



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	V.V. GIRI GOVERNMENT KALASALA, DUMPAGADAPA
Name of the head of the Institution	Sri Ch.S.Haranadh
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	08816252718
Mobile no.	9290619184
Registered Email	srirama.harath@gmail.com
Alternate Email	gdcdumpagadapa.jkc@gmail.com
Address	Feeder Road , Akividu Mandal
City/Town	Dumpagadapa
State/UT	Andhra Pradesh
Pincode	534235

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	V V PRABHAKARA RAO
Phone no/Alternate Phone no.	08816252718
Mobile no.	9963214485
Registered Email	prabhakarvanka@gmail.com
Alternate Email	gdcdumpagadapa.jkc@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://www.gdcdumpagadapa.ac.in/userfiles/file/1_IQAC-2017-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.gdcdumpagadapa.ac.in/userfiles/academic-calendar-2018-19(1).pdf

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B+	2.7	2007	31-Mar-2007	30-Mar-2012

6. Date of Establishment of IQAC	06-Oct-2012
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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

Video lessons arrangement in place of faculty position vacant (English)	06-Jul-2018 45	20
Video lessons arrangement in place of faculty position vacant (Soft Skills)	01-Sep-2018 45	19
Video lessons arrangement in place of faculty position vacant (Computer Science)	26-Jul-2018 45	10
Video lessons arrangement in place of faculty position vacant (Computer Science)	10-Aug-2018 45	5
Video lessons arrangement in place of faculty position vacant (English)	12-Oct-2018 45	12
Engagement of Guest Faculty for English	03-Jul-2018 120	60
Engagement of Guest faculty for Computer Science	01-Sep-2018 120	100
Proposal send to UGC	24-Sep-2018 60	110
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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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

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 :

6

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

- Preparation and adoption of policies and strategic plans and their deployment in academic and administrative functioning of the institutions on 04062018
- Participation in NIRF, Submission of Institutional data for all India survey of Higher Education Institution (AISHE)
- Submission and Sanction of UGC 2(f) & 12 (b) Status for this institution on 12-03-2019.
- Collection of feedback on curriculum and Teacher performance from concerned students and other Stake holders and analyzing them- submission of report to the head of the institution with proper recommendations for initiation of appropriate measures for various levels.
- Secured Permanent affiliation from Adi Kavi Nannaya University (AKNU), Rajahmahendravaram. 20-10-2018.

[View File](#)

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
Efforts to tap money for changing Static Website to Dynamic Web.	Only static website has been procured.
To encourage faculty for research oriented work	The IQAC initiated for applying two faculty members for entollment into Ph.D
To encourage staff and students to make use of online courses (MOOCS) for academic quality enhancement	most of the staff members enrolled in various MOOC courses, only few students shown interest to join MOOC courses.
Expansion of Labs and Library in the institution	as a part of obtaining permanent affiliation as per the norms Physics, Chemistry labs and Library has been expanded with the support of donations given by some Philonthropists
To pursue Alumni for paying fee for poor students	An alumnus contributed around 50,000/- for the fee support of poor students.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Staff Council	10-Aug-2020
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	25-Jan-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)	<p>The official correspondence of the institution is mainly carried out through institutional official mail ID. gcdumpagadapa.jkc@gmail.com. Also the updated information along with the activities carried out are uploaded in college website.</p> <p>www.gcdumpagadapa.ac.in and the information is kept available for all stakeholders. the admissions and financial matters are carried out through online process only. the commissioner of collegiate education which governs the UG colleges across the state hold video conferences with the principal and the staff on several administrative matters through virtual class room or cisco webex , zoom, online video meetings apps. etc., The campus is facilitated with Wi.Fi. which enables the proper functioning of various informative sources in the college such as office, IQAC, Library, Examination branch, and other departments etc.,</p>

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

The institution is provided with mechanism for planning curriculum delivery. Our institution is provided with ten departments namely- English, Telugu, History, Economics, Political Science, Commerce, Mathematics, Physics, Chemistry

and Computer Science. The faculty of these departments work with a primary goal of taking care of entire teaching and learning process in the college. Although the faculty includes regular, contract and guest all are full time teachers who teaches the students not only the syllabus prescribed under CBCS pattern by the affiliating university but also life skills to sustain in the present society. At the beginning of the academic year, The principal organizes a meeting with all departments and reviews are carried out about the previous years and chalk out curricular plans and duties department wise. These curricular plans are intern submitted to the IQAC and get approved. Then only the department heads display curricular plans to the students and follow them. Apart from this the faculty document teaching dairies, teaching synopsis and conduct of several student centric activities like seminars, quizzes, group discussions, study projects semester wise. All these activities are maintained by the concerned coordinators with necessary documentation and proceeding copies. As a proof of activities photos and other paper clippings are maintained in departmental activities register, college activities register and IQAC etc., wherever necessary. All the faculty members shouldered with administrative matters with taking the responsibility of coordinators/conveners/members at least three to four committees. As per the CBCS pattern there are certain foundation courses such as Human Values and Professional Ethics(HVPE), Environmental Studies, (ES), Information and Communication Technology (ICT), Communication and Soft Skills (CSS), Entrepreneurship, analytical skills and Leadership etc., which are also taught by the lecturers as per the orders of head of the institution. The IQAC ensures the smooth and successful curricular delivery and functioning and implementation in the college.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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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	History, Economics, Political Science	01/06/2018
BCom	General	01/06/2018
BSc	Mathematics, Physics, Chemistry	01/06/2018
BSc	Mathematics, Physics, Computer Science	01/06/2018

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

	Certificate	Diploma Course

No Data Entered/Not Applicable !!!

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
Human Values and Professional Ethics	01/06/2018	23
Environmental Studies	01/06/2018	23
Information and Communication Technology (ICT-1)	01/11/2018	23
Communication and Soft Skills (CSS-1)	01/11/2018	23
Information and Communication Technology (ICT-2)	01/06/2018	43
Communication and Soft Skills (CSS-2)	01/06/2018	43
Communication and Soft Skills (CSS-3)	01/11/2018	43
Analytical Skills	01/11/2018	43
Entrepreneurship	01/11/2018	43
Leadership Education	01/11/2018	43
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
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
The Feedback form on curriculum and teacher performance are separately designed in the form of a questionnaire. The student satisfactory survey on teacher performance is given to the students and in turn the students can freely express their views without any inhibition on their concern faculty members. Also there is no need to disclose the identity of the student anywhere in the questionnaire which enables them to give their feedback frankly and which in

turn helps to analyze properly. The feedback format is designed in the form of questions in the questionnaire range from curriculum, Co-Curricular and extra-curricular activities, delivery, methodology, evaluation, use of ICT, punctuality, commitment, and usage of infrastructure available and also recommended with suggestions. This feedback is analyzed along with the suggestions mentioned for improvement of individual faculty in various aspects by IQAC and Principal and the same is intimated to the concerned staff. In a similar manner the feedback on curriculum is taken from students, teachers, and other stake holders such as alumni, parents, etc., and after analyzing it, is intimated to the head of the institution which in turn recommends to intimate the same to the university concerned. This feedback is taken twice in a year that is at the end of each semester for smooth functioning of the college.

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
BSc	Mathematics, Physics, Computer Science	48	2	0
BSc	Mathematics Physics Chemistry	30	12	7
BCom	General	60	14	12
BA	History, Economics, Political Science	60	7	4

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	110	0	11	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
12	12	17	1	0	10

[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)

Yes. Student mentoring system is available in the institution. In order to provide academic, professional counseling and mentoring advice, the institution adopted the mentor-mentee system. This enables a mechanism for providing academic, personal and psychological support and guidance for the benefit of student community. In this mechanism, every faculty member holds the responsibility as mentor/proctor and some students are allotted for each individual teacher. He/She will personally guide the students and maintain proper register of the counseling, provided to the allotted students. This teacher is responsible to look into the socio, economic, personal and psychological aspects of the allotted students under his/her guidance. The mentor teacher maintains not only a register of student's personal and academic life, he/she is the in-charge of the record of progress of the mentees. The mentor teacher closely observes each and every activity of the student and intervenes whenever there is a need or support required. At the same time he/she has accessibility to contact with the parents of the students and update them about the progress of their wards in all aspects.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
110	12	9.16

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
11	11	0	2	0

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
No Data Entered/Not Applicable !!!			
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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
BSc	71	Even	04/04/2019	17/07/2019
BSc	71	Odd	16/11/2018	05/02/2019
BCom	81	Even	04/04/2019	17/07/2019
BCom	81	Odd	16/11/2018	05/02/2019
BA	62	Even	04/04/2019	17/07/2019
BA	62	Odd	16/11/2018	05/02/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The College examination section takes the major part with all types of examinations and evaluations in internal conduct of examinations. And continuous internal evaluation is one of the salient features of institution.

As the college is affiliated to Adi Kavi Nannaya University, (AKNU) Rajamahendravaram as per the schedule prescribed in its almanac two mid-term exams for each semester is carried out. And the average of those examinations is considered as internal assessment marks. Besides this continuous internal evaluation process such as daily/weekly assignments and various academic activities which includes student seminars, quizzes, group discussions, just a minute sessions (JAM), study projects and field trips are carried out.

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

In the beginning of the academic year/or at the end of previous academic year the affiliating university Adi Kavi Nannaya University, (AKNU) Rajamahendravaram issues an almanac with the details of various types of assessments such as conduct of internal and external examinations including practical examinations. It also specifies the tentative dates of semester end examinations. Apart from this the Commissionerate of College Education (CCE), Vijayawada issues academic and administrative activities calendar specifying time line for academic, co-curricular and extracurricular activities to be scheduled in that year. The institute prepares its action plan in consonance with the almanac of the university and CCE strictly adhering to the examination schedule specified. This institutional action plan is circulated to the various departments and cells/committees for its implementation.

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.gdcdumpagadapa.ac.in/userfiles/program%20outcomez.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
62	BA	HISTORY ECONOMICS Political Science	9	4	44
81	BCom	General	9	7	78
71	BSc	Mathematics Physics Chemistry	5	0	0
71	BSc	Mathematics Physics Computer Science	11	3	27

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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.gdcdumpagadapa.ac.in/userfiles/FeedBack%20Analysis%202018-19.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 agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
No Data Entered/Not Applicable !!!				
No file uploaded.				

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
Note Books Distribution to Students at free of cost	Gottumukkala Venkata Subbaraju Foundation, I-Bhimavaram	9	100
Anti Drug awareness	Excise Department, Akiveedu	10	80
Aids Awareness Rally	NSS and Village Development Committee of Dumpagadapa	9	86
NSS Volunteers Services on Subrahmanya Sashti Festival	NSS with Subrahmanya Devastana Alaya Committee	2	15
Blood Donation Camp	Leo Club of Adarsa, association with Indian Blood Bank, Eluru	9	20
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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
No Data Entered/Not Applicable !!!			

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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
Nava Nirmana Deeksha	Govt.of AP	Awareness Programs on Public Issues	5	25
Janma Bhoomi Maa Vooru	Govt.of AP	Awareness	10	80
Aids Awareness Rally	NSS Cell	Awareness Campaign about AIDS	9	86
Gender Sensitization	State Womens Commission Member	Personality Development	10	82

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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
No Data Entered/Not Applicable !!!			
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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
No Data Entered/Not Applicable !!!					
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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
RRDS Government Degree College, Bhimavaram	01/01/2019	Invited Lectures	40
Srikanth International Limited, Alapadu	01/08/2018	Industrial Visit-Providing Awareness about Fish and Prawns Processing.	50
Sri Balaji Rice Mill, Akiveedu	01/06/2018	Industrial Visit -About Paddy	85

Processing
Awareness

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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
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Others	Existing

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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
No Data Entered/Not Applicable !!!			

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	3804	199406	0	0	3804	199406
Reference Books	700	40500	0	0	700	40500

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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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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	14	1	3	0	0	1	1	2	0

Added	0	0	0	0	0	0	0	0	0
Total	14	1	3	0	0	1	1	2	0

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

2 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
No Data Entered/Not Applicable !!!	

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 academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
3.12	3.12	0	0

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 policy of the institution is to provide adequate infrastructure that facilitates teaching and learning. It includes standard operating procedures for maintaining and utilization of physical and academic facilities including laboratories, class rooms, sports equipments, furniture, campus, electrical fixations, water works, plumbing and fittings, library, IT infrastructure etc., are been maintained by committee headed by a coordinator. This committee verifies at least once in a year and report it to the head of the institution. In our institution as the librarian and physical director posts are vacant these charges are headed by two lecturers who are kept in charge. The various committees are constituted by members of the faculty related to either own or other departments. The academic cell of Commissionerate of Collegiate Education conducts academic audit every year to ensure the optimum utilization of resources. The campus maintenance is also under the vigilance of the committee in which students and staff are members.

[https://www.gdcdumpagadapa.ac.in/userfiles/SOPs%20\(1\).pdf](https://www.gdcdumpagadapa.ac.in/userfiles/SOPs%20(1).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	E-Pass (Electronic Payment and Application system of Scholarships) Post metric Scholarship services	79	74264
Financial Support from Other Sources			
a) National	Nil	0	0

b)International	Nil	0	0
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 implemetation	Number of students enrolled	Agencies involved
Career Counseling	17/12/2018	82	All Departments
Awareness about Yoga	21/06/2018	42	All Departments
Personal Counseling	07/09/2018	75	All Departments
Bridge Course	09/07/2018	19	All Departments
Remedial Coaching	20/08/2018	85	All Departments
View File			

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 students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Guidance for competitive examinations and Career counselling	30	80	0	0
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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
0	0	0

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
Nil	0	0		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
No Data Entered/Not Applicable !!!					

No file uploaded.

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
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

Activity	Level	Number of Participants
Cultural Activities conducted for Sankranthi Sambaralu	College	102
Cultural Activities conducted on Independence Day	College	16
Sports Conducted for College Annual Day	College	90
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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
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student council actively participates in the planning and execution of the events like sports, cultural events and clean Green activities etc., Student council helps in functioning of college academic activities like IQAC, Library and laboratories etc., The committee meets periodically under the chairmanship of the principal to discuss various activities and its implementation In the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Alumni Association of the college is one of the strengths of the institution. It comprises people from almost all walks of life, industrialists, teachers, business persons and people pursuing various other occupations. The Executive Body of the Association is proactive and extends its full support to its alma mater in the form of financial assistance by raising funds to pay for the poor students' admission fee. a meeting of Alumni Association is called for wherein various issues related to the development of the college are discussed.

5.4.2 – No. of enrolled Alumni:

30

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

50000

5.4.4 – Meetings/activities organized by Alumni Association :

The institution has convened two times meetings with the Alumni Association of the college in the month of June 2018 to discuss various issues like contribution of poor students tuition fee for enhancement of admission process and planning for other developmental activities in the college. the another meeting is conducted in the month of February 2019 to review the progress activities in that academic year and plan for next academic year.

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 top leadership of the institution believes in the principle of decentralization and participative management. For this purpose the college implements leadership nurturing methods. The most widely used practices of decentralization of participatory democracy in the management affairs of the institution are 1. Constitution of various committees with one faculty member as a coordinator/convener and two to three faculty members as members. In some committees the students and non teaching staff are also taken as members. The staff council of this college place an important role in the formation of policies and their implementation at the college level consist of all senior members/department heads of the teaching staff. The staff council meetings are held periodically under the chairmanship of the Principal. The academic issues are allotted to the senior faculty members as academic coordinator. And the IQAC coordinator of the institution looks after the quality enhancement and sustenance initiatives in the college. Similarly the other faculty members are allotted with at least one committee as a coordinator/convener deals with Women Empowerment Cell (WEC), CPDC, JKC, NSS, RRC, Cultural Committees, Infrastructure Committee. All the faculty members share the equal responsibility for smooth functioning of the college both in academic and administrative areas. 2. Delegation of powers to the Vice Principal, the most senior faculty member is nominated as Vice Principal who looks after the college affairs in the absence of the Principal. He holds the responsibility all the matters as Principal possess except the financial powers. The college works in the spirit of common and collective leadership which leads to institutional development by nurturing the staff members as leaders.

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 college ensures wide publicity and transparency in the admission process through banners/ Posters, pamphlets, advertisements, scrolling in local TV channels and alumni association. All the faculty members visits various nearby Junior Colleges in advance to admissions and provide awareness about

the facilities and fee structure in the institution. It also ensures those students who are economically poor to pay college fee which will be paid with the support of Philanthropists. Further admissions are taken as per the reservation policy of the state government either first online or offline.

Industry Interaction / Collaboration

In the near premises of Dumpagadapa, our college has MoUs with 1.Srikanth International Limited, Alapadu and 2. Sri Balaji Rice Mill Ltd.Akiveedu for industrial visits to have processing awareness.

Human Resource Management

The college strongly believes that the development of the institution is dependent on human resource and its effective management. The recruitment of the staff to the college is made by government of Andhra Pradesh as per its norms. The commissionerate of Collegiate Education recruits and posts lecturers on contractual basis for the available vacant positions in the college. Depending on the workload the identified gaps in human resource for contingency posts is engaged with the help of CPDC committee by the college. Guest faculty as full time lecturers can also be engaged depending on the workload in the concerned subject as per the norms prescribed by higher authorities.

Library, ICT and Physical Infrastructure / Instrumentation

Our library is facilitated with meager books which includes text books and reference books. The state government provides SC and ST book bank facility for SC/ST students which supplies related text books required. For ICT implementation, the college possesses 12 computers and three more systems with internet facility. One virtual class room with a projector of interactive set up is available. The college consists of 12 class rooms with adequate infrastructure and three labs such as Physics, Chemistry and Computers. As per the instructions of Government of AP , the staff and students attendance are marked through Bio-Metric.

Research and Development

The IQAC committee encourages the faculty for the development of research programs/take up some minor projects and pursue higher studies (Ph.D). it

	<p>also encourages the staff members for submission of papers at National/International seminars and participation in various workshops and seminars.</p>
Examination and Evaluation	<p>The college examination branch deals with all types of examination both internally and externally. The internal evaluation is done by the concerned subject staff members where as external evaluation schedules as per the affiliating university in its almanac. Following CBCS pattern there are six semesters in three year UG program for each semester two mid-term examinations as internal assessment for 25 marks and 75 marks as semester end final examination conducted by affiliating university.</p>
Teaching and Learning	<p>At the institutional level, the teaching and learning procedures are organized, based on the student priorities. In our institution student learning is mainly deals with the conventional and also innovative teaching methods. The slow learners are given remedial coaching to cope up their learning levels where as advanced learners are assigned with web based assignments. Every teacher prepares annual academic/curricular plans in the beginning of the each semester which includes the schedule of the conducting assignments, monthly internal assessment tests etc., The teaching notes and diaries updated regularly and which in turn are verified by Principal at the end of each month.</p>
Curriculum Development	<p>As the institution is affiliated to a university named Adi Kavi Nannaya University, Rajamahendravaram, It has no role in curriculum development. However the implementation of curriculum in an effective manner can be taken by all the faculty members. Also the feedback on university curriculum is collected from students, parents, stakeholders and alumni. And is informed to the university. This effective implementation of curriculum includes co-curricular activities such as student seminars, quizzes, some study projects, field based trips etc.,</p>

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

E-governance area	Details
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<p>Planning and Development</p>	<p>The institution corresponds with the Commissioner of Collegiate Education and with the affiliating university through their respective mails and websites. The commissioner of collegiate education often conducts video/ tele conferences with head of the institution and interacts with them on various developmental issues. Also the higher officials issue some orders and circulars online for its implementation.</p>
<p>Administration</p>	<p>The activities carried out in the in the institution are monitor by the Commissionerate through mails. Particulars of the student admissions and the staff details are provided time to time to the concerned higher authorities. Circulars related to the various review meetings are sent through mails to which the institution respond in the stipulated time. Further some information is circulated to various staff members as coordinators through whatsapp groups. Students attendance for scholarships is posted in jnanabhumi portal which is reviewed by Government of AP</p>
<p>Finance and Accounts</p>	<p>Most of the financial transactions including salary bills are auto generated and online through DDO Code and there after it is transferred to CFMS Portal which credits the related amounts into the beneficiary accounts.</p>
<p>Student Admission and Support</p>	<p>From this beginning of the academic year the admissions are mainly made on online basis only. Even though the applications collected from the students joining in the college taken on offline his/her admission is confirmed only after it enters the same In the online. Based on the availability of the seats, students option priority wise the admissions are conformed by the CCE through APSAMS</p>
<p>Examination</p>	<p>The internal examination is carried out by the institution itself. The external examination is conducted as per the examination schedule given by the affiliating university. The model papers, centre details and matters are announced by the university through its website www.adikavinannayauniversity.ac.in which is accessible to the all the students. The filled in examination</p>

applications are collected manually semester wise and are digitally recorded which in turn send to the university through a CD.

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
No Data Entered/Not Applicable !!!				
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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 teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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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 Program	1	13/08/2018	26/08/2018	6
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	3	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Andhra Pradesh Government Life Insurance (APGLI) • Group Insurance Scheme • Employees Health Scheme • Provident fund • Andhra Pradesh Employees welfare fund • Contributory Pension Scheme 	<ul style="list-style-type: none"> • Andhra Pradesh Government Life Insurance (APGLI) • Group Insurance Scheme • Employees Health Scheme • Provident fund • Andhra Pradesh Employees welfare fund • Contributory Pension Scheme 	<ul style="list-style-type: none"> • Social welfare scholarships for SC, ST, BC EBC students by state government • Poor students fee payment by alumni or philanthropists • Fee Reimbursement scheme by state government. SC St book

6.4 – Financial Management and Resource Mobilization

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

Our institution has strong belief in the principle of transparency in all its academic and administrative functions. Since the college is public funded institution and in order to ensure financial accountability the institution has devised an internal mechanism and is subjected to various external financial authorities in the form of audit. The Accountant General, A.P, is the external auditor for the Government Institutions and the Audit team of the Commissioner of Collegiate Education or Regional Joint Director of Collegiate Education shall perform the internal audits periodically. If any, discrepancy/ objection is raised by the external bodies/audit parties during the external audits and internal audits performed by the Commissioner of Collegiate Education or Regional Joint Director of Collegiate Education, they will send a report/ letter to the institution. Accordingly, the Principal will submit the required data to the respective departments for waiver of the concerned objections. If the audit parties are not satisfied with the information provided for the objections, the funds will be recovered from the respective Institution/Principal or the person responsible and also recommended for suitable disciplinary action.

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
CPDC Members and old Students Association	250000	College Development Activities such as Contingency Staff Salaries and other dire needs and Poor students tuition fee
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6.4.3 – Total corpus fund generated

0

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	Commissioner of Collegiate Education	Yes	Principal and IQAC Coordinator
Administrative	No		Yes	Principal

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

1. Students Performance Review 2. Providing feedback on curriculum and institution 3.Support for campaigning to enhance students admissions

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

1. Medical reimbursement 2.Encouraged to attend work shop on e office procedures 3.Providing On Duty facility for attending seminars

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

1. Construction of Seminar hall. 2. Permanent affiliation from affiliating university AKNU, Rajamahendravaram 3. Sanction of UGC 2f and 12b Status

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	No

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	Engagement of Guest faculty for Computer Science	08/06/2018	01/09/2018	28/02/2019	100
2018	Engagement of Guest Faculty for English	08/06/2018	03/07/2018	24/09/2018	60
2018	Video lessons arrangement in place of faculty position vacant (Computer Science)	06/06/2018	08/08/2018	08/08/2018	45

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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
Kishora Vikasam	07/09/2018	09/09/2018	27	0
Personality Development	07/12/2018	07/12/2018	29	53
Sankranthi Sambaralu	09/01/2019	12/01/2019	30	72
Health Hygiene awareness in Adolescence age	25/01/2019	25/01/2019	20	10

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

The institution is environmentally conscious and takes many green initiatives such as tree plantation , vanam -manam, every year as a part of NSS activities. The institution also believes power saved is the power produced and hence takes care of reducing power consumption where ever necessary. The class rooms in this college are provided with full ventilation so that natural air and sunlight produces the consumption of electricity.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Ramp/Rails	Yes	1
Scribes for examination	Yes	4

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	0	1	24/01/2019	1	Voter Awareness Rally	importance and awareness given about casting vote	40

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

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Stakeholders	10/05/2018	In order to achieve the building of student character measures such as the course of Human Values and Professional Ethics (HVPE) has been introduced in the first year UG course and well received by the students and teachers. Similarly every year a pamphlet/hand book containing the course offered in the college, physical, academic and student support facilities available in the institution are mentioned in it.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day	21/06/2018	21/06/2018	42
Independence Day	15/08/2018	15/08/2018	45
Teachers Day	05/09/2018	05/09/2018	90
Ekta Divas	31/10/2018	31/10/2018	25
Human Rights Day	10/12/2018	10/12/2018	65
Voters Day	25/01/2019	25/01/2019	70

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

1. Plantation Drives
2. Cleaning the campus
3. Maintaining Plastic free campus
4. Encouraging students to use bi-cycles.
5. Protecting and Watering Plants.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice: 1 Title of the Practice: Clean and Green Objectives of the Practice: a) To make the campus clean and green and give awareness about eco-friendliness to the students b) To make the campus pollution free c) To create academic environment in the campus d) To sensitize the students towards cleanliness. e) To inculcate the cleanliness in their personal life and to the society. Context: Students of this institution and along with the staff members gives high priority to clean and green in the campus. Once in a week students in a section wise examine the campus and make a note of litter places in the college and inform the same to coordinator/In charge and immediately the corresponding action is taken to make the campus clean. Not only that every first Saturday of the month all the departments take the initiative of the cleaning classrooms, labs and other departments in afternoon sessions spending at least two-three hours to make complete clean in the campus. The students and staff under the guidance of the National Service Scheme (NSS) coordinator involves in plantation drives at least once in fortnight and monitor regularly pruning and maintaining the trees watering them. This makes the students not only adhere to eco-friendliness but also they themselves sensitize towards cleanliness. This inculcates the cleanliness in their personal life which gives a healthy message to the society. Our motto is cleanliness in the campus creates academic environment not only in the campus but also in the minds of the students.

Best Practice: 2 Title of the Practice: Yoga and Meditation Objectives of the practice: a) To achieve mental fitness along with physical fitness b) To develop sound health with yoga c) To increase the concentration levels of the students d) To overcome mental and physical disorders to the extent of possibility e) To inculcate the habit of self-discipline and self control. Context: in this globally changing world, with highly effective disorders both physical and mental to overcome for successful and fruitful leading of life yoga and meditation at least spending half an hour in a day is mandatory. Taking its importance into consideration, our institution adopted the practice of yoga and meditation every day in the morning 15 minutes after the completion of the prayer and 15 minutes in the afternoon session. This enables the students in the morning session to pay attention with increase levels of concentration up to lunch time. Hence we inculcate the same habit in the afternoon session also so that the student rejuvenates his/her concentration levels in understanding the subject matters till the college time ends. It is observed that with the practice of yoga and meditation the students

are well disciplined and self controlled in all aspects. The students themselves inform in some cases that they are feeling highly energetic than before practicing yoga. Even we notice in some students the positive change in their academic aspects and behavior.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

[https://www.gdcdumpagadapa.ac.in/userfiles/Best%20Practices%202018-19\(3\).pdf](https://www.gdcdumpagadapa.ac.in/userfiles/Best%20Practices%202018-19(3).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

This college serves with institutional logo specifying “Knowledge Discipline” as our motto. This college is situated in completely in a rural area and 90 students hail from rural background. Their socio-economic status is far below the poverty line. Our college does not receive any funds from external agencies such as UGC, RUSA etc., except the state government budget for office and other expenses and salaries to the staff. But we are glad to say that one distinctive feature of the institution is the backbone of the college CPDC and Alumni Committee. They take all the responsibilities in meeting the financial expenses required for the college. Though the college runs with meager strength, they are not in a position to compromise with certain issues likes arranging salaries for the contingency staff and infrastructural development. Almost every year they donate an amount of rupees around two lakhs for salaries of contingency staff and poor students’ admission fee. Apart from this, they also spend certain amount for infrastructural development such as minor construction and renovation works to the buildings and labs and providing tracks for walkers in the ground etc., Their intention is sharing of knowledge should not be restricted with constraints of lacking amenities for smooth functioning of the college. We believe in sustenance of discipline lies in proper administration and planning. Our institution is able to serve the student community with a distinct teacher- student ratio of 1:10

Provide the weblink of the institution

<http://gdcdumpagadapa.ac.in/>

8.Future Plans of Actions for Next Academic Year

Future Plans for next academic year Academic: 1. enhancing enrollment of UG admissions 2. to launch skill development centre in the institution 3. Tapping funds to execute dynamic website instead of static website Administrative: 1. Introducing uniform to the students. 2. Proposals/ plan to make arrangements to fill the vacant posts Infrastructure: 1. sending proposals and sanction of budget for construction of two additional classrooms 2. Plant to construct CC roads with the help of CPDC