



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

GOVERNMENT COLLEGE FOR WOMEN

GOVERNMENT COLLEGE FOR WOMEN (A), SAMBASIVAPETA, GUNTUR,

522001

522001

gcwguntur.ac.in

SSR SUBMITTED DATE: 06-01-2019

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

January 2019

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Government College for Women (A), Guntur (<http://gcwguntur.ac.in/>) of Andhra Pradesh, established in 1942, in 10.85 acres, with 1885 students on rolls, is fully equipped with laboratories and ICT enabled classrooms and bagged 'A' grade in the previous NAAC accreditation process.

It has completed 75 years of committed service enabling the first generation rural women students in terms of education and employability. With multiple disciplines like Arts, Commerce and Sciences, this institution is getting ready for the 3rd cycle of NAAC with **Autonomy (from 2013-14), CPE (2016), RUSA grants and NIRF ranking (168)** as feathers in its cap.

The College has 23 departments including Bio-Chemistry, Microbiology and Bio-technology and offers 25 UG and 04 PG programmes.

As this a Government Institution, monitored by Andhra Pradesh Commissionerate of Collegiate Education, the staff of the institution are qualified and selected through Andhra Pradesh College Service Commission. The teachers are highly committed, follow student-centered methods and most of them are honoured as the Best Teachers by the State Government and other agencies.

As this is an autonomous institution, it has freedom to revamp the curriculum to match the employability needs and global scholarship demands. This college also offers various need based Add – on Courses and Certificate Courses with additional inputs filling the gaps in the curriculum through effective Academic Calendar which includes Curricular, Co-Curricular and Extra Curricular activities.

As this institution is also a District Resource Centre, it offers training to teachers of the neighbouring colleges in student – centered methods and latest aspects of knowledge.

The Women Empowerment organises programmes on Gender Sensitivity and VETraining. The staff and the students along with the NSS and NCC units of the college adopt villages and spread the health, hygiene, and green consciousness among villages that surround the institution. The Library of this college is digitized and offers digital editions of books and magazines for enhancing skills.

The college has a separate Training and Placement Cell (Jawahar Knowledge Centre), which trains the students in Communication Skills and Soft Skills and provides jobs to students through linkages and campus interviews.

Vision

To empower women students of first generation families from the marginalised sections with 21st century skills to grow as global citizens with values for a holistic personality.

Mission

- 1) Imparting knowledge, skills and values through need based and flexible curriculum through student - centered teaching methods
- 2) Facilitating research temper, critical and creative thinking skills among teachers and learners through digital resources
- 3) Providing an objective and participatory atmosphere and facilities for developing self-confidence, self-esteem, employability, entrepreneur skills and overall development
- 4) Integrating a serving spirit, accountability, dedication and commitment among the teaching and non-teaching staff and students through transparent and participative administration.
- 5) Creating an eco-friendly ambience through green practices, value based and community help and extension activities

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Strong administrative support and Visionary management readily responding to the needs and aspirations of all stake holders towards quality education, placements and good governance.
- Autonomy, highly decentralized administration, governed by well defined and transparent policies.
- Good financial discipline through appropriate budgeting and allocation
- Highly motivating IQAC
- Affordable fees structure & Dynamic academic environment.
- Dedicated, well qualified and competent faculty with research intent, well equipped labs and ICT based teaching
- Beautifully maintained Green Campus with Medicinal garden containing a garden with medicinal plants
- Student Centered pedagogical training programmes and workshops on various subjects.
- Semester scheme with continuous assessment- CBCS pattern of syllabi with skill oriented and advanced electives.
- Regular updating of the syllabus to meet the changing needs of the society and industry
- Fully computerized evaluation process which has resulted in publication of results within days of conduct of examinations..
- ICT based class room teaching
- Wider variety of programmes - **25** UG and **04** PG courses with multidisciplinary faculty with industrial and research experience
- Periodical training to teachers in latest methods and areas of learning and development of research temper through National and International conferences , workshops and seminars
- College library with huge collection of books and subscriptions to INFLIBNET& DELNET to provide access to e-resources.
- Certificate courses and Value Added Courses to enhance the life skills, employability skills and entrepreneurship skills
- Effective mentoring system providing constant guidance to the students and feed back to the parents
- Excellent team work among faculty and students.
- Alumni Association with committed and pro-active alumni

- Periodical feedback from students and other stake holders for taking corrective measures to strengthen the teaching learning process.
- MoUs and Linkages with institutions and industries for internships, On-the-Job training, Project work, and sharing of research facilities
- Sports, NCC and Yoga facilities providing scope for all- round development of the personality of the student.
- Service oriented extension activities through NSS
- NIRF ranking at 168 at National level
- Encouraging campus placements
- Student managed hostel providing accommodation

Institutional Weakness

- Dependence on the policies of Government for academic and administrative reforms and implementation
- Industry- institute interaction needs improvement and more MoUs for internships required
- Limited association with premier academic and R&D organizations
- More departments need to become research centers recognized by affiliated university and other centers
- Lack of advanced laboratory facility with high throughput equipment and sufficient power back up system.
- As the state got divided recently, the employment potential remains low and corporate sector may take some time to establish. This directly impacts the opportunities for internships and employment.
- Women Students are from the first generation families showing disinterest for Higher Education and Employment
- Lack of awareness and mis-conceptions among the general public about the applied courses of life sciences
- Poor Communication skills of first generation students.
- Lack of technically skilled staff in the laboratories.

Institutional Opportunity

- Guntur as the capital hub has locational advantage for development
- New State capital with possibilities for employment opportunities for local candidates
- Participation of Alumni in the task of enhancing the facilities on the campus
- availability of more opportunities for consultant projects
- MOOCs and other on-line courses for capacity building through enhancement of skills
- ICT facility in the teaching and learning and library
- the development of culture of entrepreneurship
- Planning of outreach activities collaboration with industries, Government and Non Government organizations for student exposure for holistic professional development
- Planning for more On-Job training programmes for students for better employability opportunities.
- A Central Instrumentation facility to complement the present lab facility for hi end experiments and research work.
- More number of MoUs with industries for internship and training large number of students

Institutional Challenge

- Absence of autonomy as this is a government institution in taking some administrative decisions for better discipline
- First generation women students from families with traditional mindsets
- Early marriages even before completing graduation
- Improving the employability of the students in the current scenario of the rapidly changing technology and industrial requirements.
- Insufficient computer labs for better promotion of ICT
- Computerizing the administrative activities to ensure e- governance.
- Retention of qualified faculty due to general transfer policy of the government
- Inadequate Budget Allocation for campus and infrastructural advancement
- Water scarcity due to lower ground water levels
- Technically ill equipped non-teaching staff

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The Institution focuses on a qualitative curriculum keeping the local, regional and national requirements in mind. As this is an autonomous institution, it develops qualitative and flexible curriculum for transferring knowledge, life skills and employability skills. As the affiliating University doesn't allow us for a complete Choice Based Credit System (CBCS), the institution offers Certificate & Elective Courses to fill the gaps and to promote life skills, Employability and Entrepreneurship and Skill Development with a focus on HVPE among the students along with the Foundation Courses introduced by Andhra Pradesh State Council for Higher Education.

Based on the feedback received from the students, Parents and Alumni, all the departments of the institution design and modify the curriculum by involving experts through the Boards of Studies as per the norms of Andhra Pradesh State Council for Higher Education (APSCHE). The APSCHE allows the autonomous colleges only to modify 20% of the prescribed curriculum every year.

The Curriculum and the Blue print of evaluation to assess the outcomes are thoroughly discussed and finalised. The curriculum designed with the Vision, Mission and Core Values of the institution in mind promotes the holistic development of the students. The institution offers 25 UG programs and 04 PG Programs and since the attainment of autonomy i.e., in 2014 -15, 60-75% the curriculum is revised. To widen the CBCS pattern, Cluster Courses are also introduced from 2016-17 in the VI semester, with Weightages for Hands on Experience through Project / Thesis Work, Field Projects and Internships.

Five of the departments – History and travel Tourism and Management, Home Science, Bio-Chemistry, Bio-Technology and Micro Biology are offering Internship Programmes. The Feedback is collected from students, alumni, employers and parents and is analysed periodically for updating curriculum and academic facilities in the college.

Almost all the courses are under CBCS and have employability/entrepreneurship and skill development focus. 82 Value Added Courses were added during the last five years.

Teaching-learning and Evaluation

The Principal of the institution and the in-charges of the departments prepare the Annual Academic Curricular Plans reflecting the Curricular, Co-curricular and Extracurricular vision of the institution, which paves the way for the academic and professional development of the students.

Teaching is carried as per the Departmental Action Plans and Lesson Plans. During the first two weeks the teachers identify the slow learners and advanced learners. The teachers follow various Student Centred Methods and through Bridge Course fill the gap of learning. The Remedial Courses are offered from time to time based on the learning gap of the students to develop communication, interaction, thinking and presentation skills.

The (48/66) teachers also make use of ICT to offer the virtual learning experience. The teachers involve the students in various pair and group work activities to promote collaborative learning. The students are involved in lab activities, internships, field trips and extension activities of NSS & NCC for experiential learning.

The IQAC and the Academic Council play a major role in monitoring the teaching and learning process. The fully automated Examination Cell plans the Examination Calendar. The mid-exams and semester-end exams are followed as per timelines and examinations are conducted strictly and transparently. The results are also declared within the stipulated time. The grievances of the students if any will be addressed immediately. The IQAC and Academic Council monitor the whole process through internal audit.

The (66/83) Staff members are encouraged to participate in Orientation & Refresher courses and other training programs for updating their knowledge. The institution also conducts workshops and seminars for the updation of knowledge and research temper. During the last 5 years the staff members have attended 7 Orientation courses, 12 Refresher courses and 06 other training programs. The institution has conducted 10 seminars, 24 workshops and 9 Training Programmes for the benefit of students and staff during 2013-18.

Five of the departments are engaging students in internships and many departments have functional MOUs with other organisations in the state and country. The District Resource Centre (DRC) functions as the resource centre to train teachers in new subjects related to curriculum and teacher exchange programme.

Research, Innovations and Extension

The institution encourages its staff members for research and for publishing papers in popular journals with ISBN & ISSN. The institution is promoting a research policy from this academic year and for establishing recognised research centres on the campus.

As the affiliating university does not grant guide ship till the completion of 6 years after Ph.D and without the PG course, the institution is planning more PG courses on the campus to enable the eligible teachers with Ph.D for guide ship.

The institution also has the IPR cell and has a stated code of ethics to check malpractices and plagiarism in research. The IQAC creates awareness about 'plagiarism' and a software named 'Viper' is used to check the plagiarism issues while publishing articles in College Journal. On Line Plagiarism sources are also being used.

The Institution tries to maintain the Eco System for innovations and research Practices through Inter Disciplinary Faculty Forum, seminars and workshops. During the last five years 27 workshops, 7 national

Seminars and 5 Training Programmes were organised. The college has 62 Functional MoUs and conducts Extension and Outreach Programmes for the development of the neighbourhood. The NSS & NCC conducted 91 activities as part of community extension and holistic development during the last 5 years.

The teachers of this institution bag State Best Teacher Awards every year and during the last 5 years, 9 teachers were honoured with this award.

The institution promotes research temper and thus an ecosystem through interdisciplinary 'Faculty Forum' and District Resource Centre (DRC).

The institution promotes the use of ICT in the class rooms. The institution has 3 virtual class rooms, 3 digital classrooms and 20 LCD enabled classrooms apart from the LCD enabled Seminar Hall and Assembly Hall.

Five of the departments have linkages for internship. 25 teachers out of 66 hold PhD degrees.

The Institution has proposed Research Policy, Consultancy Policy and Code of Ethics in the Academic Council and got them approved during 2017-18. They have to be accepted in the G.B meeting this year.

The Women Empowerment Cell guides the women students for empowerment through several activities.

Infrastructure and Learning Resources

The institution has 126 rooms. Of these 7 are gallery halls, 2 are seminar halls, 3 are Virtual classrooms, 3 digital class rooms and 20 LCD enabled class rooms. 39 classrooms are used for regular teaching. The college has a very spacious assembly hall and an open auditorium. Three departments - Botany, Zoology and Computer Science have museums.

The college library is digitised with INFLIBNET SOUL software and subscribes for Del Net and NLIST regularly. It has more than 1 lakh 30 thousand e-Journals and Crores of E- books.

The SC, ST Book Bank has almost 50,000 books for the welfare of the students of the minority category. The library also has the reading room facility with books stacked in almirahs. The average annual expenditure for books and journals is Rs. 2,99,598/-. The hostel block accommodates 700 students in 64 rooms.

The institution has a well maintained Gymnasium, Courts and playground for Foot Ball, Volley ball, Basketball, Kho-Kho, Kabaddi and other outdoor games. The college uses the assembly hall and seminar hall for cultural activities.

The college has 21 wi-fi hotspots with extenders covering the entire campus. The student computer ratio is 1:9 and the IT facilities are updated periodically. The institution has established systems and procedures for maintaining and utilising physical, academic and support facilities.

The campus training and Placement Cell (JKC) offers training in Soft Skills, Communication Skills and Employability Skills. This has so far placed 1288 students in various organisations.

The institution has 21 wifi hotspots and 2 leased lines with 30+100 MBPS Speed.

The Institution has also established the solar grid as part of green initiatives to meet the electricity expenditure.

Student Support and Progression

The institution gives highest importance for students' progression.

77% of students are benefited through scholarships from Government every year. The institution helps 3 % of students to obtain scholarships from other agencies like Santoor and Zindaal. 20% of students get benefited through guidance for competitive exams and career counselling.

The institution offers Bridge Courses during the first weeks of admission to bridge the learning gaps and conducts Remedial Coaching for slow learners from time to time. All the departments conduct bridge courses to facilitate learning and to bridge gaps.

The Ward Counselling System monitors the student behaviour and offers psychological and emotional counselling for problems faced by students.

The institution focuses on the holistic development of the students keeping the vision, mission and core values of the institution in mind.

22.85% of the students get placements and 26.63% of students progress towards higher education. 12.67% are selected in State Government Jobs.

7 students won prizes at National level in sports and cultural events. 16 sport activities and 104 cultural activities are conducted on the campus during the last five years. Our students win Prathibha scholarships instituted by AP State Government for excellence every year.

The Students' Council is active in the institution and the institution gives equal importance in placing the students on the academic and administrative committees and also on the common related to various functions of the college.

The old students of the college participate in the Alumni Meets and share their views and suggestions for the department of institution. The Alumni of the institution have contributed Rs.2.50 Lakhs in monetary form for the development of the institution. The waiting hall of the college is renovated with the funds raised by the Alumni association. The Alumni have also contributed for the initiation of endowment prizes to encourage the poor students. Two R.O plants are installed by the Alumni Association.

Governance, Leadership and Management

The Principal as the chairman of the institution guides various administrative activities. The needs of the institution from time to time are assessed and upgraded through various funds released to the institution by the UGC under various heads through Academic Council and Governing body meetings.

Transparent and unbiased decisions are made and budget is allocated according to the priorities and needs of the departments. Departments with better performance are encouraged and various grievances of staff and students are addressed from time to time.

The financial aspects, the security and discipline related aspects, the green and cleanliness aspects are monitored periodically.

Proper measures are taken for the welfare of teaching and non teaching staff. The teaching and nonteaching staff are encouraged to participate in various training programs organised by Academic staff colleges, HRD institutes and Commissionrate of Collegiate Education.

The institution also focuses on the mobilization of funds from non- government organizations. An amount of 25.60 lakhs is raised as fund from Non-Government bodies, individuals and philanthropists during the last five years.

The institution follows the performance appraisal system introduced by the CCE for assessing the performance of the teaching and non-teaching staff.

The API score sheets are evaluated and considered for transfers, promotions and conferment of award.

The IQAC monitors the quality parameters in academic and administrative fields.

During the last five years teachers have attended 66 Orientation/Refresher/Short term Courses and Faculty development programmes. New UG and PG programmes wre added during the last five years. the Exam cell was automated. Bio-metric attendance was introduced. Commerce and Library blocks were constructed. 3 Virtual and 3 Digital classrooms were installed.

Institutional Values and Best Practices

At the institution is exclusively for the rural women students of first generation students, the institution focuses on inculcating values through curriculum and extra - curricular activities. The Research Temper among the staff is encouraged through seminars, workshops, faculty forums and DRC activities.

The Women Empowerment Cell of the institution organised 26 programmes on gender sensitivity, women related problems like ragging, atrocities and physical, mental and emotional issues.

The institution strives to empower women students through various certificate courses in vocational education also. During the last 5 years WEC has conducted 25 programs on various issues related to women.

The Grievance Redressal Cell addresses the various problems of women students periodically.

The Ward Counselling System also helps the students to overcome the emotional and psychological problems.

The institution implements the Code of Conduct prescribed by the CCE and the institution has also designed code of conduct separately for the teaching and non -teaching staff and students.

The NSS and the NCC through extension programs took up 66 initiatives for loacl community service.

The curriculum and the activities conducted by the college reflect the Human Values and Professional Ethics

The Students Managed Hostel, and Preparation of Departmental/Institutional Year Books are the best practices

followed by the institution apart from other Departmental Best Practices.

The institution has established the Solar Grid as part of utilization of alternative sources to reduce electricity bills and it will come into force from January 2019.

The campus lays importance on the green issues and the issues of waste management. The Waste Management System concentrates on the Solid Waste, the Liquid Waste and the E- waste are properly treated through required measures.

Rain water is secured through the harvesting system and the green initiatives and waste management are properly taken care off.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT COLLEGE FOR WOMEN
Address	Government College for Women (A), Sambasivapeta, Guntur, 522001
City	Guntur
State	Andhra Pradesh
Pin	522001
Website	gcwguntur.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Ch.Pulla Reddy	0863-2220093	8801823244	-	gcwa.iqac@gmail.com
IQAC Coordinator	K.Vijaya Babu	0863-2222642	8309596606	-	drvijaykoganti@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	For Women
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of Establishment, Prior to the Grant of 'Autonomy'	01-01-1942

Date of grant of 'Autonomy' to the College by UGC	01-08-2013			
University to which the college is affiliated				
State	University name	Document		
Andhra Pradesh	Acharya Nagarjuna University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	03-03-1956	View Document		
12B of UGC	03-03-1956	View Document		
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	Yes
If yes, date of recognition?	27-05-2016
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	National Institute for Ranking Framework
Date of recognition	04-04-2018

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Government College for Women (A), Sambasivapeta, Guntur, 522001	Urban	10.85	5062

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Arts	36	Intermediate	English	20	0
UG	BA,Arts	36	Intermdiate	English	30	19
UG	BA,Arts	36	Intermediate	English	30	9
UG	BA,Arts	36	Intermediate	Telugu	60	55
UG	BA,Arts	36	Intermediate	Telugu	30	20
UG	BA,Arts	36	Intermediate	English	60	18
UG	BCom,Com merce	36	Intermediate	Telugu	60	60
UG	BCom,Com merce	36	Intermediate	Telugu	61	61
UG	BCom,Com merce	36	Intermediate	English	30	21
UG	BSc,Physical Science	36	Intermediate	English	60	26
UG	BSc,Physical Science	36	Intermediate	English	30	24
UG	BSc,Physical Science	36	Intermediate	English	60	55
UG	BSc,Physical Science	36	Intermediate	English	60	0
UG	BSc,Physical Science	36	Intermediate	English	30	29

UG	BSc,Physical Science	36	Intermediate	English	32	32
UG	BSc,Physical Science	36	Intermediate	English	45	43
UG	BSc,Natural Science	36	Intermediate	English	30	0
UG	BSc,Natural Science	36	Intermediate	English	38	38
UG	BSc,Natural Science	36	Intermediate	English	30	13
UG	BSc,Natural Science	36	Intermediate	English	30	19
UG	BSc,Natural Science	36	Intermediate	English	30	10
UG	BSc,Natural Science	36	Intermediate	English	26	26
UG	BSc,Natural Science	36	Intermediate	Telugu	60	25
UG	BSc,Natural Science	36	Intermediate	English	30	6
UG	BSc,Natural Science	36	Intermediate	English	30	26
PG	MA,Arts	24	Degree	Telugu	30	8
PG	MA,Arts	24	Degree	English	20	12
PG	MSc,Physical Science	24	Degree	English	30	5
PG	MSc,Natural Science	24	Degree	English	30	18

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	4				5				74			
Recruited	1	3	0	4	3	2	0	5	16	41	0	57
Yet to Recruit	0				0				17			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government			47	
Recruited	28	9	0	37
Yet to Recruit			10	
Sanctioned by the Management/Society or Other Authorized Bodies			0	
Recruited	0	0	0	0
Yet to Recruit			0	

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	3	0	1	1	0	5	14	0	25
M.Phil.	0	0	0	2	1	0	4	7	0	14
PG	0	0	0	0	0	0	7	20	0	27

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		3	14	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	628	7	0	0	635
	Others	0	0	0	0	0
PG	Male	0	0	0	0	0
	Female	43	0	0	0	43
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years						
Programme		Year 1	Year 2	Year 3	Year 4	
SC	Male	0	0	0	0	
	Female	211	217	256	285	
	Others	0	0	0	0	
ST	Male	0	0	0	0	
	Female	38	42	53	50	
	Others	0	0	0	0	
OBC	Male	0	0	0	0	
	Female	153	166	186	229	
	Others	0	0	0	0	
General	Male	0	0	0	0	
	Female	140	95	141	181	
	Others	0	0	0	0	
Others	Male	0	0	0	0	
	Female	0	0	0	0	
	Others	0	0	0	0	
Total		542	520	636	745	

2.3 EVALUATIVE REPORT OF THE DEPARTMENTS

Department Name	Upload Report
Arts	View Document
Commerce	View Document
Natural Science	View Document
Physical Science	View Document

NAAC

3. Extended Profile

3.1 Program

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
29	26	25	22	22
File Description			Document	
Institutional Data in Prescribed Format			View Document	

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1885	1792	1604	1438	1362
File Description			Document	
Institutional Data in Prescribed Format			View Document	

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
537	454	481	419	403
File Description			Document	
Institutional Data in Prescribed Format			View Document	

Number of students appeared in the examination conducted by the Institution, year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1723	1592	1453	1369	1326
File Description			Document	
Institutional Data in Prescribed Format			View Document	

Number of revaluation applications year-wise during the last 5 years

2017-18	2016-17	2015-16	2014-15	2013-14
240	87	44	44	1

3.3 Teachers**Number of courses in all programs year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
352	355	270	221	187

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
66	67	74	76	69

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
83	83	83	83	83

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution**Number of eligible applications received for admissions to all the programs year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
1182	1222	1147	1018	1251

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
552	508	482	409	409

File Description	Document
Institutional Data in Prescribed Format	View Document

Total number of classrooms and seminar halls

Response: 68

Total number of computers in the campus for academic purpose

Response: 201

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
267.45	43.30	32.55	33.14	37.14

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curriculum Design and Development

1.1.1 Curricula developed /adopted have relevance to the local/ national / regional/global developmental needs with learning objectives including program outcomes, program specific outcomes and course outcomes of all the program offered by the Institution

Response:

As the institution became autonomous during 2014 -2015, it has freedom to design and develop its own curriculum for various programs. The members of each department, through internal deliberations and with the help of the suggestions given by subject experts from other Institutions and the affiliating University design the need-based curriculum with a focus on the 'Vision, Mission and Core Values' of the institution through discussions based on the observations and feedback of the students, the teachers, the alumni and the employers.

Though the affiliating university does not accept completely Choice Based Credit System across the programmes, CBCS is implemented through offering need-based Certificate and General Electives and Clusters.

The curriculum with a focus on knowledge, concepts, skills and attitudes and which has relevance to regional, national and international needs is planned and approved in the BoS meetings. Achievable learning objectives are also framed keeping the limitations in view. The different courses of the curriculum help the students to develop creative and critical thinking skills, transferable knowledge and life skills and various other skills of the pyramid of Bloom's Taxonomy for Life Skills, Employability, Entrepreneurship.

The Academic Council and the IQAC monitor the processes through which the outcomes are achieved. The attainment of outcomes is also planned through 'formative' and 'summative' evaluation procedures.

The curriculum thus designed is implemented through effective **Annual Academic Curricular Plans** and Student Centered **Lesson Plans**. Where ever the subject experts find certain gaps those gaps are filled with **Value-added courses like General Electives, Certificate Courses and Skill-oriented Foundation Courses** instituted by the Andhra Pradesh State Council for Higher Education (APSCHE). In addition to this, Vocational Training in courses like 'Beautician Course', 'Tailoring', 'Bouquet Making', 'Fabric Painting', 'Gardening', 'Cake Making and Confectionary' etc., which are useful for immediate employment.

As Guntur and surrounding districts are a part of the hub of the capital and of the newly emerging state of Andhra Pradesh after division, innumerable private educational institutions, commercial shopping complexes, hospitals and several startups, and National and International companies are coming up. The fresh graduates have immense opportunities to find themselves as teachers, assistants and managers, pharmacists and lab assistants. The advanced learners after graduation are aspiring for PG Programmes and competitive examinations. Most of the students in their final years are getting selected by Employing Organisations in Campus Drives.

All the students are trained in 21st century skills like Computer Skills, Communication Skills, Analytical

Skills, People's Skills and Employability skills.

The curriculum focuses on the development of self reliance, confidence and learner autonomy along with human values and professional ethics. The Programmes and courses are periodically revised as per the permitted guidelines of APSCHE.

The POs, PSOs and COs as guided by IQAC and Academic Council are discussed in the BoS meetings and are communicated to the stake holders in the beginning of every semester. They are also displayed on the campus and on the website.

File Description	Document
Any additional information	View Document

1.1.2 Percentage of programs where syllabus revision was carried out during the last five years

Response: 53.23

1.1.2.1 How many programs were revised out of total number of programs offered during the last five years

Response: 66

1.1.2.2 Number of all programs offered by the institution during the last five years

Response: 124

File Description	Document
Minutes of relevant Academic Council/BOS meeting	View Document
Details of program syllabus revision in last 5 years	View Document
Any additional information	View Document

1.1.3 Average percentage of courses having focus on Employability/ Entrepreneurship/ Skill development during the last five years

Response: 100

1.1.3.1 Number of courses having focus on employability/ entrepreneurship/ skill development year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
352	355	270	221	187

File Description	Document
Program/ Curriculum/ Syllabus of the courses	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Average percentage of courses having focus on employability/ entrepreneurship	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years Response: 23.97	
1.2.1.1 How many new courses are introduced within the last five years Response: 332	
1.2.1.2 Number of courses offered by the institution across all programs during the last five years Response: 1385	
File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Institutional data in prescribed format	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented Response: 100	
1.2.2.1 Number of programs in which CBCS/ Elective course system implemented. Response: 29	

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

As the basic need or objective of learning is to develop human values like love, tolerance, nonviolence, charity, compassion, understanding nature unbiased perception, unity, quest for truth, righteous conduct, peace, unprejudiced community interaction and critical thinking skills for a harmonious living, the institution during the curriculum designing process concentrates and includes these aspects. In languages - poetry and prose collections and in other subjects topics related to green practices, Human Values and Professional Ethics are incorporated. The focus on ecology is never forgotten. It is not just the inclusion; the institution also tries to inculcate these values through various programs among the young learners. The activities taken up by different cells like the **HVPE Cell**, the **Women Empowerment Cell**, the **NSS and NCC** units and **Literary and Cultural Activities Cell** focus on these. Other co-curricular activities also focus on these issues. The different courses of the curriculum focus on this specifically. The 'College Pledge' taken by the students also focus on these important issues. A detailed table showing the description of the courses addressing the HVPE practices is attached herewith.

The tab 'Student Support Services' on our website will explain other aspects related to this: <http://gcwguntur.ac.in/index.html>

File Description	Document
Any additional information	View Document

1.3.2 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 82

1.3.2.1 How many new value-added courses are added within the last 5 years

Response: 82

File Description	Document
List of value added courses	View Document
Brochure or any other document relating to value added courses	View Document

1.3.3 Average percentage of students enrolled in the courses under 1.3.2 above

Response: 30.09

1.3.3.1 Number of students enrolled in value-added courses imparting transferable and life skills offered year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
755	1023	623	99	103

File Description	Document
Any additional information	View Document

1.3.4 Percentage of students undertaking field projects / internships

Response: 1.8

1.3.4.1 Number of students undertaking field projects or internships

Response: 34

File Description	Document
List of programs and number of students undertaking field projects / internships	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni 5) Parents for design and review of syllabus Semester wise /year-wise

A. Any 4 of above

B. Any 3 of above

C. Any 2 of above

D. Any 1 of above**Response:** A. Any 4 of above

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

1.4.2 Feedback processes of the institution may be classified as follows:**A. Feedback collected, analysed and action taken and feedback available on website****B. Feedback collected, analysed and action has been taken****C. Feedback collected and analysed****D. Feedback collected****Response:** A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.16

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
07	08	0	0	0

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Demand Ratio(Average of last five years)

Response: 1.23

2.1.2.1 Number of seats available year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1115	1025	986	826	826

File Description	Document
Demand Ratio (Average of Last five years)	View Document
Any additional information	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 99.37

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
544	508	482	409	402

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Soon after the admissions, the teachers, based on the performance and through interaction identify the slow and advanced learners. A *bridge course* is conducted in the beginning to facilitate the learning process and to bridge the gap for higher learning.

The **Slow** and the **Advanced** Learners are only observed but not labeled outwardly. The teachers while planning activities mix the advanced and the slow learners for promoting a confident learning process.

The slow learners are given **LOT** activities (**Lower Order Thinking**) activities and the advanced learners are involved in **HOT** activities (**Higher Order Thinking**) activities.

With reference to their 'learning styles', the learners are involved in 'pair work and group work'. The active learners are kept as group leaders and also members to facilitate the process of learning apart from discussions, doubt clarification sessions et cetera.

Assignments are also given for practice of 'writing' and 'retention'. Group activities focus on the 'speaking' and 'writing skills' and also the 'thinking skills'.

In each semester the college conducts two mid examinations apart from the Semester end examinations. Various other classroom activities like essay writing, elocution, debates, project works, and seminars are conducted regularly. To motivate students guest lectures are also arranged.

The active learners are involved in 'peer teaching' and 'peer evaluation' process for promoting the confidence of the learners. Through 'remedial coaching', the passive or slow learners are motivated and helped for better performance. The slow learners, based on the improvement in their performance are promoted as group leaders. Various activities like 'quiz, elocution, essay writing, debates, rangoli, songs competitions, etc.', are conducted for inspiration and motivation.

The 'Lower Order Thinking' and 'Higher Order Thinking' activities designed on the basis of Bloom's

taxonomy, are attached herewith as part of additional information. We are also giving the details of **special programs for slow learners, the bridge courses, remedial classes, co-curricular activities** conducted by the the departments are attached here with.

The following links will explain the different activities conducted by various departments in the college:

[http://gcwguntur.ac.in/Departmental%20Activities%20\(Year%20Wise\).pdf](http://gcwguntur.ac.in/Departmental%20Activities%20(Year%20Wise).pdf)

File Description	Document
Any additional information	View Document
link for additional information	View Document

2.2.2 Student - Full time teacher ratio

Response: 28.56

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.64

2.2.3.1 Number of differently abled students on rolls

Response: 12

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response:

As there is a paradigm shift from the teacher centered classroom to the student centered classrooms, student centered methods that promote autonomy in learning are implemented by involving students in class work activities like '**pair work**' and '**group work**'.

We promote the **participative learning** by engaging them in classroom **seminars, group discussions, study projects, fieldwork, industrial visits** et cetera. The institution implements problem solving methods to develop Critical Thinking Skills. The students learn through experiential learning and they develop social skills and communication skills.

From Lesson Planning to evaluation care is taken to involve the students in the process of learning. 'Pre', 'while' and 'post' methods are observed during the delivery of lessons. The students are involved in **Lab work, Group discussions, Seminars and Study projects** for hands on experience.

All these activities are presented in the departmental activities register. The institution also conducts workshops for teachers and students. A list of **activities and student centered lesson plans** are attached under additional information.

AACPs:

Lesson Plans:

Teaching Diaries :

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 72.73

2.3.2.1 Number of teachers using ICT

Response: 48

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 28.56

2.3.3.1 Number of mentors

Response: 66

File Description	Document
Any additional information	View Document

2.3.4 Preparation and adherence to Academic Calendar and Teaching plans by the institution

Response:

The institution followed the annual plan of the affiliated university prior to the autonomous status during 2012-14. As the institution was sanctioned autonomous status from 2014-15 onwards, the institution has its own **Annual Academic Plan** as prescribed by the Commissionerate of Collegiate Education, Andhra Pradesh.

The plan includes the month wise and week wise curricular, co-curricular and extra-curricular activities for the benefit of the students. The teachers design their **Lesson Plans** for each unit and they maintain the **Teaching Diary** mentioning the delivery of different lessons every day.

The records are verified by the 'internal audit unit' appointed by the Academic Council and IQAC. The Principal and the audit team appointed, also inspect the departments of the Institution and monitor the maintenance of this **Annual Academic Calendar** and **Teaching Diaries**. The model **Annual Academic Calendar** of the institution, **Annual Academic Curricular Plans**, **Teaching Diaries** and **Lesson Plans** are attached as additional information links.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 84.82

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 24.41

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
25	20	18	14	08

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 10.35

2.4.3.1 Total experience of full-time teachers

Response: 683

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 15.63

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
01	02	03	02	03

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document
Any additional information	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 5.3

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	5	4	4	3

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Average number of days from the date of last semester-end/ year- end examination till the declaration of results during the last five years

Response: 33

2.5.1.1 Number of days from the date of last semester-end/ year- end examination till the declaration of results year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
30	31	34	28	42

File Description	Document
List of programs and date of last semester and date of declaration of result	View Document
Any additional information	View Document

2.5.2 Average percentage of student complaints/grievances about evaluation against total number appeared in the examinations during the last five years

Response: 5.19

2.5.2.1 Number of complaints/grievances about evaluation year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
185	105	40	80	0

File Description	Document
Any additional information	View Document

2.5.3 Average percentage of applications for revaluation leading to change in marks during the last five years

Response: 19.08

2.5.3.1 Number of applications for revaluation leading to change in marks year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
29	29	10	12	0

File Description	Document
Any additional information	View Document

2.5.4 Positive impact of reforms on the examination procedures and processes including IT integration and continuous internal assessment on the examination management system

Response:

The examination cell works with a vision to bring in the true spirit of assessment to motivate and evaluate

the learning processes. The Examinations Cell announces the calendar soon after the day of reopening of the Institution and follows scrupulously.

The announcements and notifications are given periodically to keep the staff and the students on the alert. As the exam cell is automated, everything right from the enrollment to certification is done using the IT enabled exam-management system, 'Student Progression Evaluation System software'.

The formative and summative evaluation is done transparently strictly adhering to the standards of the students and the Teachers.

The internal assessment is done on a continuous basis through classroom seminars, assignments, project works et cetera and regularity in attendance is also observed as one of the weightages. 70/30 ratio is followed for external and internal assessment .

The setting of question paper is done in a very confidential manner. Various requests or grievances from the students for revaluation are considered and examined sympathetically as per regulations and justice is done to the grievances represented by the students. These are recorded and resolved periodically.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.5 Status of automation of Examination division along with approved Examination Manual

A. 100% automation of entire division & implementation of Examination Management System (EMS)

B. Only student registration, Hall ticket issue & Result Processing

C. Only student registration and result processing

D. Only result processing

Response: A. 100% automation of entire division & implementation of Examination Management System (EMS)

File Description	Document
Current manual of examination automation system and Annual reports of examination including the present status of automation	View Document
Current Manual of examination automation system	View Document
Any additional information	View Document
Annual reports of examination including the present status of automation	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

As the outcomes of the courses and programs are very essential for the development of the students, enough care is taken to make the stakeholders aware of the outcomes of the programs and the courses offered by the institution.

Through the departments and the teachers, the learning objectives and outcomes are communicated to the students in the institution. They are communicated to the students during the opening time of the college and in the classroom by the teachers.

A detailed list of 'Program Outcomes', 'Program Specific Outcomes' and 'Course Outcomes' for all the programs is displayed on the website and also in the departments.

The institution takes enough care in designing the objectives and outcomes, keeping the possible facilities and limitations of the institution. The institution tries to tune the challenges also into advantages by introducing outcome oriented value-added courses.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The institution through the BoS meetings plans for measurable and achievable outcomes for the courses

and the programs. It's not just the designing of the outcomes the institution also focuses on the attainment of the program outcomes, program specific outcomes and course outcomes through teaching, and formative and summative evaluation.

The Student Centered Methods adopted by the teachers like **Socratic Thinking, Lower Order Thinking and Higher Order Thinking** questions based on the Bloom's Taxonomy, different formative evaluation procedures through **pair and group work, project work, class seminars and extracurricular activities like quiz, essay writing and elocution and summative evaluations** like mid examinations and Semester-end examinations – all these help the teachers to observe whether they are able to attain the outcomes in a phased manner.

The **lesson plans** designed by the teachers also focus on these things. The **performance of students in classrooms, results** of the students in the final exams and in **competitive examinations, the placement record of the students and the students' feedback** also speak about the attainment of the program outcomes, program specific outcomes and course outcomes by the institution.

The following Additional Information explains the details of attainment through different activities of the departments:

File Description	Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 98.23

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 500

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 509

File Description	Document
List of programs and number of students passed and appeared in the final year examination	View Document
Any additional information	View Document
Link for annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.81

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Promotion of Research and Facilities

3.1.1 The institution has a well defined policy for promotion of research and the same is uploaded on the institutional website

Response: Yes

File Description	Document
Any additional information	View Document
URL of Policy document on promotion of research uploaded on website	View Document

3.1.2 The institution provides seed money to its teachers for research (average per year)

Response: 0

3.1.2.1 The amount of seed money provided by institution to its faculty year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of teachers receiving grant and details of grant received	View Document

3.1.3 Number of teachers awarded international fellowship for advanced studies/ research during the last five years

Response: 0

3.1.3.1 The number of teachers awarded international fellowship for advanced studies / research year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of teachers and their international fellowship details	View Document

3.1.4 Institution has the following facilities

1. Central Instrumentation Centre
2. Animal House/Green House / Museum
3. Central Fabrication facility
4. Media laboratory/Business Lab/Studios
5. Research / Statistical Databases

A. Any four facilities exist

B. Three of the facilities exist

C. Two of the facilities exist

D. One of the facilities exist

Response: D. One of the facilities exist

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

3.2 Resource Mobilization for Research

3.2.1 Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.2.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of project and grant details	View Document

3.2.2 Number of research centres recognised by University and National/ International Bodies

Response: 0

3.2.2.1 Number of research centres recognised by University and National/ International Bodies

File Description	Document
Names of research centres	View Document

3.2.3 Percentage of teachers recognised as research guides

Response: 1.7

3.2.3.1 Number of teachers recognised as research guides

Response: 6

3.2.3.2 Number of full time teachers worked in the institution during the last 5 years

Response: 352

File Description	Document
Details of teachers recognized as research guide	View Document
Any additional information	View Document

3.2.4 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.13

3.2.4.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 9

File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document
link to funding agency website	View Document

3.3 Innovation Ecosystem

3.3.1 Institution has created an eco system for innovations including Incubation centre and other initiatives for creation and transfer of knowledge

Response:

The faculty members participate in workshops and seminars to update their knowledge and publish papers in UGC notified and popular journals.

The institution also conducts workshops and seminars on latest developments on various fields.

The **Faculty Forum** of the college conducts various interactive and interdisciplinary lectures on latest aspects and developments.

The **District Resource Centre** of this college conducts many training programmes for teachers of the colleges in the districts.

The Institution brings out a book called "**SPARK**" - a collection of all publications by the staff of the college.

The Institution also encourages the students to contribute for the College magazine periodically.

The faculty members offer consultancy to various organisations and design workbooks in student centered methods. The book 'Skill Genie' which is popular world wide is designed and co-edited by **Dr. Vijaya Babu, the incharge of Department of English:** http://www.apcce.gov.in/KM/Skill%20Genie%20event/Skill_genie.pdf

File Description	Document
Any additional information	View Document
link for additional information	View Document

3.3.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry - Academia Innovative practices during the last five years

Response: 1

3.3.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3.3 Number of awards for innovation won by institution/ teachers/ research scholars/students during the last five years

Response: 0

3.3.3.1 Total number of awards for innovation won by institution/teachers/research scholars/students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of innovation and award details	View Document

3.3.4 Number of start-ups incubated on campus during the last five years

Response: 0

3.3.4.1 Total number of start-ups incubated on campus year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of startups details like name of startup, nature, year of commencement etc	View Document

3.4 Research Publications and Awards

3.4.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

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

3.4.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
e- copies of the letters of awards	View Document
Any additional information	View Document

3.4.3 Number of Patents published/awarded during the last five years

Response: 0

3.4.3.1 Total number of Patents published/awarded year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of patents and year it was awarded	View Document

3.4.4 Number of Ph.D.s awarded per teacher during the last five years

Response: 0.33

3.4.4.1 How many Ph.Ds are awarded within last 5 years

Response: 02

3.4.4.2 Total number of teachers recognised as guides during the last 5 years

Response: 06

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	View Document
URL to the research page on HEI web site	View Document

3.4.5 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.06

3.4.5.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	01	02	0	01

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.4.6 Number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings per teacher during the last five years

Response: 1.72

3.4.6.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
53	32	27	9	0

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4.7 Bibliometrics of the publications during the last five years based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Response: 2.39

3.4.8 Bibliometrics of the publications during the last five years based on Scopus/ Web of Science - h-index of the Institution**Response:** 1.5**3.5 Consultancy****3.5.1 Institution has a policy on consultancy including revenue sharing between the institution and the individual****Response:** Yes

File Description	Document
Soft copy of the Consultancy Policy	View Document
Minutes of the Governing Council/ Syndicate/Board of Management related to Consultancy policy	View Document
URL of the consultancy policy document	View Document

3.5.2 Revenue generated from consultancy during the last five years**Response:** 0**3.5.2.1 Total amount generated from consultancy year-wise during the last five years (INR in Lakhs)**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
List of consultants and revenue generated by them	View Document

3.5.3 Revenue generated from corporate training by the institution during the last five years**Response:** 373900**3.5.3.1 Total amount generated from corporate training by the institution year-wise during the last five years (INR in Lakhs)**

2017-18	2016-17	2015-16	2014-15	2013-14
71500	100000	95150	57750	49500

File Description	Document
List of teacher consultants and revenue generated by them	View Document
Audited statements of account indicating the revenue generated through training	View Document

3.6 Extension Activities

3.6.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Different Social issues and holistic development activities like Rallys & awareness programs, Workshops, Flash mobs on 'Traffic rules & Violation' were taken up in collaboration with APSPDCL, NEDCAP, STEP, and Rotaract. The following are some of the activities conducted in the neighbourhood community by Departments and NSS

1. Communal Harmony
2. Human Rights Day
3. Kitchen Garden
4. Medical Camp
5. Literacy Health & hygiene in adopted villages.
6. Preservation of ecology
7. Swacch Bharath
8. Energy Conservation
9. Janmabhoomi Program
10. Survey on Eye diseases
11. Flash Mobs on Social Evils

The faculty and students of the institution involve themselves in community developmental extension activities for extending service and creating awareness in the surrounding villages. As this is also one of the core values envisaged by the institution the institution lays thrust on aspects like illiteracy, health, hygiene and nutrition and ecological issues.

The students and the staff conduct rallies, awareness programs, workshops, flash mobs and programs on ecological balance and energy conservation periodically. The institution also conducts these programs in collaboration with the social service organizations like STEP, Rotaract and Red Cross.

The Women Empowerment Cell also conducts similar workshops, awareness campaigns in the college among students to motivate them for participation & spreading the message across the villages. Then activities which give them a deeper insight into the practical, Social issues and problems enable the students to face them and address them practically. Along with the academics these issues related to society develop their inner personality along with social responsibility and make the learning process holistic. The following link explains the various extension activities taken up by the institution.

NSS; <http://gcwguntur.ac.in/nss.html>

Women Empowerment Cell: <http://gcwguntur.ac.in/women-empowerment-cell.html>

File Description	Document
link for additional information	View Document

3.6.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 17

3.6.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	2	3	5	3

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.6.3 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 last five years

Response: 46

3.6.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
8	13	10	12	3

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.6.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 64.77

3.6.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1506	1748	1248	654	315

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Government or NGO etc	View Document

3.7 Collaboration

3.7.1 Number of Collaborative activities for research, faculty exchange, student exchange per year

Response: 5.6

3.7.1.1 Total number of Collaborative activities for research, faculty exchange, student exchange year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
11	5	5	7	0

File Description	Document
Number of Collaborative activities for research, faculty etc	View Document
Copies of collaboration	View Document

3.7.2 Number of linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the last five years

Response: 26

3.7.2.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	6	4	4	5

File Description	Document
e-copies of linkage related Document	View Document
Details of linkages with institutions/industries for internship	View Document

3.7.3 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 62

3.7.3.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
22	16	11	6	7

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc

Response:

The institution established in 1942 is spread in 10.85 acres with a built up area of 5062 sq.Meters with Main Block, JKC Block, Library Block(PG Block), Commerce Block. and Home Science Block with **126 rooms**. Of these **68** are used for Teaching and Learning purposes.

The Main Block comprises the Principal's chamber and the office on the ground floor along with the Language departments, Political Science, Computer Science, Psychology & Sociology, Botany and Zoology along with labs. The **1st Floor of the Main block** accommodates the Departments of Physics, Chemistry, Economics and History Departments and the labs concerned IQAC also is on the first floor of the Main Block. **Home Science Block** contains classrooms and and TTM lab. The other **two sub blocks** accommodate Commerce department and the **JKC Block**, which consists of class rooms, Microbiology, Bio technology, Bio-chemistry, Computer & ELL labs along with Skill development and Placement Cell.

The College also has the NET centre providing internet access to the students. **The Library Block** is constructed separately with internet & reading room facilities.

A **large assembly hall** and the **seminar hall** are the special attractions of the college for conducting Workshops and Seminars etc,. The College has **7 Gallery halls, a spacious MANA TV room, 3 Virtual class rooms and 3 Digital class rooms**. The **computer department has 3 labs** among which one is allotted for **Multimedia lab and studios**. The institution has **3 museums** Botany, Zoology and Computer Sciences. The library of the institution has 52051 books and 49 magazines and journals with access to 46000 E- journals and 70lakh e-books. The library is automated with Inlibnet facility and offers remote access for digital resources. The library also has the SC, ST book bank and books for competitive exams and offers reading and reference facility.

The English Language Lab caters to the needs of Language Learners

There are separate washrooms for men and women , a canteen, a women's waiting hall and vehicle parking facility.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The institution has a play ground area of 850 square meters for various out door games and competitions. The college conducts various games and sports at college district, State, University, Intercollegiate and National Levels.

The Women students are trained in various sports like volleyball, shuttle, tennicoit and kabaddi by the physical director and our students have bagged prizes at State, University and national level games in Vollyball, Badminton, Gymnastics and boxing.

The College conducts Certificate course in Yoga and organises the Yoga day every year . Almost 100 students got trained in Yoga Certificate Course so far. The institution organises yoga camps periodically.

The literary & cultural committees organize various events to promote creative & critical thinking of students. The students council takes an active part in conducting the events like classical music & folk music and light music, instrumental music, classical and folk dances, skits, poster presentations, literacy events like essay writing, elocution and debate and our students participate actively and bagged prizes at University, State and national Level. The students are also trained in local traditional art forms like”Kolatom”, and Rangoli.

The college has a well equipped **GYM** and **06 courts** for ball badminton, shuttle,volleyball, Kabaddi,Tenni Coit and Kho-Kho.

GYM ARTICLES

Length of gym- 34 feet, Width of the gym- 34feet 8inches

1. **ORBITRAK:** Fitness gym workout four in one orbitrak with seat and pulse handle
2. **Orbital Cycling Exercise**
3. **AB Pro Heavy:**
4. **AB Swing:**
5. **Bench Press:**
6. **Tread Mill:**
7. **12 Station Multi Gym:**
8. **Power lifting Set:**
9. **Vibrator:**
10. **Twist cum Stepper:**
11. **Exercise Cycle Double Shock and Single shock:**
12. **Orbitrak Multi Function:**

The following link provides information about the physical facilities of the institution. <http://gcwguntur.ac.in/facility-available.html>

File Description	Document
link for additional information	View Document

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

Response: 38.24

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 26

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
Link for additional information which is optional	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 54.1

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
130	19.55	20.59	18.63	21.27

File Description	Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

The library at institution with 52051 books, periodicals, reference books and journals caters to the academic and research needs and works like an integrated facility and offers more than 40000 online journals. The staff and the students can access the **E-journals of CUP, OUP, RSC, AIP** etc. The Library portal <https://librarygdcwguntur.webnode.com/> provides access to the E-journals and data bases. The

access is both online and offline. The sign boards installed at various places on the campus guide the students and the faculty. **OPAC** provides access to the library collection as the main tool. The library website provides information about the resources, rules and regulations. The library was automated **fully** with the “SOUL” software in 2018 . There is a provision for downloading and printing of material from the e resources. The college library is a member of **INFLIBNET- NLIST** and **DELNET**. The library takes up the following activities

1. Book reviews
2. Book exhibitions and Display of New books
3. Feedback analysis action taken reports
4. Grievance redressal
5. Provision of educational research, training and employment information.
6. The library also provides access to **NPTEL, E-PGPATHASALA, MOOCs and NDLoF India**

Provision of News papers, News reports, Magazines and journals in the reading room.

Physical description of library details

1. ILMS – SOUL 2.0 Full Edition
2. Version – 2.0
3. Year of automation – 2018.
4. Nature of automation : Full
5. Total carpet area of Library – 4800sft.
6. Stack area – 3000sft.
7. Reading area – 1100sft.
8. Circulation – 50sft.
9. Reprographic – 50sft.
10. Store room – 50sft.
11. E – Resources for E access – 250sft.
12. Cubicles – 11

This Library received the Best Library Award from Acharya nagarjuna Univeristy in 2016 and secured First Prize.

File Description	Document
Any additional information	View Document
link for additional information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resource for library enrichment

Response:

The library is having rich collection of Rare Books, Manuscripts, Reports, Encyclopedias, Biographies,

Dictionaries, multiple sets of volumes in various subjects. Books on Personality Development, Career development, Soft skills, TOEFL, GRE, MAT , UPSC, SSC, APPSC and other competitive exams, Indian Culture, Heritage, Religious books like Upanishads, Mahabharatha, Ramayana, Quran, Bible etc.

Rare Books : 145

Reports (Including MRP) : 05

Biographies: 2

Dictionaries: 57

Encyclopaedias: 14

PhD Manuscripts: 3

Conference Proceedings/Volumes: 4

File Description	Document
Any additional information	View Document
link for additional information	View Document

4.2.3 Does the institution have the following

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

Any 4 of the above

Any 3 of the above

Any 2 of the above

Any 1 of the above

Response: Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 3

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
5.9857	4.9279	0.4223	0.593	3.051

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 12.92

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

Response: 252

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The Institution offers courses in computer sciences in B.Com & B.Sc programs. The institution has 3 computer labs, 1 being a multimedia lab. The college provides internet on the campus and all the departments are equipped with Wi-Fi. The college has the BSNL leased line(Band Width) for both administrative and academic purposes. Different Internet connection points are provided for both Land line and continuous Wi-Fi. The details are given below:

Sl.NO	Type of Usage	Connection Type/Provider	Located at	Speed
1.	Wi-Fi	ACT Fibernet	Principal's Chamber	100MBPS
2	Wi-Fi	ACT Fibernet	JKC Block	30 MBPS
3	Wi-Fi	ACT Fibernet	Office-Admin Block	75 MBPS
4	Wi-Fi	AP Fibernet(APSFL)	Virtual Classrooms	100 MBPs with 10 MBPS Leased Line
5	Land Line and Wi-Fi	BSNL Broad Band	12 Departments	2 MBPS
6	Land Line and Wi-Fi	BSNL Broad Band	Exam Cell	2 MBPS

File Description	Document
Any additional information	View Document
link for additional information	View Document

4.3.2 Student - Computer ratio

Response: 9.38

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line) ?50 MBPS

35 MBPS - 50 MBPS

20 MBPS - 35 MBPS

5 MBPS - 20 MBPS

Response: 5 MBPS - 20 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 26.95

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
43.15	16.62	7.35	8.23	12.18

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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.

Response:

Physical and academic and support facilities are reviewed and monitored for optimal use from time to time. The budget received under various heads like UGC, CPE and RUSA are allocated based on their priority and need of the students.

The Finance Committee looks after the maintenance of buildings, class rooms and labs. The repairs and renovations required for the buildings and infrastructure are assessed and the detailed project report will be submitted to Principal & CPDC. The expenditure for repairs and renovations are met from the autonomy grant under 'repairs and renovations' category.

The purchase committee of the college finalise the requirements of the departments and the purchases will take place normally through Government Firms and if they cannot provide the required products, purchases are done through quotation process as per norms, i.e, by selecting lowest quotations from the bidder and the amount will be met from various sources of funding agencies like UGC autonomy grants, office budget, special fee and restructured course fee.

The stock registers duly maintained by the departments will be verified by the stock verification committers and stock lists are cross checked with stock registers.

After verification of the consumable & non consumable items, items will be listed out for condemnation & repair. Condemned items will be auctioned after approved by the governing body and APCCE.

The computers and electronic materials listed as e-waste will be auctioned after obtaining permission by Commissionerate of Collegiate Education.

File Description	Document
link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 76.89

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1532	1315	1207	1174	993

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document
Any additional information	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 2.76

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
67	39	56	34	30

File Description	Document
Any additional information	View Document

5.1.3 Number of capability enhancement and development schemes –

- 1.Guidance for competitive examinations
- 2.Career Counselling
- 3.Soft skill development
- 4.Remedial coaching
- 5.Language lab
- 6.Bridge courses
- 7.Yoga and Meditation
- 8.Personal Counselling

7 or more of the above

Any 6 of the above

Any 5 of the above

Any 4 of the above

Response: 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 78.93

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1350	1457	1429	1139	1000

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 9.44

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
327	227	100	60	92

File Description	Document
Details of of students benefited by Vocational Education and Training (VET)	View Document
Any additional information	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**Response:** Yes

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

5.2 Student Progression**5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 22.85

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
183	105	98	111	41

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 26.63

5.2.2.1 Number of outgoing students progressing to higher education

Response: 143

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

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 12.67

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
4	1	0	10	1

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOEFL/ Civil Services/State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	20	20	30	20

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

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

Response: 9

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

2017-18	2016-17	2015-16	2014-15	2013-14
1	2	4	0	2

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Students Council / Academic & Administrative bodies or committees/ Lsts and minutes of meetings.

The college has an active students union comprising clan representatives controlled by the student's secretary and the president. The student's council is elected by the students of different classes in the beginning of the academic year. The students' secretary, president and the class representatives form the Students' Council and this council monitors all the activities and celebrations like Fresher's Day, College Day, Independence Dday, Teachers' day, Republic Day, International Women's Day etc.

The student council members actively participate as members of various academic and administrative bodies and committees of the institution.

The Students' Council helps in conducting the activities of NSS, NCC and WEC and also in organising parent - teacher meetings, alumni meetings and students' meetings for collecting feedback on various aspects of the institution. The IQAC- Students' Union monitors the activities through Whatsapp Group.

The students' council also monitors the various grievances of the students related to the academic and physical facilities of the Students Managed Hostel and work for readdressing the grievances related to students.

The students actively participate in various awareness camps related to NSS, NCC, Anti ragging, AIDS awareness and WEC activities. They also work for various curricular extra-curricular clubs of college like Eco Club and Red Ribbon Club.

They play a major role in maintaining the upkeep of green surroundings of the college.

These activities which involve the students in various co-curricular and extra-curricular fields expose the students to several real life situations and provide experiential learning. They also develop inter personal skills negotiation skills along with the leadership, planning and organizing and management skills.

File Description	Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities / competitions organised at the institution level per year

Response: 25.6

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
28	35	26	25	14

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

Alumni association has contributed significantly to the development of the institution through financial & non-financial means during the last 5 years.

The Lady Hope Alumni association of college was established in 18.12.2002 with an objective of strengthening the institution with suggestions from the old students of the institution.

The college takes its pride in processing Alumni handling various positions as Scientists, Managers, Directors & Joint Directors, CA's, Lawyers, Teachers, Rotarians, Software Engineers, and Doctors both in India & Abroad. As this association belongs to a Government Institution, it is not registered but it has been strong in its functions since its inception. The alumni members are on the Boards of Studies contributing for the development of curriculum as per the needs of society and industry.

They visit the college as members of society and industry. They visit the college as resource persons without any honorarium and enlighten the students on various aspects of society.

They offer feedback and constructive suggestions for the development of the institution. They are also on the Planning and Developmental committees as members.

As part of financial support, they have established endowment prizes and free ships for economically weak students.

They have instituted gold medals to motivate the toppers in the final exams of different subjects.

They have contributed financially to promote the education of economically weak students.

They have established two R.O plants to provide free and purified drinking water to the students.

They have also contributed for the construction of a separate waiting hall for women students.

The following link gives the details of our esteemed Alumni.

File Description	Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)

? 15 Lakhs

10Lakhs - 15 Lakhs

5 Lakhs - 10 Lakhs

2 Lakhs - 5 Lakhs

Response: 2 Lakhs - 5 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 6

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	1	1	1	1

File Description	Document
Report of the event	View Document
Number of Alumni Association / Chapters meetings conducted during the last five years	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution.

Vision: To empower women students of first generation families from marginalized section with 21st century skills to grow as global citizens with values for a holistic personality.

Mission:

1. Improving knowledge skills and values through need based and flexible curriculum through students centred teaching methods.
2. Facilitating research temper, critical & Creative thinking skills among teachers and learners through digital resources.
3. Providing an objective and participatory atmosphere and facilities for developing self-confidence, self-esteem, employability, entrepreneur skills and overall development.
4. Integrating a serving spirit, integrity, accountability dedication & commitment among the teaching & non-teaching staff and the students through transparent and participative administration.
5. Creating an eco-friendly ambience through green practise and offering value based education through community help and extension activities.

The vision of the Administrative management is evident in achieving autonomy, CPE status, RUSA funds, NIRF Ranking, addition of UG and PG programmes in tune with Industry requirement, inclusion of ICT in Teaching and Learning process, Nomination of teachers for Trainings , Provision of Solar Power, Bio Metric attendance and Students' managed Hostel.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

As this is a government institution, the Commissioner of Collegiate Education monitors the progress

through the Principal and various committees / bodies of the institution.

As 'decentralization' and 'participative management' are the key factors for efficient management in an organisation, the college involves all the teachers, students and other stake holders in academic administration. All the committees are formed as per the norms of the UGC.

The Examination Cell is coordinated by a committee lead by a Controller. The Academic Council and IQAC monitor the academic issues and various other committees are constituted for strengthening quality.

Different issues related to the administration and academics are monitored from time to time by the Principal. As the administrative procedure is decentralized it gives scope for other members of staff for active participation for effective outcomes.

The Staff Council with Principal as its chairperson and in charges of all departments and committees plays a key role in planning and implementing the academic aspects related to academics and administration.

As Teaching Learning Evaluation is the most important aspect, this is monitored by the Academic Coordinator, IQAC coordinator and the Controller of Examinations.

Various committees are formed with the senior faculty members as convenors and coordinators to take care of curricular, co-curricular and extra-curricular aspects.

The co-curricular and extra-curricular activities are also monitored by the clubs and other committees.

The teachers , non-teaching staff and the students become part of the academic administration for implementing the decisions. The Academic Council meets once a year to review and redesign the curriculum as per the needs through the Boards of Studies and offers suggestions for strengthening the criteria and makes suggestions to the Principal for their development.

The Finance Committee comprising the in-charges of UGC, CPDC and RUSA of the college approves various plans related to budget and developmental needs of infrastructure and building.

The governance and administration of the college is taken up through participative management and important decisions are ratified by the Governing Body which includes the Commissioner , RJDCE and other important members.

The Staff Council under the guidance of the Principal monitors the administrative issues related to the institution. The Student Council takes care of the grievances related to the students.

All these committees function to achieve the 'vision' and 'mission' of the institution in a transparent and participative way. Every issue is discussed and implemented involving all the stakeholders and members of the Institution.

The institution practices complete decentralization and participative management.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The following is the Perspective Strategic Plan:

Since its establishment in 1942, the institution has been working with a strategic plan for continuous up gradation and development of facilities for academic excellence.

After the second cycle of accreditation in 2011, based on the recommendations of the NAAC Peer Team, the college developed linkages and MoUs with standard organizations for increasing academic quality.

From 18 UG courses, the college has upgraded itself to offer 25 UG and 04 PG programs and 11 Certificate Courses.

The staff council and CPDC under the chairmanship of the Principal planned to lead the institution towards progress in the following steps.

1. Achieving Autonomy
2. Achieving CPE status
3. Obtaining RUSA funds for augmenting the infrastructure
4. Certification by Other Agencies like NIRF: 168th rank
5. Accreditation for 3rd cycle by NAAC
6. Introducing more PG, Certificate, Diploma, M.Phil and PhD courses
7. Strengthening ICT facilities for qualitative teaching
8. Establishing Research Centres with Linkages with Standard National and International Universities
9. Upgrading the Institution to a into a Women's University.

So far we have completed the for the first three steps and are getting ready for the fourth one. The details are explained below:

1. Achieving Autonomy:

The college was granted Autonomy from the year 2013-14 to 2018-19.

2. Achieving CPE status:

The college was granted CPE status for a period of 5 years,i.e, from 1st April 2016 to 31st March 2021.

3. RUSA:

Rashtriya Uchchar Shiksha Abhiyan (RUSA) , launched in 2013 by the Government of India is a centrally sponsored scheme, which aims at providing strategic funding to eligible state higher educational Institutions.

The State of Andhra Pradesh comes under the General Category . The Funding Pattern is 60:40 ratio i.e.60% of share is by Central Government and 40% of share is by State Government.

Our college was also selected under this scheme. An amount of Rs. 2 crore was sanctioned and of this an amount of Rs.1.8 crores was released and utilised so far for constructing the Library Block and Commerce Block and for establishing virtual and digital classrooms.

4. NIRF Certification:

As part of achieving a mark of quality and progress the college applied for NIRF rankings and could secure **168th rank** on the national scene.

5. NAAC:

Now the college is getting ready for the third cycle of accreditation.

As part of its strategic plan during the next 5 years the college wants to upgrade itself to become a Women's University in the state in the near future by introducing more PG Courses, Certificate and Diploma Courses, and Courses in Research. We want to develop Linkages and MoUs with National and International Universities for qualitative development and march towards becoming a Women's University.

All the documents are uploaded on the website and the details are given below:

File Description	Document
Link for Additional Information	View Document
Strategic Plan and deployment documents on the website	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and

functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Organisational Structure of the College:

- As ours is a Government College, the main administrative control is in the hands of Commissioner of Collegiate Education, Andhra Pradesh.
- All the service matters and Academic matters are monitored and controlled by CCEAP.
- The Regional Joint Director of Higher Education manages the colleges in the Zone as per the directions of CCEAP and shares the administrative work.
- The Principal is the head of our college and the entire administration of the college is done as per the rules and regulations of State Government.
- APSHE(Andhra Pradesh State Higher Education) monitors the academic curriculum framework keeping in view of the guidelines of UGC
- Acharya Nagarjuna University is our affiliated University and it nominates members to Academic Council, Governing Body and Board of Studies to guide us in framing the syllabus and curriculum design and other financial aspects.
- As per the guidelines of the UGC , Statutory committees are constituted

As per the norms of UGC, Our College attained 2f and 12b status in 1956. Our college was sanctioned Autonomy in 2013 and CPE status in 2013, but we started the autonomous procedures in 2014.

The Administrative wing of the college is compiled with one Administrative Officer, One office superintendent, and other non-teaching staff.

They administer the day to day correspondence , record maintenance, scholarship work, salaries and other office matters as per the instructions of the Principal of this College.

The following **statutory and Non-statutory committees** are constituted as per the guidelines of UGC to ensure proper management of academic, financial and general administrative affairs

Statutory Committees:

- Governing Body
- Academic Council
- Board of Studies
- Finance Committee

Non statutory committees

- IQAC
- Planning and Executive Committee(Staff Council)
- Grievance Redressal Committee,
- Examination Committee,
- Admission Committee,
- Library Committee,

- Student Welfare Committee
- Sexual Harassment Committee,
- Extra-Curricular Activities Committees(NSS and NCC)
- Academic Audit Committee(IQAC)

For smooth functioning of College and as a part of decentralization the following committees are being constituted by the principal with our staff and students as members:

- UGC- Autonomy and CPE Committee
- RUSA Committee
- Research Committee
- ICT and LMS Committee
- DRC Committee
- Literary and Cultural Committee
- Career Guidance Committee
- Innovative and Best Practices
- Special Fees Committee
- RTI Committee
- Class work Monitoring Committee
- Games and Sports Committee
- Student Union / Council
- College facilities Committee
- Staff Facilities Committee
- Infrastructure Committee
- Hostel Committee
- Women Empowerment Cell
- NSS and NCC Committee
- Faculty Forum
- Internal Evaluation Committee
- Discipline Committee
- Alumni Committee
- Anti -ragging committee
- Magazine committee

Other details regarding the functions of various bodies, service rules, procedures, recruitment, promotional policies are given in the handbook supplied by Andhra Pradesh Commissionerate of Collegiate Education:

Link: <https://drive.google.com/file/d/1ygeZROqhZd3d6WBEt4pUkDxpr2mZiWk8/view?ts=5c2a0038>

UGC

Guidelines

: https://www.ugc.ac.in/pdfnews/2239254_FinalRevisedGuidelinesAutonomousColleges19-01-2018.pdf

The Additional Information will provide guidelines for recruitment, promotions and other fundamental rules that should be followed by employees.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

All 5 of the above

Any 4 of the above

Any 3 of the above

Any 2 of the above

Response: Any 2 of the above

File Description	Document
Screen shots of user interfaces	View Document
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

The institution follows a transparent mechanism of administration for effective implementation of policies. Various bodies, and committees are constituted to monitor the administrative, curricular and co-curricular aspects. The Staff Council discusses various issues related to administration and academics and finalises policies through committee minutes. The minutes are recorded and implementation is monitored by the Principal and various incharges of committees. The following are the effective outcomes of our committees.

First NAAC Accreditation:2004

New PG Programmes:

Introduction of New Programmes and Value Added Courses:

Second NAAC Accreditation:2011

Achievement of Autonomy: 2013-14

Development of ICT Facilities:

Recognition as College with Potential for Excellence:2016

Introduction of New PG Programme:

Achievement with RUSA Grants:2016

Establishment of Digital and Virtual Classrooms:

Ranking by NIRF:2017-18 (168th rank)

As described in the strategic plan, we want to strengthen the Reserach aspect, introduce moree Certificate, Diploma and PG Courses, establish Research centres, strengthen MoUs with standard National and International agencies, and prepare this Institution to become a Women's University in the coming future.

Apart from these the Institution conducts Activities on the District Resource Centre Platform through committee discussions. We conduct various meetings for the benefit of teachers of the colleges in the district.

The District Resource Centre is established in 2007 as per the proceedings of Commissionerate of Collegiate Education Rc. No 20/DRC/Acad./Cell/AC/1-7-2007 in our District with a view to fill the academic resources gap and to share their resources among the colleges.

Structure:

District Resource Centre (DRC) Executive Committee.

1. Chairperson : Principal, Govt. College for women, Guntur.(Host College)

2.Members:

- 1.Principal, Govt. Degree college for women, Bapatla
- 1.Principal, Govt. Degree College ,Chebrole
- 2.Principal, Sri ABR Govt. Degree College, Repalle
- 3.Principal, SKBR Govt. Degree College, Macherla
- 4.Principal, SGK Govt. Degree College, Vinukonda
- 5.Coordinator from host college
- 6.Addl. Coordinator from Host College.

Objectives

- To act as academic resource center with reference to academic expertise , facilities, academic programmes, new initiatives Etc.,
- Exchange of faculty resources
- To establish common platform to share their experiences.
- To conduct common examinations

Funding Source:

- Each college has to pay membership fee.
- This common good fund is utilized to organize the common activities
- The Commissionerate of Collegiate Education allots some budget

Examples of Effective Organization

1. Faculty Exchange for needy colleges in the District

- In the first EC meeting of DRC, after thorough discussion identifies the vacancy positions in the colleges.
- Makes a plan to depute the subject lecturers to the needy colleges from nearby colleges.
- DRC resolved to pay some honorarium to those who participated in this programme.
- The deputed faculty takes weekly some hours so that the syllabus will be completed.
- DRC makes timely redressal of needs of the colleges.
- Our college provides the laboratory equipment of also for needy colleges and newly established college.

We are attaching the modus operandi of our DRC Committee as an example under Additional Information:

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

As this is a Government Institution, it offers various welfare measures to its employees:

a. APGLI: A SOCIAL SECURITY MEASURE

APGLI Provides Loan facility to employees which was repayable in 12-48 installments and the sanctioned loan amount is credited to the employee's bank account directly. APGLI Premiums are exempted from income tax U/S 80C.

b. MEDICAL REIMBURSEMENT and Employees Health Scheme

Employees Health Scheme is intended to provide cashless treatment to all the State Government employees including the State Government pensioners, along with their dependent family members through a network of empanelled hospitals of Dr.NTR Vaidyaseva Trust, in lieu of the present medical reimbursement system under 'The Andhra Pradesh Integrated medical Attendance Rules, 1972 (APIMA Rules, 1972)'. The scheme will provide treatment in Network Hospitals for all the listed therapies.

c. GPF- A SOCIAL SECURITY MEASURE SCHEME

The GENERAL PROVIDENT FUND Scheme is a Social Security Measure Scheme, meant for the Protection of Subscriber's Family against his sudden death or if he survives until Retirement, to provide him and his family with Additional Resources. The GPF accumulations are not liable for Attachment under any decree of the civil Court.

d. Group Insurance Scheme:

Group Insurance Scheme to the A.P. State Government Employees is introduced in place of Family Benefit Scheme with effect from 01-11- 1984 . The accumulations of savings fund part and insurance fund part shall carry interest for the rate prescribed by Government from time to time.

Different Kinds of Leave

The following kinds of leaves are available to the employees. The brief information of the leaves are furnished below.

KINDS OF LEAVE**1. Casual Leave**

Concept: A concession to Govt. Servant in special circumstances to be absent from duty for a short period.

i) 15 days per calendar year (G.O.Ms.No.52, GAD (Poll.B) Dept., Dt.04.02.81)

ii) If appointed in the middle of the year, CLs should be credited proportionately.

2. Special Casual Leave:

Concept: A concession to Govt. Servant in special circumstances to be absent from duty for a short period.

Women Govt. employees for being celebrated International Women's day on March 8th-1 day SCL on that Day(G.O. Ms. No.433 GAD(SW-II)Dept.dt.04-08-10)

3.Earned Leave**4.Half Pay Leave:****6.Extraordinary Leave**

Concept: Leave granted when no other leave is admissible, but it can also be granted even when

7. Special Disability Leave

Leave granted to a Govt. Servant who is disabled/injured or met with road accidents while on duty

8. Study Leave:

Leave granted for the study of Scientific, technical or similar problems or to undergo special courses of instruction.

9. Maternity Leave

Leave granted to female married Govt. servant having less than 2 surviving children (G.O.Ms.No.348, F&P (FWFR.I), Dt.05.11.77, G.O.Ms.No.219,F&P(FWFR.I), Dt.25.06.84,G.O.Ms.No.38, F&P, Dt.18.03.92)

10. Miscarriage/Abortion Leave

Leave granted to female Govt. servant to take hospitalization for miscarriage /abortion.

File Description	Document
Any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years

Response: 19.7

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

2017-18	2016-17	2015-16	2014-15	2013-14
26	10	10	09	13

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1.4

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	0	0	5	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 19.7

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
26	10	10	09	13

File Description	Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The performance evaluation of the teacher as well as the institution is a continuous process throughout the year. The Academic Council and the IQAC monitor the entire process. The institution sees that performance appraisal system is compulsory for teaching staff every year as per the norms.

The teacher's performance is measured by API (Academic Performance Index) score. The Commissionerate of Collegiate Education has set some parameters to estimate the teacher's performance based on the Seven Criteria prescribed by NAAC.

On basis of the parameters of NAAC every teacher's performance is evaluated. Every teacher has to evaluate his/her work under self assessment.

Finally the Principal and IQAC coordinator examine the score sheet based on the evidences produced.

Apart from the Internal Academic Audit conducted by Academic Council and IQAC, an Academic Audit team which will be appointed by Commissionerate of Collegiate Education visits the college once in a year during January/ February.

The members visit all the Departments and assess the performance of every teacher examining relevant documents and proofs.

In the end they present a rank/grade to the college based on the total performance. These Annual Performance Indicator scores play an important role in transfers and promotions and for award of Best Teacher Selections. The teacher who gets higher score in comparison gets preference in transfers.

This score will be displayed in CCE website also: <http://www.apcce.gov.in/API/apimainpage.aspx>

This Performance Appraisal System is honoured as the best practice observed in the APCCE of the State of Andhra Pradesh by UGC

The Non-Teaching Staff are evaluated by the Principal and Confidential Reports are sent to the Higher Office every year for promotions and transfers. The Service and Satisfaction Certificate is used for assessing the Non-Teaching Staff.

The IQAC is planning to design and implement an API sheet in the case of Non-Teaching Staff also from the next academic year.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

As this is a Government Organisation, Internal and External audits are a regular process in our college.

Each financial transaction is monitored by the Finance Committee consisting of three or four members under the chairmanship of Principal. There are separate committees for the maintenance of **UGC grants - Autonomy grants and CPE funds, RUSA Funds, CPDC fund, Alumni fund, Exam cell fund, Scholarships and Special Fee fund**, etc.,

Each committee keeps the income and expenditure statement before the Staff Council. When budget is sanctioned by the authorised body, the Principal of this college calls for a meeting with all the staff council members. After thorough discussion the budget division is made as per the requirement. The Committees or Departments concerned come with budget utilization proposals and discuss with the principal.

The material will be purchased by calling quotations from different companies or suppliers. The material is bought through Andhra Pradesh State Trading Corporation (a state Government supported organization) or GeM(Government e-Market Place). In case of non-availability at the above suppliers, the regular quotation process is taken up as per the norms. The quotations are called for from different suppliers or companies and the interested companies send 'least possible quotations' in sealed covers. Each cover is opened in presence of Principal and Committee members. Each quotation is thoroughly examined and comparison statement is prepared. The supply order will be placed to the company which quoted the least. Each step will be monitored by the Principal. Every year by the end of March, stock verification committees verify the accounts and purchases in all the departments. Every teacher who leaves the college on retirement or transfer has to submit the 'No Due Certificat'e from all Departments, otherwise Last Pay Certificate will not be issued. The teacher has to handover the records and account books to the person in charge.

There are two types of external audits - one by **AP State A.G audit team (Audit General)** and another one by **RJDCE team (Regional Joint Director of Collegiate Education)**. The budget allocation and expenditure will be audited by both the teams every year. If there is any deviation in utilization or misappropriation of funds, they bring it to the notice of the principal as Audit objections. The Principal and the concerned committee will be held responsible to clear these objections within a specific time. If any misappropriation is found, this matter will be taken to the notice of higher authorities. The responsible person will be punished and the amount of misappropriation will be recovered from his salary

or some other legal ways. During 2013-18, three external audits were conducted by APSTATE AG Audit Team and by RJDCE Team ; the objections raised by them were cleared.

File Description	Document
Any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 25.6

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
7.44	8.17	4.31	3.01	2.67

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

As ours is a Govt. Institution, the funds are allotted by State Government for salaries, equipment and other office expenditure. UGC also provides funds under various heads for the development of institution. Other financial inflows include self financing courses, contributions from alumni and some non- governmental organizations.

The institution approaches the state and central government organizations for necessary financial support and infrastructural development through staff council, necessary estimates are prepared along with detailed project report and after approval by the CCE funds are sanctioned.

The college is also able to receive grants from UGC and various schemes, FDP grant for fellowship development, Library grants and RUSA grants for construction of buildings and development of virtual class rooms.

The following link under additional information will explain the budget and utilization of grants from

different heads and sources.

File Description	Document
Any additional information	View Document

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

Response:

IQAC plays an effective role in promoting quality initiatives and for promoting academic excellence in the college. Since the previous accreditation IQAC has been instrumental initiating the college for Autonomy and CPE through several qualitative measures.

The IQAC along with Academic Council directs the departments for designing qualitative curriculum through frequent meetings with the staff members. It creates an awareness about the student centred methods and similar practices for participative learning in the CBCS pattern.

The IQAC and Academic Council work for a transparent, genuine, evaluation pattern with a focus on constructive, formative & summative systems of evaluation.

The IQAC guides the departments for strengthening the research temper among the students.

The IQAC has established and streamlined the feedback mechanism from the stakeholders of the institution.

The IQAC also encourages periodical training for the teachers in student centred methods and ICT implementation in the classroom.

During the last 5 years the IQAC of this institution has been responsible for the conduct of seminars and workshops for the students and the staff of this college and of the neighbouring colleges in the district.

The following are the details of Workshops, Seminars and training Programmes conducted during the last five years:

Year	Workshops	Seminars	Training Programmes
2013-14	2	1	4
2014-15	7	2	0
2015-16	10	0	1
2016-17	4	4	0
2017-18	4	0	0

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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

Response:

The IQAC reviews the following aspects of the institution

a. Teaching Learning Process.

b. Internal Academic Audit

c. Performance appraisal

A. The IQAC reviews the Teaching Learning process, the objectives and the learning outcomes periodically. It helps the departments in preparing annual academic curricular plans with the help of department plans and based on the examination calendar.

The IQAC prepares the Institutional Academic Plan which includes all the curricular, Co- curricular and different training sessions of the teachers.

The IQAC monitors the performance of the departments through timely audits and periodical guidance.

The following aspects are monitored by IQAC regularly.

- The planning of activities and schedules as their implementation.
- Guidance for student related activities, seminars, assignments and projects.
- Activities for slow and advanced learners.
- Guidance for Bridge and Remedial courses.
- Planning and preparation for ICT enabled classrooms.
- Designing of student centered activities.
- Collection of feedback from students and other stakeholders on the curriculum, faculty and the facilities.
- Organization of guest lectures, National & international seminars, workshops and conferences, symposia.
- Guidance for activities of Alumni and WEC.
- Research and extension activities publications and paper presentations.

The IQAC consolidates the annual achievements of each department through the 'Year Book' and prepares the AQAR to consolidate the annual achievements of the Institution.

B. Internal academic Audit.

To ensure qualitative academic output the IQAC conducts the annual internal academic audit.

- The departments are informed through a circular and the audit teams nominated by IQAC visit the departments and verify the records submitted and guide them with suggestions for improvement.
- All the academic records are verified by the IQAC coordinator and Academic Coordinator for institutionalising a consistent and effective mechanism.

C. Performance Appraisal:-

The IQAC conducts the performance appraisal of the teachers based on various parameters. The appraisal includes the contribution and service of the teachers based on 7 criteria. After conducting the analysis the teachers are encouraged for improving their quality in the areas where their performance is low. The API sheets score is submitted to the CCE for consideration in promotions transfers and selection for awards.

The Minutes of IQAC will give the details:

Link: <https://drive.google.com/drive/u/1/folders/1Ac8H6RkKW8iu4ajYUtnvZvYs-TSAnuSU?ogsrc=32>

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 15.2

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	09	17	15	15

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

Any 4 of the above

Any 3 of the above

Any 2 of the above

Any 1 of the above

Response: Any 3 of the above

File Description	Document
e-copies of the accreditations and certifications	View Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document
Annual reports of Institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

Academic Improvement:

- Three New Programmes B.Sc (Mathematics, Electronics and Computers), B.Sc(Mathematics, Statistics, Multimedia)and BSc(Botany, Zoology and Chemistry-English medium) were started in the year 2015-16 on the demand of students and Parents.
- A new PG Programme M.Sc(Zoology) was started in 2016-17
- Three Programmes B.Sc (Mathematics, Cloud computing and Computers), B.Sc(Mathematics, Computers, Multimedia)and B.Com(Banking and Financial Insurance) were started in 2017-18).
- Students strength is improving year by year and now college strength is 1885.
- Autonomous status was given from 2013-14 but we started autonomy from 2014-15

Infrastructure Development

- Examination Cell was established and SPES (Student Progression and Evaluation System) software

is installed with the help of Manasa Solutions ,Tenali. From 2014 the Examination Cell is running with 100% automation

- Master server was purchased with UGC funds and a Xerox copier is also purchased in 2017 to meet the needs of Examination Cell from Examination fee fund.
- Pass percentage of students is at appreciable level.
- Biometric attendance is introduced from 2016-17 to both Staff and Students. This software is managed by IAMS software.
- All the laboratories are upgraded with latest equipment with RUSA Funds.
- Multimedia Lab was established in our college in 2017-18.
- Solar plant was installed in 2017-18 but started its functioning in 2018-19 due to some technical problems from Electricity Department.
- Commerce block with 8 rooms and toilets was constructed in 2017-18 with RUSA funds.
- Library building was also upgraded with additional three rooms and a big hall with RUSA funds
- Library E-Sources, INFLIBNET, and e-learning sources are enhanced.
- A Women's waiting room is redesigned with Alumni Funds

Teaching Learning Resources

- Three virtual Classrooms, Three Digital Classrooms were started in 2017-18
- LCD Projector Facility was provided for 20 classrooms and almost 75% of teaching staff are using these facilities.
- IPR cell is strengthened to create research temperament

Extension services

- Our college NSS units adopted some villages and conducted so many awareness programmes.
- Our college bagged many prizes for Extension:
- DRC (District Resource Committee) is recognized with Second Best DRC award in 'Yuvatharangam festival' organized by AP State Government
- Best Campus Training and Placement(JKC) 2 times
- Best Women Empowerment Cell
- Best NCC – 2 times
- Best Eco Friendly
- Best Community Service
- Best Environmental Protection
- Best College in Health Awareness
- Every year one teacher from our college is selected for State Level Best Teacher Award
- Our College is offering training and Placement through JKC(Jawahar Knowledge Centre, which acts as a Finishing School).Every year our college students are getting placements in many well established companies like Infosys, Hinduja global solutions etc.,

File Description	Document
Link for Additional Information	View Document

NAAC

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 26

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	5	6	4	4

File Description

Document

Report of the event

[View Document](#)

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2 Institution shows gender sensitivity in providing facilities such as

- a) Safety and Security
- b) Counselling
- c) Common Room

Response:

A. Safety and Security

B. Counselling

C. Common room.

A. As this is an institution for women students, safety and security are given the highest importance. The entire college is surrounded by a 10ft compounded wall and the entire campus including the hostel is under the surveillance of 19 closed circuit TVS round the clock. As the institution is situated in the central hub of the city, special care is taken for the protection of the students. To avoid accidents in front of main gate, as the institution is situated on the main road, the IQAC has requested the traffic authorities concerned to arrange dividers on the college road and got them installed.

Security guards are appointed at the entrance of the main entrance of the college and the hostel gate round the clock. Visitors to the hostel are allowed after strict examination. Utmost care is taken for the protection, safety and security of women students and the Ward Counselling System offers counselling on personal, emotional, health and Psychological issues.

Personal counselling by the faculty helps students to familiarize them with social etiquette, peer group interaction, attitudinal changes which can help them to overcome emotional problems besides reducing dropout rates due to non-academic and non-financial reasons. Through parent teacher meetings also the teachers offer counselling to the parents, for better upbringing of their wards.

The Women Empowerment Cell creates awareness among all students about their rights, health care, self protection from eve teaching, ragging and abuse. It also offers vocational training in tailoring, skin and hair care, calligraphy, bouquet making and beautification courses. It conducts legal awareness programs, psychological counselling for suicidal tendencies and depression and women empowerment by overcoming daily life challenges. The cell arranges guest lectures and conducts workshops addressing women problems. Institution has several chemical laboratories, fire extinguishers are arranged at different places to prevent accidents.

Apart from these the departments also organise workshops related to the safety measures and first Aid. The institution in collaboration with NDRF organises workshops and exhibitions on Disaster management.

The social science departments conduct programmes on several women security related issues like Women's Laws, Rights, Empowerment etc., through guest lectures, awareness programs and certificate courses. The Department of Physical Education has conducted a self-defence Certificate Course in 'Taekwondo',

B. Counselling :

Counselling is offered through the Ward System, through Career Guidance Cell and Women Empowerment Cell and Ward Counseling. Academic counselling is offered by the teachers in class rooms during the regular discussions, Bridge courses and Remedial courses. The Career Guidance and Placement Cell (Jawahar Knowledge centre) offers counselling, training on career related issues and conducts Campus Drives for students of our college and students of surrounding districts too.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.3 Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 14000

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 0

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 14000

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

The College focuses specifically on the Waste management issues to protect the green environment of the campus. The staff and the students involve themselves to address the waste management issues through recycling and re use. The institution observes the following waste management techniques.

1. **Solid Waste Management.**
2. **Liquid Waste Management.**
3. **E- Waste Management.**

1. As **Solid Waste Management** hostel is attached to college, vegetable waste and food waste along with dry laves, weeds and paper are thrown in the two compost pits measuring about 4x2x4 ft. The Department of Zoology prepares Vermicompost (10x2x4) from dried waste. The compost is also used as manure in our botanical garden and is also sold to generate income.

2. **Liquid Waste Management:** The labs attached to chemistry and life sciences use water and this liquid waste along with the unused distilled water of RO plant is diverted to a deep pit which collects rain water also for **rain water harvesting** the water collected from roof tops is channelled into a deep well (12/40ft)

which preserves the ground water level.

3. **E- waste** : The department of computer science and electronics conduct the awareness campaign on E-waste management, and through articles in prepare. The institution has optioned 54 unused computers weighing about 1105 kg through APTS. All these green practices are covered in the green audit conducted by the Eco club. The information is provided in the following link.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

As the institution is located in a drought prone area during summer, special care is taken to save the natural sources of water by constructing soak pits and also through roof water management techniques.

Rain Water Harvesting is done by collecting the rain water from the top of the building and driving into the well to improve the ground water table. Two Rain Water Harvesting Units were established one in college campus and one in Hotel campus and which proved to be helpful. A retired Professor Dr.Rathaiiah, an expert in Rain Water Harvesting in Guntur district guided us in this and he also donated an amount of Rs.10,000/- for the construction of Rain Water Harvesting units.

The institution has 2 rain water harvesting units one established on the campus and one on hostel campus.

The rain water from the terrace of the building is channelized into the well situated at the new block(12X40ft) another filtration unit is located at the Botany department which stores the waste water from the RO plant.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**

c) **Pedestrian friendly roads**

- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The institution gives highest importance to the observation of green practices.

Along with NSS activities the institution observes the practices that help for ecological surroundings. The institution observes “**No Plastic Day**” on every Friday. The Department of English distributes cloth bags also for use.

Two of the staff members use e-bikes to contribute to climate. Most of the staff members 'carpool' to reach the institution.

Most of day scholars (70%) come to the college by bicycles 20% of students use public transport and remaining students come on foot. The staff members use public transport and 'carpoolin'g also. The college has **pedestrian friendly roads** all around and present a pleasant view with flowering plants and trees.

The NSS unit and the NCC unit conduct clean and green campus on the campus every fortnight and observe cleanliness of the campus. The unwanted bushes and weeds are cleaned to provide a safe and pleasant campus view.

Most of the communication for monitoring will be done through 'GCW-NAAC' and GCW Whatsapp Groups on campus and official communication is done through mails. Various data related to the departments is maintained as soft copies along with the photographs. Carbon dioxide neutrality is maintained by the trees and the plants of the campus sequestering Carbon levels on the campus.

The college conducts awareness programmes on the use of **eco-friendly Ganesha** on the eve of Vinayaka Chavithi every year. The students are also guided about **Green Diwali** which is environmentally safe. The **Eco-Club** conducts guest lectures on environmental issues. The institution has a green landscape with trees and plants.

Exam Cell is completely automated.

Projects based on ecology are also given to students based on their curriculum. The curriculum also focuses on ecological issues. Students are taken on field trips to create an awareness on 'Organic Farming'.

The college is getting ready to become a paperless office by installing the e-office software in future.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years**Response:** 0.32

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
.30	.64	0	0	0

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above**B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 67

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
10	9	11	22	15

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 66

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
09	09	11	22	15

File Description	Document
Any additional information	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory

bodies / regulatory authorities for different professions**Response:** Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**Response:** 66

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	11	12	18	12

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**Response:**

The institution celebrates several national festivals and the Birth & Death anniversaries of the great Indian personalities to celebrate the cultural diversity and greatness of our country.

To celebrate and commemorate the great sacrifices of our national heroes and patriots, we celebrate the **Independence Day** on the 15th of August every year. The staff and the students gather to honour and salute the national flag to acknowledge the moments of National freedom. Cultural programs like singing, skits, dances on patriotism are conducted and the staff and students, recall the moments of national struggle for freedom through speeches.

The **Republic Day** is celebrated on the 26th of January to honour secularism and the great constitution of India. **Rashtriya Ekta Diwas, National Unity Day** is celebrated on the 31st of October marking the birth anniversary of Sardar Vallabhbhai Patel. National unity pledge is administered by the principal and various programs are conducted on this day.

Gandhi Jayanthi is celebrated on the 2nd of October and various programs are conducted in connection with the life and message of Mahathma Gandhi. Essay writing, Elocution, singing and other cultural programs are conducted in connection with this event.

The Birthday of Dr. Sarvepalli Radhakrishna on the 5th of September.

National Library day , and the **Birthday of Jawaharlal Nehru** are celebrated on the 14th of November

International Students' Day is celebrated every year by the Department of Computer Science on the 15th of November every year and the institution celebrates the National library week from 14th November to 20th November. **National Mathematics day** is celebrated on 22nd December to honour the Birth Anniversary of the famous mathmatecian Srinivasa Ramanujan.

The Department of Sanskrit organises Sanskrit day on **Sravana Poornima** every year. The Department of Telugu celebrates the “**Telugu day**” on 29th August to celebrate the birth anniversary of Sri Gidugu Rammurthi panthulu.

The Department of Telugu also celebrates the **birthdays of great poets**, like 1. Gnanpeeth Awardee – Swanatha Satyannarayana (September 10), 2. Mahakavi – Gurajada Apparao (September 21) and 3. PadmaBhushan – Gurram Jaahuva (September 28th).

The Departments of Telugu and Sanskrit celebrate jointly **Maharshi Vedavyasa Jayanthi** as Gurupurnima. The Department of Physics conducts **National Science Day** on February 28th commemorating the Birthday of Sir C.V. Raman, Guest lectures are arranged and students share the glimpses of Sir C.V Ramans life.

The Department of English conducts the **birthdays of Gurudev Rindranath Tagore** (May 7th) and Padma Vibhushn **R.K. Narayan** (October 10th). The Dept of Hindi conducts **National Hindi Diwas** on 14th of September to celebrate Hindi as the national language.

Awareness about the importance of elections and the duties of a voter are explained. **Bharath Ratna APJ Abdul Kalam Birthday** is celebrated on the 15th of October by the Department of English, the Department of Political science and Department of Physics.

Guest lectures on the greatness of Hindi language are arranged and competitions in Essay writing and Elocution and conducted. The Department of Political Science conducts **National Voters' Day** on 25th of January every year.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

The institution maintains complete transparency in the Financial, Academic, Administrative and Auxiliary functions.

1. Transparency in Admission process
2. Transparency in Academic Audit
3. Transparency in Examinations
4. Transparency Internal Audits.
5. Transparency in Administration

The **admission process** is done transparently by giving due publicity about the number of seats belonging to various categories as prescribed by Government. The admission process is conducted on 'first come first served' basis, Publicity is given through notifications on boards, website and through prospectus. Reservation system is strictly followed according to the resolutions of the admission committee, comprising the incharges from all departments. The aspirants are guided and given counselling for selection of right course.

As per the **Annual Academic Curricular Plan** the incharges of departments, various committees and cells are instructed to plan the curricular, Co- curricular and Extra Curricular activities for the overall development of the students. Due importance is given to the primary stakeholders, i.e., Students in an unbiased way. All the students are encouraged for equal participation. All the staff members are also treated equally and all decisions are taken through open meetings and discussions.

Equal transparency is maintained in **evaluation system** also. The formative evaluation comprises assignments, seminars and projects. Attendance is also given due importance and marks are awarded impartially based on the performance of the students. The slow learners are encouraged with due consideration of their abilities. Even during the conduct of assignments midexams and sem- end examinations invigilation is done strictly and the valuation process is always transparent.

The institution conducts **periodical internal audit in academic and financial areas**. The internal academic audit team visits all the departments and finds out the ways and means of developing the quality of the departments. Based on the performance suggestions are given for the development of the departments irrespective of the seniority of the members.

The RJDCE conducts the audit both the fields every year in a transparent manner.

Under the chairmanship of the principal various committees are formed involving the staff and students and all the unbiased resolutions related to the administrative and academic areas are taken openly through discussions and resolutions. The minutes and resolutions are recorded.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:**1. Title of the Practice: Preparation of Departmental and Institutional Year Books****2. Objectives of the Practice:**

- Collection of Year wise documentation of all the activities, achievements of the departments in the form of Departmental Year Book and to preserve them for future use.
- To prepare consolidated Annual Year Book of the Institution through the preparation of Departmental Year Books.

3. The Context:

- As this is a Government institution, as per the policies of the Government, teachers, Principals or in charges are transferred to and from this institution and some get superannuated and refilling of posts takes a lot of time
- When the need arises to show the evidence of those conducted activities, some important documents and details are found missing or poorly documented. Recollection of the information and the related proofs regarding the events of importance becomes a problem as teachers will be seriously involved in teaching and evaluation process
- To overcome this lag, the IQAC of our college thought of an innovative idea of documenting of all the activities in the form of “Year Book.”

4. The Practice:

- IQAC has designed year book touching almost all aspects of the Departments.
- Every year book has around 22 criteria and an appendix.
- The descriptors under these 22 criteria are Vision & Mission, Staff details, Dept. Profile, Programs & Courses offered along with curriculum, Minutes of the Dept., BoS minutes showing changes, student statistics, annual curriculum plan, Student/Staff seminars/ workshops conducted or attended, research publications, Awards/ achievements, consultancy, ICT/LMS resources, MoUs/ Patents/Linkages, Lab/ equipment details / result analysis/ SWOC analysis, Best Practices etc.
- The above data is supported with evidences given in the appendix of the Year Book.
- This practice has given direction to all the Departments to streamline the data along with evidences of that year at one place and made the job of teachers easy to pick the relevant info whenever asked for.
- The implementation of this idea was initiated in the academic year 2016-17 and all Departments of the college took this great responsibility with dedication and collected all the past data
- The results of this year book are amazing. All the activities are heaped up together in a single volume of book along with proofs.
- After watching the success of the programme, we decided to follow this for every year and there by emerged as one of the best practices of this college initiated by IQAC.

5. Evidence of Success:

- This practice helped to pool the data of the past 5 to 6 years, starting from the academic year 2012-13.

- Each Department of the college has prepared year books for the academic years starting from 2012-13.

Other Advantages :

- This book became a ready reference for any information asked for
- Manageable for IQAC to write and timely submission of Annual Quality Assurance Report (AQAR)
- Useful to the Departments as well as to IQAC for periodical conduct of Academic and Administrative Audit
- Facilitated easy submission of Annual Performance Indicators (API) by the teachers at the end of academic year
- A good help for the submission of required data to Commissionerate of Collegiate Education (CCEAP)

6. Problems Encountered and Resources used:

- Needed Technical Skills
- Availability of adequate Computers, Printers and Internet facilities for documentation and uploading.

4. Future needs & Plans:

- To broaden the scope and systematize the use of year book for bringing in more suitable aspects
- Provision of Sufficient computers, Printers and infra-structure.
- Extending the implementation of year books for administrative side also and thereby improving overall performance of the institution.

Best Practice –II

Title of the Practice: Student Managed Hostel at Govt. College for Women (A), Guntur

{Background: The hostel is present within the portals of the college as a separate block. Nearly 700 students belonging to UG & Intermediate education are accommodated every year in the hostel. The hostel provides accommodation, food & security along with health care and all the other matters. It was established on 7th Feb 1945, in a lush green campus of nearly 2 acres. There are three main blocks: Old Block, PG Block and Kitchen & Dining Block. The Old Block has 36 rooms, whereas PG Block has 28 rooms. The two dining halls are providing space for students during Breakfast, Lunch and Dinner. Municipal Water is supplied through a separate connection for drinking purpose. Water from two wells and one bore well is used for all domestic purposes along with cooking. Recently, hostel was provided with a Mineral water RO plant, which was donated in the memory of Late. Smt. N. Sujatha, Lecturer in English of this college. The plant is supplying potable drinking water to all the students.}

2. Objective of the Practice:

- To provide safe and secure residential accommodation needs of the students especially from rural areas of Guntur and surrounding Districts, as well as from different parts of the state with the help of Student and Teacher committees

- To strengthen the facilities in hostel with student participation
- To identify the problems in the hostel and to solve themselves with the cooperation of Teachers' committee
- The Principal acts as Chief Warden and one of the teaching staff is nominated as Deputy Warden, who nominate other four members of teaching faculty

3. The Context:

- As this is not a Government maintained hostel, there are a lot of issues related to the fund acquisition and its utilization
- Hence it was thought to maintain the hostel by students on "No Profit - No Loss" basis.

4. The Practice:

- This is the collaborative practice, done by both Student and Teacher committees.
- Students committee plays a major role in bringing and monitoring all the issues related to the maintenance of the hostel.
- The student who wants to join in hostel has to pay Rs.2, 400/- as maintenance and establishment fee and Rs. 600/- as mess advance, through a bank challan at Andhra Bank, Hindu college Branch, Guntur.
- 17 workers are appointed for assisting in kitchen, cleanliness on the campus and a house keeper to maintain accounts.
- Two care takers are appointed on temporary basis to monitor students and to maintain study hours & discipline among the students.
- One Day watchman and one Night watchman are appointed to maintain security. Entire hostel is under the surveillance of CCTV cameras.
- Malaria Department of Guntur district, fumigates mosquito repellent spray in all rooms & open areas of the hostel in the month of June every year.
- For mess contract, College calls for open tenders through advertisement. The person who quoted the least will be given contract. Quality and hygiene will be checked frequently
- Mess bill has to be paid by the students regularly every month. The mess bill includes the bill for food as well as for current & water
- Other expenses like salaries to workers, all sorts of repairs and other needs are met from the establishment fees.

Duties of the Student committee :

- The student committees are appointed by committee of teachers every year for fair monitoring and management. The student committee should support the committee of teachers, who guide them in each and every aspect and encourage the good decisions taken by them. The student members are involved in the selection/appointment of the Mess Contractor. They check the menu every day, whether it is done according to the norms set by them.

Their responsibilities are:

- To see whether the food is cooked under hygienic conditions or not and also cleanliness of the kitchen.
- To examine the grievances regarding the mess bills, cleanliness, water supply, study hours and try

to resolve them

- To motivate students for timely payment of mess bills and proper behaviour
- To monitor study hours and take any issues to the notice of care takers.
- To inform care takers / warden regarding the sick students, helping them to take timely medical care.
- To recognize and bring to the notice of care takers / warden regarding behavioural changes among the students.
- To be watch minded in the usage of mobile phones in the hostel and to bring to the notice of the authorities when discipline is breache

Duties of the Teachers' committee:

- Teachers' committee is constituted by the Principal, every year for proper maintenance of the hostel.
- The teacher committee nominates one Lecturer as Deputy Warden, who monitors day to day events in the hostel under the headship of the Chief Warden, who is the Principal.
- The teacher committee performs the same roles as mentioned above and take the resolutions based on the student's opinion.
- The main committees formed for proper monitoring are Accounts Committee, Students attendance & Discipline Committee, Cleanliness & Facilities committee, Purchases & Repair Committee and Food Committee.

5. Evidence of Success:

- The college hostel has been successfully running since 1945, catering to the needs of the first generation students of the marginalised families
- Parents show interest in admitting their children in this hostel as it provides healthy food and accommodation in hygienic conditions.

Advantages :

- Only hostel attached to Govt. College in the District.
- Spacious open area
- Situated in the heart of the city
- Within the college portals
- Near to railway station & bus-stand
- Near to hospitals & market
- Safety and Security
- Cheaper accommodation fees

6. Problems Encountered and Resources Required:

- As number of students residing in hostel is increasing year by year there is overcrowding
- Insufficient wash rooms
- Scarcity of water resources.
- Behavioural problems among the adult women students

Resources Required

- New Hostel Buildings
- Water and Electricity
- Student and Teacher committees
- Support staff of Hostel

Future Plans

- Construction of additional rooms with infra structure and water storage tank
- At least two bore wells
- New wiring for the old block
- Health centre to serve sick students
- Play area for indoor & outdoor games
- Internet Center with Printers
- Waiting hall for parents and visitors.
- Modernised kitchen has to be brought into usage

(Other best practices are given under additional information)

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Focus Area: Education for Women and Women Empowerment

Government College for Women, since its inception in 1942, has been striving hard to empower the women students of the first generation families from marginalised sections. As stated in the beginning, the 'vision' of the institution is 'to empower women students of first generation families from marginalised sections with 21st century skills to grow as global citizens with values for a holistic personality.'

As Guntur is surrounded mostly by villages with farmers and farming labourers, most of the students who

come to study belong to the families of farmers and farm labourers who belong to the marginalised sections. The college has been catering to their needs - to educate them for better life, and to empower them with employability skills for independent living.

The college focuses on learner autonomy and self-sustainability. Hence the college lays emphasis on the flexibility of curriculum and student-centered teaching methods to give them problem-solving skills, participative learning and experiential learning.

The college which was started with 18 UG programmes in 1942 has now grown to offer 25 UG programmes and 04 PG programmes. The college offers holistic education giving equal importance to cognitive, emotional and value based education and thus offers creative and critical thinking skills. The college offers a value based curriculum to teach integrity and accountability to mould the students as ideal citizens of the nation. To keep pace with the 21st century learning strategies, the Institution has been laying emphasis on need-based curriculum and use of ICT in teaching. Hence the institution has established virtual and digital classrooms and insists on using ICT to offer the virtual experience for best learning procedures. Not only that, the institution has introduced many Value-Added Courses and Certificate courses to fill the gaps in curriculum and to make education more choice based.

The institution focuses on the building of Research temper through class seminars and study projects and workshops both in curricular and life related aspects to motivate them for further learning, for progression to Higher education and for helping them to evolve as perfect individuals. The institution lays emphasis on ethical values to become an eligible citizen of the world. Many of the alumni of this college have become Journalists, Entrepreneurs, Chartered Accountants, Teachers, Principals, Lawyers and Police Personnel.

As part of **Core Values**, the institution focuses on 'Women Empowerment' through various activities and programmes to overcome the everyday challenges in life, to be aware of their rights as women students and to grow as independent women.

Along with curricular inputs the college involves them in different community based activities to bring them closer to life and to teach them responsibility and human values through practical learning. The Institution strives for the welfare of women students in all measures and follows several best practices for their welfare.

The following details explain the success story of this Institution in terms of quality:

First NAAC Accreditation:2004

New PG Programmes:

Introduction of New Programmes and Value Added Courses:

Second NAAC Accreditation:2011

Achievement of Autonomy: 2013-14

Development of ICT Facilities:

Recognition as College with Potential for Excellence:2016

Introduction of New PG Programme:**Achievement with RUSA Grants:2016****Establishment of Digital and Virtual Classrooms:****Ranking by NIRF:2017-18 (168th rank)**

As described in the strategic plan, we want to strengthen the Reserach aspect, introduce moree Certificate, Diploma and PG Courses, establish Research centres, strengthen MoUs with standard National and International agencies, and prepare this Institution to become a Women's University in the coming future.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

The thrust of the Institution is offering the best quality education for women and women empowerment. As mentioned in the 'Vision' and 'Mission' the Institution is taking every care to educate and empower the women students, who belong to the marginalised and first generation families as 21st century individuals with values for a holistic personality.

Concluding Remarks :

As described in the strategic plan, we want to strengthen the Research aspect, introduce more Certificate, Diploma and PG Courses, establish Research centres, strengthen MoUs with standard National and International agencies, and prepare this Institution to become a Women's University in the coming future.