programmes on sensitize students in related to gender equality by celebrating women's day on 8th March. NSS Unit organizes National Voters Day, Rastriya Ekatha Diwas i.e. National Unity Day, Human Rights Day, Constitution Day, etc to develop feelings of dedication devotion and extend their services there by transforming them as responsible citizen rendering services towards nation. Cultural committee organises competitions and encourages students to participate on cultural competitions held in college, district and state level to promote cultural harmony and derive cultural spirit

there by imbibing spiritual value make them understand and recognise cultural diversity.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Birth anniversaries of renowned personalities like Mahatma Gandhi, Lal Bhadr Shastri, Dr. S. Radha Krishnan, Dr. B.R. Ambedkar, Dr. A.P.J. Abdul Kalam and the Iron man of India, Sardar Vallabai Patel are celebrated to pay tribute with lot

of spirit. Contributions of these great leaders are commemorated. In connection with these celebrations, Elocution and essay writing competitions are conducted.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Solid Waste Management: Everyday large volume of solid waste is accumulated in our college, because of spatially large campus and huge strength of the students. The solid waste includes mainly falling leaves and waste paper. It is managed properly with the help of man power. Every day the garbage is separated into renewable and nonrenewable things. Renewable things are dumped in the pits, to prepare the organic manure for the garden plants and the nonrenewable garbage was collected everyday by the Gram-Panchayath of Karvetinagaram.

Rain Water Harvesting:

Water is an important natural resource and is the very basis of our life. We use water for drinking, irrigation, industry, transport and for the production of hydro-electricity. Water is a cyclic resource which can be used again and again after cleaning. The best way to conserve water is its judicious use.

Rain water harvesting is a technique of collection and storage of rainwater into natural reservoirs or tanks, or the in filtration of surface water into sub surface aquifers. Rain water harvesting is one of the most effective methods of water management and water conservation. It is the term used to indicate the collection and storage of rain water used for human, animals and plant needs.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Our college was previously located beside the Rajah's Palace in the heart of the town. Later with the fruitful efforts of the elite of the town and the tireless trials of the former principals and the staff of this college, we are now blessed with a new building of our own located in Karveti Nagar - Puttur highway road. With the initiative of the then Nagari MLA Sri R.Chenga Reddy Garu and several other local leaders, this college was started during the academic year 1994 - 95 and Sri R.Sreeramulu Naidu was the member of College Planning Development Committee. With the efforts of Sri G.Mudhu Krishnama Naidu the then Minister for Education new courses were introduced in due course. In the year 1994-95 only B.A and B.Com General courses are started. Later B.Com(CA) in 2008-09; B.Sc (MPC) in 2009-10; B.Sc (MPCs) in 2020-21 introduced.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. Proposed to introduce NCC Wing
2. To organize National Seminars
3. To introduce New Certificate Courses
4. Proposed to introduce PG Course M.Com
5. MoUs with NGOs

6. Produce the University level players in Games and Sports
7. Proposed to establish Yoga Centre in the College
8. Successful implementation of Soul Software for Library automation
9. To purchase more number of books for strengthening of the Library
10. To organize Intercollegiate tournaments.