



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

**C.S.T.S.GOVERNMENT KALASALA**

**SRINIVASAPURAM ROAD, NEAR GOVT. HOSPITAL**

**534447**

**[www.cstsgk.ac.in](http://www.cstsgk.ac.in)**

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**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**February 2019**

# 1. EXECUTIVE SUMMARY

## 1.1 INTRODUCTION

Chatrapati Sivaji Tri sathajayanthi Government Kalasala located at Srinivasapuram road, Jangareddigudem, West Godavari District of Andhra Pradesh. It was established on 15th September 1974 by Sri. Ch.V.P. Murthy Raju, Former-Minister of the Government of Andhra Pradesh with the prime objective of imparting quality higher education to rural students.

CSTS Govt. Kalasala, Jangareddigudem accredited with B+ grade by NAAC in cycle-1. It aimed nation building through academic excellence. It is so obedient in implementing recommendations of the NAAC peer team during the post accreditation period. The IQAC of this institution working on it to achieve the objective and to implement the vision and mission of the college. Now the institution volunteers for cycle-II accreditation by submitting this self study report. we are committed to achieve the academic excellence.

In 2014-15 academic year, the college was obtained permanent affiliation, 2(f) from Adikavi Nannaya University, Rajamahendravaram. In 2018-19 the college got 12 (B) recognition under UGC act 1956. Meanwhile, the college is committed to accelerate the academic and infrastructure development.

At present, this college is offering 8 Under Graduate courses and 1 PG course. Two certificate courses on "TALLY" and "MS Office" are offering as an add-on courses in the institution. JKC of the institution is aimed at improving the students' employability skills and guidance for the competitive examinations.

The student strength of the college has been increasing for the past 5 years. The institution is benefited by SC, ST and BC Welfare Hostels maintained by Govt. of AP for both boys and girls. The college has been increasing its strength year after year offering new combinations of programmes according to the needs and demands of the students. Hence at present 8 UG and 1 PG programmes are available. The college has been growing in strength year after year by offering new combinations of programmes.

### Vision

Chatrapati Sivaji Tri Sathajayanthi Govt. Kalasala, Jangareddigudem has a vision of growing into an abode of learning to facilitate transformation of students into good human beings, responsible citizens, competent professionals, focusing on assimilation, generation, dissemination of knowledge and to lead higher education towards inclusive excellence through institutional transformation.

### Mission

1. To achieve the vision, the college has adopted an approach to meet the needs and aspiration of the region on part with changing times.
2. To preserve and spread Indian culture and heritage.
3. Creating a conducive academic ambience of higher learning.

4. Empower young men and women to face the challenges of life with courage and commitment.
5. Provide need based and skill based training to create a workforce of men and women with abilities to compete globally and be self reliant.
6. Making the college as an effective human resource institution in changing global scenario.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- Constructive and active involvement of the parents and alumni in the development of the institution.
- Support of Alumni in organizing various events.
- Jawahar Knowledge Centre (JKC) is a platform to impart employable skills and providing job opportunities to students.
- A team of qualified and dedicated teachers.
- A good library with more than 8000 books, journals and magazines pertaining to concerned subjects.
- Student clubs and associations like Women Empowerment Cell, Eco Club, Cultural Club, Career Guidance Cell, NSS and Red Ribbon Club intended to involve the students in participating social responsibility activities and empowerment.
- Virtual Classrooms for effective and quality learning
- An Educational institution of Rural and Tribal areas of West Godavari District.
- High student enrollment from nearby villages and agency areas with a good infrastructure.
- Spacious playground and well- equipped Gymnasium.
- One principal room
- Twelve class rooms for a good teaching and learning environment
- A good seminar hall for conducting extra and co-curricular activities
- One Girl's waiting room
- Two staff rooms
- One computer lab for ICT based learning.

- Four laboratories for Physics, Chemistry, Botany and Zoology practicals.

### **Institutional Weakness**

- Lack of sanctioned principal post for the last 20 years. Shortage of permanent faculty members.
- Lack of sanctioned librarian post
- automation and digitalisation of Library
- Irregularity of a few students due to seasonal employment of agriculture.
- Inadequate computers for teachers and students.
- Insufficient infrastructure for academic and administrative activities.

### **Institutional Opportunity**

- This college is located near and around rural and tribal area of West Godavari District. It is the centre of learning for the people of agency area and rural students.
- This institution has spacious land 16.25 acres. Recently Indoor stadium was sanctioned by District Sports Authorities, Eluru in 2018. The college has sent an application for higher authorities to construct the Indoor Stadium in the College Campus.
- Ladies Hostel was constructed in the college campus by ITDA, so that enrollment of the girls students in the college has been increased.

### **Institutional Challenge**

- Poor attendance of a few students due to seasonal employment of agriculturue.
- Poor communication skills of the students place the students very far from the industry requirements.

### 1.3 CRITERIA WISE SUMMARY

#### Curricular Aspects

The college offers 8 UG programmes and 1 PG programme. The syllabus of the affiliating University is followed. Outcomes of the curriculum are clearly specified and transmitted to learners. The curriculum ensure employability, skill development and self sustenance. Besides under CBCS pattern, students are offered electives in all UG programmes during the VI Semester.

The Curriculum has courses addressing cross-cutting issues of social, ethical, environmental, human and professional values. These are offered as Foundation Courses.

Apart from Curriculum, two value add-on courses are offered by Commerce Department to impart life skills and employability skills. Certificate courses are meant to supplement the gaps in Curriculum and Job Market.

#### Teaching-learning and Evaluation

The college follows the Government reservation policy. The staff Council and the admissions committee monitor and review selections for procedure.

Bridge Classes are offered to address the academic needs of the admitted and accommodate them in the new programme. Performance of the students in the Classroom and internal examinations help the teachers to identify the slow and advanced learners. Slow learners are trained with Remedial Coaching, Study Material, Peer teaching, pair and group work etc. Advanced learners are encouraged with assignments, MOOCs, SWAYAM PRABHA, SWAYAM, INFLIBNET-NLIST, study projects, participation and presentation in class room seminars.

Student centric methods are followed in Teaching Learning process. They are interactive, participative and experiential learning. Faculty use ICT gadgets, PowerPoint Presentation, Virtual Classrooms. Smart classes with Digital Boards and LMS are initiated.

Teaching plans are meticulously designed with curricular inputs, co-curricular and evaluation plans in tune with the objectives and outcomes of the curriculum. Learning outcomes are informed and transmitted to the CBCS pattern. Semester system is adopted since 2015-2016. Continuous Internal Assessment, integrity and security in the conduct and evaluations, declaration of results through website, addressing grievances stand as testimony.

#### Research, Innovations and Extension

Faculty members are encouraged to pursue Doctoral Programme. Faculty are encouraged to attend seminars, conferences, workshops on current issues to update their knowledge.

Extension and Outreach programmes that provide a reciprocal learning experience for the students and the community. NSS Units as a part of their regular activities are continuously engaged with the community.

Government programmes like Swachh Bharat, Cashless Transactions and ODF programmes are some successful activities of the college in the community. Staff and students of the institution take up collaborative activities with Government and Non-government Organisations. Extension Programmes of the college assist the students to learn from the society for their holistic development.

### **Infrastructure and Learning Resources**

Ample infrastructure for the effective conduct of curricular, co-curricular and extra-curricular activities available through the optimal usage of the existing physical facilities/structures.

Biometric Devices are provided for the students and staff attendance. one computer and one JKC Lab, Internet facility to office, facilitate functioning of the college. Science Laboratories procure equipment and furniture as per requirement. Women Empowerment Cell, Seminar Hall, an open Auditorium for cultural and Academic activities are available. Reading Room, SC,ST book bank, Reference section facilities INFLIBNET- NLIST in library are available for the benefit of the students.

Numerous benefits of Physical Education include gymnasium, spacious play ground.

SC, ST, BC Hostels managed by Government of Andhra Pradesh accommodate students. It is an additional advantage for this college.

Adequate Budgetary provisions by the government help the institution to procure good infrastructure.

### **Student Support and Progression**

The students are provided with adequate facilities to pursue education. The college is committed to provide all the eligible students to obtain scholarships and fee reimbursements. students are also encouraged to obtain other scholarships. Apart from these, there are various financial assistance and endowment prizes provided by NGO's and philanthropists for eligible students.

The Commerce Department offers two certificate courses. The staff of the college strive to instill academic zeal into the students. The students are encouraged to pursue higher education such as Post Graduation, B.Ed. etc. by providing necessary coaching by the concerned departments.

The students brought laurels to the college in cultural and sports activities at district, university and state levels. An active student council constitutes of class representatives play an important role in conducting programmes. These students are represented as members in Special fee committee and IQAC. Students also represented in various committees like cultural and sports committee.

## **Governance, Leadership and Management**

The college envisages evolving into a Premier Institution imparting quality education. It functions as per the rules and regulations of the Commissionerate of Collegiate Education, Andhra Pradesh. The college Planning and Development Council with principal as Chairperson strives for the college development through public contribution. The Principal works in liaison with the teaching and non teaching staff in a decentralized fashion facilitates the smooth functioning of the college.

Transparency of administration is ensured through the involvement of students as members of various committees. All the committees with the senior faculty as convenors support the Principal in carrying out various academic and administrative aspects of the institution.

Welfare of the teaching and non-teaching faculty is provided by effective implementation of various welfare measures. Quality enhancement of teachers is ensured by encouraging them to attend the professional training programmes and also organizing short term training programmes at the institution level. The institution appraises the performance of the teaching and non teaching staff time to time as per the regulations of statutory bodies.

## **Institutional Values and Best Practices**

The principal along with Staff Council and other committees monitor and guide various administrative bodies to ensure the effective functioning of the college. The IQAC established in 2013 focuses on maintenance of the quality practices in the college.

Under the guidance of the Commissionerate of Collegiate Education, A.P. the college has adopted the initiative of E-governance. Recently it is in the process of automating the administrative process of the college.

The college has adopted various best practices such as Plastic Free Day, Vehicle Free Day, Swachh Bharat.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	C.S.T.S.GOVERNMENT KALASALA
Address	Srinivasapuram Road, Near Govt. Hospital
City	JANGAREDDIGUEDEM
State	Andhra Pradesh
Pin	534447
Website	<a href="http://www.cstsgk.ac.in">www.cstsgk.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Attili Sai Sundar	8821-225310	9866705960	-	jangareddigudem.manatv@gmail.com
IQAC Coordinator	Potala Mahalakshmi Naidu	-	9491764463	-	naidupm73@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	15-09-1974



University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Andhra Pradesh	Adikavi Nannaya University	<a href="#">View Document</a>

#### Details of UGC recognition

Under Section	Date	View Document
2f of UGC	16-12-2014	<a href="#">View Document</a>
12B of UGC	16-07-2018	<a href="#">View Document</a>

#### Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

#### Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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#### Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Srinivasapuram Road, Near Govt. Hospital	Rural	16.25	1340.73

## 2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Mathematics	36	Intermediate	English	50	17
UG	BSc,Chemistry	36	Intermediate	Telugu	50	33
UG	BSc,Zoology	36	Intermediate	English	42	42
UG	BCom,Computers	36	Intermediate	Telugu	60	11
UG	BCom,Commerce	36	Intermediate	Telugu	60	35
UG	BA,Economics	36	Intermediate	Telugu	50	5
UG	BA,Political Science	36	Intermediate	Telugu	60	54
UG	BA,Telugu	36	Intermediate	Telugu	60	30

### Position Details of Faculty & Staff in the College

## Teaching Faculty

	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				18			
Recruited	0	0	0	0	0	0	0	0	7	2	0	9
Yet to Recruit	0				0				9			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				14			
Recruited	0	0	0	0	0	0	0	0	9	5	0	14
Yet to Recruit	0				0				0			

## Non-Teaching Staff

	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				7
Recruited	1	0	0	1
Yet to Recruit				6
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	0	2	0	2
Yet to Recruit				0

Technical Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						0
Recruited	1		0		0	1
Yet to Recruit						0
Sanctioned by the Management/Society or Other Authorized Bodies						1
Recruited	0		1		0	1
Yet to Recruit						0

### Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	6	1	0	7

## Temporary Teachers

Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	10	2	0	12

## Part Time Teachers

Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	0	0	1

## Details of Visting/Guest Faculties

Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	385	0	0	0	385
	Female	175	0	0	0	175
	Others	0	0	0	0	0
Certificate	Male	31	0	0	0	31
	Female	28	0	0	0	28
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	88	70	58	44
	Female	21	23	16	11
	Others	0	0	0	0
ST	Male	53	51	49	43
	Female	28	32	23	10
	Others	0	0	0	0
OBC	Male	24	56	59	44
	Female	11	14	16	14
	Others	0	0	0	0
General	Male	21	22	23	26
	Female	10	5	7	8
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		256	273	251	200

### 3. Extended Profile

#### 3.1 Program

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

Response: 9

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	8	7	4	4

#### 3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
551	591	557	476	499

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
272	249	215	116	116

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

2017-18	2016-17	2015-16	2014-15	2013-14
143	139	128	113	169

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.3 Teachers

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

2017-18	2016-17	2015-16	2014-15	2013-14
23	19	21	14	13

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

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

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

File Description	Document
Institutional Data in Prescribed Format	<a href="#">View Document</a>

### 3.4 Institution

Total number of classrooms and seminar halls

Response: 12

Number of computers

Response: 33

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

2017-18	2016-17	2015-16	2014-15	2013-14
13.45	18.22	9.06	12.68	17.27



## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

**1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process**

**Response:**

The curriculum prescribed by Adikavi Nannaya University, Rajamahendravaram, Andhra Pradesh is followed. Every year the college conducts Meeting with the staff and plan for the academic year with suitable curricular planning and implements it by adopting apt methods.

**Planning, Teaching and Evaluation at College Level:**

Departmental committees of the CSTS Government College conduct meetings at the end of semesters to discuss and plan in advance the execution of courses in the subsequent semester. Methods of teaching, class assignments, internal assessments, use of reference materials and Audio Visual teaching aids for teachers are discussed in the meeting and plan for the subsequent academic year.

Use of ICT, Mana TV, Swayamprabha channels and importance of MOOCS courses are discussed in the meeting and the same methods are followed the subsequent academic year. Students are encouraged to join online courses and expected to listen extension lectures by eminent faculty from various organizations.

The college has a practice of inviting external experts for various projects, practical and theory

Evaluations with the view to ensure quality of education, and objectivity in the teaching-learning processes.

**Monitoring and Mentoring Processes**

To make sure learning outcomes of each subject, continuous evaluation and internal assessment is carried out through MID examinations, presentations, assignments/projects, class tests, group discussions and class seminars.

Under CBCS, each practical class is assessed to monitor the learning process of students. Moreover, tutorials and remedial classes are an essential part of the theory courses of CBCS, where teachers meet the students weekly for providing additional guidance. Besides, college has a Mentoring Programme which enables the students to provide also feedback to teachers on curricular issues, college infrastructure and administrative matters. The Departmental committees also counsel about the various options related to offer subject related guidance and career guidance.

**1.1.2 Number of certificate/diploma program introduced during the last five years**

**Response: 1****1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years**

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

File Description	Document
Minutes of relevant Academic Council/BOS meetings	<a href="#">View Document</a>
Details of the certificate/Diploma programs	<a href="#">View Document</a>

**1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years****Response: 11.11****1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years**

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

File Description	Document
Details of participation of teachers in various bodies	<a href="#">View Document</a>

**1.2 Academic Flexibility****1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response: 55.56****1.2.1.1 How many new courses are introduced within the last five years****Response: 5**

File Description	Document
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>
Details of the new courses introduced	<a href="#">View Document</a>

### 1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

#### 1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 9

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>
Minutes of relevant Academic Council/BOS meetings.	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 1.45

#### 1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

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

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

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

**Response:**

The institution inculcates good habits among the students by imparting social issues related to gender, environment and human values. Adikavi Nannaya University, Rajamahendravaram introduced foundation courses such as Environmental Studies, Human Values and Ethics. This institution is committed to fulfill its core values. The syllabus comprises of human rights, value education and environmental science in the curriculum. Many programs such as Guest lectures, Workshops, Seminars and Extension Activities related to Social issues are conducted by NSS, Women Empowerment Cell.

- The objective of having these subjects in curriculum is to make the students aware and sensitizes human values and ethics, environmental awareness in real life situations.
- To facilitate the development of holistic perspective among students towards life, profession and happiness.

Such a holistic perspective forms the basis of value based living in a pragmatic way.

**HUMAN VALUES AND PROFESSIONAL ETHICS:**

Adikavi Nannaya University, Rajamahendravaram introduced a foundation course in human values and professional ethics for Undergraduate students from the academic year 2013-2014 with an aim to impart human values and professional ethics among the students .The course is a part of initiative to inculcate human values among students .The need of value based education is crucial in a contemporary society.

**OBJECTIVES:**

1. To lay a strong foundation in value based living.
2. To create awareness in students towards realizing self and the effect of right.
3. To respect people's rights and dignity. The students are able to recognize importance of human values, harmony and ethical behavior in real life situation for peaceful cooperative co-living
4. To inculcate a sense of respect among the students towards harnessing values of life.

**ENVIRONMENTAL STUDIES:**

Environmental studies help students providing basic knowledge about the environment and its allied problems. This study helps to understand problems of environmental degradation due to anthropogenic activity. Environmental friendly behaviour is inculcated among the students. The course aims to change a transformation on the various aspects of environment and its protection. In turn Environmental studies leads to Sustainable Development.

**GENDER EQUALITY**

In BA political science , The main topic "GENDER EQUALITY IN INDIAN CONTEXT " is to provide equality for women in opportunities, economic participation and decision making. Various seminars and awareness programmes are conducted to realize importance of gender equality in the society.

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

**Response: 7**

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

**Response: 7**

<b>File Description</b>	<b>Document</b>
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

**1.3.3 Percentage of students undertaking field projects / internships**

**Response: 0**

**1.3.3.1 Number of students undertaking field projects or internships**

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

## **1.4 Feedback System**

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

**A. Any 4 of the above**

**B. Any 3 of the above**

**C. Any 2 of the above**

**D. Any 1 of the above**

**Response: C. Any 2 of the above**

<b>File Description</b>	<b>Document</b>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback processes of the institution may be classified as follows:**

**A. Feedback collected, analysed and action taken and feedback available on website**

**B. Feedback collected, analysed and action has been taken**

**C. Feedback collected and analysed**

**D. Feedback collected**

**Response: C. Feedback collected and analysed**

NAAC

**Criterion 2 - Teaching-learning and Evaluation****2.1 Student Enrollment and Profile****2.1.1 Average percentage of students from other States and Countries during the last five years**

Response: 0

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

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

File Description	Document
List of students (other states and countries)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

**2.1.2 Average Enrollment percentage (Average of last five years)**

Response: 76.86

**2.1.2.1 Number of students admitted year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
256	273	251	200	197

**2.1.2.2 Number of sanctioned seats year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
470	430	370	200	200

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

**Response:** 68.94

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

2017-18	2016-17	2015-16	2014-15	2013-14
113	149	145	102	102

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

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

**Response:**

The College analyzes the learning levels of students based on their academic background at the beginning. The Commerce department has one week duration bridge course classes conducted in the first week of every semester. At this level, the necessary subject skills are imparted to help and better comprehension of UG curriculum by the students. Special attention is given by English Department by conducting special classes to the students from Telugu Medium. Short-term computer courses are arranged for the students who lack basic computer skills to cope up with the present curriculum.

**Slow learners:**

- Slow learners are identified in the classrooms by informal evaluation by teachers through Question and answer session.

- The slow learners are again identified based on their performance in Internal Examinations, Mid Examinations.

- Special coaching classes/Remedial classes are provided in their respective subjects to improve their performance. Tests are conducted periodically to analyze their performance.

- Remedial classes: Departments conduct Remedial classes based on result analysis.

**Advanced Learners:**

Advanced learners are identified by Continuous Comprehensive Evaluation through Mid-Exams, Seminars, Debates, Group Discussions, Quiz and Assignments in initial months of the academic year. They are further identified with their enthusiasm to learn and by their active participation and academic contribution. In order to help the advanced learners to improve their aptitude and other talents, they are



encouraged to take part in various inter and intra college, University, District, State, National Level competitive Examinations. The Institution provides effective learning experience by providing them with extra reading material and by suggesting Reference books. Advanced learners are given project works and are made to use ICT gadgets for their Seminar paper presentation. Advanced learners are encouraged to enroll for Online Courses in MOOCS-SWAYAM to enhance their knowledge and skills. Advanced learners are encouraged to attend the coaching classes for University Entrance Examinations for Post Graduation, APPSC and other competitive Examinations.

### 2.2.2 Student - Full time teacher ratio

Response: 23.96

### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.18

#### 2.2.3.1 Number of differently abled students on rolls

Response: 01

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

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

Response:

Teaching-Learning process in the college is student centric. Students are actively involved and engaged as responsible participants in learning process. The college encourages the personal, intellectual and professional development of its students by promoting critical, creative and ethical thinking. Participatory learning activities include regular practicals, paper presentations, Seminars, Report writings, Group Discussions, Debates, Quiz, Industrial and Educational tours, navigating charts and models preparation. Inductive thinking, learning by doing and Problem solving are used in the class room.

The student-centered teaching-learning techniques that are incorporated and practised in the college such as project work, pair work, group work, task based learning, JAM presentations. Invited Talks and Guest Lectures are another opportunities for the students to share and obtain exposure to the latest developments in the research of various subjects. These serve to enhance the academic zeal among the students. SWAYAM PRABHA Channel and Subject related YouTube videos allow students to respond what they have learnt and discuss in the class room.

Soft-skills and organizing skills are developed during the conduct of seminars, workshops and various other platforms within the campus. Extension Activities make the students take up the role of

educators for community.

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

Response: 78.26

#### 2.3.2.1 Number of teachers using ICT

Response: 18

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>
Provide link for webpage describing the " LMS/ Academic management system"	<a href="#">View Document</a>

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

Response: 25.05

#### 2.3.3.1 Number of mentors

Response: 22

### 2.3.4 Innovation and creativity in teaching-learning

Response:

Students are encouraged to think innovatively, creatively and critically. "Out of the Box" thinking is encouraged wherever required. Students are encouraged to participate in Essay Writing, Elocution, Debate, Role play, Drama and other literary competitions. ICT based teaching learning takes place. Subject related You Tube Video links are provided wherever necessary. Students are encouraged to enroll Online courses.

At College level the IQAC prepares institutional action plan and time table keeping in view the 90 teaching days required in a Semester and conduct of the approved scheme of instruction and evaluation for various courses. Mid Examinations are conducted as per the University schedule. This exercise is a collaborative work involving all the faculty members, vice Principal and Principal.

**Teaching Plan:**

Meeting of the College Staff Council is held at the beginning of the academic year to plan the yearly programme of the teaching-learning process and review the Academic calendar, Institutional and departmental Action Plans.

The Individual departments prepare their Departmental Annual Action plans, Individual teaching plans based on Institutional Action plan well in advance. The individual departments prepare their weekly

timetable for remedial classes. Academic Calendar is provided to all the students at the beginning of academic year which contains information regarding:

- Teaching learning schedule
- Holidays
- Dates of Internal Examinations
- Fees structure

## 2.4 Teacher Profile and Quality

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

Response: 114.12

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>

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

Response: 2.97

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

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

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

### 2.4.3 Teaching experience per full time teacher in number of years

Response: 0.25

#### 2.4.3.1 Total experience of full-time teachers

Response: 5.82

**2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years****Response:** 0**2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years**

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

**File Description****Document**

Institutional data in prescribed format

[View Document](#)**2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years****Response:** 0**2.4.5.1 Number of full time teachers from other states year-wise during the last five years**

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

**File Description****Document**

List of full time teachers from other state and state from which qualifying degree was obtained

[View Document](#)**5 Evaluation Process and Reforms****2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level****Response:**

The college is affiliated to Adikavi Nannaya University, Rajamahendravaram, AP. The college conducts the Continuous Internal Evaluation as prescribed by the Adikavi Nannaya University, Rajamahendravaram AP. In the last five years there have been several changes in the mode of evaluation based on the type of programme.

Choice Based Credit System (CBCS) introduced in 2015. The internal Assessment is for 25 marks.

Two Mid Examination are conducted for 15 marks each and average score is taken into consideration. 5 Marks for Assignments and the remaining 5 marks for extracurricular /co- curricular activities. There are no Mid Examinations for Foundation courses.

Science Departments conduct regular practical classes and students are instructed to follow the methods directed by the University. Students are individually assessed after every practical class and are given proper suggestions for improvement.

Staff members involve in University Examination Evaluation.

### **2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety**

#### **Response:**

The Institution ensures that all students are aware of the evaluation process through the college prospectus. The orientation programme held at the beginning of every academic year informs about evaluation process and the schedule to the students and their parents.

Dates for tests/submission of assignments are notified on the college notice boards and announced by the faculty in the respective classes a week in advance. After checking, answer sheets/assignments are shared with students and marking pattern is discussed. Suggestions for improvement is provided.

Transparency and security of evaluation system is ensured. The institution has an effective mechanism for redressal of grievances relating to internal assessment. Students are also assessed by the teachers based on their participation in the class. Assessment includes presentations, tests, assignments, quiz, Elocution and projects by students at regular interval with feedback.

### **2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient**

#### **Response:**

The examination system is governed by the University. At college level Internal Examination Committee deals with examination related grievances. Students are informed about examination related matters like schedule, fee structure, revaluation, printing and other mistakes in marks list.

Students need to apply to Adikavi Nannaya University for correction in marks and revaluation. The process is governed by Adikavi Nannaya University Rules and Regulations. The administrative office of the college guides the students about the process. The process is also explained by Adikavi Nannaya University through Website and Notice Board.

Internal Assessment Committee addresses all grievances related to internal assessment marks. The committee is set-up at the college level to sort issues related to attendance and internal assessments. All

queries are responded by the internal assessment committee. The committee promptly deals with mistakes/errors related to attendance, internal assessment of the students.

#### **2.5.4 The institution adheres to the academic calendar for the conduct of CIE**

##### **Response:**

The college follows Annual Academic Calendar of the Adikavi Nannaya University, Rajamahendravaram, Andhra Pradesh. Examination Committee of the college announces dates of mid examination as per the University schedule. Mid Examination Answer scripts are given to the students to know their lacunae and marks. Dates for conducting/submission of assignment and submission of marks are all displayed on notice boards by the Examination Committee. The decision regarding dates for conduct of assignments depends on the concerned departments.

In odd semesters, Internal evaluation is done in practical examination where as in even semesters internal evaluation and external evaluation takes place to award the marks in practical examination.

### **2.6 Student Performance and Learning Outcomes**

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

##### **Response:**

The College prospectus as well as the Annual Report states the mission and objectives of all the departments of the college. These documents also highlight the achievement of the students and list the kind of jobs that students get after completion of the different programmes.

For each course offered by the college, a unique set of learning outcomes have been defined. These are linked to the broad programme outcomes. Following effective pedagogical strategies, the faculty articulates the learning objectives and expected outcomes for each course at the beginning of the session as well as before each unit in the syllabus. This helps the students appreciate the topic being covered in class as they see the relevance. The syllabus depicting the learning objectives is readily available for students and teachers on college/Adikavi Nannaya University, Rajamahendravaram.

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

##### **Response:**

In Higher Education, a paradigm shift is seen from teacher centered curriculum to Student Centered Curriculum. Emphasis is being laid on what a student actually knows, what a student is and what she/he can do by the end of her/his educational programme. Hence a need has risen to design the outcomes of a

particular programme before the student is admitted into a programme. Learning outcomes guide the curriculum, teaching Learning methodologies and also the assessment procedures. The Institution measures the attainment of Programme outcomes, Programme specific outcomes and Course outcomes by both *Direct and Indirect techniques*.

**Direct techniques** are regularly employed to measure learning in the classroom. Direct measures are those that measure student learning by assessing actual samples of student work. Continuous internal assessments are being done through Mid Exams. Two mid exams are conducted for each semester for 15 marks each and their average is taken. Semester End Exam is conducted for 75 marks. These exams evaluate the POs, PSOs and COs.

**Indirect techniques:** For ten marks internal assessment student seminar and class assignment is given. Apart from them group discussions, Debates, Project works are also used to measure attainment of POs and PSOs. Practicals are conducted by science Departments give opportunity to students to apply the knowledge gained in theory and at the same time measures the application skills of students. Seminars, workshops, Essay writing, Elocution, Poster presentation competitions measure the attainment of POs and PSOs. Field visits conducted by all the departments give on the job experience which in turn helps in achieving POs and PSOs. The student is totally assessed on the basis of their participation in various curricular and extra-curricular activities. Exit Feedback from the student at the end of each course wherein the concerned faculty prepare questionnaire related to the Course Outcomes is taken.

**Method of measuring POs and PSOs:** POs and PSOs are measured based on the pass percentage in the university examination, Placement Records of the JKC and the student achievements in the Co-curricular and Extracurricular activities.

### 2.6.3 Average pass percentage of Students

Response: 54.55

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

Response: 78

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

Response: 143

**File Description**

**Document**

Institutional data in prescribed format

[View Document](#)

## 2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)**

Response: 0

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

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

**File Description**

**Document**

List of project and grant details

[View Document](#)

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

Response: 0

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

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

Response: 90

### 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge**

Response:

Students are encouraged to provide innovative strategies of development. They provide strategies and programme design and evaluate these to respond to the emerging needs of the developing nation. Students are encouraged to innovate and launch their new ideas in a constructive method. The research work in the college is promoted with a special focus on better understanding and well-being of the individuals and the community. Students are encouraged to complete the Project Works in their respective topics. Students are motivated to visit various cultural, historical places related to curriculum.



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

Response: 0

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

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

File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>

**3.3 Research Publications and Awards****3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research**

Response: No

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

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

Response: No

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

Response: 0.01

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

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

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>

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

Response: 0

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

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

File Description	Document
List books and chapters in edited volumes / books published	<a href="#">View Document</a>

## 4 Extension Activities

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

Response:

Extension is an integral part of Undergraduate courses; therefore, the college offers extension papers in all areas of specialization. The college has earned a reputation for being an established institution of higher education with high regard for social responsibility.

NSS spearheads higher education in extension through community empowerment and involvement, focusing on issues such as adult education, gender, public health, environment and other development programmes. The college faculty and students are involved in multifarious activities for promoting the idea of institute neighbourhood community network. The extension activities are integral at the college. Engagement of students in these activities is the first window to observe life closely at the grassroots. They become sensitive to the challenges of a developing society like ours and observe the inequities and the challenges they pose towards development potential of people. Major Extension Activities at the college:

- Eco Club
- NSS

- Special Camps in the adopted villages

.Blood Donation and Medical camps through Red-Ribbon club

.Awareness Camps and rallies by NSS

NSS is actively involved in extension activities at the core of CSTS Government Kalasala ethos through the following:

**Adopted communities**– NSS conducts special camp nearby the villages every year. Through this camp nearby village people are informed and motivated towards the betterment of the society.

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

Response: 0

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

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

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>

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

Response: 57

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

2017-18	2016-17	2015-16	2014-15	2013-14
14	13	12	9	9

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach programs conducted with industry,community etc for the last five years	<a href="#">View Document</a>

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

Response: 75.8

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

2017-18	2016-17	2015-16	2014-15	2013-14
443	424	410	386	360

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>

## 5 Collaboration

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

Response: 0

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

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

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>

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

**Response: 0**

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

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

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

The College campus is spread over an area of 16.25 acres. The Administrative Building accommodates the Principal's chamber and the Office in the ground floor. There are staff rooms for Languages, Social sciences & Sciences. Every Science Department has its own where both theory and practicals are conducted for student convenience.

There are 12 class rooms for teaching. One virtual class room is earmarked for Teaching and Learning in ICT mode facilitating interaction with peers of other institutions across the state. They provide access to expertise of teachers from other Colleges on curricular inputs/lessons. one computer lab with 33 computers each enable the students practice various programmes.

Jawahar Knowledge Centre of the college consisting 30 computers imparts training in core employability skills. Besides students use the lab to pursue Massive Online Open Courses (MOOCs), certificate courses, project works and so on. A Seminar Hall facilitates to conduct Seminars, Workshops, Conferences, invited talks, activities of various clubs/ committees, celebration of days of national /regional importance. Two LCD projectors facilitate Teaching Learning process assisting in lucid presentation of curricular modules. SAPNET telecast lessons of MANA TV are a value addition to classroom learning involving lecturers by subject experts from across the state.

The Library of the College houses a collection of about 9456 books. The College strives to utilize the available infrastructure as efficiently as possible to meet the growing needs and accommodate the increasing strength of students. Skill Development in areas where the girls and boys can quickly learn and easily earn to sustain themselves is facilitated in the Innovation and Skill Development Centre.

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

**Response:**

Total playground area of 40468 sq mtrs is available for the students for various outdoor games. Students participate in various games and sports at college/District/state/ University/national/Inter Collegiate levels. The training imparted by Physical Education Department helps the students to become champions in competitions at District/state/University/national/Inter Collegiate levels and bring laurels to the college.

The students are trained by the Physical Director in various sports like volleyball, Kabaddi, badminton, Shuttle, Tennikoit etc. There is a Cultural and Literary committee to look after the conduct of various cultural activities at college level and the committee encourages the students to participate in various cultural competitions conducted at district/University/state levels. The students of the college

participate in 'Yuvatarangam' every year, conducted by the CCE at district and state level. The open auditorium and conference/Seminar hall is utilized for cultural activities. Well equipped gym and exercising equipment is available in the college.

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

Response: 16.67

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 02

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>

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

Response: 1.77

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

2017-18	2016-17	2015-16	2014-15	2013-14
0.68	0.43	0	0	0.25

File Description	Document
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>

## 2 Library as a Learning Resource

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

Response:

The Library of the College has around 9456 books. The Commissionerate of Collegiate Education, A.P. initiated the process of automation of Libraries of Government Degree Colleges. Meanwhile the college is planning with all its efforts to get automation of the library. However in the process the college subscribed INFLIBNET-NLIST. Government of Andhra Pradesh distributes free books

for SC & ST students through SC&ST Book Bank. Magazines and Journals which are useful for various competitive examinations are available in the Library. In addition to the above magazines and journals Daily English, Telugu Newspapers are available in the library. Spacious Study Hall facility is available and utilized by the students. Students are allowed to get Photocopies of the relevant materials. Departmental library is enriched with relevant material. Various Dictionaries and encyclopedias are also available for ready reference.

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

##### Response:

Though the Library acquires a vast number of books annually, The Library of the College did not acquire any new rare books, manuscripts, special reports. The Library strives to maintain the existing collection of books in a proper manner. The Library intends to automate and computerize the vast collection of books. Hence, efforts are concentrated on updating the Library and preserving the existing books for the future generations of the students. To enrich and update the students' knowledge INFLIBNET-NLIST is available.

#### 4.2.3 Does the institution have the following:

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

- A. Any 4 of the above
- B. Any 3 of the above
- C. Any 2 of the above
- D. Any 1 of the above

Response: E. None of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	<a href="#">View Document</a>

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



**Response: 1.44**

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

2017-18	2016-17	2015-16	2014-15	2013-14
2.32	1.87	0	2.61	0.41

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

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

**Response: No**

**4.2.6 Percentage per day usage of library by teachers and students**

**Response: 5.23**

**4.2.6.1 Average number of teachers and students using library per day over last one year**

**Response: 30**

### **4.3 IT Infrastructure**

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

**Response:**

CSTS Government Kalasala is in tune with the recent developments in IT in the present scenario. The college earlier followed the age old tradition of admitting the students through off-line mode. From the academic year 2017-2018 students were admitted into the college through online mode. Earlier Official correspondence of the institution was off-line mode, at present the college is using Gmail and E-Office for official correspondence. College has sent proposals to Commissionerate of Collegiate Education, AP to procure 20 computers for more benefit of the students. The college is under the surveillance of the CC TV and monitoring from the Principal's chamber.

**4.3.2 Student - Computer ratio**

**Response: 16.7**

**4.3.3 Available bandwidth of internet connection in the Institution (Lease line)**

&gt;=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: &lt;5 MBPS

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

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>

#### 4.4 Maintenance of Campus Infrastructure

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

Response: 8.92

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

2017-18	2016-17	2015-16	2014-15	2013-14
0.95	1.18	1.34	1.58	0.66

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>

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

Response:

Primarily, The government of Andhra Pradesh allocates funds for maintaining of campus infrastructure

and facilities. The funds are allocated from the Commissionerate of Collegiate Education AP. The utilization of the funds is monitored by various committees such as. College Planning Development Council (CPDC), Special fee committee, Purchasing committee and Procurement Committee of the college.

The committees of the college look after the maintenance of buildings, class rooms and laboratories. The Committee identifies the minor repairs and renovations that are necessary via periodical surveys. The minor repairs are taken up annually with funds allocated under Minor repair and renovations category with the state government funds. The Purchasing Committee of the College procures the requirements of all the Departments related to furniture, non-consumable and consumable items. The Committee submits the report of identified requirements. The Principal calls for quotations from which the lowest bidder is selected. Principal is the sanctioning authority for orders. The funds are allocated from various funding sources. The various sources of funds are as follows:

Office Budget

Special Fee

Restructured Course fee

In college departments, the stock is crosschecked with the stock register. The furniture and computers allocated to the departments are physically examined. Stock registers are maintained in the Departments by the In-charges for consumable and non-consumable items. The furniture and other items inspected and identified for repair and disposal. after categorized into lists entitled for condemnation and repair. Repairs of various items are carried out on priority basis. The items earmarked for condemnation are enlisted and presented for approval in the Governing Body and the CCE. Upon approval, the items are auctioned. Newspaper advertisement is given in the local newspapers calling for bidders to the auction. The In-Charges of Science Departments are responsible for the maintenance of the Laboratories.

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

Response: 62.96

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

2017-18	2016-17	2015-16	2014-15	2013-14
366	389	374	289	273

File Description	Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	<a href="#">View Document</a>

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

Response: 0.34

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

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

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	<a href="#">View Document</a>

**5.1.3 Number of capability enhancement and development schemes –**

1. For competitive examinations
2. Career counselling

3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

- A. 7 or more of the above
- B. Any 6 of the above
- C. Any 5 of the above
- D. Any 4 of the above

Response: D. Any 4 of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

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

Response: 16.88

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

2017-18	2016-17	2015-16	2014-15	2013-14
141	89	53	163	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

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

Response: 0

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

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

## File Description

## Document

Details of the students benifitted by VET

[View Document](#)

## 5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

Response: Yes

## File Description

## Document

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

## 5.2 Student Progression

## 5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0.3

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

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

## File Description

## Document

Self attested list of students placed

[View Document](#)

Details of student placement during the last five years

[View Document](#)

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

Response: 39.86

## 5.2.2.1 Number of outgoing students progressing to higher education

Response: 57

## File Description

## Document

Details of student progression to higher education

[View Document](#)

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

Response: 0.3

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

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

## 5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
143	139	128	113	169

## File Description

## Document

Number of students qualifying in state/ national/ international level examinations during the last five years

[View Document](#)

## 5.3 Student Participation and Activities

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

Response: 7

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	1	1	1	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>

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

#### Response:

The College has a Student Council consisting of Class Representatives (CR) and Deputy Class Representatives selects by the Students of the respective Classes at the beginning of the academic Year. The council actively participate in conducting the annual activities like Fresher's Day, Annual, college Day, Independence Day, Teacher's Day, Republic Day, Sports Day and Women's Day. The Council also takes up the responsibility of engaging the fellow students in community services like Swachch Bharat. Committees with the help of NSS Units help in organizing parent Teacher Meetings, Alumni Meeting, Blood Donation Camps and Health Camps at the College Level. The Class Representatives take the leading role in all day to day activities in the class. Students have been represented as members in various academic and administrative committees to maintain more transparency in academic and administrative activities. Committees in which students represent as members include.

1. Special Fee committee
2. Grievance Redressal Committee
3. Internal Quality Assurance Cell
4. Literary Committee
5. NSS
6. Anti -Ragging Committee
7. Telugu Literary Association
8. English Literary Association
9. Sports Committee
10. Science Club



11. Hostel Committee
12. Purchasing Committee
13. Cultural Committee

Apart from these Committees, the students, especially Class Representatives are appointed as Members in various co-curricular and extra-curricular clubs of the college like Eco club and Red Ribbon Club. Most of the Activities of the campus are student centric with a view to provide students ample opportunities towards leadership, planning and organizing, management of events by playing dynamic roles.

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

Response: 5.8

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

2017-18	2016-17	2015-16	2014-15	2013-14
8	6	5	5	5

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>

## 5.4 Alumni Engagement

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

Response:

The College has an Alumni Association since 2007. Most of the Alumni are actively associated with the college.

#### ALUMNI MEMBERS ACTIVITIES AND CONTRIBUTIONS:

1. Contributing Furniture and Materials Such as fans, writing boards are provided by Old Students Association (OSA)
3. Contributed Text Books and Reference Books to College General library.

4. Instituted annually endowments (cash awards) and Prizes to deserving meritorious Students to encourage academic Excellence annually.
5. The financial assistance is contributed for the welfare of students such as monetary benefits for paying fees to poor students and gifts for talented students and achievers. Books are donated for library and required infrastructural facilities are also provided.
6. A few Alumni are members on statutory bodies like Academic Council who contribute valuable inputs to customize and revise curriculum to keep pace with the fast changing educational scenario.
7. Contributed to college developmental activities as CPDC Members.
8. Alumni members help the JKC of the college to connect with companies' and organizations to provide job opportunities to the students.

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

? 5 Lakhs

4 Lakhs - 5 Lakhs

3 Lakhs - 4 Lakhs

1 Lakh - 3 Lakhs

Response: <1 Lakh

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

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

Response: 16

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

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

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>

N/AAC

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

Response:

The Principal serves as the head of the institution and work in accordance with the regulations of the commissioner of collegiate Education Andhra Pradesh. The Staff Council, with Principal as its chairperson and the incharges of all departments as its members, play a key role in the planning and implementation of Academic and Administrative plans.

The Principal conducts periodical meetings in consonance with IQAC co-coordinator and staff council to review the progress of the college in all aspects and resolving hindrances. The IQAC co-coordinator of the college review the progress of academic activities. All program conveners of various committees contribute to the planning for implementation and improvement of curricular, co-curricular and extra-curricular aspects of the college and through academic year.

The academic council meets twice in a year and discusses and reviews various aspects of academic resolutions of the boards of studies and administration to approve and offer suggestions and ways to strengthen further. The college planning and development committee (CPDC) has a mechanism for mobilizing public contributions. It is headed by the principal as chairperson and parents, industrialists, businessmen, philanthropists, academic experts are members and a working engineer from the government, alumni, social workers are special invitees.

6.1.2 The institution practices decentralization and participative management

Response:

The college is functioning through participative management to strengthen the organizational development both in academics and administration. Meetings and discussions held with the faculty, students, and the stakeholders time to time ensure active involvement in all phases of development.

The college has decentralized administration which is participatory and transparent in approach. The principal as the head of the institution carries out the administration through well – established statutory and non – statutory bodies. As the Head of the Institution the Principal motivates for better planning, implementation and enhancing the quality in all academic and administrative activities.

Various bodies are constituted for instructional progression with better co-ordination and support. They are:

\* IQAC

\* Academic council

- \* Special Fee committee
- \* College Planning and Development Council
- \* Examination committee
- \* Staff council
- \* Jawahar knowledge centre committee
- \* Admissions committee
- \* Library advisory committee
- \* Anti ragging committee
- \* Games and sports committee
- \* Cultural committees
- \* Student advisory committee
- \* Grievance redressal committee
- \* Women empowerment cell
- \* Students Representative Committee

With all the committees, decentralized and participative governance is warranted to ensure transparency and accountability assuring effective implementation in both academic and administrative aspects.

## 6.2 Strategy Development and Deployment

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

#### Response:

The perspective plan for development comprises the following:

- \* Plans to extend the scope of CBCS and strengthening the continuous internal assessment system
- \* Plans to introduce inter – disciplinary and PG courses in the college to the students
- \* Plans to encourage e – learning through the use of ICT and creation of Wi -Fi hotspots
- \* Plans to empower those students through information, guidance, and training and support services

- \* Plans to enhance the students' domain knowledge and soft skills to attain 100% placement through jawahar knowledge centre (JKC).
- \* Plans to strengthen contribution of the college to the society through the eco-club, NSS, women's empowerment cell, red ribbon club.

**6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism**

**Response:**

The Commissionerate of Collegiate Education is the governing head of the Institution. The Department of Collegiate Education is under control of the Department of Higher Education at the State level.

The college is under the control of Commissionerate of Collegiate Education. At zonal level Regional Joint Director and at Institutional level Principal is the head of the Institution. The Principal is the academic and administrative leader of the College. He/She plans and supervises academic activities and administrative work of the non – teaching staff. The organizational setup of the College consists of:

- \* Commissionerate of Collegiate Education
- \* Regional Joint Director (RJD)
- \* Principal
- \* Faculty (Teaching staff of different subjects)
- \* Non-teaching staff of different cadres.

Teaching and Non-Teaching posts are recruited by Government of Andhra Pradesh. At the Departmental level Commissionerate of Collegiate Education is the head of the Grievance Redressal. RJD at zonal level and Principal at the Institution level are the heads of the Grievance Redressal Cell.

**6.2.3 Implementation of e-governance in areas of operation**

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

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: D. Any 2 of the above

File Description	Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	<a href="#">View Document</a>

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

Response:

The Principal has formed various committees for effective functioning at the beginning of every academic year. Research committee and the IQAC encourage the teaching faculty to submit proposal in the prescribed format to the UGC and other agencies. The principal conducts meetings with the respective committees and analyze their activities in the college such as IQAC, Women Empowerment Cell, Grievance Redressal Committee, Games and Sports Committee, Eco-club, Alumni and CPDC. etc. are some of the committees in the college. The above said committees are functioning according to the minutes of the meetings. The principal review all the resolutions of all the committees and plan for the subsequent academic year.

### 6.3 Faculty Empowerment Strategies

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

Response:

The welfare measures for teaching and non-teaching staff are in compliance with the state Government Rules and Regulations. List of existing Welfare Measures for Teaching Staff:

- Medical Reimbursement
- Employee Health scheme (EHS)
- Leave Travelling Concession(LTC)
- Leave Encashment of Earned Leave
- Half pay leave
- Home loan
- GPF Loan
- Medical Leave

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

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>

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

Response: 4.23

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

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

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

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

Response:

The institution has performance Appraisal System for teaching and non-teaching staff separately.

#### Teaching staff:

Annual Academic Audit is conducted by the Commissionerate of Collegiate Education, Andhra Pradesh. The audit analyses performance of the Individual by observing records. Feedbacks are collected from the students about every staff members. Feedbacks are analysed and suggestions are given by the Principal in a review meeting.

Based on the self appraisal, APIs are submitted in the UGC prescribed format by each staff member to IQAC at the end of the academic year. These proformas are reviewed by the IQAC and the scores are allotted by the Principal based on the evidences and then submitted to the Commissioner of collegiate



- Gratuity
- Special Casual leave for Women
- Child care leave
- Maternity leave
- Paternity leave

List of existing Welfare Measures for Non-Teaching Staff:

- Festival Advance
- Employee Health Scheme (EHS)
- Medical Reimbursement
- Encashment of Earned Leave
- Medical Leave
- Maternity Leave

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

Response: 0

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

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

File Description

Document

Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years

[View Document](#)

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

Response: 0

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

Education.

### **Functioning status of the performance appraisal:**

Performance of the teaching staff is made through academic performance indicators. The academic performance indicator includes three categories:

Category – I: Teaching learning and evaluation related activities

Category – II: Co-curricular, extension and professional development related activities

Category – III: Research and academic contributions

IQAC recommends the teaching staff to prepare academic performance indicators as mentioned above and submit at the end of the academic year. IQAC scrutinizes and consolidates API scores of each lecturer and submit to the principal for awarding scores. Consolidated score of the API is reviewed by the principal and IQAC. A staff meeting is conducted to discuss the weak areas of the prescribed categories and suggest suitable remedies for strengthening the areas. The performance appraisal reports of the teaching staff are submitted to the office of the CCE at the end of every academic year. These scores are updated in the official website of the CCE. API scores are considered for career advancement scheme. Transfers of the teaching staff are also based on the API scores.

### **Non Teaching Staff:**

The principal is authorized to maintain confidential reports of non-teaching staff of the institution and produced at the time of their promotions.

## **4 Financial Management and Resource Mobilization**

### **6.4.1 Institution conducts internal and external financial audits regularly**

#### **Response:**

The accounts of the college are not audited by the Auditor General of Government of India. However, every month the accounts are reconciled with treasury figures. There is an internal audit system audit by Regional Joint Director's office and Commissionerate of Collegiate Education, AP. Salaries are audited by the licenced Auditor quarterly and is submitted to the treasury. The purchasing committee collects the bills and vouchers and submitted to the principal.

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

**Response: 0**

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

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

**File Description**

**Document**

Details of Funds / Grants received from non-government bodies during the last five years

[View Document](#)

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

**Response:**

CSTS Government Degree College, Jangareddigudem is a public funded institution. Budget is allocated by the state Government of Andhra Pradesh for salaries, equipment and other office expenses. The resources are mobilized through self-financing courses, contribution from alumni, and a few non-governmental organizations. SC-ST book bank grants are provided by the State Government. It is an additional assistance for the poor marginalized section of the people. Local philanthropists contributed money to construct Girls Waiting Room and other person assured to provide RO plant, modernization of stage (kalaprananam). Various committees are formed for procurement of equipment and utilization of funds. This is monitored by the Principal from time to time.

**5 Internal Quality Assurance System**

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

**Response:**

The IQAC constantly works for promoting academic excellence in the college. The IQAC guides the teachers in adopting the CBCS pattern and guide in preparation of the annual curricular plan according to the syllabus.

- IQAC facilitates the annual self-appraisal of teachers.
- The collection, analysis and necessary intervention of the feedback from stakeholders is monitored by the IQAC.
- The IQAC facilitates the student counseling process by the respective class counselors. IQAC plays an effective role in implementation of quality assurance procedures.

IQAC Organizes interactive sessions on revised guidelines of UGC and State Government with special reference to filling of API forms calculation of scores and overall process. All these steps taken by the IQAC have helped the teachers forwarding for Excellence in education, enhancing their academic growth as well growth of the college.

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

##### **Response:**

IQAC reviews teaching and learning process and learning outcomes. IQAC conducts a meeting at the beginning of the year with all departments. It instructs to submit annual academic plan. IQAC prepares an institutional action plan based on the consolidated report of action plans of all departments and submits the same to AQAR. IQAC Monitors department performance regularly. The academic committee of the college scrutinizes semester wise implementation of the plan. The co-curricular activities are also reviewed. The IQAC not only prefers to traditional teaching but also encourages ICT enabled teaching. The IQAC encourages the faculty and the students to utilize INFLIBNET-NLIST, SWAYAMPRAKHA Classes as well as MOOCS online courses.

##### **Impact of the practice:**

- Student centric Teaching -learning methodologies like quizzes, debates, Group Discussion etc. are made an integral part of the institution.

#### **REVIEW OF THE ACADEMIC AUDIT BY IQAC**

- IQAC conducts annual internal Academic Audit regularly for the effective and smooth functioning of the College.
- A Time table is prepared for the audit of the department without causing any disturbances in the regular teaching activities.
- Department In charges are informed in advance to update the necessary records for verification.
- All the activity registers and files are verified along with evidences by IQAC Coordinator and Academic officer and necessary suggestion are given wherever required.
- If any lacunae are observed , follow up visit will be conducted to check the progress

##### **Impact of the practice:**

- A uniform academic culture is carried out throughout the college.
- Consistent and efficient mechanism in academics is institutionalized.
- Enhances the quality of the curricular, co- curricular and extra – curricular activities.

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

Response: 1.2

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

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

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
IQAC link	<a href="#">View Document</a>

6.5.4 Quality assurance initiatives of the institution include:

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

- A. Any 4 of the above
- B. Any 3 of the above
- C. Any 2 of the above
- D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
e-copies of the accreditations and certifications	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

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

Response:

**Academic – NAAC recommendations – measures**

1. During the academic year 2015-2016, B.A. (HEE), B.A. (HET) and B.Com Computer Application courses were introduced. During the academic year 2016-2017 B.Sc. (BZC) course was introduced. During the Academic year 2017-2018 M.A. English course was introduced.
2. During the academic year 2017-2018 TALLY Certificate course was introduced and during the academic year 2018-2019 M.S. Office Certificate course was introduced.
3. Faculty from this institution attended the Orientation Course, Refresher course to update their knowledge in teaching.
4. This college obtained 2 (f) in December 2014 and 12 (B) in July 2018.
5. Some philanthropists assured to donate RO plant and roof of the Open Air auditorium.
6. Almost all the staff members are using ICT based teaching.
7. The government appointed and posted 5 new lecturers in various subjects through APPSC.
8. All the departments organize student seminars to enrich their knowledge.

**Administrative - NAAC Recommendations -Measures**

Digital and virtual classrooms are established. R.O plant will be provided by local philanthropists. Biometric devices are setup at various places in the College. Attendance of the students is taken through IAMS App. All official correspondence with higher authorities takes place through E-Office.

Several students won prizes in Intercollegiate /University Games. One of the students from this college participated in National Level Taekwondo in Chandigarh during 2016-2017 academic year. Endowment prizes are given to student excelling in academics, sports, cultural activities.

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

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

Response: 13

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

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

**File Description**

**Document**

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

**1. Institution shows gender sensitivity in providing facilities such as:**

**1. Safety and Security**

**2. Counselling**

**3. Common Room**

Response:

**Security:** All possible measures are taken by the college to provide security and safety of students. The college is surrounded by compound wall. The college timings are from 10 AM to 5 PM. Safe and secured learning environment is created for both boys and girls in the college. The college is under the surveillance of CCTV cameras for providing security. Anti - Ragging Committee is working to aware the students about ragging menace. Women Empowerment Cell conducts meeting exclusively for girls. Health and Hygiene awareness classes by professional doctors are arranged for the benefit of the students. Awareness programmes on Law and Order, Traffic and different government acts are conducted and with Police Officers and Lawyers by the institution.

**Counseling:** Career Guidance and Counseling Cell is providing counseling to the students. This cell looks after early reporting of any experience regarding sexual harassment or gender conflict or any other personal problems. The complaints will be dealt with in a sensitive, equitable, fair and timely manner. Grievance redressal Committee will resolve the specific problems of students. It is a continuous process.

The Career Guidance and Counseling Cell give awareness for choosing of suitable career. Competitive Examination awareness and guidance also provided by the cell.

**Common Room:** The College provides common room to the students of this college for healthy recreation and mutual contact among the students.

### 7.1.3 Alternate Energy initiatives such as:

#### 1. Percentage of annual power requirement of the Institution met by the renewable energy sources

**Response:** 0

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

7.1.3.2 Total annual power requirement (in KWH)

**Response:** 11000

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>

### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 25

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

**Response:** 500

7.1.4.2 Annual lighting power requirement (in KWH)

**Response:** 2000

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>

### 7.1.5 Waste Management steps including:

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

**Response:**



C S T S Government Degree College is committed to pollution free campus and the management of dangerous and solid wastes.

The College goal is to:

- 1.Reduce the wastes.
- 2.Reuse or recycle them.
- 3.Manage them safely.

To everyone who may play a role in the generation and management of these wastes are instructed

#### **Solid Waste Management:**

The institution provides two dustbins to every classroom for wet and dry wastages. It is collected and dumped to two main dustbins in college. Local Municipality employees collect these wastages regularly. Every student is instructed to make college clean and green. Swachh Bharat programme is organised.

The members of Eco-club developed compost pit near the science building for dumping organic waste namely fallen dry leaves, used plant material from botany labs is processed and decomposed into Organic manure which is used for growth of plants.

#### **Liquid Waste Management:**

Wastage drinking water is diverted to nearby college garden.

#### **E-waste Management:**

The E-waste pertaining to computer peripherals and some obsolete electronic equipment is enlisted and confirmed as irreparable by the Furniture Committee. The E- Waste produced in the college is disposed with the assistance of Government authorized dealer.

### **7.1.6 Rain water harvesting structures and utilization in the campus**

#### **Response:**

Rainwater harvesting is the collection and storage of rainwater for reuse on-site, rather than to waste it. Rainwater can be collected from rivers or roofs, and in many places, the water collected is redirected to a deep pit. Rain water harvesting structures are used in the campus to store water for the usage. This water is used for gardening in the campus. The rainwater is collected from college roof buildings and high level areas and it is stored near the Science Block. This helped the college to water the garden. Due to this water levels in the campus raised steadily. All the plants are getting enough water.

### **7.1.7 Green Practices**

- Students, staff using

- a) Bicycles
- b) Public Transport
- c) Pedestrian friendly roads
- Plastic-free campus
- Paperless office
- Green landscaping with trees and plants

**Response:**

CSTS Government Kalasala is an Eco-friendly campus. The institution is committed to preserve and protect the environment. The college is surrounded by green trees.

Almost 30% of the students reach the campus by bicycles and keep them in the space provided for parking. Students and staff are encouraged to use bicycles as transport. Almost 30% of the students use public transport and 40% on foot to reach the campus. The last Saturday in every month is observed as vehicle free day. No motor vehicles are allowed into the campus on that.

The college has spacious kachcha roads. The internal roads are covered with greenery on both sides. plantation is done by the students and staff with the active participation of NSS volunteers. The maintenance of the greenery on the campus is undertaken by NSS Volunteers & Eco-club consisting of staff and students. The weeds and unwanted bushes are removed regularly involving services of NSS Volunteers.

Students are not allowed to use plastic bags in the campus. Students are suggested not to burn plastic bags. Campus Cleaning is conducted by the faculty and the students. The two Units of NSS regularly conduct campus cleaning as part of Swachh Bharath.

E-Office is implementing in the college. Official correspondence takes place with the e-office. The college is moving towards computerization day by day by reducing paper work and use of papers. Salaries, scholarships and other payments are made online. Attendance of students is monitored through IAMS (Integrated Attendance Management System) mobile app. Examination results are announced through website.

The institution has three gardens. Two gardens are maintained by NSS Volunteers. Another garden is maintained by Department of Botany. Medicinal, aromatic and other useful plants are adopted and protected by science students.

### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response: 0**

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

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

File Description	Document
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

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

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

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: D. At least 2 of the above

File Description	Document
Resources available in the institution for Divyangjan	<a href="#">View Document</a>

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

Response: 14

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

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

**File Description****Document**

Number of Specific initiatives to address locational advantages and disadvantages

[View Document](#)

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

**Response: 9**

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

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	1	1	1

**7.1.12**

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

**Response: Yes**

**File Description****Document**

URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics

[View Document](#)

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

**Response: Yes**

**File Description****Document**

Provide URL of website that displays core values

[View Document](#)

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

**Response: Yes**

<b>File Description</b>	<b>Document</b>
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>

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

**Response: Yes**

<b>File Description</b>	<b>Document</b>
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

**7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions**

**Response: Yes**

<b>File Description</b>	<b>Document</b>
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

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

**Response: 25**

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

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

<b>File Description</b>	<b>Document</b>
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

### 7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

#### Response:

This institution is committed to celebrate National festivals and birth/death anniversaries of the great Indian personalities.

- On 05/08/2014, swachch Bharath was conducted in the college. Volunteers cleaned the college premises and cleared the bushes in the college.
- On 15/08/2014, Independence Day was celebrated in the college. Importance of the Independence was explained to the volunteers. National Flag was unfurled. Debate, Essay writing, Quiz, role plays were conducted on life and messages of National leaders.
- On 30/08/2014 Mother Language Day was celebrated in the college. The importance of Mother Tongue, life and message of Gidugu Rama Murthy was explained to the students.
- On 05/09/2014 Teacher's day was celebrated in the college. Life and services of Sri Sarvepalli Radha Krishna was explained to the Volunteers. Debate and Elocution was conducted on his life and message.
- On 14/11/2014 children's Day was celebrated in the college. Life and services of the Jawaharlal Nehru was explained to the students.
- On 10/08/2016 Quit India 75 years Celebration was conducted in the college. Significance of the Quit India program was explained.
- On 15/08/2016, Independence Day was celebrated in the college. Importance of the Independence was explained to the volunteers. National Flag was unfurled. Debate, Essay writing, Quiz, role plays were conducted on life and messages of National leaders.
- On 14/11/2016 children's Day was celebrated in the college. Life and services of the Jawaharlal Nehru was explained to the students.
- On 4/01/2017 Women teacher's Day was celebrated in the college. Rama Bai Phule's life and message was explained.
- On 13/02/2017 we conducted review of women parliament. Life and message of Sarojini Naidu was explained.
- On 14/02/2017 we conducted Sanjevayya Jayanthi program in our college.
- On 15/08/2017, Independence Day was celebrated in the college. Debate, Essay writing, Quiz, role plays were conducted on life and messages of National leaders.
- On 30/08/2017 Mother Language Day was celebrated in the college. life and message of Gidugu Rama Murthy was explained to the students.
- On 05/09/2017 National Teachers Day was celebrated. Life and services of Sri Sarvepalli Radha Krishna was explained to the Volunteers. Debate and Elocution was conducted on his life and message.
- On 25/01/2018 national voters' day was celebrated. Importance of Right to vote explained and motivated to enroll as voters.

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

This institution maintains complete transparent mechanism of financial, academic and administrative activities. The college has following committees

**Financial Transparency:**

The College receives financial support from Government time to time. These grants are utilized as per Government rules and regulations. This institution has College Planning and Development Council (CPDC), Purchase Committee, Staff committee and Special Fee Committee. The Principal is the chairperson of all the committees. In procurement process at least three quotations are taken and the best possible articles procured.

**Academic and Administrative Transparency:**

This institution is a government college under the purview of Commissionerate of Collegiate Education. It is affiliated to Adikavi Nannaya University, Rajamahendravaram. Academic Curriculum is prepared by the University and richly followed. Academic calendar is displayed on the college website. Examination committee guides the students through displaying Examination Notifications on the Notice Board. The marks allotted for the internal are disclosed and cross verified. The final validated marks lists are communicated to the university.

**2 Best Practices****7.2.1 Describe at least two institutional best practices (as per NAAC Format)****Response:**

This institution is committed to implement the best practices academically and beyond the classroom applying the knowledge for society.

**Vehicle free day**

**Vehicle free day conducts last Saturday of Every Month.**

**Goal:**

Air pollution is one of the major problems today. Both plant and animal kingdoms are affected by air pollutions. The depletion of the ozone layer causes global warming. The goal of this practice is creating awareness among the students and the public about the imminent dangers and hazards.

**The context:**

Carbon dioxide and Carbon monoxide gases released by vehicles are the major air pollutants. A high level of these gases in the atmosphere cause respiratory problems like bronchitis, asthma and respiratory distress. According to an observation of the world health organization, India has the highest death rate due to air pollution, mainly in the form of respiratory related complications.

In this context it is necessary that the college should adopt a practice that is not only educative but also contributes to the public cause. Reducing air pollution can be achieved to some extent by avoiding vehicular emission into the atmosphere.

In this context a day in the month can be made vehicle free. Both staff and students can use public transport, bicycles and on foot. So the college has earmarked the monthly last Saturday as vehicle free day.

#### **The practice:**

Motor vehicles are not allowed into the college on last Saturday of every month. The staff and the students can use public transport or make some of their arrangements. College gates are not opened on that day to allow any motor vehicle inside. However some exceptions are allowed on health or other grounds.

#### **Evidence of success:**

The percentage that followed this practice increased. The number of vehicles parked outside the college gate on the last Saturday decreased.

#### **Plastic free campus**

Every month third Saturday plastic free day is conducted by students and staff.

#### **Goals:**

The goal of this practice is to clean the campus, make the students to participate Swachh hi seva, generate awareness on usage of plastic in the campus and say "no" to plastic bags.

#### **The context:**

Most of the students use plastic shopping bags and other plastic items in their daily life. They throw away plastic in the college campus. These plastic bags are very harmful to living beings.

#### **The practice:**

The staff council identified the plastic problem in the college campus. It is decided to conduct plastic free day on every third Saturday. Students were asked not to bring any plastic bags to the college. Students were instructed and guided by the staff to clean the college premises. Students and staff actively participated in plastic free day on every month third Saturday. Due to this plastic material was collected and college atmosphere was changed. Now the college atmosphere is neat and tidy.

#### **Evidence of Success:**

\*Students say "no" to plastic bags.



\*Students and staff also carry bio-degradable bags.

\*Students use dustbins instead of throwing the waste material on the floor.

### **FINANCIAL ASSISTANCE TO POOR AND NEEDY STUDENTS**

#### **GOAL:**

The goal of this practice is to provide financial assistance to bright students who are not availed any type of Scholarship.

**THE CONTEXT:** As this college caters the needs of socially and financially weaker sections of the rural area most of the students are eligible for Government welfare scholarship schemes. There are certain section of students who excels in education but not eligible for scholarships.

**THE PRACTICE:** The staff identifies the students who are in need and excel in studies and deprived external financial support. They are given financial support from the funds donated by the teaching, non-teaching staff and philanthropists.

#### **PROBLEMS ENCOUNTERED RESOURCES REQUIRED :**

The fund raised for this practice is not sufficient to reach its goals.

### **7.3 Institutional Distinctiveness**

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

##### **Response:**

At the beginning of the college B.A. and B.Com. Courses were introduced. B.Sc., (Maths, Physics and chemistry) was introduced in the year 2000 and B.Sc. (Maths, Physics and Computer Application) was added to the courses in the year 2001. During the Academic year 2015-2016 B.A. (HEE and HET) were introduced. During the academic year 2016-2017 B.Sc (B.Z.C) and during the Academic year 2017-2018 M.A. (English) courses were introduced.

From its inception the College is serving the cause of education to the socially and economically backward communities i.e. SC, ST and OBCs. This is the only Government Degree College in the revenue district of Jangareddigudem, which is predominantly a Tribal area.

##### **Affiliation for Post Graduation Courses:**

The University has granted affiliation for one post graduate course in English. This M.A. (English) course is helpful to develop English Language Skills which are very helpful for getting employment opportunities.

**Jawahar Knowledge Centre:**

JKC of this college is serving at its best for the needs of students in preparing for the competitive examinations and communication skills.

NAAC

## 5. CONCLUSION

### Additional Information :

Sports Authority of India sanctioned 2 crores to construct Indoor Stadium at the college premises. The staff council under the chairmanship of Principal sent the letter to higher authorities to start the proposed Indoor stadium. It will be great source for the sports persons. Recently 5 permanent lecturers were appointed through Andhra Pradesh Public Service commission. The college has no sanctioned Principal post. Hence nearby college Principal has taken as FAC principal. Commissionerate of Collegiate Education is keen on to get permission from the government to sanction the Principal post to the college.

### Concluding Remarks :

From its inception the college has been serving the cause of education to the society. This institution committed for upliftment of rural and tribal community in and around of Jangareddigudem. From 44 years of outstanding services, the institution has been emerging as an education hub in the educational scenario of rural and needy community. It is an appropriate time to assess its strengths and weaknesses, to bring the institution on the path of quality enhancement by withering its weaknesses. The faculty is also very keen in bringing-out the quality of improvement in all spheres by subjecting the institution to undergo the process of Assessment and Accreditation by NAAC.

The Principal, the staff, and the students of the college are being motivated by Dr.Sujatha Sharma, IAS, Special Commissioner of Collegiate Education, Andhra Pradesh for NAAC assessment and accreditation. The institution is grateful for Special Commissioner of Collegiate Education, AP for giving guidance in preparation of Self Study Report and various aspects for Assessment and Accreditation process of NAAC.

It is hoped that the Assessment and Accreditation by NAAC will open new doors of quality consciousness and help the institution to serve the students and the community and the nation in a better way.