

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution

SRI GURAJADA APPARAO GOVERNMENT DEGREE COLLEGE
YELLAMANCHILI

1.2 Address Line 1

Opposite APSRTC Complex

Address Line 2

City/Town

YELLAMANCHILI

State

ANDHRA PRADESH

Pin Code

531055

Institution e-mail address

sgagdc.jkc@gmail.com

Contact Nos.

08931-231078

Name of the Head of the Institution:

Dr. K. Malyadri

Tel. No. with STD Code:

08931-231078

Mobile:

8106288345

Name of the IQAC Co-ordinator:

P. Kiran Kumar

Mobile:

9000251552

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879) APCOGN12789

1.4 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	70-75	21-5-2006	5 years
2	2 nd Cycle	A	3.03	03-03-2015	5 years
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

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

1.7 AQAR for the year (for example 2010-11)

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

The college was assessed and accredited by NAAC in the year 2014-15

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI) Yes No

Type of Institution Co-education Men Women

Urban Rural Tribal
 Financial Status Grant-in-aid UGC 2(f) UGC 12B
 Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)
 TEI (Edu) Engineering Health Science Management
 Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

ANDHRA UNIVERSITY

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

Autonomy by State/Central Govt. / University
 University with Potential for Excellence UGC-CPE
 DST Star Scheme UGC-CE
 UGC-Special Assistance Programme DST-FIST
 UGC-Innovative PG programmes Any other (*Specify*)
 UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="7"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="3"/>
2.4 No. of Management representatives	<input type="text" value="0"/>
2.5 No. of Alumni	<input type="text" value="0"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="13"/>
2.10 No. of IQAC meetings held	<input type="text" value="4"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="4"/> Faculty <input type="text" value="3"/>
Non-Teaching Staff	<input type="text" value="0"/> Students <input type="text" value="1"/> Alumni <input type="text" value="0"/>
Others	<input type="text" value="0"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos. International	<input type="text" value="0"/> National <input type="text" value="0"/> State <input type="text" value="0"/> Institution Level <input type="text" value="0"/>
(ii) Themes	<input type="text" value="-"/>

2.14 Significant Activities and contributions made by IQAC

IQAC has organised several curricular, co-curricular and extracurricular activities with the association of departments, committees and clubs.

Some of the significant activities by IQAC were

- Job melas were organised
- Blood donation camp was organised
- Voters registration programme was organised for the registration of eligible students as new voters
- Adopted three villages and organised several sensitization programmes on ODF
- Awareness programme on Cashless transactions was organised
- Students and Staff have participated in Janmabhumi programme, flagship programme of Government of Andhra Pradesh
- Organised registration programme for issue of LLRs to eligible students in collaboration with Transport Department of Government of Andhra Pradesh

Contributions made by IQAC were

- Biometric attendance system was introduced for students in the academic year 2017-18
- Proposal was submitted to UGC for Autonomous status

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

<i>Plan of Action</i>	<i>Achievements</i>
Introduction of Biometric attendance system to students	Biometric attendance system was introduced for students
Upgradation of Infrastructure facilities in the campus utilising RUSA funds	New Building was constructed. All the classrooms and laboratories and staff rooms were renovated utilising RUSA funds. One Virtual class room was set up.
Providing Hi speed interconnectivity in the campus using AP fibre grid	Provided Hi speed internet connectivity for Video Conference

Installation of solar power plant in the campus utilising RUSA funds	6 kW Solar plant was installed in the college utilising RUSA funds
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* Attach the Academic Calendar of the year as Annexure. (Annexure-i)

2.16 Whether the AQAR was placed in statutory body Yes No

Management - Syndicate - Any other body -

Provide the details of the action taken

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	NIL	NIL	NIL	NIL
PG	NIL	01	01	NIL
UG	05	NIL	02	00
PG Diploma	NIL	NIL	NIL	NIL
Advanced Diploma	NIL	NIL	NIL	NIL
Diploma	NIL	NIL	NIL	NIL
Certificate	NIL	NIL	NIL	NIL
Others	NIL	NIL	NIL	NIL
Total	05	01	03	NIL
Interdisciplinary	NIL	NIL	NIL	NIL
Innovative	NIL	NIL	NIL	NIL

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	06 (05 UG programmes in CBCS pattern)
Trimester	NIL
Annual	NIL

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

*Please provide an analysis of the feedback in the Annexure

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

NO

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	19	02	00	00

2.2 No. of permanent faculty with Ph.D

05

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
19	02	02	0	0	0	0	0	21	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

04	00	04
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	02	08
Presented papers	00	02	04
Resource Persons	00	00	00

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

Use of ICT in Teaching and Learning

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

190

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

NIL

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

NIL	NIL	NIL
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2.10 Average percentage of attendance of students

85%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA(H.E.RI)	22	9	68	14	0	91
BCom(General)	62	26	58	12	2	98
BSc(M.P.C)	37	25	57	10	0	92
BSc(M.P.Cs)	22	0	25	20	0	45
BSc(B.Z.C)	25	20	50	12	0	82

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

- Prepares the action plan for the academic year
- Circulates the academic plan at the beginning of the academic year
- Plans several curricular and co-curricular activities
- Evaluates the feedback from students on Teachers and curriculum and suggests the remedial measures
- Organises various programmes like Guest Lectures, Faculty forum meetings in association with different departments and committees
- It sensitizes the faculty on recent developments in teaching and learning process

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	06
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	01

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	05	02	00	01
Technical Staff	NIL	NIL	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

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

- Faculty members were encouraged to apply for minor and major research projects
- student study projects were made compulsory for all the final year students

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	00	00	00	00
Minor Projects	00	00	00	00
Interdisciplinary Projects	00	00	00	00
Industry sponsored	00	00	00	00
Projects sponsored by the University/ College	00	00	00	00
Students research projects <i>(other than compulsory by the University)</i>	00	00	00	00
Any other(Specify)	00	00	00	00
Total	00	00	00	00

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	00	00	00	00	00
Sponsoring agencies	00	00	00	00	00

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
00	00	00	00	00	00	00

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

and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

- Donated rice to old age home
- Sensitisation programme on Swachh Bharat was organised

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6.27 acre	00	-	6.27
Class rooms	11	00	-	11
Laboratories	06	00	-	06
Seminar Halls	01	00	-	01
No. of important equipment purchased (\geq 1-0 lakh) during the current year.	00	00	-	00
Value of the equipment purchased during the year (Rs. in Lakhs)	23.32	00	UGC	23.32
Others	9.01	00	00	9.01

4.2 Computerization of administration and library

The administration and library were not computerised

4.3 Library services:

	Existing		Newly added		Total	
	No	Value(in Rs)	No	Value(in Rs)	No	Value(in Rs)
Text Books	5125	4,13,346	590	65,000	5705	4,78,346
Reference Books	2098	1,54,075	00	00	2098	1,54,075
e-Books	0	0	0	0	0	0
Journals	0	0	0	0	0	0
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Others (specify)	0	0	0	0	0	0

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	78	02	01 MBPS- 10 connecti ons	00	00	02	00	00
Added	00	00	00	00	00	00	00	00

Total	78	02	01 MBPS- 10 connecti ons	00	00	02	00	00
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4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- | |
|---|
| <ul style="list-style-type: none"> wifi access was given to students and faculty |
|---|

4.6 Amount spent on maintenance in lakhs:

i) ICT	00
ii) Campus Infrastructure and facilities	00
iii) Equipments	00
iv) Others	00
Total:	00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC organises a sensitisation programme at the beginning of the academic year for all first year students to sensitise about various student support services offered by the Institution
- Students are nominated as members in all the committees pertaining to students support services like Scholarships committee, Grievance redressal committee, Career guidance committee etc.,

5.2 Efforts made by the institution for tracking the progression

- The Institution follows mentor-ward system
- One section is allotted to one teacher who acts as mentor. The teacher closely monitors the attendance of the students and their performance in curricular, co-curricular and extracurricular activities. He offers counselling to the students.
- The progression of students is discussed in Department meetings and staff counsel meetings

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
575	16	0	0

(b) No. of students outside the state

00

(c) No. of international students

00

Men

No	%
224	39

No	%
351	61

Women

Demand ratio 1:2

Dropout % 5

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
213	72	8	308	03	604	166	69	06	332	02	575

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

-

No. of students benefitted

5.5 No. of students qualified in these examinations

NET	<input style="width: 30px;" type="text" value="0"/>	SET/SLET	<input style="width: 30px;" type="text" value="0"/>	GATE	<input style="width: 30px;" type="text" value="0"/>	CAT	<input style="width: 30px;" type="text" value="0"/>
IAS/IPS etc	<input style="width: 30px;" type="text" value="0"/>	State PSC	<input style="width: 30px;" type="text" value="0"/>	UPSC	<input style="width: 30px;" type="text" value="0"/>	Others	<input style="width: 30px;" type="text" value="10"/>

5.6 Details of student counselling and career guidance

- All the students were trained on soft skills and communication skills by JKC
- Various programs on career opportunities were conducted

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
00	00	00	00

5.8 Details of gender sensitization programmes

Women cell has organised a gender sensitization programme to sensitise the students on gender issues

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	0	0
Financial support from government	632	8,97,461
Financial support from other sources-HPCL	15	89,100
Number of students who received International/ National recognitions	0	0

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: There were no major grievances of students

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

To be the leading learning institution in the region by providing quality higher education to the students and empower them with knowledge and skills to succeed in life

Mission:

- Improving educational programme, technological resources and student Support services
- To serve the students by teaching them problem solving, leadership, teamwork skills, ethical behaviour and respect for each other
- Foster commitment of stakeholders to social development
- Offer quality education that meets to the needs of students
- Conduct various programmes to enhance employability skills and career potential of students

6.2 Does the Institution has a management Information System

NO

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

6.3.1 Curriculum Development

The institute follows the curriculum developed by the affiliating university, Andhra University. It has no autonomy to change the curriculum. However additional inputs were added to the curriculum by each department and were included in the curricular plans. Suggestions were sent to the BOS of the affiliating university for making the necessary changes in the curriculum.

6.3.2 Teaching and Learning

- ICT is used to augment teaching and learning
- Student centric methods were followed
- Remedial coaching classes were conducted for academically poor students

6.3.3 Examination and Evaluation

Formative evaluation is followed in internal exams

6.3.4 Research and Development

NIL

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ICT infrastructure was augmented
- Most of the departments were equipped with computers
- E-corner was established in the library
- Internet access to students and staff in library

6.3.6 Human Resource Management

Certain measures were taken for the optimum utilisation of available human resources for the effective functioning of the college. Several committees, associations and cells with faculty members and non-teaching staff were constituted to look after curricular, co-curricular, and extracurricular activities, financial aspects and administrative aspects.

6.3.7 Faculty and Staff recruitment

The faculty and staff are recruited by the Government. The Institute has no role in the recruitment process

6.3.8 Industry Interaction / Collaboration

NIL

6.3.9 Admission of Students

To increase the transparency in the admission process, information about courses, number of available seats, selection lists etc., were uploaded in the college website. SMSs were sent to all the selected students in advance

6.4 Welfare schemes for

Teaching	YES
Non teaching	YES

Students	YES
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6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Academic cell of CCE, Hyderabad	No	-
Administrative	Yes	Office of Regional Joint Director, CCE	No	-

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes

Yes

No

For PG Programmes

Yes

No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- CBCS (Choice Based Credit System) was introduced by the University
- Online registration for university exams registration and down load of hall tickets and posting of internal evaluation marks using the online platform of the University

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

No efforts were made by the University to promote autonomy

6.11 Activities and support from the Alumni Association

- Guest lecture was organised on employment opportunities to final year commerce students

6.12 A

NIL

6.13 Development programmes for support staff

NIL

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

- Polyethylene bags were banned in the Campus
- Every Saturday Clean and Green program was conducted in the campus
- Vanamahotsavam was organised to bring the awareness among the students on environment.

Criterion – VII

7. Innovations and Best Practices

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

- Every Monday assembly was conducted
- Centralisation of Internal exams with common time table

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

- Biometric attendance system was introduced to teaching and non-teaching staff
- Approval was sanctioned by the affiliating University to start PG programme-MCom in the academic year 2017-18
- Construction of new building, renovation of laboratories, classrooms, toilets etc., was started utilising the funds released under Infrastructure component by RUSA
- Work on upgradation of class rooms to digital classrooms was also started utilising the funds released under Infrastructure component by RUSA

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

1. All Students services in One Place
2. Use of Information and Communication Technology

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

7.4 Contribution to environmental awareness / protection

- Awareness programs are organised by NSS units in the villages
- Clean and green is maintained in the campus

7.5 Whether environmental audit was conducted? Yes No

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

SWOT analysis

Strengths:

- Well qualified young and dynamic faculty
- Effective use of ICT in teaching and learning and student support services

Weaknesses:

- Lack of adequate resources for introducing new courses

Opportunities:

- More number of extracurricular and community development programmes
- Optimum utilisation of resources to increase quality of education imparted to the students

Threats:

- Lack of Academic Autonomy: Dependence upon traditional curriculum

8. Plans of institution for next year

- To set up two Smart class rooms using RUSA funds
- To upgrade the college website
- To prepare for the autonomous committee visit


Attachments:

1. Annexure-i: academic calendar of the institution- academic calendar of the affiliating University, Andhra University, Visakhapatnam
2. Annexure-ii: Best practice-1
3. Annexure-iii: Best practice-2

Name P.KIRAN KUMAR

Name Dr. K. Malyadri


Signature of the Coordinator, IQAC


Signature of the Chairperson, IQAC

Annexure-I

Andhra University

Proposed Academic Calendar of UG Courses for the Academic Year 2017-18

1	Re-opening Day and Commencement of Class Work for III and Vth Semester Students	16-06-2017
2	Commencement of Class Work for I Semester	30-06-2017
3	Bridge Course	30-06-2017 to 08-07-2017
4	Commencement of I Mid Examinations I, III, and V Semesters	18-08-2017 to 24-08-2017
5	Last date for submission of course wise strength particulars	31-08-2017
6	Last date for submission of I Mid semester marks of I,III and V semesters	04-09-2017
7	II Mid Examinations for I, III and V Semesters	20-09-2017 to 26-09-2017
8	Dasara Holidays	27-09-2017 to 02-10-2017
9	Last date for submission of Consolidated Mid semester marks, Practical internal/sessional marks and consolidated attendance statements for I, III and V semesters#	09-10-2017
10	Practical Examinations for I, III and V Semesters	09-10-2017 to 21-10-2017
11	Semester end Theory examinations for I, III and V semesters	23-10-2017 to 11-11-2017
12	Commencement of Class Work for II, IV and VI Semesters	15-11-2017
13	Christmas Holidays	23-12-2017 to 25-12-2017
14	I Mid Examinations for II, IV and VI Semesters	02-01-2018 to 09-01-2018
15	Pongal Holidays	11-01-2018 to 18-01-2018
16	Last date for submission of I Mid semester marks of II,IV and VI semesters	25-01-2018
17	II Mid Examinations for II,IV and VI Semesters	28-02-2018 to 08-03-2018
18	Practical Examinations for II, IV and VI Semesters	09-03-2018 to 20-03-2018
19	Last date for submission of Consolidated Mid semester marks, Practical internal/sessional marks and consolidated attendance statements for II, IV and VI Semesters#	31-03-2018
20	Semester end Theory examinations for II, VI semesters IV semesters (* Note : supplementary Examinations for Transitory Batch Students will be held in the A.N on these dates.)	22-03-2018 10-04-2018
21	Summer Vacation	01-05-2018 to 14-06-2018
22	Re-Opening Day for Next Academic Year	15-06-2018

Monthly attendance particulars of all students to be submitted at the end of each month in addition to the consolidated statements at the end of each semester as per the schedule given above

Admission Schedule

Sale of Admission Applications and Registrations	15-06-2017
Last date for sale and Registration of Admission applications	26-06-2017
Display for 1st list & Commencement of Admissions	28-06-2017
Last date for sale and Registration of Admission Applications (Including Intermediate Instant Candidates)	12-07-2017
Admissions with Late Fee Rs.300/- (fine)	14-07-2017 to 31-07-2017
Admission with Late fee Rs.800/-	02-08-2017 to 16-08-2017

BEST PRACTICE-I

All Students services in One Place

1. Objectives:

- Conservation of students' valuable time.
- Avoidance of unnecessary social problems like bribery, red tapism etc.,
- Timely guidance and coordination.
- Right information.
- Issue of Bus passes.
- Scholarships.
- Career guidance.
- Character building.
- Use of Question Banks.

2. The Context:

The present pell-mell socio psyche of the present generation forced the institution to implement some strong disciplinary doctrine to guide the student community in appropriate direction; hence various departments and committees of the institution are linked through INSTITUTIONAL MENTOR, who will act as a mediator and coordinator in resolving the student's problems.

3. The practice:

The main motto of the institution is to build an effulgent future to the student. To achieve this colossal target various inspiring practices are being implemented in the institution all through the academic year. The goals set above being implemented through mentor.

4. The evidence of the success:

As evidence to above statements and practices, the following things can be underlined:
The mentor has maintained close observation of the students and recorded some responses and he has taken feedback from students.

5. Problems Encountered:

Students felt shy and afraid to disclose their problems. Initially the practice faced some communication gap and coordination problems. Mentor struggled to maintain records and observations.

6. Resources required:

Every department may be connected with an inter com. Every department should have an internet connection and separate hard disc to load and carry. The JKC should be equipped with more and more computers with high speed internet connection. The present UPS should be upgraded or replaced for the requirements. There should be uninterrupted power supply. Enough stationary should be supplied to each and every department and JKC.

BEST PRACTICE-2

Use of Information and Communication Technology

1. Objectives:

- To augment teaching and learning
- To adopt student centric teaching methods

2. The Context:

ICT has revolutionized the way in which pedagogy is developed and managed by the teacher.

The role of ICT in teaching and learning can no longer be ignored looking at the recent advances in instructional methods and tech savvy younger generation. The conventional chalk and talk method has to be replaced by newer methods involving greater student participation. The Institution has recognized that ICT has to be integrated with the teaching and learning

3. The practice:

- All the teachers were motivated to use ICT in teaching and learning and adopt student centric teaching methods
- Animations, virtual lab, videos, ppts, student seminars through ppts were made compulsory in teaching and learning and they were incorporated in the curricular plan prepared by the teachers
- In the faculty council meetings, lecturers were asked to discuss and exchange their views on various student centric teaching methods like cooperative learning
- One class per week using ICT was made compulsory for all the science teachers

4. The evidence of the success:

Student participation in various co-curricular activities has been enhanced to a greater extent. Many faculty members prepared e-content in Telugu for the benefit of students. One faculty member has attended short term course on e-content organized by academic staff college of J.N.T. University, Hyderabad.

5. Problems Encountered:

There was a resistance from the faculty at the beginning since they are more used to the conventional chalk and talk method. There were many apprehensions about the effective use of ICT in teaching and learning. Sensitization programs had to be organized for the faculty and students on the use of electronic gadgets.

6. Resources required:

- Committed, knowledgeable and tech savvy faculty members
- Sensitization programmes for students and faculty members
- Procurement and Upgradation of ICT infrastructure from time to time