



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		S. G. K. GOVERNMENT DEGREE COLLEGE
Name of the head of the Institution		Smt.M.Nirmala Devi
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		08646273145
Mobile no.		8309642283
Registered Email		vinukonda.jkc@gmail.com
Alternate Email		gdcvinukonda2020@gmail.com
Address		NEAR CHECKPOST,CHATRAGADDAPADU ROAD,VINUKONDA
City/Town		VINUKONDA
State/UT		Andhra Pradesh
Pincode		522647

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Semi-urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		M.V SATYANARAYANA			
Phone no/Alternate Phone no.		08647221817			
Mobile no.		7780419016			
Registered Email		gdcvinukonda2020@gmail.com			
Alternate Email		vinukonda.jkc@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://www.sqkgdcvinukonda.ac.in/userfiles/aqar%202017-18(2).pdf			
4. Whether Academic Calendar prepared during the year		Yes			
if yes,whether it is uploaded in the institutional website: Weblink :		https://www.sqkgdcvinukonda.ac.in/userfiles/2018-19(3).pdf			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	B	2.26	2016	06-Nov-2016	05-Nov-2021
1	B	0	2006	21-May-2006	20-May-2011
6. Date of Establishment of IQAC			20-Jun-2018		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		

Review of departmental activities	07-Feb-2019 1	13
Orientation on Plastic free campus	21-Nov-2018 1	90
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Commissionerate of Collegiate Education, AP	SC ST Subplan	Government of Andhra Pradesh	2018 1	60000
Commissionerate of Collegiate Education, AP	English Language Lab	Government of Andhra Pradesh	2018 1	500000
Commissionerate of Collegiate Education, AP	Laboratory Equipment	Government of Andhra Pradesh	2018 1	333000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

i) Organized workshops for Faculty on working with MS Office. ii) Organized workshop on ICT tools. iii) Encouraged departments to conduct more cocurricular and ExtraCurricular activities. iv) Organized study tour to Polavaram Project for all the students of the college. v) Arbitrated in distribution of budget released for Laboratories to various departments.

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

Plan of Action	Achievements/Outcomes
Increase campus placements.	Campus placements increased by percent
Improve studentteacher ratio	Improved
Conduct seminars on nonacademic topics to improve overall knowledge of students	conducted seminars on various science topics
Refurnish all the Laboratories	New Lab equipment worth more than three lakhs was bought
Introduce new marketoriented courses	Not introduced.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
IQAC	14-Mar-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

21-Feb-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The college has Student Management System. Modules like student data, parents data, Marks data, Library Automation, TC generation are available.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

This institution is affiliated to Acharya Nagarjuna university which prescribes the curriculum. The college chalks out Time-table for effective and hassle free implementation of the curriculum. Every Lecturer plans his curriculum and records it in his Academic curriculum plan. The subject delivered will have a teaching plan keeping in view course outcomes and program outcomes. A record is maintained so as to periodically assess if the curriculum is in sync with the chalked out plan. All the records like Teaching diary, Lesson plan, Curriculum plan, Teaching notes are periodically updated. The mode of teaching, tools used in the teaching are also recorded.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Working with Excel	Nil	07/08/2018	30	Employability	Develops the skill of using Excel for practical applications

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	HEP	06/06/2018
BCom	GENERAL	06/06/2018
BCom	CA	06/06/2018
BSc	MPC	06/06/2018
BSc	MPCS	06/06/2018
BSc	BZC	06/06/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	45	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	Nil
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	HEP	12
BSc	MPC, MPCs, MSCs, BZC	45
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>1. Students are given teacher feedback forms. The filled in feedback forms are analyzed and kept with IQAC in a sealed Cover. This cover is handed over to Annual Academic Audit Party. 2. All the student feedback is allotted to counsellors (teacher concerned). Feed back is taken every month and then counselling is initiated. 3. Commissioner of Collegiate Education, Andhra Pradesh, Amaravathi or Regional Director visits the college and takes feedback. Every Day all the information of the college is uploaded to the CCE for analysis. 4. Alumni meetings take place at least two times a year. During the meeting feedback is taken from the Alumni. 5. Parents meetings takes place annually. During the parents meet feed back is taken. 6. The IQAC coordinator and the principal shall analyze the feedbacks taken and chalk out the plan for improvement of areas in which the feedback is not rated satisfactorily.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	HEP	60	16	16
BCom	COMPUTER APPLICATIONS	30	6	6
BCom	GENERAL	60	10	9
BSc	BZC	40	13	13
BSc	MPC	60	1	1
BSc	MPCs	30	7	7
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of	Number of	Number of	Number of	Number of

	students enrolled in the institution (UG)	students enrolled in the institution (PG)	fulltime teachers available in the institution teaching only UG courses	fulltime teachers available in the institution teaching only PG courses	teachers teaching both UG and PG courses
2018	148	0	15	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
16	15	5	2	0	3

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Every Full time Teacher is allotted 14 students . He is expected to regularly interact with them and try to solve their problems. The Faculty associates with students and make them share their personal problems so that they get psychological support. The mentor monitors the academic performance of the student and give suggestions for improvement. He also encourages students to participate in Co-curricular and Extra-curricular activities. Performance appraisal of students is shared with their parents periodically.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
148	15	1:10

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
20	12	8	3	3

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NIL	Nil	Nil

[View File](#)

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	1	I, III, V	20/10/2018	03/12/2018

BCom	2,3	I,III,V	20/10/2018	03/12/2018
BSc	4,5,6	I,III,V	20/10/2018	03/12/2018
BA	1	II,IV,VI	20/03/2019	30/05/2019
BCom	2,3	II,IV,VI	20/03/2019	30/05/2019
BSc	4,5,6	II,IV,VI	20/03/2019	30/05/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Apart from theory exams, ICT tools like plickers and kahoot were used to assess students. Students are also rated with surprise quizzes, assignments and project work.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

IQAC shall prepare the academic calendar at the outset of the academic year. The Examination cell would convene a meeting of all the teaching staff and decide on the schedule for the conduction of internal exams. The cell is also responsible for the strict adherence to the schedule. The time table for External Exams is published by the University.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.sgkgdcvinukonda.ac.in/userfiles/2018-19%20po,ps0,co.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
1	BSc	MPC	2	1	50
2	BSc	MPCs	4	1	25
3	BSc	BZC	7	5	71
4	BCom	GENERAL	5	3	60
5	BCom	COMPUTER APPLICATIONS	6	4	67
6	BA	HEP	22	20	90.9

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[https://www.sgkgdcvinukonda.ac.in/userfiles/SSS%202018-19\(2\).pdf](https://www.sgkgdcvinukonda.ac.in/userfiles/SSS%202018-19(2).pdf)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding	Total grant	Amount received
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	Nil	Nil	Nil	Nil	Nil	Nil

[View File](#)

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	0	0	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Janmabhoomi	Govt. of Andhra Pradesh	10	53
Vanam Manam	Govt. of Andhra Pradesh	12	80
Swach Bharath	Govt. of Andhra Pradesh	11	110
Special Camp	NSS	3	50

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	Nil	Nil	Nil

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Vanam Manam	Govt. of Andhra Pradesh	Plantation of Trees	12	80
Janmabhoomi	Govt. of Andhra Pradesh	Conducting awareness programs in 672 adopted village	10	53

Swach Bharath	Govt. of Andhra Pradesh	Cleaning Surroundings	11	110
Awareness on AIDS	Red Ribbon Club	Awareness on AIDS	8	73
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	Nil	Nil	Nil
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	Nil	Nil	Nil	Nil	Nil
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	Nil	Nil
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
9	7.5

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Laboratories	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
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Student Management Software	Fully	2.0	2016
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4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	15890	1420000	50	10000	15940
Reference Books	250	110000	20	6000	270	116000
e-Books	5500	0	50	0	5550	0
Journals	6	600	1	100	7	700
e-Journals	300	0	50	0	350	0
CD & Video	60	1500	5	500	65	2000
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	Nil	Nil	Nil
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	43	20	16	0	0	4	3	200	0
Added	0	0	0	0	0	0	0	0	0
Total	43	20	16	0	0	4	3	200	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

200 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on	Expenditure incurred on	Assigned budget on	Expenditure incurred on
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academic facilities	maintenance of academic facilities	physical facilities	maintenance of physical facilities
2	1.57	0.5	0.47

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college provides various facilities for the all round development of students. These facilities include a Library, State-of-the-art gymnasium, Virtual classroom, special courts for outdoor games like shuttle, tennis, volleyball, cricket, Long jump and High jump. Facilities are provided for indoor games like Chess, Carroms, Table tennis. We have well equipped laboratories for all the science courses offered. We also have a separate waiting room for girl students. Special rooms are dedicated for manaTV and IQAC. One of the lecturers are made incharge for each of these facilities. A study body is formed to look after each of the resources. All the students are free to access these facilities without having to pay any extra fee. The incharge is responsible for protecting and undertaking any maintenance activity. Budgetary allocations are done from the college side when needed.

[https://www.sgkgdcvinukonda.ac.in/userfiles/4_4_2%20Procedures%20for%20maintenance%20of%20physical%20facilities\(6\).pdf](https://www.sgkgdcvinukonda.ac.in/userfiles/4_4_2%20Procedures%20for%20maintenance%20of%20physical%20facilities(6).pdf)

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	Nil	Nil
Financial Support from Other Sources			
a) National	NIL	Nil	Nil
b) International	NIL	Nil	Nil
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga classes	22/08/2018	76	IQAC
Personal Counselling and Mentoring	03/09/2018	121	IQAC
Bridge Courses	11/06/2018	87	IQAC
Remedial coaching	01/09/2018	34	UGC
JKC/ELL	01/06/2018	89	JKC
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited	Number of benefited	Number of students who	Number of students placed
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		students for competitive examination	students by career counseling activities	have passed in the comp. exam	
2019	JKC	32	42	5	19
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	2

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
2	64	19	Nil	0	0
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	2	BA	HEP	HCU AND ANU	MA Anthropology and MA TELUGU
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	0
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Dhyantsav	College	76
College Day	College	140
Janmabhoomi-Maa uuru	Village	87
Essay Writing	College	63
Quiz	College	73
Debate	College	21
Sports	College	45
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NIL	Nill	Nill	Nill	Nill	Nill
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council plays an active role in the implementation of college activities. It suggests on drafting and implementation of academic calendar, Time-Table, Extra Curricular and Co-Curricular activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

5000

5.4.4 – Meetings/activities organized by Alumni Association :

NIL

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution practices decentralization and participative management. Concerted efforts have a lot of value for smooth and effective running of any institution. Decision making should not be associated with one particular person. As all the people have a direct or an indirect role in the upliftment of an organization, everybody should be given priority in decision making as well as the opportunity to serve for the organization with in ones limits, which makes every individual associated with the organization alert in the performance of duties. It also brings a feeling of oneness among the people. Keeping all the above thoughts in the mind, the college management decentralizes all types of works to all the individuals equally, it could be administration or academic activites or co-curricualr activities or anything. Individuals work freely, but with team spirit and without derailing the track of vision and mission. The principal and all the staff members sit together in the beginning of the academic year to construct an action plan keeping college vision and mission, guidelines of UGC and the university under which the college has been affiliated. The College constitutes various committees such as IQAC, Library committee, NSS committee, Literary committee, special fee committee, examination committee, cultural committee, RTI committee, eco club, red ribbon, women empowerment, student consultancy, grievance redressal, parent-

teacher committee, Faculty forum, time table committee, admission committee, research monitoring, anti-ragging committee, womens grievance redressal committee, sports and games, students welfare committee. The new committees are formed as per the needs and demands of the academic year. Each committee is with a convenor and two members and the principal is the chair person of all the committees. After a thorough discussion in the staff meetings, headed by the principal, committees start working with predetermined aims and objectives, which are carefully framed keeping the college vision and mission in the view. The actual activity to be administered by committee is informed well in advance to the IQAC co-ordinator. With his consent and help, the action of the committee is informed to the students and the report of the activity with the photographic evidences are submitted to the IQAC co-ordinator for future reference. It is planned such a way that each faculty member is associated with 3 committees either as a convenor or as a member. The report is prepared following a scheme for maintaining uniformity and to streamline the actions of all the committees. The flow of work is as follows: • Getting consent from the principal • Informing the details of activity to the IQAC co-ordinator • Preparation of a notice to make the students and others know about the activity. It is to be circulated to all the students and get their signatures as if they are informed • Administration of activity • Report writing, that is duly signed by the principal and the convenor of the committee • Submission to the IQAC co-ordinator for reference

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The total number of intake in all courses in the first year is 280. For the academic year 2018-19, admission of the students is strictly done in online process through common application form which is available in APSAMS through the website link https://www.cceinfo.ap.gov.in . The number of students admitted in first year is 42.
Human Resource Management	For smooth and effective conduct of the college activities, an action plan is prepared at the outset of new academic year. Accordingly, committees are framed through which the teaching, non-teaching and the support staff services are utilized.
Library, ICT and Physical Infrastructure / Instrumentation	This institution has a Library with more than 15,000 books, which includes subject wise reference books, e-journals, magazines, hand-books, biographies, auto-biographies, books for competitive examinations, etc. We have more than 1400 books, purchased under SC/ST sub-plan. This apart, the college has Inlibnet and NDL facilities for easy access of online

	books and journals. The library is closely attached with well-aerated reading hall.
Examination and Evaluation	<p>The college is a Nodal centre for Acharya Nagarjuna University examinations for the whole Vinukonda region. The college has an efficient committee with a convenor and two members to oversee the conduct of examinations. The college conducts Degree and B.Ed examinations of the University as per the guidelines and the scheduled time table. The external examination has three-fourth weightage (75 marks). All the college lecturers partake in this external evaluation.</p> <p>Internally, the college conducts internal examinations which include Mid-exams, assignments, slip tests, seminars, quizzes in both semesters which have one-fourth weightage (25 marks) in the overall grading. Paper valuation of University examinations is done at spot valuation centres allotted by the University. Practical examinations of Science subjects are conducted under the supervision of external examiner, hails from the other college in obedience to the university instructions. For the college Internal examinations, the subject lecturers take the responsibility of the evaluation. This apart, all the college lecturers use ICT tools in the evaluation process.</p>
Teaching and Learning	<p>All the faculty frequently use ICT tools in teaching for improving quality. Study hours and library hours are included in the time table. Remedial classes are conducted in all subjects for slow learners. Student Seminars, project works, field trips are conducted in all subjects. Bridge courses are conducted in all subjects.</p>
Curriculum Development	The College is affiliated to Acharya Nagarjuna University, Guntur. So, it has limited role in curriculum development.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Administration	The administration activities of the college are almost done with the support of latest software tools. All the important details of the college are preserved in both soft and hard forms for future reference. All the

staff members have smart phones and laptops with inbuilt social apps like gmail, gsuite, whatsapp, etc. They share the links of the lessons, notes, online classes, webinars through them. The important information like details of internal and external examination, academic activities are sent to the students through these social apps time to time. The staff and the students attendance is taken with bio-metric machines. Digital class rooms give access to the expert lectures from various prestigious organizations to the students.

Finance and Accounts

The college uses all the available softwares for e-governance of financial aspects and save the details in the e-formats. This would make the office administrative transactions very easy, transparent and accurate. The accounts that are maintained by the administrative office of the college is periodically audited by the respective committee constituted by the college principal.

Planning and Development

The college uses the available ICT like personal e-mails, google docs, google classrooms, google forms, google drives in the process of planning college activities. e-governance is integrated with in college development agenda to minimize the manual efforts, improve the communication, to create transparent system and to be cost time and effective. The college G-suite to make avail all the important google software tools for efficient, speedy and transparent process of dissemination, information to the public and other agencies.

Student Admission and Support

The college is maintaining a service counter for students admissions, which provides all the information of admissions orally as well as in the form of a hard copy. Students have to furnish all the details, asked in the application form and submit it to the office with all the necessary documents. All these filled forms are attested by the principal and submitted to the Acharya Nagarjuna University under which the college is affiliated. After thorough scrutiny of the applications, the university confirms the admissions and the same details are entered in the university portal. The

college maintains the admission details of the students in the Student admission register and also maintains a soft copy of it. The details of the students, who are eligible for scholarships are entered in the Gnana Bhoomi Portal, designed by the government of Andhra Pradesh for student support. The entire process of admissions is mediated with the support of software technology available in the college so that the admission details of the college can be shared to the agencies immediately without any delay.

Examination

The college has a separate committee for the conduct of examinations. A senior faculty member and two lecturers would oversee the entire process of both internal and external examinations for the entire academic year. The main functions of the committee are being in contact with the examination convenor of the university to get updated about the examinations and communicate the college details to them, allotment of invigilation duties, preparation of seating plans, preserving the details of the examinations, SMP details, question paper and answer booklet account, student attendance, analysis of subject and college wise result, work adjustment of invigilation duties, etc. The cumbersome but necessary functionality of the examination work is smoothly and effectively done by the college examination committee with the help of a separate PC, printer and the available software tools.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	Nill	Nill	Nill
View File				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for	Title of the administrative training programme organised for	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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	teaching staff	non-teaching staff				
2019	workshop on Gsuite	workshop on Gsuite	11/03/2019	15/03/2019	14	4
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Induction Training Programme	3	06/08/2018	18/08/2018	15
Training on MOCS, OER	4	05/11/2018	11/12/2020	7
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	Nil	1	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Staff Club	Staff Club	Mid day Meals

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

<p>This College undergoes annual audit by the Regional Joint Director and Commissioner of Collegiate Education. Apart from this the Accountant General audits the financial records periodically. Now, the Government of Andhra Pradesh has introduced CFMS (Comprehensive Financial Management System) which is online for every transaction</p>

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
M.Ganeswar Rao	5000	Scholarship to Merit students
View File		

6.4.3 – Total corpus fund generated

5000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	Yes	CCE	Yes	IQAC
Administrative	Yes	CCE	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

>Sponsored Midday meals for students. >Students who perform well were given financial aid. >Participated in Tree plantation programme.

6.5.3 – Development programmes for support staff (at least three)

>They are encouraged to pursue higher degrees in distance mode. > Lecturers assist all those who perceive higher degree by teaching courses in their area of study. > Intimes of heavy work, teaching staff shares their burden.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Improvement and analysis of result college wise and teacher wise. 2. Leadership initiatives 3. KPI and best practices development 4. Parallel degree programs in collaboration with Tata Institute of Social Sciences and Jawahar Knowledge Centre. 5. Implementation of CBCS and semester system effectively. 6. API scores 7. Academic Audit.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Bridge Course	22/06/2018	22/06/2018	28/06/2018	50
2019	Workshop on Gsuite	06/02/2019	06/02/2019	08/02/2019	25
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International womens day	08/03/2019	08/03/2019	35	62

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

To control the light pollution and save the electricity, the entire campus, including class rooms and laboratories are given the provision of LED bulbs. As the campus is with many tree species, lot of litter is collected every day which is buried in the pits, dug in the campus to prepare organic manure. The same is used to nourish the existing plant flora of the college.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	2	2	22/01/2019	4	Janmabhoomi	Cleanliness, Distribution of Bedsheets	83
2018	1	1	07/12/2018	2	VANAM MANAM	Planting Trees	62

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Personality Development Session	18/12/2018	19/12/2018	79

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

<p>1. Plantation of saplings under VANAM-MANAM, an initiative of state government. 2. Preparation of organic manure from the litter collected in the campus. 3. To control the water wastage and encourage the water conservation, college water taps are installed as such the extra water is supplied to the nearby plants. 4. Concrete road laying in the campus is discouraged in order to make the rain water easily seep into the ground. 5. The staff and the students are motivated to prepare bouquets with the flowers of plants present on the campus to felicitate the guests.</p>
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7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Mid day meals 2. Helping hands 3. Awareness of seasonal diseases 4. Career guidance
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Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://www.sgkgdcvinukonda.ac.in/userfiles/best%20practices(2018-19)_pdf%20(1).pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The distinctiveness of our college lies in its unique delivery of education. i) This is the only Eco-friendly Degree College in vinukonda constituency. ii) This is the only college in vinukonda constituency offering degree in Bachelor of Arts. iii) The only college with 38 acres of sprawling campus in vinukonda constituency. iv) The only college in this region having functional NSS and JKC units. v) The only college with State-of-art Laboratories In this region. vi) The only college which conducts campus placements in this region. vii) The only college which organizes study tours in vinukonda region . viii) The only college which gives equal importance to Co-curricular and Extra-curricular activities in the region. ix) The only college which uses ICT tools in teaching and assessment.

Provide the weblink of the institution

<https://www.sqkgdcvinukonda.ac.in/userfiles/DISTINCTIVENESS%202018-19.pdf>

8.Future Plans of Actions for Next Academic Year

->Strive to improve Admissions. -> Keep the college as Eco-friendly campus -> Improve Cleanliness in the college -> Reduce Dropout Ratio