



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		SRI GURAJADA APPARAO GOVERNMENT DEGREE COLLEGE
• Name of the Head of the institution	DR. P.CHANDRA SEK HAR	
• Designation	PRINCIPAL	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	08931294085	
• Mobile no	8919279469	
• Registered e-mail	sgagdc.jkc@gmail.com	
• Alternate e-mail	kirankumargundala9@gmail.com	
• Address	NEAR RTC COMPLEX	
• City/Town	YELAMANCHILI	
• State/UT	ANDHRA PRADESH	
• Pin Code	531055	
2.Institutional status		
• Affiliated /Constituent	AFFILIATED	
• Type of Institution	Co-education	
• Location	Rural	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	ANDHRA UNIVERSITY				
• Name of the IQAC Coordinator	G.KIRAN KUMAR				
• Phone No.	08913294085				
• Alternate phone No.	9502776586				
• Mobile	6281045285				
• IQAC e-mail address	sgagdcqiqac@gmail.com				
• Alternate Email address	sgagdc.jkc@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.sgagdc.edu.in				
4.Whether Academic Calendar prepared during the year?	No				
• if yes, whether it is uploaded in the Institutional website Web link:					
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	A	3.03	2015	03/03/2015	02/03/2020
Cycle 1	B	75	2006	21/05/2006	20/05/2011
6.Date of Establishment of IQAC	01/06/2006				
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
FINANCE DEPARTEMENT	BUDGET ALLOCATION	STATE GOVERNMENT UGC	2020-2021	181000	
8.Whether composition of IQAC as per latest NAAC guidelines	Yes				

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	5
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>Observance of important days such as National integration day, world population day Voters day. Conducted employment opportunity programs .seminar on violence against women. workshop on health and sanitation .organized awareness programmes for teachers to get acquainted with the importance and new method of NAAC Accreditation. Taking precautionary measures to prevent covid 19 in our college campus</p>	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
Conduct of awareness classes on usage of ICT	Usage of ICT improved
Preparation of Curricular Plans in line to CCE Formats	Semester wise curricular Plans were Prepared by all departments and implemented successfully
Conduct of Academic Competitions	Academic Competitions like Debating, Quiz, Essay writings were conducted and recorded by all departments.
Conduct of Field Projects/Trips/Student Projects).	All Departments in the College conducted Field Projects, Filed Trips and Student Projects. The Students who participated in these Activities gained Practical Knowledge.
Conduct of NSS/WEC/RRC activities.	The Three NSS UNITS of our College conducted several Social awareness Programs and promoted Communal harmony among the students.
Creation of facilities identified.	The Requirements of the students regarding Physical facilities were identified and fulfilled.
Conduct of Skill Development Programs.	APPSDC and JKC conducted several Job oriented Training Programs .
Remedial Classes	Improved the Pass Percentage of the students.
Sending Important Information through SMS/WhatsApp in College website	Saved Paper. We put disseminate information within short time.
Observation of Important Days.	Observed All Commemorative days
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Staff council.	03/01/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
YES	19/02/2022
Extended Profile	
1. Programme	
1.1	187
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2. Student	
2.1	540
Number of students during the year	
File Description	Documents
Institutional Data in Prescribed Format	View File
2.2	130
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	174
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File

3.Academic	
3.1	22
Number of full time teachers during the year	
File Description	Documents
Data Template	No File Uploaded
3.2	23
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	34
Total number of Classrooms and Seminar halls	
4.2	1.81
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	50
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>Sri Gurajada Apparao Government Degree College is affiliated to Andhra University, Visakhapatnam. The curriculum design and its periodical revision will be governed by Andhra University in association with Andhra Pradesh State Council of Higher Education (APSCHE). Our College follows the curriculum prescribed by the university. Before the commencement of the academic year, the institutional academic calendar is prepared according to the university calendar after discussing with all the Heads of department. Comprehensive academic plans pertaining to the coverage</p>	

of syllabus and the other academic activities that are planned to conduct are collected from all teaching departments and displayed in college notice board and also hosted in college website.

Syllabus copies of each subject for the academic session are circulated to the students through whatsapp student groups. All the faculty members maintain teaching diary, curriculum plan, teaching notes and activity register to record regular teaching activities. All the teaching activities done by the faculty members are recorded in the CCE prescribed formats. Academic records maintained by the individual faculty members are reviewed by concerned Heads of the department and Principal in regular intervals.

Students are given choice to select Elective papers and cluster groups from University prescribed list basing on their interest .

Examination committee prepares the schedule of internal examinations for each semester in line with University calendar and conduct the examinations as per the schedule. The college encourages the faculty members to adopt innovative teaching methods by using the available virtual classroom and Digital class room with ICT equipment such as Internet, PPTs, in addition to regular teaching methods.

Further, the regular classroom teaching ,well-equipped Laboratories, student seminars, special lectures, quiz, group discussions, assignments, educational tours, field trips and industrial visits are conducted to all the students for effective delivery of curriculum. All the records maintained by every department is documented and kept for review of Principal and IQAC. Eminent academicians are invited as resource persons to deliver guest lectures for the benefit of the students. Two internal examinations are conducted to all the students as per the university calendar.

Commissionerate of collegiate Education(CCE), Govt. of Andhra Pradesh has introduced OTLP app to submit the Attendance log for Online and offline classes as per the scheduled Time-Table . All the faculty members upload scheduled classes every day in OTLP app and the submitted data regularly reviewed and monitored by CCE, AP.

Remedial classes are conducted for the betterment of slow learners. Special coaching classes covering the contents of university CET examinations and competitive examinations are conducted to advanced learners. Whenever revision takes place in the syllabus, the required textbooks and reference books are made available to the faculty members and also students in central library.

In addition to the regular curriculum prescribed by the university, job oriented add on courses are designed and conducted by the teaching departments. Skill Development courses are conducted in association with JKC and APSSDC.....

Our college collects feedback on the syllabus and its transaction at the institution from stakeholders such as Students , Teachers ,Employers ,Alumni .

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

Sri Gurajada Apparao government degree college follows its academic calendar in line to Andhra University in conducting all the academic activities including continuous internal evaluation. Examination Committee schedules the dates of internal examinations in consultation with all the faculty members and intimate the same to the students well in advance. Question papers also prepared as per the guidelines of the university by respective departments. Within a week time, evaluation process will be completed and marks will be displayed on notice board. If any student comes with a grievance, issue will be resolved by concerned head of the department within two days. Internal marks of the students will be uploaded to the university after the thorough verification by respective faculty members.

As per the time lines fixed by the university all the academic activities such as coverage of syllabus, remedial classes to slow learners and conduct of internal examinations will be completed. If any discrepancy occurs in coverage of syllabus, it will be managed by taking special classes . All the academic activities of the college are regularly reviewed and monitored by HODs and Principal.

Bridge courses are designed and conducted by respective departments to the needy students.

Special lectures or guest lectures arranged by the departments are intimated to students well in advance to ensure maximum attendance.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

6

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

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

11

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

361

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

For all the UG programs, the following courses were introduced by the affiliating university under part II of foundation courses with effect from the year 2020-21 .

LIFE SKILL and SKILL DEVELOPMENTCOURSES

1. Human Values and Professional Ethics ,(HVPE)
2. Environmental studies ,(ES)
3. Food Adulteration (FA)
4. Fruits and Vegetable Preservation ,(FVP)
5. Plant Nursery, (PN)
6. Electrical Appliances,(EA)
7. Solar Energy,(SE)
8. Dairy Techniques,(DT)
9. Information and Communication Technologies ,(ICT)
10. Communication and Soft Skills ,(CSS)
11. Insurance Promotion
12. Online Business ,
13. Personality Development and Business Leadership (PDBL)
14. Tourism ,
15. Agricultural Marketing
16. Social Work .

Special lectures are arranged by the college for creating environmental awareness and to develop human values and professional ethics among students. NSS units take care of campus cleaning programs in regular intervals. Messages to create environmental awareness, water & power conservation, uses of tree plantation, rain water harvesting etc., are displayed in various corners of the campus. Special focus is given to make the campus - plastic free zone. Women Empowerment Cell plays very active role to create awareness on gender issues and welfare of the girl students. Good number of awareness programs covering domestic violence, eve teasing, gender discrimination, women health and hygiene, women rights, family values are conducted by inviting eminent doctors, lawyers and police officials. Women Empowerment Cell deals with the issues of gender grievances. Anti-ragging committee plays key role in avoiding ragging among the students. Yoga and meditation programs are conducted for all students at regular intervals.

In addition to the regular class academic schedule, eminent academicians and professionals are invited to deliver lectures on human values, professional ethics , family values and stress management.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

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

11

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

225

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

1.4 - Feedback System

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

B. Any 3 of the above

Teachers Employers Alumni	
File Description	Documents
URL for stakeholder feedback report	https://docs.google.com/spreadsheets/d/1_LWZnvlWyNbmktiZv4lMtOfqkWZ-dGzS1Kujv_arOfc/edit?usp=sharing
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	No File Uploaded
Any additional information	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.sgagdc.edu.in/userfiles/feedback.pdf
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	
2.1.1 - Enrolment Number Number of students admitted during the year	
2.1.1.1 - Number of students admitted during the year	
194	
File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File
2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	
2.1.2.1 - Number of actual students admitted from the reserved categories during the year	

148

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The institution regularly assesses the learning levels of the students. Mentor- mentee system is in place wherein each class is allocated to a particular teacher. The teacher selectively uses several direct and indirect methods of assessment like oral questioning, slip tests, assignments etc to classify the students into slow learners and advanced learners. The institution organises special programmes for slow and advanced learners.

For advanced learners

1. Student seminars, quiz programmes, group discussions are conducted for the benefit of advanced learners.
2. Field trips and field visits are organised for the advanced learners.
3. Study/Field projects are assigned to advanced learners.
4. Deputation of students to academic competitions conducted by other colleges.
5. Coaching for post graduate entrance exams is offered to advanced learners.
6. Reading material is prepared and provided to the advanced learners for competitive exams and post graduate entrance exams.
7. Reference books are provided to advanced learners.
8. Advanced learners are inspired to do MOOCs courses and skill development courses.
9. Issue of additional text/ reference books from the central library.

For slow learners

1. Personal counselling is provided by the mentor to the slow learners.
2. Remedial classes and tutorial classes are organised to slow

learners to strengthen the fundamental concepts and compete with their peers.

3. Study Material is specially prepared and given to the slow learners.
4. Question banks are prepared and provided to slow learners.
5. Study material and questions banks are provided free of cost to economically poor students.
6. The progress of the slow learners is regularly monitored.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
540	22

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

To make the learning experience more robust for the students, over the years the learning process in the institution has been aligned in such a way that it is more student centric in nature. Various 21st century pedagogical methods are used by the teachers to enhance the learning experiences of the students. The following student centric activities are adopted by the teachers in the institution.

Experimental Learning:

- In UG and PG commerce programmes, under CBCS system, all the students do project work in the last semester as per the mandated curriculum.
- In UG programmes, all the students opting for Mathematics, Botany and Zoology cluster paper under CBCS framework carry out the project work as prescribed in the curriculum.
- Field trips and field visits are being organised for the final

year students taking the Botany cluster paper as per the CBCS framework.

Participative Learning:

- Students are encouraged to take up the MOOCs courses
- Student seminars are organised by all the teachers wherein the teachers motivate the students to deliver the seminar on a topic of their choice
- Students are encouraged to participate in several extension activities viz., ODF, cashless transactions, neeru-chettu, vanam-manam, AIDS awareness programmes.
- The college has adopted four villages under ODF programme wherein students have conducted door to door survey and sensitised the villagers about the ODF.
- Students are motivated to participate in inter-collegiate and Interuniversity quiz, elocution and essay writing competitions
- Academic competitions are regularly conducted in the institution on important days.

Problem solving methods:

Problem solving methods are a part of the curriculum under the CBCS framework. Students are required to complete the project works and study projects. Problem solving methods are part of the teaching plans prepared by the teachers to impart the necessary skills to the students in understanding the problem, identifying the viable solutions to the problem and evaluating the results. They provide an opportunity to the students to apply the knowledge, techniques and skills acquired by them during the course work to solve the real-life problems and they improve the critical thinking in the students.

LMS and Online resources:

Students make use of the content (in four quadrants) available in APCCE website. They also use this portal for self -assessment. All the students are given access to N-LIST. Students are encouraged to access different free online resources available in N-LIST, e-UG Pathshala, e-PG Pathshala and NDL.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

The teaching and learning process in the institution is augmented by the widespread use of ICT tools by the teachers and students. Three smart class rooms and one virtual class room in the institution are well equipped and are optimally used by the teachers to make the learning process student-centric. Teachers are trained from time to time in the effective use of ICT-enabled tools. Science laboratories are furnished with LCD projectors. There are about twenty ICT tools that are most commonly used by the teachers and students in the institution. Class room management tools like Google classroom and Edmodo are primarily used by the teachers to streamline the process of sharing of knowledge between the students and teachers. Online assessment platforms like Google forms, Kahoot, Plickers are used in addition to the conventional assessment methods. Virtual labs-IIT Bombay (vlabs.iitb.ac.in) are used by the science teachers. LMS portal of APCCE (ccelms.ap.gov.in) is effectively used to demonstrate the concepts. Training programs are conducted to all the faculty members by computer faculty for effective usage of ICT equipment available in the college in the regular teaching-learning process.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	No File Uploaded

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

2.3.3.1 - Number of mentors

22

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

2.4 - Teacher Profile and Quality

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

22

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

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

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

7

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

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

2.4.3.1 - Total experience of full-time teachers

127

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Internal assessment is carried out in a transparent manner in the institution. Being an affiliated institution, the institution conducts internal assessment as per the academic calendar of the affiliating university. 25% of the weightage is given to the internal assessment. In a semester, two internal exams are conducted for assessment. The schedule of the internal exams is circulated to the students at the beginning of the semester. The mentors sensitise the students about different internal assessment methods that are being used and the way in which the internal assessment is being carried out in an efficient and transparent manner. The following assessment methods are used for Internal assessment.

1. Assessment for Learning: Formative assessment -different assessment tools like Minute paper, Muddiest point, Think-Pair-Share, 3-2-1 chart etc.,
2. Assessment as learning: Self-assessment of assignments, slip tests etc.,

The teachers conduct the internal assessment as per the schedule. The examination cell of the Institution monitors the Internal assessment process. The marks obtained in the internal exams are shared with the concerned students and doubts about the evaluation raised by the students are clarified by the teachers..

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The college has a well-established mechanism to deal with the internal examinations related grievances in a transparent, time-bound and efficient manner. The examination committee of the institution monitors the Internal examinations conducted by the teachers in the institution. Students can raise any grievance related to the internal exams with the examination committee. Students can raise any internal examination related grievance within one week from the declaration of results. The examination committee has to receive the grievances and has to take the decision and inform the same to the concerned student within one week from the date of receipt of the grievance. All the grievances that are received and the decisions on the grievances have to be recorded from time to time and informed to the Principal of the institution. The Principal being the head of the institution monitors the grievance redressal mechanism in the institution and gives necessary suggestions to the examination cell to increase the efficacy of the mechanism.

An induction programme is conducted to the students at the beginning of the programme of study to sensitise about the internal assessment methods that are being practised in the institution in a transparent manner and about the working of grievance redressal mechanism in the institution. The details about grievance redressal mechanism are the part of the student charter which is displayed at a prominent place in the administrative block of the college.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Being an affiliated college to Andhra University, Visakhapatnam, the college follows the curriculum as prescribed by the affiliating university. IQAC in the college plays a proactive role in the preparation of course outcomes and Programme outcomes. It sensitises the teachers about the preparation of programme outcomes and course outcomes in alignment with the prescribed syllabus. The course outcomes of each course are prepared by the teachers at the departmental level. The programme outcomes are prepared after deliberation by the teachers of different departments which are

offering a particular programme. Programme outcomes and course outcomes are placed in the college website and in the notice board. They are communicated and explained to the students at the beginning of the programme of study and at the beginning of each course. Copy of the programme outcomes and course outcomes are also placed in the departments. From the academic year 2020-21, the college will adopt the revised outcome- based curriculum designed by the Andhra Pradesh State Council of Higher Education (APSCHE) in alignment with the Learning Outcome- based Curriculum proposed by University Grants Commission (UGC). In this revised outcome- based curriculum, the course outcomes are clearly stated in tune with the curriculum proposed for a particular course.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	View File

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

The learning outcomes determine the strategies for teaching, learning and evaluation.

The Institution regularly evaluates the performance of students through various methods which include a combination of formative and summative evaluation for measuring the attainment of each of the Program Outcomes, Program Specific Outcomes and Course Outcomes.

Evaluation Process:

The programme outcomes and Programme Specific outcomes are assessed with the help of course outcomes of the relevant programme through direct and indirect evaluation process. Direct evaluation process is provided through University Examinations, prefinal exams, internal and home assignments, unit tests.

The faculty records the performance of each student on each programme outcome throughout the year. Besides each faculty is assigned with mentor-mentee scheme under which specific number of students are provided with special guidance to assigned programme. At the same time remedial coaching is also provided to slow learners and economically backward classes students to make the pace with the

desired progression.

Average attainment in Evaluation Process:

Students under university examination are evaluated for 50% to 80% of total marks and institution for 50% to 20% marks as internal and external assessment under semester pattern while students of annual pattern are evaluate for 100% marks by the concerned university.

Students enrolled for courses offered by institution are evaluated by the institution itself at the same time observations of student knowledge and skills against measurable course outcomes are evaluated throughout the year.

Indirect assessment continuously monitored through feedback from Student, Employer, Alumni and Parent which is collected, analyzed and necessary action is initiated.

According to the above, each Programme outcomes and Programme specific outcomes are assessed and finally found the attainments.

The Methods of measuring attainment:

1. Annual and End Semester University Examination:

The affiliating University conducts examinations as per semester and annual pattern through which the institution measures programme outcomes based on the course attainment level fixed by the programme. It is a direct evaluation process.

1. Internal and External Assessment:

Internal assignments are given to the students with the purpose that student will refer the text books and reference books to find out the best answers and understand the expected objectives of the given assignments. The assignments given are mostly aligned with Programme Outcome of the respective subject. External Assessment is evaluated by external experts appointed by University through Viva-voce and practical record book.

1. Institutional Examination and Tests:

Students are assessed and evaluated throughout the year at institutional level through unit test, surprise test, terminal examination and the performance of the student is analyzed for

assessing the attainment level of programme outcomes and programme specific outcomes.

1. **Feedback Evaluation:** The Institution collects feedback from students, Alumni, Employers and Parents which is an important method of measuring attainment with objectives of identifying the attainment level of students in terms of programme, subject, course and syllabus outcomes and to understand the impact of teaching learning process.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

142

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://docs.google.com/spreadsheets/d/1Rkt0jgLj1KS2kNx5aPvpgtVI1048T8ztbGgWDn73Vjs/edit?usp=sharing>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects /

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

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)**3.1.2.1 - Number of teachers recognized as research guides****01**

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

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year****0**

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

- The College provides an opportunity for every faculty member to share their ideas, and to interact with other faculty members for improvement of the quality in teaching and Learning.
- Faculty Forum was established in the College to discuss Various Academic and social Issues and also for the sharing of knowledge.
- The Innovative Ideas and Opinions of the faculty members on various academic and social issues are discussed thoroughly.
- It is also used to discuss innovative ideas and their implementation, new initiatives taken by departments, outcomes of the research activities by individual faculty members and latest developments in science and technology.
- This platform i.e., Faculty Forum has a positive impact on young faculty members to get proper guidance, shape their research ideas, improve their teaching skills and learn from the experienced senior faculty members.
- It also provides a platform to create the awareness on computers, ICT and other digital facilities available for education and research. IFF has proved in being helpful for developing inter disciplinary research in the institution

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

04

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

This college named after Gurajada Apparao, who is a social reformist, poet of modern era and universal brother-hood idealist. His preachings are known world wide and even our Prime Minister Sri Narendra Modi many a times quoted his poetic versions. This college in spirit and action follows truly for the holistic development of stakeholders. Through N.S.S., units of our college, every year, we organize such camps to scatter the needs of the community. We campaign and educate the near neighborhood through rallies, placards, slogans, exhibits, wall-posters etc, We sensitized issues like population exploitation and the need of family planning, use of paper currency, dowry prohibition, equality among gender, women-empowerment, voter education, AIDS-campaign, red-ribbon club or blood-donation camps, government initiation against its policies to reach public like Amravodi, YSR Jalyajna, Jaganna Chedodu, Vasathi Devena, Raitu-Bharosa, loans against 0% interest, YSR Kanti Velugu etc.,

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

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

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

12

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

213

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year**3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

0

File Description	Documents
e-copies of related Document	No File Uploaded
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year**3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year**

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The institution has been taking proactive steps in providing required physical infrastructure like classrooms, science laboratories and computer laboratories to cater to the needs of students. There are 30 classrooms and 4 science laboratories, apart from these, technology-enabled classrooms viz., one virtual classroom/Mana TV room, three digital classrooms, Andhra Pradesh

State Skill Development Centre (APSSDC) rooms are also facilitated to make the teaching-learning process more effective. A well-equipped library is always open for the students and staff. In addition, a well-equipped seminar hall with a good sound system and LCD projector is available to organize activities like guest lectures, students' seminars, workshops, debates, quiz programmes and group discussions. Classrooms are spacious, well ventilated and well furnished. All the classrooms are provided with white boards and some of them are provided with smart boards and LCD projectors. The faculty of the institution is provided with LCD projectors as common facility, enabling them to make use of the ICT enabled teaching in the conventional classroom. Each department has a computer with internet, and a printer with scanning and photocopier facility. There are four (04) spacious and well-equipped science laboratories. The equipment in the laboratories are being upgraded with financial assistance from State Government budgets/RUSA funds/UGC funds to suit the change in curriculum revised by the affiliating university. In addition to this, the finance generated from self-financed PG course viz., M.Com can also be utilized to upgrade the laboratory equipment which in turn may be utilized by UG students also. The college has one (01) computer lab for the courses associated with computer science/applications. In addition to the labs mentioned above, English Language Lab (ELL)/ Jawahar Knowledge Centre (JKC) lab is available to develop the language skills required to secure jobs in the competitive job market. The college also provides ladies' waiting room for the women students with well-maintained washrooms. Even to the student of cyclers and bikers parking place is provided. One open auditorium is always available for the students. In addition to the academics, sports and games facilities like one Football Field, one Hockey Field, One Cricket Ground, one Basketball court, two Volleyball Courts and one 200mts Athletic Track & Field is available. The gymnasium is equipped with NELCO equipment on par with international standards maintained for men, women students and staff separately to keep their sound health. To conclude, the usage of facilities available for teaching-learning in the institution is being used optimally and infrastructure is updated or procured from time to time depending upon the budget available.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

The college has adequate facilities for sports, games (indoor, outdoor), gymnasium, and cultural activities. The facilities available for outdoor sports and games are, a multipurpose large playground for sports like athletic events and outdoor games like cricket, football, badminton, volleyball, kabaddi, and handball, etc,. A multipurpose hall for chess and table tennis is facilitated for indoor games. The college maintains its own fitness center/gymnasium. It is located within the college campus and possesses equipment for free weight exercise, bodyweight exercise, resistance band exercise, and stretching exercises. It consists of a treadmill, elliptical trainer, exercise cycles, etc., The college has a multipurpose outdoor stadium, seminar hall, and one open-air dais for practicing and performing cultural activities and Yoga.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

22

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://drive.google.com/file/d/1FtZrZNwRRsoV0ZrqIKbl9kkkwGQbZeAm/view?usp=sharing
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

1.81

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

- Our library activities are operating through ILMS software Soul 3.0
- Functioning of Library is Automated Partially.
- Barcoding of Books is in Progress.
- Previous Soul software 2.0 upgraded tool 3.0 from the Academic year 2021 with an expenditure of Rs.31180.

The following activities are carried out by using soul 3.0 software.

- Acquisitions
- Cataloging
- Circulation
- Serial control
- OPAC (Online Public Access Catalog) is processed against a single master bibliographic database.

As per the Library policy document and recommendations of library Advisory committee of the college, each student is permitted to take maximum of 03 books with a retention period of 14days and each faculty member is permitted to take a maximum of 08 books with 30 days retention period.

On the recommendation of respective HODs, Advanced learners will be given 02 extra books.

If a student fails to return the book on or before the stipulated time, a fine of Rs.01/- per day will be charged for the delayed period.

In connection to National library day on 12th August of every year,

awareness is created to all the students on the father of library science Shiyali Ramamrita Ranganathan and Effective usage of the library, the importance of the library as a learning resource, etc.

Academic Competitions such as essay writing, quiz, and elocution competitions will be conducted for students and prizes will be distributed by the principal to the winners.

At present, there are 10669 textbooks/reference books/ Competitive books are available in the library.

Daily Newspapers/Employment News/Magazines/Journals are available for both students and staff.

E-Resources from N-list / Ndl / e-shod sindhu are available for both students and staff.

03 Computer Systems with unlimited internet facilities are made available in the library to access e-resources for both students and staff.

A separate Book Bank is maintained for the benefit of SC/ST students. In addition to the regular Issue of 03 books from the general library, 02 more books can be borrowed by SC/ST students from this book bank.

Using the Acquisition menu first of all we can procure quotations, among which quoted lowest price will be selected by our library committee. Later we place an order to the least quoted book suppliers by paying the amount through an online payment.

In the process of Cataloging, received books are processed to accession number and shelving order. Before placing on proper shelves details of a book as title name, author name, cost, place publishing, name of publisher, etc...Will be computerized.

In the process of Circulation we maintain data of all the students and faculty with Issued book name, issued date, submitted date, and finally, total transaction data of the day will be made as a report.

serial control process we suggest many Scopus journals to students and some new journals are recommended for faculty. Magazines that create scientific temper and interest are collected and maintained in our library.

using online Public Access Catalog(OPAC)our students know about

their library membership details, the due date of books, number of books available in his/her account, any fine amount details, information of book and its location can be accessed through our OPAC

Hence, in our library, we are strictly using the above sad menu for fulfilling the automation process for the convenience of students and faculty which in turn saves valuable time for all stakeholders.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

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

A. Any 4 or more of the above

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

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

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

Nil

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

120

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Up-gradation of both hardware and software is being done depending upon the necessity and requirement for computers meant for administration and for teaching. The same up-gradation is being extended to the computers in the departments. In addition, software for the computers in the labs is being updated on regular basis in tune with curriculum upgradation.

The campus initially had BSNL Broadband with 200Mbps bandwidth. Later to meet the demand of the usage, another Broadband connection with 200 Mbps is provided. Subsequently, for the exclusive usage in the virtual classrooms and video conferences one. Tech is being frequently updated to meet the competitive world and needs for the enhancement of education to the next level.

Content management software for blogging and collaboration and browsing and surfing are provided in the Campus

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

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

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

1.81

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

4.4 PROCEDURES AND POLICIES FOR MAINTAINING AND UTILIZING PHYSICAL, ACADEMIC AND SUPPORT FACILITIES-LABORATORY, LIBRARY, SPORTS COMPLEX, COMPUTERS, CLASSROOMS .

The Policy and the procedure for maintaining and utilizing Physical academic and the support facilities. The college ensures optimal allocation and utilization of the available financial resources for

Maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using the grants received the college as per the requirements in the interest of students.

? Laboratories: Record of maintenance of instruments and equipment is maintained by lab technicians and supervised by HOD's of the concerned departments.

1. The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises.

2. The instruments and equipment used for experiments are annually cleaned and maintained by the concerned departments and record of maintenance is maintained by lab technicians and supervised by HODs of the concerned departments. 3. Stock entries are updated annually.

? The library: The requirement and list of books is taken from the concerned departments HODs. The finalized list is duly approved by the Principal and under his chairmanship the committee meets periodically to review the necessities.

1. The Library has well equipped with Xerox machine, and huge number of referral books

2. All the books relating to library records like issue register, visitors referral books are maintained. 3. In addition to the college library all the departments also maintaining individual libraries.

? Computers: Computer maintenance is done regularly by the college staff. The ICT Smart Class Rooms and the related systems are maintained with the corresponding service agencies.

1. The college Commerce Dept. has computer equipped classroom,

2. The college has

3 Virtual E Class rooms.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
505	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
22	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to Institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

41

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

41

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

7

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

26

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

9

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The SGA GDC Yellamanchili Council, first formed in 1987, is elected annually through a fair and democratic process by the active participation of all students.

- The Student Council consists of a President (Third year student), Vice-President (Second year student), and class representatives. In the academic year of 2020-21, for instance, the Student Council was supported by Lecturers and Mentors within the college.
- The Student Council is officially recognized and felicitated during the Annual PTSA ceremony. During the ceremony, all members of the Student Council led by the President and the Vice President of the council take an oath to serve in the interest of the institution and the society with integrity and devotion.
- The Student Council - elected to represent the fellow students - work with the Principal, faculty convenors, and students for organizing events and also building a bridge between the faculty members, administrative staff, and students.
- The Student Council members help the faculty and administration in the Admission process and the Orientation Programmes organized for new students annually. The student council members also help in organizing Freshers' Welcome Party, Teacher's Day, PTSA, Farewell to the Final year students. Funding for the activities organized by the council comes from the fees paid towards student aid fund, sponsorships, donations etc.
- The Board of Management and Staff at our College actively encourages the Student Council to engage in a process of dialogue and consultation to help address student concerns. Student societies: The College focuses on educating young women and training them in responsibility and accountability, enabling them to take their positions in a competitive world.
- Class Representative System: Besides an active Student Council, each class also has a Class Representative who acts as a bridge between her fellow students and the teachers. She ensures timely dissemination of information regarding events, examinations, and even learning material.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

participated during the year

1

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

SGA GDC Yellamanchili - Old Students Association is a non-profit making registered Society,

- The Association is dedicated to bringing together the alumni committee on a common platform to build another channel of personal and professional support to members through "Self Help" within the community.
- The Mission of our College is to provide a vibrant, global network and forum that connects and engages the alumni with their Alma Mater.
- The objectives of the Association are: To plan and organize successful reunions which our college has been doing on an annual basis.
- Involve alumni in student development through participation in ongoing academic activities including teaching, Study Projects, Field Visits, Study Tours, and placements.
- Champion all relevant fundraising activities to the development of the college To promote best practices in different areas of social life for the benefit of society
- Our college envisions a transformative and empowering role for the students in today's digitalized world. Students who are achievers in every field, carrying with them the values imparted by SGA GDC and are making a significant contribution to society. In order to foster a warm relationship, the College maintains regular contact with the alumni and former

faculty through various email groups and social networking sites such as Whatsapp groups.

- The Alumni is very active in promoting, mentoring and guiding the current students of the College. It has worked extensively in connecting the alumni with its Alma Mater through motivational talks, workshops by eminent Alumni at various levels. Our former faculty and alumni have been keenly involved in all major college functions such as the annual college festival. Independently, various Departments of the College have taken initiatives to organize Departmental Meets which have facilitated the strengthening and widening of Departments and Students.
- In the subsequent years, other departments like Economics, Commerce, Hindi, Political Science have also had their own Alumni meets. The objective has been the same, to build a strong alumni network which will participate in keeping the SGA GDC banner flying high.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

RESPONSE:

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. The Govt. Degree

College, Yellamanchili aspires to bestow unequivocal learning experience to diverse community of students to produce knowledgeable, intellectual, scientifically advanced, technologically equipped, accountable, committed, disciplined citizens with ethical values. To put it in nutshell, the vision of the institution is to bring all-round development of the students especially to the backward and downtrodden sections at affordable cost.

Mission: To fulfil the vision of the institution, the institution provides conducive environment to foster innovative, creative skills of the students. Highly qualified faculty and good physical infrastructure imparts quality education to the students. The vision and mission of SGA Govt. Degree college, Yellamanchili are reviewed and redefined in view of changing national and international trends in education. Goals are set to attain the objectives enshrined in national policy for higher education. Besides providing quality education, the students are trained through Jawahar Knowledge Centre (JKC), Andhra Pradesh State Skill Development Corporation (APSSDC) and job oriented Add-on courses to equip the students with global skills so as to make them to meet the competitive globalized job market.

Institution through its prescribed curriculum, and supporting services like NSS, RRC and DRC imbibe human values among the students. The institution's vision and mission reflect the distinctive characteristics of the institution. The college caters to the educational, social, cultural, ethical and economical needs of the society. All these characteristics are reflected its policies. The head of the institution briefs the faculty about vision and mission of the institution which is also published in the prospectus. In turn, the faculty intimates the same to the students in their introductory lectures. In the process of executing mission in tune with vision, the Principal under the guidance and supervision of higher authorities- Commissioner Collegiate Education (CCE), Regional Joint Director of Collegiate Education (RJDC) and the affiliating university (AU) perform the functions such as planning of the activities, deploying all resources for execution, monitoring the execution process in coordination with College Planning and Development Council (CPDC), Staff council and college committees.

The college strives to address the needs of the society through innovative actions and plans and policies. Institution under its own voluntary scheme udhyoga praptirastu conducts number of charitable activities like orphanage support and poor student support in

addition to the regular Career Counselling. To motivate students for their overall development through various skill based and talent enhancing activities so that they can contribute to the society as a responsible citizen. The staff counsel mobilizes funds for enhancement of infrastructure, laboratory, library and office equipment, apart from creating environment friendly campus. The College also established Sri Gurajada Appa Rao Foundation a Voluntary Trust with the only involvement of Students who are inculcated the value of social service, the importance of humanity and the respect of right to live. This is our pioneer program conducted by our students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

Response:

The Principal ensures systematic imparting of education with the effective coordination and functioning of various departments towards the goal of providing the best teaching -learning practices. The Principal decentralizes the various responsibilities and duties to the departments and committees to operate freely in discharging their duties in implementing their respective plan of action. Important developmental plans are discussed by the Principal along with all the committee members.

Plans are executed only after reviewing the suggestions. These meetings are consultative in nature and enable appropriate decision making. Each department drafts its annual academic plan which will be in conformity with the institutional plan of the college. The timetable committee along with all the departments frames the time table for the college. In charges of each department in coordination with their respective faculty formulate annual action plan for the academic year.

Later, IQAC of the college consolidates these action plans and prepare action plan of the institution for that academic year. The head of the institution along with IQAC co-ordinator monitors the execution process. Class representative for each class is nominated

based on their academic merit. In addition to this, feedback by stake holders on the quality of the education, infrastructure and other facilities provided by the institution is collected and analysed to fill the lacuna in the execution of the action plan. This practice of decentralization and active participation of students in governance promote the coordinative, collaborative team work.

The college provides quality education, excellent infrastructure and updated teaching learning process. Appropriate strategies for curriculum delivery, transparent and effective evaluation system are adopted. Student learning is enhanced through expert lectures and skill training. Best facilities are providing to faculty and students for conductive work environment. Last term and long term goals for the institution are set in tune to the vision and mission of the college. The college implements decentralized method of governance to promote participation of faculty and students in the management of the college. Senior faculty members are nominated as the convenors of the committees. All the stakeholders are involved in the committees as members. All the stake holders are included in the college management for its smooth functioning. Faculty are involved through committees such as Women empowerment and protection cell, Disciplinary committee, Anti ragging committee, Academic cell, Examination cell, Internal quality assurance cell etc., for the day to day maintenance of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Sri Gurajada Appa Rao Government Degree College was established in the year 1987 by Government of Andhra Pradesh. The college has offered two courses namely B.A. with H.E.P (History, Economics, Politics) and B.Com (General) from the academic year 1987-88. Two new courses namely B.Sc (Maths, Physics, Chemistry) and B.Sc (Botany, Zoology, Chemistry) were started in academic year 1997-98. A restructured course, B.Sc (Maths, Physics, Computer Science), was started in the academic year 2006-07. A new restructured course B.A (History, Economics, Rural Industrialisation) was started from the academic year 2011-12 replacing the conventional B.A (History,

Economics, Politics) course. The college was named after eminent social reformer, educationalist and modern age poet Sri Gurajada Appa Ra. He belongs to a village Sarvariddi Rayavaram, which is 10 kilometres away from Yellamanchili. Dimili, a nearby village to Yellamanchili is the birth place of modern famous poets Sri Sri and Arudra. The college has a land area of 6.27 acres. There is a big play ground developed by Sports Authority of Andhra Pradesh. Dr. B.R.Ambedkar Open University Study Centre is located in the campus.

The college is affiliated to Andhra University, Visakhapatnam. It is co-educational and is offering five (05) undergraduate courses, namely B.A (History, Economics, Rural Industrialisation), B.Com,

The college is most accessible and is catering to the educational needs of rural students in Visakhapatnam district of North Coastal Andhra Pradesh. The college is located in Yellamanchili.

Yellamanchili is a Municipality and is well connected by road and rail to the port city of Visakhapatnam. Yellamanchili has a rich historical background. During the British regime it was one of the few important taluq headquarters. It had a prominent place during Satavahana's and Gupta's regime. During Samudragupta's period this area is known as Devarashtra. Venugopaldaswamy and Verabhadraswamy temples were constructed by Chalukyan minister in the village kokkirapalli in Yellamanchili in Stone Age is preserved in the Department of archaeology, Andhra University.

SGA Government Degree college evolves a planned approach for development of the college through CPDC/Staff Council deliberations on the basis of resources available. This institution endeavours for 'transparency and accountability' as a motto in all its academic and administrative matters. To update and upgrade the infrastructure facilities in the college, a detailed project report (DPR) is prepared and submitted to the financial agency RUSA for sanction of financial assistance. Based on the proposal and need of the requirement proposed in the DPR an amount of Rs.180.00 lakh has been sanctioned. Accordingly, the sanctioned amount is used as mentioned below. RUSA funds are utilized for the construction of new buildings at the cost of 120 lakhs and for UNCEECOPS Rs.4,80,600, for Micro care Rs.41,50,740, for NSIC ltd Rs.1,24,864, for iConma Rs.1,03,571, for APSFL Rs.2,89,825 and for Solar Rs.5,85,000. Under RUSA funds, Fibre Grid is installed at the cost of 2.89 lakhs, solar panels of 20 KW under Green energy project at the cost of 16.85 lakhs for saving electricity, established "Virtual Class Room at the cost of 4.85 lakhs, established 03 digital classrooms at the cost of 30 lakhs. APSSDC unit was established with 30 laptops, 30 tabs, 2 TVs and 4 CC cameras.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

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

Response:

At the institutional level, the Principal is the academic and administrative head. The decisions regarding the administrative and academic affairs of the college are taken by the CPDC or the Staff Council after thorough deliberations. The academic decisions at this level are taken duly considering IQAC's recommendations. Principal, being the Chairman of CPDC and other committees presides over the meetings and plays a vital role in decision making process.

The Principal guides the process of implementation through the academic and administrative units of Admission Committee, Academic Committee, Examination committee, NSS Committee

, Library Committee, Time-table Committee, Grievance Redressal Cell, Anti Ragging Committee, etc. by involving both academic and non-academic staff etc.

CCE (Commissioner of Collegiate Education): It is an administrative controlling head of both Government and Aided Degree Colleges in the state. It imparts higher education through degree and post graduate colleges in the state. It releases grants to government colleges for developmental activities and grant-in-aid to private aided colleges in the state. It inspects and audits both regional offices and degree colleges in the state. It motivates and prepares government colleges for NAAC assessment and accreditation. It produces and telecasts quality lessons through MANA TV Channel of Government of Andhra Pradesh and through virtual and digital class rooms. It controls and coordinates JKC (Jawahar Knowledge Centre) activities.

RJDCE (Regional Joint Director of Higher Education): RJDCE is the head of the regional office inspects degree colleges, conducts enquiries in both government and aided colleges. This office is

under the control of CCE and deals with the matters delegated by the CCE. It is the appointing authority for the posts from senior assistant and below the rank in degree colleges.

Service rules, procedures, recruitment, promotional policies: The college administration is governed by the service rules and procedures of Government of Andhra Pradesh through Department of Higher Education. The Department of Higher Education has two wings viz., Andhra Pradesh State Council of Higher Education (APSCHE), Commissioner of Collegiate Education (CCE). Any amendments and procedural changes in administration will be communicated by these bodies from time to time and will be followed by the institution scrupulously. Recruitment by selection is done by Andhra Pradesh Public Service Commission (APPSC) and accordingly CCE/RJDCE issues appointment proceedings. Promotions and Career Advancement Schemes (CAS) will be taken up by the CCE following rules and regulations meant for the purpose. Clarifications regarding rule position and procedures are obtained from CCE from time to time.

College planning and Development council (CPDC):

CPDC prepares comprehensive development plan of the college, recommends the introduction of new academic courses and self-financing courses and it also encourages academic collaborations, use of ICT in teaching and learning & Promotion of research activities among staff and students.

Andhra University, Visakhapatnam: All degree colleges in Visakhapatnam district of Andhra Pradesh are affiliated to Andhra University Visakhapatnam. It constitutes rules and regulations for affiliated degree and PG colleges. It frames academic schedules, syllabus as per CBCS pattern to maintain quality and smooth functioning of the courses. It conducts semester exams and publish results as per schedule.

Grievance redressal mechanism: Any grievance with reference to service matters may be represented to Commissioner of Collegiate Education / Regional Joint Director of Higher Education through proper channel.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	Nil
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user inter faces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The College is a Government educational institution undertaking by State Government. As such, the AP Government's Welfare measures for employees is applicable for teaching and non-teaching staff.

1. Andhra Pradesh Government Life Insurance (APGLI): This is a Social Security measure for the welfare of Government Employees and mandatory for all. The department is under the administrative control of finance Department. The Honourable finance minister is the president of the managing committee. Andhra Pradesh Government Life Insurance loans are promptly paid to the faculty from their APGLI account as and when need arises for teaching and Non-teaching.

2. Group Insurance Scheme: This is a group Life insurance protection cover offered by Life Insurance Corporation. This is mandatory for all government employees in the state. The amount paid by employee with interest are paid either at the time of death or retirement

whichever is earlier.

3. Employees Health Scheme: Employees Health Scheme is formulated to provide cashless treatment to the employees, pensioners of the State Government and their dependent family members, which will ipso facto replace the existing medical reimbursement system under the 'Andhra Pradesh Integrated medical Attendance Rules, 1972 (APIMA Rules, 1972)', with additional benefits such as post-operative care and treatment of Chronic diseases, which do not require hospitalization and treatment in empanelled Hospitals.

Beneficiaries:

The Scheme is intended to benefit Serving employees and Retired employees of the state.

Dr.YSR Aarogyasri Health Care Trust:

Dr.YSR Aarogyasri Health Care Trust will implement the Scheme under the supervision of Government of Andhra Pradesh.

Steering Committee under the chairmanship of Chief Secretary to Government will review the implementation of the Scheme from time to time. The Steering Committee will meet as frequently as required, discuss, monitor and review the Scheme, benefit packages, grievances, quality of medical care including the modalities of an Employees Health Trust. The General Administration (Services & HRM) Department will issue orders forming the Steering Committee with 50% members from employees and pensioners associations, and 50% members from Government.

4. Government Provident fund (GPF): The AP General Provident Fund a social security measure for the subscribers' family in case of his death or if he survives until retirement it is an additional source of income for the subscriber after retirement. The Andhra Pradesh General Provident Fund Rules 1935 governed the procedures for provident fund and was in force from 1.3.1963 to 31.8.2004. Government Provident fund advances are promptly paid to the faculty from their GPF account as and when need arises for teaching and Non teaching.

5. Andhra Pradesh Employees welfare fund: Membership to this fund is mandatory for all state government employees. The rules pertaining to the fund were constituted by Andhra Pradesh in G.O (P) No. 173 dated 28.5.1980 for various welfare activities. Every State

Government employee contributes Rs. 50 for the first time and there after Rs. 20 from the March salary payable in April each year. The loan from the fund is made available by DDO and District/ State level committee to the member for medical, educational, ceremonies and other rituals in the family.

6. Eligibility to get loans from all the Nationalised and Private Banks : Home loans can be available to all the government employees at lower interest rates and with less paper work. Personal loans can be sanctioned to all the Government employees through their saving bank accounts which are connected with their salaries. Educational loans for children also offered by the banks in order to pursue their education at National and International prestigious institutions. Car loans are offered by the banks to lift the standards of transportation of the people at marginal interest rates.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

2

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

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

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

10

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

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

Sri Gurajada Appa Rao Government Degree College, Yellamanchili aims at accomplishing effective performance of its human resources. Teaching staff play an imperative role in escalating the institutional performance. Their performance is evaluated periodically at three levels by the in-charge of department, the head of the institution and Commissionerate of Collegiate Education

through well-established procedures. The procedures for evaluation are designed for rectifications rather than fault finding. It helps identify the ways and means of enhancing the performance of staff. The current procedure for appraisal of teachers is primarily concerned with the areas of their teaching, evaluation, finding zeal, new ways and methods in teaching, contribution to administration, professional development and research.

Teacher's Self Appraisal:

The College requires that the teachers furnish a Annual Self - Appraisal Report (ASAR) form every year, available on the CCE (Commissionerate of Collegiate Education) website. This provides an insight into one's own assessment of effectiveness of the teaching style and its impact on the students. It highlights how the teacher handles different situations that affect the learning progress of the students. It also makes known the involvement of the teacher in both academic and administrative activities . Through this form, a teacher can showcase his/her continuous professional development(paper presentations, publications, seminars and conferences attended) etc. Departments collate the data for appraisal of teaching-learning activities of teachers in the form of departmental reports which are then forwarded to the Principal. The IQAC of the college assesses the report submitted by the faculty/department and does an academic audit which is then shared with the departments. Next, the departments fill a self assessment proforma and prepare an Action Taken Report, appraised by the external auditor who is an expert in the discipline. The performance appraisal is also used for Career Advancement of the teachers who are updated about their performance at each level. If there is a scope for improvement on the part of the teacher, they are advised to upgrade themselves. This is crucial for later promotions as per the norms. The whole system is carried out in a confidential manner. The respective teacher is informed about the same and suggestions given. The link for ASAR is available on the website for the teachers to fill the annual performance appraisal report.

Teacher's Evaluation by Students:

Students are given the opportunity to provide their feedback of the teachers. As per the procedures outlined by the IQAC, the feedback forms are available online on College website and the Teacher-in-Charge (TIC) ensures that the students of the department fill the feedback questionnaire. The questionnaire is structured to elicit responses for parameters like communication skills, subject knowledge, discipline, work-ethics, curriculum to provide effective

mentoring and career guidance to students and grade the teacher's ability in creating an interactive, discussion-oriented and democratic classroom. These forms are then evaluated by TIC and the Principal of the institution with the help of IQAC who analyses all the reports and meets with teachers with constructive feedback and corrective measures.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Response:

The Principal is vested with financial powers. He/she is the chief custodian of all resources of the college including finances and works out plans for utilization of college funds in consultation with the Staff Council and CPDC. The institutional accounts are audited by two mechanisms internal and external.

Internal Audit: The UGC accounts are regularly audited by the local auditors at institutional level while the internal audit is done by the official team of the Regional Joint Director of Collegiate Education, Rajaumundry.

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

3.28

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Response:

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

Certificates" for the expenses incurred. In order to ensure transparency in utilization of the financial resources of the college, the accounts of the college are being audited regularly and the same are submitted for verification to the teams from RJDCE and Auditor general of A.P during their visit for inspection to the college

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Response:

The institution has established Internal Quality Assurance Cell (IQAC) in 1st June 2006. Initially, a committee was constituted with coordinator and members. With regards to quality assurance, the institution is committed to provide consistently quality higher education and student support services through appropriate teaching-learning strategies, evaluation and student-centred activities. e-governance By implementation of e-governance, the college improves the delivery of services to students, faculty by providing services like enrolments, examinations result, feedback, requests for documents and certificates, issuing admit cards etc. The system provides timely alert to colleges through sms/e-mail. e-governance in education provides new ways of communicating to the students, imparting education and organizing and delivering information and services. IQAC successfully implements the learner centred approach in the institution through ICT. The requirement of students are fulfilled by enabling them to learn round the clock through ICT. As such, it is resulted in drastic improvement in the quality of higher education by the strenuous efforts of IQAC.

e-governance provides access to information to empower students, enable their participation in institution and enhance student economic and social opportunities. Through the e-governance, the Government services will be made available to the stakeholders in a convenient, effective educational administration.

General Administration:

- * Administration of Student data
- * Pay roll and financial accounting
- * Providing greater access to institutional information
- * Promoting stake holders' involvement by interacting with officials.
- * Making the administration more accountable and this reducing the opportunities for corruption.
- * Developing the opportunities especially benefitting the rural socio-economic backward student communities.
- * Further, IQAC strives to achieve the benefits in the educational sector by improving efficiency, increasing transparency and accountability of administrative activities, faster access to services and reducing costs for administrative services.

Institutional Calendar:

At the beginning of each academic year, IQAC frames institutional calendar duly incorporating the institutional plan with curricular, co-curricular and extra-curricular activities. It is communicated among all the staff and students. Accordingly, the in-charges of the departments in coordination with their faculty prepare departmental action plan, annual curricular plans and implement scrupulously. The implementation is reviewed through staff council meetings, departmental meetings, circulars and even through informal interactions by IQAC. Any lapses are addressed immediately. Apart from this, any quality assured initiatives conducted by any department/committee/cell of the institution is monitored, mentored and implemented through participative management and internal coordination by IQAC. All these strategies and processes help in taking the institution to higher level.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

incremental improvement in various activities

Response:

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

Women Empowerment Cell is established in the college on order from the then Commissioner of Collegiate Education, Andhra Pradesh in December 2012 to redress the historic power imbalance between men and women. The cell is established with an objective to sensitize girl students on gender equity issues, create awareness about their rights accorded in the constitution, enhance and inculcate life skills to face varied situations in life and to impart knowledge to withstand competition and to prove their skill, to redress the grievances of girl students and thereby to attain gender equity.

The Women Empowerment Cell plans its activities before the commencement of the academic year keeping in view the above said objectives. The activities of the cell are planned in such a way that they neither overburden the students not create a hitch with the other academic activities of the institute. The cell undertakes broadly sensitization and awareness programmes, skill enhancement development programmes, career advancement programmes and personality development programmes.

Every year after the commencement of academic year anti-ragging and gender sensitization programme is undertaken for the benefit of freshers to the college in particular and girls students in general. Police officials also attend to the programme and address the students. Senior faculty members advice students about the hygiene and its importance in their personal life and in maintenance of the campus cleanliness.

The cell organizes seminars on issues related to gender equity by inviting resource persons from university and institutes of higher education.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://docs.google.com/document/d/1fNc5waDEzgvwZGj7dVOTxIhE0DRlIKLE/edit?usp=sharing&ouid=113849317233556138297&rtpof=true&sd=true

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above
File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File
<p>7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management</p>	
<p>The college has been maintaining clean and green environment by promoting Swachh bharat and green campus activities. The campus is cleaned regularly. There are three NSS units in campus conducting many activities for welfare of college and society. The NSS units with volunteers actively participate in Swachh bharat programmes like cleaning college campus. Most of the waste from the college is solid waste like dry leaves and papers. We use dustbins for every classroom. In all departments and in campus we maintain dustbins. We are promoting plastic free campus activities and so there is no plastic in campus. We are utilizing biodegradable waste like dry leaves for vermicompost preparation. Remaining dry waste and wet waste are disposed separately to municipality communal bins. Our principal, staff and students believe that sustainability is important. Today our education system is with many changes. We are all turning to online programmes like ICT teaching and e-office. Paperless communication is reducing usage of paper.</p> <p>In our campus we are encouraging green campus activities like plantation programmes which are conducted every year by Department of Botany and NSS units. Our college is a green campus with many plants. So we are collecting dry leaves as solid waste which is utilized to prepare vermicompost. Students involve in vermicomposting because it is very useful to plants in the botanical garden .We hope that vermicomposting with biodegradable waste is the best solid waste management in the college campus. In 2018, vermicompost pit of size 175cm x 185cm was constructed in Botanical garden. Students pour the soil containing earth worms collected from the garden into the vermicompost pit so that they get practical experience. On this soil layer they pour the dry leaves and plant</p>	

debris collected from the campus during cleaning programmes. Thus soil layers are alternated with solid waste layers and earth worms are added to this. This is maintained wet by adding required quantity of water. On the top of the pit wet gunny bags are covered to keep the pit always wet. Vermicomposting has been combinedly organized by Department of Botany and Department of Zoology. Vermicompost contains water-soluble nutrients and is an excellent, nutrient rich organic fertilizer. It is best soil conditioner. It is used in sustainable organic farming. This organic fertilizer improves soil aeration and enriches soil with microorganisms. It improves water holding capacity and enhances germination, plant growth, and crop yield. Vermicompost is a solid waste management in which biowaste conversion reduces waste flow to landfills. Elimination of bio-waste from the waste stream reduces contamination of other recyclables collected in a single bin. It is an environmental friendly method when compare to incinerators or landfills.

The outcome of this project is a small cycle of nitrogen. As a fact of this they (students) learn the importance of nature-balancing. If we play our role in the nature, ultimately nature cures itself and provides us good manure which is so natural and harmless. We can reduce the use of artificial fertilizers, as well pesticides. Good food builds good and healthy society. A healthy society makes a hygienic nation.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

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

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

D. Any 1 of the above

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

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>B. Any 3 of the above</p>
--	-------------------------------------

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

<p>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).</p>
<p>ndia is a diversified country with many cultures, languages, traditions, geographical areas, climates and socio economical differences. But the underlying current is Indianite. Here our college is in Andhra Pradesh state, linguistically bifurcated first state from Madras central province. Our college is in Visakhapatnam</p>

district, a port city, as well with mixed geographical conditions. Our Yellamanchili mandal is a plain area and a semi urban. Mainly depended on agriculture, fishery, dairy and semi industrial hub.

Our college is co-educational, and mainly 65 to 70% of students are women. All most all the students are Hindus (nearly 99%). All the student's mother tongue is Telugu and the instructional language is also Telugu except for a few who opted English as their medium of instruction but their mother tongue is also Telugu. As it is a government institution, which provided almost a free education with a nominal fee structure, all the economically backward, socially backward students with a merit will be admitted into our institution. Almost all the students are of the same socioeconomic background. Many of their parents are either illiterates, matriculates, a few of them are graduates. Socially there are two groups, namely forward and backward castes (including SC., ST., Minorities). But many of them are economically from below poverty line. So government is assisting them by providing scholarships.

Institutional efforts towards achieving communal harmony and creating an inclusive environment:

Since all the students belong to one religion Hindu, there are no communal issues or religious issues. The institution never gave any scope to arise such issues which leads to chaos and havoc to the smooth function of the institution. It has been celebrating all the festivals of national importance. On such occasions, the committee on cultural and literary activities conducts programmes relating to unity, integrity, harmony, culture, care and share, environment, etc., thus arousing the feeling of Indian. The college is also following three language formulae in conducting these events.

Certain group activities, team activities like rallies, massive demonstrations also being conducted. These activities promoted a feeling of togetherness, unity, feeling of oneness where there is no question of colour , creed, community, caste, religion, race except national feeling. The following are some of the activities conducted by the college with the help of N.S.S. units of our college.

- Rallies against gender difference
- Rallies against gender injustice, like abortions, child marriages, dowry etc.,
- Conduction of civic awareness through magistrates (Munsif magistrate court is adjacent to the college)

1. Awareness about civil and criminal laws

2. Awareness about fundamental rights and duties
 3. Awareness about consumer rights
 4. Awareness about Right to information
 5. Awareness about Insurances, accidents claim, road rules etc.,
 - Conduction of Police campaign in the campus (Local police officers visited our college to make aware the students about ragging and anti-social activities etc.,)
1. Every year police personal visits our college to deliver speech on ragging and its consequences.
 2. They also advised students not to involve in dirty politics which are of communal, caste based or such provocative.
 3. They also taught students how they are helpful in keeping peace and harmony and the ways to approach a police station seeking justice. (police friendly)
 4. They conducted classes on cybercrimes, online cheating, web-chatting, using what's-app, several traps of cyber, and how to avoid.
- Cultural activities conducted:
 1. Fresher's day at the academic year beginning.
 2. Conducted republic day on January 26 (Dancing on unity and freedom, skits on rights etc.,)
 3. Women's day celebrations on March 8th (Rangoli , games, sports for women)
 4. Food and Nutrition day on 06/09/ of every year. (Food festival, exchange of traditional food, fast food, food craft, food bazaar)
 5. Exhibition of handcrafts of world famous Etikoppaka toys, and women made handcrafts every year
 6. Conducted sports and games on the eve of August 15th celebrations along with cultural and literary activities
 7. College annual day celebrations (Folk dance, classical dance, singing, dancing, skits, wits, social dramas, jokes, drawing, sports meet etc.,)
- Social activities conducted:
 1. Campaigned on open defecation free programmes
 2. National literacy, family planning, red-ribbon club (blood donation), aids, covid-19, child marriages, anti-dowry, women empowerment, Yoga-day, child labour, disaster management.
 3. Medical camps especially for women.
 4. Aids awareness programme. STD., Covid-19

5. Programmes on child birth, mal-nutrition, pre and post-natal care, essential commodities to pregnant women etc.,

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

Before writing this narration, it is a great pleasure in venturing into constitutional obligations which are similar practices in vogue in our college in the name of college discipline, rules, regulations, practices and co-curricular activities.

Our college abides by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem. Every Monday, in the college assembly, we do practice National Anthem and pledge to remain and remind to be good citizens with humanity, fraternity, respecting elders, to be loyal to the sovereignty, unity and integrity of India. We unfurl the national flag on Independence Day, Republic day and the days of National Importance. On the day, being committed to constitutional obligations, and the staff voices about that day's importance to invoke the idea of the struggle for freedom, how the present generation enjoying the fruits of it and at the same time to keep such liberty, the responsibilities of the students.

In the true spirit of the preamble of the constitution, Justice is being done in all ways and means to all the staff and students in this college. This college has different religious teaching staff but all of them have good faith in constitutional justice and its true spirit of respect. Due to this we observe national holidays in true spirit respecting each religion as if their own, sharing emotions. There are no cases or instances of abuse in the name of religion, caste and creed. There are no incidents or complaints of atrocity. In another words, only the seniority of the cadre respected without any bias. No gender bias and injustice. All are respected and treated equally.

Liberty is the prime motto of this institution as well of our university too. We were introduced CBCS (Choice Based Credit System)

mode of study in learning. Students are at their liberty they can choose their optional subjects at their wish. Learning is made easy with blended learning to liberate the students from the fear factor. Liberty is also given to express their ideas, views, freedom to express injustice or exploitation in any manner (if at all they faced). Students counselling cell, women empowerment cell, discipline committee, student's redress cell, and staff council are there in safe-guarding the rights of liberty. All the stake-holders are given equal opportunities and rights.

Equality and fraternity in every aspect is being observed. This college observes some common code like uniform (dress code) common library and sports. Cultural and annual events participation is common to both the genders. No paradhya system. No discrimination. No ragging. Together they dine and drink just like a family members. Care and share in class room learning, affection towards their peer in urgency, medical care, and support in social justice are quite common in our college. The women in our college outnumber the men in the strength. This shows women empowerment, opportunities to women and their well-being in our college campus (safety-security).

Human values and professional ethics is a foundation course in their study. In this subject the individual, family, society, and environment, the relation one to the other was practically emphasised and established with live examples. This study (case studies) made every individual to experience the relation and inter-dependence of each on the other. It focuses light on the rights and responsibilities of each to grow and survive together.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://drive.google.com/file/d/1Ygp-BjcICiqkcLEO7mVOaZ6uz_ZyK_Z6/view?usp=sharing
Any other relevant information	Nil

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

C. Any 2 of the above

Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The college established in 1987 and named as Sri Gurajada Apparao Government Degree College in honour of Sri Gurajada Apparao. Department of Telugu has been celebrating Gurajada Aapparao birth anniversary on 21st September every year. He was a great Indian poet, writer and social reformer. He was born on 21st September 1862 in S.Rayavaram near Yellamanchili mandal, Visakhapatnam District. He took up the literary weapon to dispel the darkness especially in the lives of women. He brought poetic respect to colloquial language. He wrote very famous and social reform Telugu play against the social evil dowry "Kanyashulkam" [bride price]. His patriotic poem 'Mutyala saralu' glorifies boundless human brother hood.

The Hindi Department organizes "Hindi Day" every year. In this context several competitions for students are being organized by the Department, such as essay writing, drawing, debates, poetry recitation, spot answer, idioms etc. All the students participate in this keen competition. The Hindi department has been working in the pursuit all round development of the students. As such it conducts Hindi spoken classes and through this many of our students were placed in the service of nation. Many of them in turn encouraged their successors by visiting our college at their leave period. They told them the importance of Hindi language in Air, Artillery, Navy forces and its recruitment. This department also encouraged students in their academic excellence by announcing monetary benefits like those who gets 'O' grade were given Rs.1000/- those with 'A' were given Rs.500/-. Open counselling classes have been conducted for the aspirants of post-graduation courses at university level. Because of the department's constant efforts, it produced 9 post graduates.

Apart from this, the department head Dr. B. Lakshmi, enriched her disciples by taking them to National level seminars, for the exposure of language and impart them literary skills. Department of Botany has been celebrating Mendel's birthday on July 22 of every year to inculcate research orientation in students. Gregor John Mendel (1822-1884) is the father of modern genetics. He is known for creating 'the science of genetics'. Gregor Mendel through his work on pea plants discovered the fundamental laws of inheritance. By celebrating Mendel's birthday, we remember the great works of scientists. Students have been inspired by knowing the greatness of science. The main objective of this program is to encourage them in research field. Every year all science students participate in this program. Principal and all science lecturers deliver their valuable speeches to encourage students in research and give message to improve their skills.

Department of mathematics celebrates National Mathematics day on 22nd December of every year in honour of India's pride mathematician Srinivasa Ramanujan's birthday anniversary . On this day, lectures being given by the experienced and eminent persons in the teaching of mathematics. The department also provided extension classes in the leisure hours for the purpose of competitions. Head of the Department of Maths Mr. A. Krishnarao also a member in JKC., through which he made mathematics interesting, easy and solve the calculations at their finger-tips. Students are inspired by knowing Srinivasa Ramanujan achievements. This program motivates students to achieve good goals in life. Most of the students achieved good ranks in competitive exams like AUCET, ANUCET and University of Hyderabad Entrance Exam. This department committed to produce the highest results with good grading. The College organises National Sports Day on the 29th of August every year to commemorate the Hockey Legend Major Dyan Chand. On this occasion, a Meeting with Staff and Students being organised in which the significance of Physical and Mental health will be explained through Sports and Games. The role of Yoga is also discussed in making Fit India as contemplated by Govt. Of India. The advantage of Sports and Games in securing seats in Higher Education and jobs in Services will be informed for the benefit of students. The wonders made by Major Dyan Chand will also be elaborated so that at least some students get inspiration to go for Sports. The Physical and Mental Fitness among the youth makes them fit as disciplined and healthy future citizens.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best practice -1

I. Title of the best practice: ICT Enabled Teaching-Learning

II. Objectives of the best practices:

1. To develop independent knowledge and skills.
2. To analyze and interpret the data.
3. To engage in higher order thinking and engage in active learning.
4. To work collaboratively with others.
5. To empower students to take ownership of their learning.
6. To develop research skills.
7. Refine and update their advanced technological skills.
8. To increase a variety of educational services.
9. To promote equal opportunities to obtain education and information.
10. To develop a system of collecting and disseminating educational information.
11. To promote technology literacy of all citizens, especially for students.

III. The Context:

Education is the manifestation of perfection already in men. It helps all round development in persons. Education without Philosophy is blind and Philosophy without education is invalid. Hence education is key to development through which skills for life achieved. Teaching learning is a dynamic and interactive process which includes norms, policies and practices. There are two challenging issues in present education. We are following semesters with CBCS pattern of grading system in education. It is a difficult

and challenging issue in completion of syllabus in each semester by implementing comprehensive teaching learning methods along with teaching aids within stipulated time. The teachers find it difficult to keep pace with the techno - savvy student learners. It has become essential for some of the teachers to adapt to the latest pedagogic styles and include ICT in class room teaching. The mismatch between the student learner and the teacher in the use and comfort of handling varieties of tools (Eg. Edmodo) available for teaching learning needs to be bridged.

IV. The Practice:

1. ICT Enabled Learning:

1. ICT refers to the use of Information and Communications Technology to teach the scientific ideas that promotes open source learning. Most of the departments in our college are using ICT in Teaching and Learning.
2. In order to make the accessing, storing, transmitting, and manipulation of information more easy, this approach integrates telecommunications, computers and relevant enterprise software, storage, middleware, and audio-visual systems required to handle the topic. We are conducting digital classes to encourage students in advanced learning.
3. ICT in education is the mode of education that uses information and communications technology to support, enhance, and optimise the delivery of information. Students are improved after their exposure to ICT education.
4. ICT can lead to an improved student learning and better teaching methods.
5. Online digital repositories for lectures, course materials, and digital library.
6. Employing the flipped classrooms.
7. Making use of handheld computers, audio players, and projector devices. By using these facilities our lecturers are delivering good ICT classes along with daily classes.
8. Enhancing learning experiences and providing new sets of skills.
9. We are encouraging students to enrol in Massive Open Online Courses (MOOCs). Interested lecturers completed on line Refresher Courses through SWAYAM to enrich their skills. Some of our lecturers completed MOOCs courses from STANFORD UNIVERSITY and Technical University of Denmark (DTU). Students are also doing MOOCs courses.
10. The use of ICT in pedagogy improves learning and creates a learner centered learning culture. The creativity and critical

thinking in students is improving. The overall development of student is important which can be achieved by the integration of pedagogy -technology.

1. Video clips:

1. This teaching technique makes use of instructional video clips available online or in libraries to show and teach a new concept.
2. The evolution of a process can be conveyed better with animation videos. It can also be videos of demonstration of an idea or an application side of a theory or an interview with a scientist, tutorial by a subject expert and more.

1. Power Points Presentations (PPTs):

1. Instead of the conventional talk and chalk methods, teachers now include power point presentations in their classroom sessions to make it more interesting.
2. They connect the computers to projectors to address a larger classroom and include interesting slides with diagrams and flow charts to make the teaching more interactive.
3. Using innovative teaching methods we can get good learning outcomes.

5. Evidence of success:

a. The teachers have adopted modern pedagogic styles and ICT in their classes.

1. Some of the notes are scanned and uploaded in the Departmental computer.
2. Some of the prepared notes shared to students through mail or some advanced ICT tools.
3. Appropriately paced and timely completion of syllabus
4. Increased attendance in the classes
5. Improvement in results.
6. Increase in the number of students securing high marks.
7. Increase in the enrolment to higher education institutes from the college.
8. Increase in the quality of results (number number of first classes, etc.)
9. Attendance in the classes by these classes of students has improved.
10. ICT has impacted on the quality and quantity of teaching,

learning, and research.

11. It has the potential to accelerate, enrich, and deepen skills of the students.
12. ICT Enabled Learning motivates and engages students in learning.
13. Teacher education and professional development of teachers is achieved.
14. The pervasiveness of ICT has brought about rapid technological, social, and economical transformation.

The above results indicated that following and usage of methodologies properly in time to time along with traditional methods of teaching. The collaborative mode of teaching enrich the knowledge and increases the comprehension in students.

6. Problems encountered and Resources required:

Problems encountered and resources required: Identify the problems encountered and resources required to implement the practice.

1. Lack of infrastructure so as to equip with all kinds of experimental instruments.
2. Lack of second experimental laboratory.
3. Lack of technical lab assistants (Human resources) to keep up the furniture properly in the laboratory and to arrange during conduction of practicals.
4. Concentrating more on other than the academic activities.
5. Extra curricular activities are given more important.
6. Poor attendance of students in very 1st period.
7. Development of animation based power point presentations in teaching, particularly in science subjects, has been hindered due to the want of technical expertise.
8. The demand for ICT resources is increasing and paucity of funds has been the biggest impediment which may dampen the spirit of technology adoption by teachers.
9. Lack of genuine software, inadequate computers in the classroom, and low speed internet.

7. Notes (Optional):

1. Computer experts and programmers train the traditional teachers in the use of Power Point Presentations, advanced ICT tools, educational apps, browsing the internet for useful resources, uploading content on the college website, use of google docs, sheets for information sharing, etc.

Best Practice 2

1. Title of the practice: Invoking the idea of serving the needy and deprived

2. Objectives:

- To make the students aware of their responsibility towards the society.
- To inculcate the universal brotherhood, sharing and caring.
- To utilize some of their valuable time to cherish in their memory through serving.
- To reach the highest goal of mankind service to the poor is service to God.
- To make the students as good citizens through humanism with their compassion, love, empathy, humility and kind towards fellow beings etc.
- To mould the students as good human beings by inculcating human values practically and encouraging their helping nature towards the poor people, senior citizens and orphans.

3. The Context:

Service to society is service to God. Any work or service for the welfare of the society is called social service. To remove poverty and illiteracy, to help people in the matters of sanitation, to clear slums, to give food to poor people are some of the social services. A student is a member of the society. He /she should imbibe the ideals of social service in his/her early life. The main goal of student is education. Students can also involve in social services in their leisure time. SGA GDC Yellamanchili is seeding human values in our students by encouraging them not only in education but also in social services. The students of SGA GDC Yellamanchili are voluntarily involved in social services and so the faculties of the college encourage their service spirit in many ways. If the students are educated with good knowledge and human values and they become the good citizens of India.

4. The Practice:

The college as a unit selected some areas to serve in this regard. As a part of it taking the N.S.S. Units together with students and staff have been visiting the nearby a voluntary social organization ' Premasamajam' which is located in Kokkirapally village, sheltering the old and orphanage. Realizing the truth that together we can do

miracles, even though all the students are socially backward, they came with a big heart and extended a handful of rice and commodities to make the small quantities of each a huge amount of ration to the organization, enough for some months. In a friendly and congenial weather, the students listened the other needs and provided blankets, clothes to escape the ravages of cold in winter. A little bit of financial help to the organization also not escaped from the minds of students and staff to meet the hospitalization and power charges of the people. It's really great to be empathetic by extending education paraphernalia to their younger up-coming generation of their brother-hood that are also there.

Just like citizen-ship training, to grow stronger, and make their thoughts and dreams come true, the students themselves formulated a voluntary service organization and named it after the great writer and on whom name the college was established as 'Sri Gurajada Apparao service Foundation' on 2nd January 2019. As a part of leadership training in their foundation course of studies, they learnt this, and put it into practice. This learning helped them to interact with the people in the society, to make good communication, presenting and establishing good relation, negotiation, problem solving and creative thinking. As a part of this practice, students interacted with the people on the pavements, railway platform and bus stations and tried to fill their hunger at least for a day or two. The students in doing so learned the social evils of the society which made them beggars, dependents and deprived. They also learned the necessity of being good human, human relations, the effects of alcoholism and drug addiction. They are also educating poor students in their leisure time by conducting classes like stenography classes. They are trying to increase literacy by giving books and stationary to poor students and encouraging them in studies. They conduct quiz and essay writing competitions in nearby schools and distribute prizes to encourage them in education. They are giving their helping hand towards poor and deprived people in the society.

5. Evidences of success:

- Academics give employment, but this co-curricular activity made them man making and nation building. It is evident that all our students of previous batches engaged in various service organizations and leading their life with contentedness and satisfaction on this firm foundation of college activity.
- This activity, being empathetic in nature, because of the close association, keen observation made the students so

emotional to eradicate the thought of 'oldage-homes' in their future and they expressed the idea of Indian concept of "VasudaikaKutumbham".

- It is no wonder to say that our students are growing with many human values and are having social responsibility.
- Another evidence of this training helped the students for a better understanding of gender differentiation, and social inequalities. So, there are no ragging cases in our institution. Both the genders study harmoniously.
- They are serving honestly to increase literacy by encouraging poor students in nearby schools.
- Last but not the least, proud to state that our institution produced a wealthy and healthy community, where there is no scope for terrorists, extremists or anti-social activists except national lovers and builders (so many people serving in services at border). Our students are good citizens of India.

6. Problems Encountered and Resources Required:

Most of the students are economically backward. They have less financial support from their families. Our college is with 65-70% women students. Many of them are married in the middle of the education. They need good financial support and hostel facilities. Counseling to parents is necessary to encourage the women students in education. Most of the women students are not going to further studies after degree and they become housewives. Parents of the women students are making their daughters as good housewives rather than good employees because of so many social issues. Our students are facing many problems like poor financial background, early marriages and restrictions to higher education due to less financial support. They should be encouraged to study after degree also. They should be empowered and so Women Empowerment Cell members are giving counseling to women students to encourage them in all fields. Women Empowerment Cell is conducting many programmes to empower them.

File Description	Documents
Best practices in the Institutional website	www.sgagdc.edu.in
Any other relevant information	https://docs.google.com/document/d/1DdNbfUkk_oLiFx-6SSJtgdYPACrmMiLNN/edit?usp=sharing&ouid=113849317233556138297&rtpof=true&sd=true

7.3 - Institutional Distinctiveness

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

7.3.1. STUDENT CAREER COUNSELLING AND PERSONALITY DEVELOPMENT

Our college has been maintaining student career counselling committee as a part of its regular curricular activities under the chairmanship of our college Principal and JKC co-ordinator. A unique counselling process is followed wherein each faculty is allocated a class as a class counsellor with an objective to constantly follow student progress and accordingly suggest changes in case of any deviation. Every department of the college conducts student seminars, group discussions and quizzes to improve their knowledge and personality development. The lecturers of this college guide the students how to get success in competitive exams and encourage students to reach their goals. Lifelong learning is an unending progress in building healthy and wealthy generation to every individual or organization. Learning, since has no definite definition, it depends on several factors which are internal and external. Mainly this is needs driven. The institution and its teaching staff are just like mentors and ladder like. Depending on the interest of the individual every subject lecture opens a visionary picture of their (students) goal. Students need career counselling because career counselling helps them to understand the career options that they have, and how to pursue them. Career counselling helps them to know their own strengths and weaknesses with regard to their present course or profession, and lets them what career they would be suited for. Career counselling gives them a platform to voice their opinion about what they would like to pursue, as well as the obstacles that they may be worried about. Career counselling guides them by giving the required confidence to change their domain, with the support of an experienced mentor. To facilitate this, every department of this college is providing subject library books to compete in admissions into P.G. courses offered by different universities. Students of academic interest seek the guidance of the departments in their pursuit of studies. At times they are also providing various model papers of the particular university apart from regular orientation and coaching. Many of the students had their furtherance of their education in various disciplines. The departments also maintain lists of the candidates.

Those who are seek employment opportunities after graduation or during their final year being given opportunities through our college JKC. Jawahar Knowledge Centre is headed by a co-ordinator

and a mentor. This is maintained and guided by the commissionerate of collegiate education of Andhra Pradesh. Time to time it gives directions to all colleges under its jurisdiction. Depending on the college strength the college appoints faculty members as guest mentors selecting some important subjects which are useful in their job pursuit. Sometimes, a resource person from outside the institution also being offered to teach them job skills. A regular faculty on contract basis, recruited for the purpose of teaching computer skills, to provide material for various competitive examinations. They also teach general science, general knowledge, current affairs, geography, economy, Indian polity and politics etc... To teach English and mathematics separate faculty members also appointed on honorarium basis in zero hours.

Some voluntary organizations also shared their experience in career guidance. Among this hospital staff of Appolo visited and they provided information about paramedical staff training and employment in that sector. Rotary club members made their turn in making the students blood donation and opportunities in service sector. Bhagavathula charitable trust visited our college in promotion of various services. Our students have been employed in various nearby pharmacy companies like REDOX Laboratories India PVT LTD, dairy development, Brandix India Apparel City (Pvt. Ltd), etc., in marketing business, Eureka Forbes, ICICI bank, HIREMEE, Subha Gruha Projects came to our college and recruited our students. Some students are recruited in ANIL NEERUKONDA HOSPITAL.

Our college equipped with skill development centre supported by Govt. of Andhra Pradesh. There are 30 computers (lap tops) along with a computer faculty. Community development programmes being organized for the benefit of the old students as well the present final year students of degree especially computer interested.

Our college conducts regular job oriented skills like the following:

1. Communication skills

1. Body language
2. Grooming
3. Extempore basic
4. Unique skills or identifying of self
5. Group activities
6. Mock interview
7. Group interview
8. Group discussions
9. Goals setting & ownership

10. Kindness boomerang
11. Story telling
12. Describing process
13. Money management
14. Interview preparation
15. Point of view
16. Time management.

Life Skills (personality development): This College has 3 N.S.S. units with well experienced faculty and has undergone several training programmes.

These units organize life skills training in college. These are as follows.

Presentation skills

Speaking skills

Leader ship skills

Life management skills.

According to Wikipedia, life skills are abilities for adaptive and positive behaviour, which enable humans to deal effectively with demands and challenges of life. This life skill is also known as psychosocial competency in psychology.

1. Interpersonal and communication skills
2. Problem solving and decision making skills
3. Critical thinking and creative thinking
4. Self awareness and empathy
5. Assertiveness and equanimity
6. Resilience and ability to cope with problems.

JKC as per the instructions of the government of A.P., C.C.E., collects Rs.500/- per head during their (students) stay in the college. This amount is accounted has been maintained in a ledger year wise. The collected amount is being used for providing computer education and labs maintenance. English language lab is one of its sources to dispense language skills, such as spoken skills and soft skills. There are 30 computers in the ELL (English Language Lab). Students are asked to utilize the wifi provided for browsing information at their face. They have been using this facility to apply online application for various jobs. It is kept open for students from morning to evening. The college library is extending

books for reading to enrich student's competitive knowledge and general knowledge. This college is subscribing number of papers, monthlies, weeklies, journals and annuals. Library has a Xerox machine for the use of students. They can take photo copies of any information free of cost. We are giving good career counselling and improving their personality development by conducting various programmes mentioned above. Student overall development is the main aim of our institution. Student success is our success.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

- Preparation of annual plans for the institution.
- Usage of ICT tools in curriculum delivery .
- Maintain Hygienic conditions in the college keeping in view of the covid 19 pandemic .
- Encourage faculty to apply for major and minor research projects.
- Encourage faculty to organise national seminars.
- To prepare for NAAC Accreditation cycle 3.
- To increase the infrastructure facilities in the college.
- To develop scientific thinking among the students.
- To conduct Training Programme for Non- Teaching Staff.
- To Conduct Faculty Development Programme.