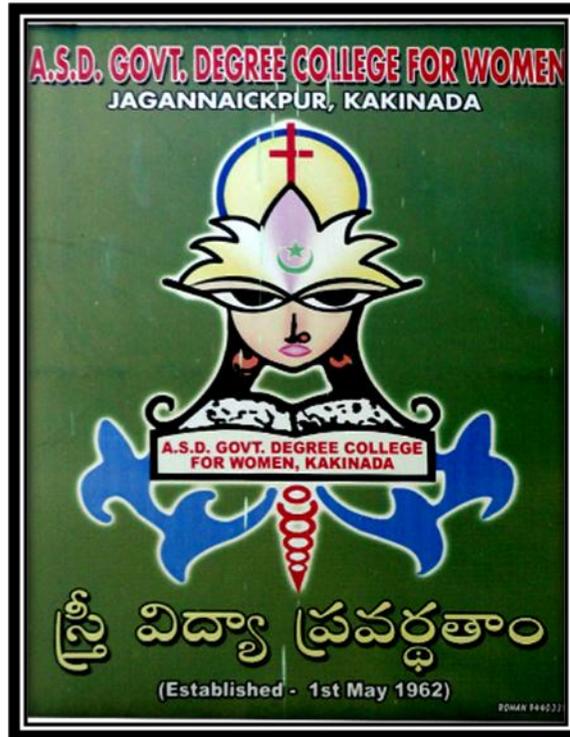


**ANNUAL QUALITY ASSURANCE REPORT(AQAR)  
2017-18**

**Submitted to  
NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)  
Bangalore**



**A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (A)  
(RE-ACCREDITED BY NAAC WITH 'B' GRADE)  
KAKINADA, EAST GODAVARI – 533 002**

Part – A

**1. Details of the Institution**

1.1 Name of the Institution

A.S.D. Govt. Degree College for  
Women(Autonomous), Kakinada.

1.2 Address Line 1

46-8-4

Address Line 2

Jagannaickpur

City/Town

Kakinada, East Godavari

State

Andhra Pradesh

Pin Code

533 002

Institution e-mail address

jkcrjyec.asdkkd@gmail.com

Contact Nos.

0884-2378446, 0884-2386420

Name of the Head  
of the Institution:

Dr. D. Ratnagiri Usha

Tel. No. with STD Code:

0884-2386420

Mobile:

91-9848318986

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID   
(For ex. MHC0GN 18879)

1.4 NAAC Executive Committee No. & Date:  
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:   
<http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	76.75	2005	2010
2	2 <sup>nd</sup> Cycle	B	2.26	2011	2016

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

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

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

- i. AQAR 2011-12 Submitted to NAAC on dt: 15.09.2012 (DD/MM/YYYY)
- ii. AQAR 2012-13 Submitted to NAAC on dt: 30.09.2013 (DD/MM/YYYY)
- iii. AQAR 2013-14 Submitted to NAAC on dt: 28.08.2014 (DD/MM/YYYY)
- iv. AQAR 2014-15 Submitted to NAAC on dt: 25.8.2015 (DD/MM/YYYY)
- v. AQAR 2015-16 Submitted to NAAC on dt: 17.7.2017 (DD/MM/YYYY)

### 1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College  Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

### 1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

Adikavi Nannaya University,  
Rajahmahendravaram

1.13 Special status conferred by Central/ State Government--

UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

State

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 09

2.11 No. of meetings with various stakeholders:  Faculty

Non-Teaching Staff / Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Preparation and submission of SSR to NAAC for Assessment and Accreditation
- Biometric Attendance is made compulsory for the students along with the staff members
- Cluster system is adopted in the V and VI semesters
- Establishment and effective usage of Virtual Classrooms for Teaching-Learning
- Entered into MoU with R&B for the construction of 4 new classrooms worth 70 lakhs and Upgradation of a New Commerce Block worth 60 lakhs under RUSA Scheme

### 2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements/Outcomes
Effective Teaching Learning Methodologies	<ul style="list-style-type: none"> <li>• Virtual class rooms are utilized effectively for Teaching-Learning.</li> <li>• Staff and students have enrolled themselves for MOOCS courses on various platforms</li> </ul>
Improvement of Infrastructure	<ul style="list-style-type: none"> <li>• Established two Virtual Class rooms and three Digital Classrooms</li> <li>• Biometric equipment installed and Biometric attendance implemented effectively for both students and teachers</li> </ul>
Eco friendly Campus	<ul style="list-style-type: none"> <li>• Regular plantation drives are conducted in the campus</li> <li>• Plastic free day is followed on every Monday</li> <li>• Vehicle free day is followed on every 4<sup>th</sup> Saturday</li> <li>• Two Rain water harvesting pits are maintained in the campus</li> <li>• Compost pit is maintained near the hostel</li> <li>• Solid waste converter Templeton is maintained in the hostel</li> </ul>
Gearing up of college towards new methodology of NAAC A&A	<ul style="list-style-type: none"> <li>• Regular faculty forums were conducted in the college and educated the teaching staff on the new methodology of NAAC A&amp;A</li> <li>• Submitted SSR for NAAC A&amp;A successfully</li> <li>• IQAC visited all the departments and verified the records of the last five years thoroughly and given necessary suggestions for improvement</li> </ul>

\* Attached the Academic Calendar of the year as Annexure I.

2.16 Whether the AQAR was placed in statutory body Yes  No

Provide the details of the action taken

Management  - Syndicate  - any other body  ✓

The AQAR was placed before the Staff Council to provide them first hand information on overall institutional developments and to invite suggestions if any.

Part – B

Criterion – I

**1. Curricular Aspects**

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	01	01	-	-
UG	11	01	02	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	02	01	-	-
Others	-	-	-	-
<b>Total</b>	14	03	02	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

Pattern	Number of programmes
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Semester	<ul style="list-style-type: none"> <li>All the Programmes are in CBCS Pattern with option of Elective courses</li> <li>Since 2017-18 Cluster system in VI Semester is adopted.</li> </ul>
Trimester	-
Annual	-

### 1.3 Feedback from stakeholders\*

Alumni  Parents  Employers  Students   
*(On all aspects)*

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

\*Please provide an analysis of the feedback in the Annexure

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

The college is Autonomous and affiliated to Adikavi Nannaya University. As per University rules the college is following university syllabus with 20 percent modifications which are done in the Boards of Studies conducted every year by involving University Nominee, Subject Experts, Alumni, Students and the Department Teachers. In the BOS along with the syllabus modification additional inputs are included wherever necessary which will be taught to the students but are not included in evaluation. The examination pattern is also discussed. Action plans for conducting seminars, workshops and any other co-curricular activities are also discussed.

Since 2017-18, Cluster system is adopted by the institution where the students are given a choice to opt for any one cluster from the three subjects they have studied in the course.

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

Yes

- In Under graduation B.A H.E.T Program, which is employment oriented is introduced to provide employment opportunities for the students in the booming sector of Travel and Tourism.
- In Post-graduation M.A. Telugu is introduced owing to the demand of students and parents.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
40	19	-	-	21

2.2 No. of permanent faculty with Ph.D.

03

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
19	28	-	-	-	-	-	-	19	28

2.4 No. of Guest and Visiting faculty and Temporary faculty

17

-

4

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	20	-
Presented	-	03	-
Resource Persons	-	-	-

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

- ICT Enabled teaching, powerpoint presentation virtual classrooms, digital classrooms are the sophisticated educational technologies present in the College which enhances the teaching and learning experiences of the students.
- Activity based approach promote learning by problem solving and inductive thinking.
- Participatory learning activities are provided in the form of paper presentations charts and models preparation group discussions case study presentations industrial and educational tours navigating e-books and e-journals
- Media presentations including you-tube clicks allow students to respond to what they have seen and conduct a class analysis of the main idea implications strengths and limitations of the presentations.
- Students attain hands on experience and practical perspective to their subject through field works, surveys and project works assigned to them regularly

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

180
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2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Until 2014-15 the College was Non Autonomous and affiliated to Adikavi Nannayya University and hence followed Annual Examination System i.e 20 marks for Internal Evaluation and 80 Marks for External Evaluation.
- The College since 2015-16 is following the Semester system and the students have been evaluated continuously by Two Internal Assessments per semester.
- As a part of Examination reforms, the College has introduced Grading system based on CGPA score on a 10 point scale from the academic year 2015-16.
- Using of stitched answer booklets to conduct examination with security features is implemented for both mid and semester end exams.
- The final year results are declared within one month from the last day of examination to ensure that the students do not miss any opportunity in their professional career.
- Paying of exam fee is exempted, scribe is provided and passing minimum is fixed as 30% to visually challenged students.
- The examination Cell has adopted IT integration for the smooth and efficient functioning. It is integrated in the Application generation, Printing of Hall tickets, Generation of D-Forms, Generation of Code Numbers and also decoding process, Generation of bundle slips, Generation of Award Lists, Printing of Marks statements with Student Adhar Number & Mother's Name from 2015 batch onwards, Printing of consolidated Marks Statements and Provisional Certificate with security features.

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

19(BOS Members)	-	04(Curriculum Development workshops)
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2.10 Average percentage of attendance of students 

85%
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2.11 Course/Programme wise

distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	43	17.55	23.25	29	20.9	90.70
B.Com	111	17.14	38	30.47	18.09	94.59
B.Sc.	126	16.12	37.63	45.16	36.5	73.81

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

1. The IQAC guides all the departments in conducting their academic activities. It convenes a quarterly meeting with all staff members at the principal chamber to discuss the drawbacks and requirements of each faculty.
2. IQAC encourages and monitors the utilization of the virtual and digital classrooms, MANA TV Programs by verifying the Log books of the same.
3. Internal academic audit is conducted at the end of the academic year to scrutinize all the activities conducted by the departments and their complaints with the action plans.
4. College level Annual academic activity register is maintained in which all the activities are recorded by the concerned departments and the same is scrutinized by IQAC.

#### 2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	05
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	01

Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	01
Others	-

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	21	16	-	-
Technical Staff	-	-	-	-

### Criterion – III

#### 3. Research, Consultancy and Extension

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

- Utilization of Autonomy funds for conducting seminars and workshops by various departments
- Sensitizing the staff to submit Research Project proposals to various funding agencies
- Motivating the faculty to register for PhD
- Motivating the staff to participate and present papers in various national and International seminars and conferences
- Encouraging the students to take up field oriented project works

##### 3.2 Details regarding major projects

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

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	-	-
Non-Peer Review Journals	-	-	-
e-Journals	03	-	-
Conference proceedings	-	03	-

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

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

3.10 Revenue generated through consultancy

3.11 No. of conferences  
 Organized by the  
 Institution

Level	International	National	State	University	College
Number	-	03	-	-	-
Sponsoring agencies	-	UGC	-	-	-

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows

of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

-      -

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

-

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

JRF      -      -      Project Fellows      -      Any other      -

3.21 No. of students Participated in NSS events:

University level      -      State level      -

National level      -      International level      -

3.22 No. of students participated in NCC events:

University level      20      State level      02

National level      06      International level      -

3.23 No. of Awards won in NSS:

University level      -      State level      -

National level      -      International level      -

3.24 No. of Awards won in NCC:

University level      03      State level      -

National level      -      International level      -

3.25 No. of Extension activities organized

University forum  College forum   
 NCC  NSS  Any other

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated in such activities	Number of students participated in such activities
Kishori Vikasam	Women Empowerment Cell & Department of Women and Child welfare	02	30
Voluntary Blood Donation Camp	Rotary Blood Bank, Kakinada	10	50(20 students donated blood and another 30 students participated in conducting the program)
Beach Clean up	Indian Coast Guard	3	150
Open Defaecation Free India Survey	Kakinada Municipal Corporation	18	200
SHE Teams formation	Police department, Kakinada	03	50
Women Apps	Municipal High school, Jagannaickpur , Kakinada	04	30
10 day Orientation cum Awareness program on Health,Hygiene and Nutrition	St.Anns Girls High School, Jagannaickpur	04	20
Janmabhoomi,Ma ooru	Panchayat, Kakinada Rural	10	200
Swastya Vidya Vahini	Office of DM&HO, Kakinada	--	24
Distribution of Ganesh Clay Idols as a green initiative		04	10
Awareness program on Anaemia	GMR Varalakshmi Foundation	2	10
Awareness on causes and preventive measures of anaemia	--	01	10
Nutritional awareness for pregnant and lactating women	Mama Protinex	04	10

Awareness on dietary guidelines	ICDS	01	10
ODF India	Kakinada Municipal corporation	0	30
AIDS day Rally	YRC	04	50
Swami Vivekananda Birthday Celebrations	Youth Red Cross	04	30

#### Criterion – IV

#### 4. Infrastructure and Learning Resources

##### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1763.28sqm	-	-	1763.28sqm
Class rooms	14	-	-	14
Laboratories	08	-	-	08
Seminar Halls	01	-	-	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	06	UGC	06
Value of the equipment purchased during the year (Rs. in Lakhs)	-	60,00,000/-	UGC	60,00,000/-
Others	-	-	-	-

##### 4.2 Computerization of administration and library

- **E office:** E-office has enabled paperless administration with more efficiency, accountability and transparency. Data movement is more fast and easier compared to the manual system. Data transmission has become more efficient. E-office has facilitated the following :
  - Maintenance of student data base
  - Maintenance of teaching and non-teaching data base
  - Maintenance of alumni data base
  - Maintenance of leave records
  - Creation of a data pool of all the official records
  - Online submission of student particulars to the welfare departments
  - Online Disbursement of scholarships
  - Maintenance of payroll records
  - Salaries and pensions are disbursed through CFMS and PFMS
- **Computerisation of Library:** Library is partially automated with SOUL software version 2.0. The students and staff utilize the E-Library resources in teaching and learning.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	43,060	Rs.17,10,865	82	Rs.41,792	43,142	Rs.17,52,657
Reference Books	1409		1845	Rs.3,31,000		
e-Books	-					
Journals	291	9362	-	-	291	9362
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others(specify (Physical Edn.& Encyclopaedias)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	89	02	50 MBPS	04	-	-	16	-
Added	-	-	100 Mbps	-	-	Partially auto	-	-

						mated		
Total	89	02	-	04	-	-	16	-

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- Fibernet Internet is provided in the College with bandwidth of 100 Mbps.
- All the departments are provided with internet connection and access is provided to the students of the department.
- The 2 computer labs and JKC lab is provided with LAN Connectivity and internet access which the students use for practical purposes and also browsing.
- The Department of Computer Science has been extending its support to train staff and students on basic Computer knowledge.
- One day training program is provided for all the non-teaching staff on E-Governance.
- Non-teaching staff are trained in E-Governance by the University.

4.6 Amount spent on maintenance in lakhs:

i) ICT	-
ii) Campus Infrastructure and facilities	-
iii) Equipments	--

iv) Others

-

**Total :**

--

## **Criterion – V**

### **5. Student Support and Progression**

#### **5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

- Awareness is provided for the students on the different scholarships of both the government and non-government organizations in the induction program conducted for freshers at the beginning of their academic year
- Students are taken for a College Campus visit to show all the support services available in the campus like canteen, College Hostels, Health Center, Gymnasium, Jawahar Knowledge Center, etc.,
- Career guidance programs are provided for the outgoing students to enlighten them on the different career options available after their graduation by inviting eminent resource persons.
- All the departments are encouraged to conduct PG entrance coaching to the outgoing students.
- The advertisements of various job opportunities are displayed in the notice board for the benefit of the students.
- The NCC unit of the College trains the students and encourages them to appear for various NCC certificate examinations.
- NCC students participate in various State and National level Camps.
- The 2 NSS units conduct regular and special camps for the volunteers to inculcate social service and also leadership skills.
- JKC of the College conducts various training programs on communication and soft skills to enhance the employability opportunities.
- JKC conducts regular campus drives in the College.
- Health Center of the College conducts health check-up camps for the students by inviting Health Personnel from reputed hospitals.
- Counselling services are provided for the students on both the academic and personal issues by their respective mentors

### 5.2 Efforts made by the institution for tracking the progression

- Alumni registers are maintained by all the departments in which their higher progression details are recorded.
- JKC maintains records of all the students with the particulars of their employers and correspondence details
- Feedback is collected from the alumni.
- Social media is also used to track the student progression.

### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1026	29	-	-

(b) No. of students outside the state

15

(c) No. of international students

-

Men	No	%	Women	No	%
	-	-		1055	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
128	428	41	531	-	1128	151	331	38	506	-	1026

Demand ratio: 1:2

Dropout %: 2%

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

Eleven departments gave PG Entrance coaching to final year outgoing students. a total of 61 **Students** from 11 departments got benefitted by joining **P.G Courses**.

No. of students beneficiaries

61

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

- **Counselling:** Mentor-Mentee system is institutionalized since 10 years in the institution. All the full time teachers are acting as Mentors. Each Mentor is allotted 30-40 Mentees .Printed Mentor-Mentee forms of their concerned Mentees are maintained by the Mentor wherein the personal details, Academic details and the details of the regular mentoring sessions are recorded in the forms. Every Saturday first hour is allotted for the Mentor - Mentee Class. Beyond that if any need arises the Mentee has all the freedom to go and meet their Mentor for any guidance. Counselling is not limited to academic matters but also covers even the personal problems of the students
- PG Entrance Coaching is conducted by all the departments for the outgoing students. Students are guided on online submission of application to the various universities for PG programs

No. of students benefitted

90

5.7 Details of campus placement

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

06	498	284	-
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### 5.8 Details of gender sensitization programmes

Department of Home Science is conducting a 10 day Orientation program for the adolescent girls in the nearby schools in which they are sensitized on gender equality

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	521	Rs.1,358,569/-
Financial support from other sources	Endowment Prizes	Rs.80,000/-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: nil (Major) 03 (Minor)

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**Vision:**

The College envisages to evolve into a premier Institution imparting quality education embedded with values and Skills leading to the development of Nation through the empowerment of women especially those hailing from the marginalized sections of the society.

**Mission:**

- Empower young women to face the challenges of life with courage and commitment.
- Mould the students as builders of a just and humane society founded on ethical values
- Promote a learning community in which all especially those from less privileged sections form an integral part to create a holistic personality development.
- Provide need- based and skill- based training, to create a workforce of women with abilities to globally compete to entrepreneurs, to be self-reliant.

## 6.2 Does the Institution has a management Information System

Management Information System is adopted for the smooth and efficient functioning of the institution at all the levels. The administration has been made technology operated and system driven. Currently modules in operation in the institution are

- **E office:** Eoffice has enabled paperless administration with more efficiency, accountability and transparency. file movement is more fast and easier compared to the manual system. Data transmission has become more effective. eoffice has facilitated the following :
  - Maintenance of student data base
  - Maintenance of teaching and non teaching data base
  - Maintenance of alumni data base
  - Maintenance of leave records
  - Creation of a data pool of all the official records
  - Online submission of student particulars to the welfare departments
  - Online Disbursement of scholarships
  - Maintenance of payroll records
  - Salaries and pensions are disbursed through CFMS and PFMS
- **Automation of Examination section:** The examination Cell has adopted IT integration for the smooth and efficient functioning. It is integrated in the following aspects:
  - Application generation
  - Printing of Hall tickets
  - Generation of D-Forms
  - Generation of Code Numbers and also decoding process
  - Generation of bundle slips
  - Generation of Award Lists
  - Printing of Marks statements with Student Adhar Number & Mother's Name from 2015 batch onwards
  - Printing of consolidated Marks Statements and Provisional Certificate with security features
  - Tabulation of results
  - Department wise backlog list
- **Central address system:** CAS has facilitated an effective communication system in the institution. It enables to communicate any emergency information to the staff and students and is time and energy efficient
- **Intercom telephones:** Principals office, administrative office and all the departments are interconnected through intercom phones. They have been very effective in communicating any official information one to one basis.
- **Biometric attendance:** Biometric attendance is adopted for both the staff and the students to inculcate punctuality and accountability. It has replaced the manual recording of attendance of the students. Students are accountable for each hour as the biometric attendance is recorded for each class. The manual attendance can be manipulated but biometric attendance is highly accurate.

Biometric attendance has not only improved the student attendance but also developed a sense of punctuality. Maintenance of leave records of the staff also has become easy and efficient.

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

#### 6.3.1 Curriculum Development

The common core curriculum prescribed by APSCHE and recommended by the parent university and the model national curriculum developed by UGC is adopted by the College and is tailor made in boards of studies to suit the national and global needs. Learning objectives are specified in order to facilitate and warrant the assimilation of specific outcomes of the program and courses. While revamping the curriculum the College keeps the inculcation substance and promotion of core, ethical and human values. The foundation courses lay emphasis on imparting civic sense citizenship responsibilities, ethical and human values and environmental consciousness among the students

#### 6.3.2 Teaching and Learning

The teaching learning process in the College is student centric where the students are actively involved and engaged in the learning process. The College encourages the personal intellectual and professional development of the students by promoting critical creative and ethical thinking and making sustain and continuous effort to improve the teaching learning process by using participatory learner centred mode. ICT enabled teaching is adopted to provide virtual learning experiences and enrich there knowledge with the latest developments in the field

#### 6.3.3 Examination and Evaluation

The college is following the semester system and the students are evaluated continuously by two internal assessments per semester. The grading system is introduced based on CGPA score on 10 points scale from the academic year 2015-16. Examination booklets used for both mid and semester end exams are provided with security features. The final year results are declared within one month from the day of last examination to ensure that the students do not miss any opportunity in their professional front.

#### 6.3.4 Research and Development

Research culture is promoted in the College by the active research committee established in the College. Faculty members are encouraged to register for Ph.D. programs. Information and guidance is provided on the various funding agencies for research to motivate the faculty to apply for major and minor research projects (MRPs). All the departments are encouraged to enter into MoUs with the industries and employers to train the students and provide employment opportunities. Students are encouraged to take up the field based projects to inculcate research temper among the students.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Central library provides access to the E-resources to the students along with the reference books and text books. Library is regularly updated by adding the latest versions of books, journals and mazines. All the departments have the department libraries which provide the necessary subject related books to the students.

Virtual and digital classrooms are established with RUSA funds for ICT enabled teaching. Internet facility with the bandwidth of 100 Mbps is provided in the College. All the departments are provided with a computer and internet connectivity.

For the practical purpose all the science laboratories are equipped with necessary equipment and latest equipment is added whenever the funds are available.

### 6.3.6 Human Resource Management

- Training programs are arranged for the non teaching faculty in Computer skills and eGovernance for effective functioning
- Faculty Forum is established in the college which provides a healthy platform for presenting and discussing various general topics
- Institution deputes the staff for training programs and work shops conducted by varioys other colleges

### 6.3.7 Faculty and Staff recruitment

- The faculty and staff recruitment is done by the Govt of A.P through APPSC (Andhra Pradesh Public Service Commission) and also through promotions and transfers. However, the vacant posts are engaged with Contract, Guest faculty and outsourcing staff.
- Highly qualified teachers are appointed in the vacant posts by advertising in the newspapers and selecting them based on their performance in the Interview and Teaching Demonstration

### 6.3.8 Industry Interaction / Collaboration

- The Department of **Commerce** entered into **MOU** (Memorandum of Understanding) with Durga Prasad Consultancy to train the students on Taxation and GST and provide skill based training
- Department of Physics has entered into an MOU with M/S Solar Systems to offer a Certificate course to the students in solar systems and also provide support for conducting practicals in the same
- Jawahar knowledge Center has MOUs with various organisations for conducting Certificate courses
- Industry Experts are acting as members of Boards of Studies of various departments
- Invited lectures are organized for the students by Industry experts
- Science departments organise Industrial tours to the nearby industries to provide exposure and first hand experiences to the students
- Arts and Humanities departments organise visits to the various historical places and Archeological museums

### 6.3.9 Admission of Students

Admission process is open, transparent and made on merit basis. Government / University norms are followed in selections. There is no specific cut off mark in the selection procedure. Admissions are made for Conventional, Self finance and Vocational courses. During the time of the admissions the institution practices decentralization of work by involving all the staff members. Admissions are made for conventional (B.A., B.Sc., B.Com.), self finance(B.Sc.-CBMB and M.P.Cs) and vocational(B.Com-Computers) courses. Admissions Committee is constituted for the convenience of the entire process. The Committee includes Course-wise Conveners along with members. The Coordinator is assisted by Conveners of all groups who are headed by the Principal. The Subject Conveners verify the credentials and relevant certificates of the candidates. The Coordinator reviews and monitors the admission process of all the courses. Finally, Principal approves all the merit lists of all groups.

### 6.4 Welfare schemes

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

	Gratuity Special Casual leave for Women Child care leave Maternity leave & Paternity Leave
Non teaching	Festival Advance Education Loan Employee Health Scheme (EHS) Medical Reimbursement Leave Travelling Concession (LTC)
Students	Welfare Scholarships, Health insurance, Proficiency and Endowment prizes for meritorious students. Merit Scholarships from Charities and Indira Kranthi Scholarship from the Government.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done  Yes  No ✓

6.7 Whether Academic and Administrative Audit (AAA) has been done?  Rs: 25,000/-

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	CCE	Yes	IQAC
Administrative	-	-	-	-

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

- Until 2014-15 the College was Non Autonomous and affiliated to Adikavi Nannayya University and hence followed Annual Examination System i.e 20 marks for Internal Evaluation and 80 Marks for External Evaluation.
- The College since 2015-16 is following the Semester system and the students have been evaluated continuously by Two Internal Assessments per semester.
- As a part of Examination reforms, the College has introduced Grading system based on CGPA score on a 10 point scale from the academic year 2015-16.

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

Not Applicable

6.11 Activities and support from the Alumni Association

- Alumni Meetings are conducted regularly
- Alumni are acting as members of various Statutory and Non Statutory committees in the institution
- Alumni are supporting students by sponsoring some endowment prizes
- Alumni extends their support in organising various events like College Annual day, Women's day and also seminars and workshops

6.12 Activities and support from the Parent – Teacher Association

- PTA meetings are conducted every semester
- Parents support the institution in organising various events in the college
- Parents extends support in conducting health camps in the college

6.13 Development programmes for support staff

- The support Staff are constantly encouraged to pursue their higher studies through part-time / distance education mode.
- Support staff are deputed by various training programs to enhance their skills and efficiency

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

- Regular plantation programmes are taken up in the college
- Major power requirement is met through LED bulbs
- Installation of Solar power grid to generate solar power
- Effective solid and Liquid waste management by installing Tumbleton Waste converters in the Student Managed Hostel
- Maintaining Rain Water harvesting pit in the campus

## Criterion – VII

### 7. Innovations and Best Practices

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

Following are the various innovative practices have been followed in our college during the academic year 2017-18

- Introduction of Biometric attendance for the staff and students which has improved the punctuality of the staff and students
- Establishment and effective utilization of the Virtual and Digital Classrooms for teaching-Learning
- Effective utilization of Autonomy funds for conducting Interdisciplinary seminars and workshops which has helped in promoting research culture in the institution
- Enrolling of staff and students in MOOCS courses on various platforms
- Promoting the use of digital resources by enrolling the staff and students in Digital Library
- Library Automation by installing SOUL software version 2.0
- Providing internet connectivity with bandwidth of 100 MBPS to all the departments, JKC, Computer labs, JKC and IQAC
- Establishment of Skill Development Centre and conduct of various Skill Development programs to promote Entrepreneurship skills among the students

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

ANNEXURE-II Attached

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

ANNEXURE-III Attached

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

7.4 Contribution to environmental awareness / protection

NSS units, NCC Unit and Eco club of the college strives hard to maintain eco-friendly campus and also create environmental awareness to the staff, students and also the nearby community.

- NCC cadets and NSS volunteers actively participated in the ODF program conducted the survey in the adopted villages and also educated them on the hazards of open defecation
- Swatch Bharat programme is organized in the adopted villages
- Students actively participate in plantation programs in various areas of Kakinada along with the NGO, All is Well
- Plastic free day and vehicle free day are observed in the college
- Rallies are organized on Swatch Bharat

7.5 Whether environmental audit was conducted?

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

#### **Institutional Strength**

- Autonomous status facilitating vertical growth, flexibility to introduce new courses and combinations in the academics
- Two Virtual Classrooms
- Three Digital Class Rooms
- ICT based Teaching Learning
- MANA TV ,JKC and Language Labs offering skill based training
- MOU with a Government and Non-Government Organizations for Campus recruitment
- Faculty availing Faculty Development Programme to pursue research in reputed Institutions on UGC fellowship
- Conduct of Seminars and Work Shops to provide staff and students an exposure to the latest developments in the field
- Learning Management Systems
- Special care and support to Divyangjan by providing scribes, Rest Rooms, Ramps, Examination fee exemption ,10% attendance and pass mark concession
- Solar Power
- Certificate courses in Taekwondo and Yoga for the physical and mental health of the students
- Skill Development Center for imparting training on need based skills and entrepreneurial skills.

#### **Institutional Weakness**

- Shortage of permanent faculty owing to lack of periodical recruitment
- Lack of adequate infrastructure
- Parent motivation lacunae owing to parental illiteracy

#### **Institutional Opportunity**

- Autonomy to start new UG & PG courses and Need based Interdisciplinary courses
- Potential to be groomed as “Center with Potential for Excellence”
- Strengthening of infrastructure through RUSA funds
- More ICT based classrooms and Teaching-Learning

#### **Institutional Challenge**

- Student dropouts before the completion of Graduation
- Poor attendance owing to health issues, poor socioeconomic status, rural backdrop and illiteracy of families
- Transforming the admitted students of low self esteem and low confidence into confident graduates ,
- impart employability and life skills and make them industry ready
- More private colleges in the vicinity with good infrastructure attracting admissions

#### 8. **Plans of institution for next year**

- Introduce more PG programs.
- Introduction of new Employment Oriented UG course
- Encourage the faculty to develop online modules in their respective subjects.
- Publish IQAC news letter.
- Strengthen skill development centre

## Annexure - I

### A.S.D.GOVERNMENT DEGREE COLLEGE FOR WOMEN(AUTONOMOUS),KAKINADA

#### ACADEMIC CALENDER 2017-18

Sl.No.	Particulars	Date
1	College Re-Opening	16-06-2017
2	Commencement of Class Work for II&III Year courses	16-06-2017
3	Commencement of Class Work for I Year courses	01-07-2017
4	Completion of Syllabus for the 1 <sup>st</sup> Internal Exams	05-08-2017
5	1 <sup>st</sup> Internal Examinations	09-08-2017 to 11-08-2017
6	Completion of Syllabus for 2 <sup>nd</sup> Internals	03-10-2017
7	2 <sup>nd</sup> Internal Examinations	05-10-2017 to 07-10-2017
8	Dasara Holidays	25-09-2017 to 30-09-2017
9	Completion of Syllabus for 1 <sup>st</sup> Semester	18-10-2017
10	I/III/V Semester End Practical Examinations	21-10-2017 to 28-10-2017
11	I/III/V Semester End Examinations	01-11-2017 to 16-11-2017
12	Commencement of Class Work for II/IV/VI Semesters	20-11-2017
13	Christmas Break	24-12-2017 to 26-12-2017
14	Sports /Cultural Activities	10-01-2018 & 11-01-2018
15	Pongal Holidays	12-01-2018 to 20-01-2018
16	Completion of Syllabus for 1 <sup>st</sup> Internal Examinations	06-01-2018
17	1 <sup>st</sup> Internal Examinations	22-01-2018 to 24-01-2018
18	Commencement of Class Work	25-01-2018
19	Completion of Syllabus for 2 <sup>nd</sup> Internals	09-03-2018
20	2 <sup>nd</sup> Internal Examinations	12-03-2018 to 14-03-2018
21	Completion of Syllabus for 2 <sup>nd</sup> Semester	24-03-2018
22	II/IV/VI Semesters Practical Examinations	26-03-2018 to 31-03-2018
23	II/IV/VI Semesters End Examinations	02-04-2018 to 19-04-2018
24	Last Working Day	16-04-2018

*H-Savachala*

PRINCIPAL 4-7-17

A.S.D. Govt. Degree College for Women (A).

KAKINADA-533 002, E.G.DL.

Annexure - II

**A.S.D GOVT. DEGREE COLLEGE FOR WOMEN (AUTONOMOUS),KAKINADA**  
**INTERNAL QUALITY ASSURANCE CELL**  
**Institutional Action Plan 2017-18**

S.No	Category	Activity Proposed	Expected Outcome
<b>I</b>	<b>CURRICULAR ASPECTS</b>		
1	Syllabus Modifications	Syllabus modification up to 10-20% as per the requirement and inclusion of Additional Inputs wherever necessary	Syllabus modification to meet the local, regional and global needs
3	Starting new UG Course in English Medium	Starting Market oriented UG Course ZCAq	More employment opportunities in the present scenario
4	Introduction of New Certificate Courses and continuation of existing Certificate Courses	Certificate Courses	Value addition to the curriculum
<b>II</b>	<b>TEACHING , LEARNING &amp; EVALUATION</b>		
1	Implementing Autonomy , credit System, Semester System in effective manner	Implementing Autonomy through working out its Credit System, Semester System and System of Continuous Internal Evaluation during 2016-17 academic year .	Effective implementation of CBCS
2	Increasing the use of ICT based technology	ICT Based Teaching	Supplement traditional teaching with MANA TV lessons,Virtual Classes and online content
3	Increasing Participatory task based Learning activities	Student Centric methods like role play experiential learning maybe introduced	Students are made active learns
4	Designing courses and activities for the holistic Development of the Students	Organizing International /National Level Workshops/Seminars/ Conferences	Improving Teachers Quality Exposure to sessions by Subject Experts and latest developments in the field
5	Orientation and Training of Teachers	Training Teachers	Encourage more teachers to attend faculty development programs

<b>III RESEARCH,CONSULTANCY &amp; EXTENSION</b>			
1	Upgrading Teachers Knowledge	Effective utilization of Digital Library and inflibnet resources  Conduct more Faculty Forum Sessions for knowledge sharing	Knowledge transmission/Sharing,
2	Establishment of linkages with Industries	Planning to increase more Linkages with Industry/Firms/ organizations	Strengthening the employability skills and opportunities by exposing the students to practical real time environment .
3	Paper presentations /Publications in Seminars/Journals	Encouraging faculty to present papers in Seminars and Conferences. Publish articles in UGC notified Journals.	Knowledge enrichment and up gradation and to inculcate research zeal and motivate faculty and students towards Research.
4	Professional Competency	Encouraging the faculty members to pursue M.Phil / Ph.D through part-time / Faculty Development Programmes and to apply for Major and Minor Research projects.	Professional advancement
5	Organizing more Community outreach/ Extension activities Department wise	Plan innovative Extension and outreach programs for student empowerment and also strengthen and relation in the community	To inculcate Research zeal and social responsibility in faculty and students through Extension activities
<b>IV INFRASTRUCTURE &amp; LEARNING RESOURCES</b>			
1	Construction /Renovation	To increase the infrastructure of the o institution by utilizing RUSA Funds	By Increasing the Infrastructure better teaching learning facilities for the students and teachers.
2	Construction / Renovation	Construction of Botany Lab - (01 No.)	The difficulty with the existing Single Lab could be solved
3	Construction / Renovation	Renovation of 10 Class rooms and Construction of 03 Class rooms (RUSA	The existing 10 asbestos sheets class rooms could be face lifted and the construction of new class rooms fulfils the class rooms

		Proposal)	dearth
4	Construction / Renovation	Library Building (01 No.)	Construction / Renovation of the existing Tiled roof library could be face lifted and its leaking could be prevented
5	Construction / Renovation	Physical Education room (01 No.)	The existing Tiled roof Physical education room could be face lifted and its leaking could be prevented
6	Renovation of IQAC Room	IQAC Room	Increasing the infrastructure /Equipment for IQAC helps in Monitoring and Assurance in Quality related initiatives.
7	Construction / Renovation	Girls Waiting rooms	Girls waiting rooms (at least 02 Nos.) are required for the total strength of 1106.
8	Construction / Renovation	Governing Body meeting Room (1)	A separate room is required for conducting Governing Body and Academic Cell Meetings.
<b>V</b>	<b>STUDENT SUPPORT &amp; PROGRESSION</b>		
1	Self-defense for girls students	Training in Martial Arts	Developing Self Confidence in girls and assist them in Self Protection which is the dire need in current society.
2	Promotion of Self-Employment	Strengthen and Skill Development Centre	To conduct more skill oriented Courses for equipping students with employability skills.
<b>VI</b>	<b>GOVERNANCE &amp; LEADERSHIP</b>		
1	Biometric Attendance for students	Implementing Biometric attendance for students	Implementing Biometric Attendance for students ensure regularity.
2	Optimal utilization of Administration software in Office Administration	Effective Governance	In Office File management , Consistency of data , maintaining database of students, Nominal rolls , Community wise, Group wise , second language and their admission data, student profiles will be easy using Office Administration software .
<b>VII</b>	<b>INNOVATION &amp; BEST PRACTICES</b>		
1	Introduction of Innovative Ideas Cell	Establishment of Incubation Centre	Invites creative ideas from students and staff to encourage creativity and

			scientific temper among students.
2	Designing more creative Consumer Club activities	Increasing the no of Consumer Club Activities	Activities of Consumer Club/Commerce club like Exhibitions rejuvenate the commerce students and increase their potential and excellence .
3	To Excel in Competitive Exams	G K Club& Science Club	Helps students in Competitive Exams .
4	Eco Friendly Programme/Measure	Optimal Utilization of Sanitary Napkins Destroyer	Installed Sanitary Napkins Destroyer and utilization of this helps in maintaining germ free and hygienic environment in and around the hostels and the camps .
5	Eco Friendly Programme/Measure	Plastic Free campus	Avoiding the usage of Plastic in campus and Hostels there by building the eco friendly campus
6	Eco Friendly Programme/Measure	Plantation activity	Effective Management of solid and liquid waste management

*K. Saranga*  
IQAC Coordinator

  
Signature of the Principal

## **Action taken Report 2017-18 based on the Institutional Action Plan**

### **A.S.D.Government Degree College for Women(A), Kakinada**

#### **Internal Quality Assurance Cell(IQAC)**

- IQA and SSR submitted to NAAC for 3<sup>rd</sup> Cycle of ReAccreditation in the new Methodology of NAAC Assessment and Accreditation
- Student Satisfaction Survey successfully completed
- PG course MA Telugu started as Self Finance course
- Entered into MoU with R&B for the construction of 4 new classrooms worth 70 lacs and Upgradation of a New Commerce Block worth 60 lacs under RUSA Scheme
- Fibrenet is installed through fibregrid with 100 MBPS under RUSA Component 7
- National Seminar conducted on on “Purogami Kavitwam- Abhiviyakti Reethulu” by the Department of Telugu
- One day Workshop on “Community Based Conservation Methods-Fishing Cat Conservancy” is conducted by the Department of Botany
- Cluster system is adopted in the V and VI semesters
- Virtual Classrooms are established and are effectively utilized for Teaching-Learning
- Biometric Attendance is made compulsory for the students along wit the staff members
- College Face Lift is taken up in view of NAAC Peer Team Visit
- Skill Development Center is strengthened
- API scores submitted to CCE, Vijayawada,AP
- Conducted Internal Academic Audit and provided necessary suggestions
- Feedback from students is collected ,consolidated and submitted to Principal for necessary action

## **ANNEXURE-III**

### **BEST PRACTICES OF THE COLLEGE**

#### **Best Practice - I**

Parivarthana is an initiative of the institution aiming towards the transformation of the students to confident individuals with good communication, presentation and interpersonal skills.

**Context** In the present scenario of Higher Education, a student needs to be trained in multiple areas with special emphasis on communication and presentation skills to compete with their peers across the world. Our students especially hailing from poor economic sections have very few opportunities to hone their skills to compete in the present competitive world. Hence to address the holistic nature of the students ,they are provided with various modes of learning opportunities.

- Students are motivated to do Poster/Power Point Presentations in the seminars and conferences organized in the institution by various departments by constantly guiding, training and grooming them for the presentation
- Students are encouraged to do Oral and Poster Presentations in the events organized by the other Institutions/Organizations at District and State level
- Students are trained to invite and introduce the Resource Persons during the Seminars and Conferences to groom their presentation skills
- Students are motivated to do Poster/Power Point Presentations in the seminars and conferences organized in the institution by various departments by constantly guiding, training and grooming them for the presentation
- Students are encouraged to do Oral and Poster Presentations in the events organized by the other Institutions/Organizations at District and State level
- Students are trained to invite and introduce the Resource Persons during the Seminars and Conferences to groom their presentation skills
- Peer Teaching is adopted where selected students will teach their juniors under the guidance and supervision of the teachers
- Peer Mentoring is followed wherein the students mentor their counterparts who are slow learners and need some extra mentoring
- Group Learning is encouraged by dividing into groups with a combination of Bright, Average and Slow learners (Based on their performance in the internal examination) A monitor is appointed who acts as a mentor and offers necessary help to the other group members. The leaders of the groups obtains the required

study material and guidance from the concerned teacher.

Evidence of Success

- The practice of Participatory Learning has become a successful practice as it is received very positively both by the students and staff members.
- Many students won prizes in Poster and Power point presentations, Essay and Elocution Competitions organized within outside the institution. This has resulted in high motivation among the other students
- Remarkable improvement was observed in the communication and presentation skills of the students
- Kum.Pavithra , III CBMB won I prize in National level Workshop Poster Presentation at Government Arts College, Rajahmundry
- Kum. Keerthana ,III CBMB won II prize in Poster Presentation in National level Workshop at Govt Degree College, Rajahmundry
- Kum.Devi ,III CBZ won I prize in Poster Presentation in International Workshop on Wild Life Week Celebrations organized by the college
- K.Sandhya ,II CBZ won II prize in Poster Presentation in International Workshop on Wild Life Week Celebrations organized by the college
- Kum.Hemasri ,III B.A won I prize in Elocution competition on RTI
- Some of the students have started giving class seminars also in Power point mode which improved their skills in using ICT
- Students have started putting extra efforts in understanding and learning the subject matter as they need to act as peer teachers
- Peer mentoring also has resulted in improving the performance of the slow learners as they could easily approach their peer mentors
- Interpersonal relations among the peers also improved remarkably. Good Leadership qualities are inculcated among the students

Challenges

- Training the students in the use of technology as they are previously not exposed to web browsing and web presentations
- Sustenance of interest among the students and the staff members
- Management of time for extra mentoring for the students by the staff members as already they are overburdened with the teaching duties and also the other

supporting committees

- Convincing the parents to send their wards for presentations out of station
- Teachers need to put extra time and effort along with their regular responsibilities

### **Best Practice II**

**SEVA** is an initiative of our institution to create a link between the institution and the community. The idea was conceived to inculcate civic engagement and social responsibility among the students and also help the low and marginalised communities nearby.

#### **Objectives:**

- Encourage civic engagement among the students
- Inculcating social responsibility among the student community through community participation
- Develop leadership among the students
- Linking theory and practice by designing the extension activities based on the area of study
- Transfer of knowledge and expertise to the needy in the nearby community
- Address issues such as Illiteracy, Health, Cleanliness, Taboos, Malnutrition, Food fads and fallacies etc., as per the need
- Promoting learning of the students through first hand experiences in the community
- Linking the community to the college and develop a mutual and positive relationship between the college and the community

#### **The Context :**

One of the recommendations for The New Education Policy, 2017 is active engagement of students in Community activities. As a Higher Education Institution, it forms the responsibility of engaging the student folk in uplifting the community for inclusive growth.

In Contemporary society, the students are highly ignorant about the problems of society where they live. Therefore, it is realized that the students must be sensitized about society and extension activities are made mandatory for them.

1. As a part of SEVA, the students and staff from all the departments were motivated to conduct activities which provides a mutual learning experience for both the students who gain practical knowledge through First hand experiences and also a learning experience for the community; educating the community on various issues to provide them with opportunities to improve their standards of life. The activities covered under the programme were :

- Department of Telugu have been conducting as Adult Education Programme titled “Each One Teach One” where the students after their working hours educate some of the local women by teaching simple reading and writing skills and raise them from Thumb print to doing their signature
- Botany Department has been conducting a drive on “Medicinal Plants available in our surroundings” where in they educate the housewives on the local medicinal plants like Tulasi,mint,..etc and their health benefits with an aim of prevention is better than cure. They have also educated the housewives about the ill effects of the regularly used pain killers and how the pain killers can be substituted by the local herbs
- Botany Department has conducted a programme on educating the farmers
- Commerce Department has been conducting programmes to educate the local women on Consumer Education. They have been teaching the Rights and Responsibilities of a consumer. They have also educated the local women on Financial Management and Financial records that can be maintained at household level to check on unnecessary expenditure
- Chemistry Department have educated the women in the local community about the various apps available for protection of women and their usage. The students have installed the apps in the mobile phones of the local women
- Department of Home Science have conducted anthropometric survey of the school children and based on the results ,nutrition education was given to the mothers of school children who were malnourished
- Students of Home Science Department have been conducting “10 day Orientation cum Awareness programme for the adolescent girls in the nearby schools” where in the adolescent girls are educated about menstrual hygiene, dental health,

nutritional requirements, physical and psychological changes during adolescence, problems of adolescence etc..

- Nutrition education was given to the pregnant and lactating women visiting the nearby Referral Hospital
- As a part of NSS activities NSS volunteers have been regularly educating the community on AIDS –its causes, prevention and Cure
- NSS volunteers have also educated the people in the fisherman community about the hazards of Open defecation and the importance of the Toilet Construction in their houses
- Department of History has initiated a programme entitled “Helping Hands” in which charity is collected from the staff ,students and community and the same is donated to the needy students in the college who can’t afford to pay their college fees
- NSS has initiated a programme “Donate a Handful of Rice” in which each student and staff member is required to donate a handful of rice and the accumulated rice is donated to the nearby Old Age Home

### **Evidence of Success**

- SEVA practice has created a positive impact on part of the institution and also the community.
- A strong linkage between the community and the college has been formed.
- The Activities held improved the students’ confidence and personality making them more participative in various activities.

### **Problems Encountered :**

- Financial allocations for such programmes are limited hence rendering them to only limit to the nearby communities.
- Consistent motivation to Students has been a hurdle – however once the service spirit is ignited among them, the organisation has become fairly easy.
- Community support has been hard to attain in some areas – local authorities had to be approached for assistance.

**ANNEXURE - IV**

**A.S.D.Government Degree College for Women(Autonomous),Kakinada  
Internal Quality Assurance Cell  
Feedback Analysis of Lecturers 2017-18**

S.No	Name of the Lecturer	Department	No of Respondents	4	3	2	1	Total Score	%
1.	Dr.K.Aruna	Microbiology	20	212	135	53	-	400	100
2.	U.Satyanarayana	Zoology	20	317	83	-	-	400	100
3.	M.Pushapalatha	Commerce	20	250	39	-	-	289	72.25
4.	M.Vijaya Lakshmi	History	20	356	41	03	-	400	100
5.	L.S.B.R.Bhanu	Mathematics	20	197	177	23	-	397	99.25
6.	G.Sridevi	Physics	20	163	205	22	4	394	98.5
7.	M.Satya Varalakshmi	Zoology	20	358	42	-	-	400	100
8.	Dr.G.Anitha	Basic Nutrition	20	367	23	10	-	400	100
9.	V.Anantha Lakshmi	Bio chemistry and Nutritional biochemistry	20	340	47	12	1	400	100
10	S.Sapthagiri	Botony	20	223	77	-	-	300	75
11	B.B.Ahmad Ali	English	20	203	98	-	-	301	75.25
12	B.Sowjanya	English	20	227	73	-	-	300	75
13	P.Rajya Lakshmi	Accounting for service organisations	20	315	81	-	-	396	99
14	K.Chandu sri	Economics	20	243	56	1	-	300	75
15	M.Bhuvaneshwari	Accounting for	20	247	45	8	-	300	75

		service organisations							
16	G.Subba lakshmi	Computer science	20	168	185	47	-	400	100
17	Dr.Ch.Satyavani	Chemistry	20	152	142	22	4	320	80
18	A.Sandhya	Marketing	20	213	69	22	5	309	77.25
19	P.V.Bhuvaneshwari Devi	Political science	20	238	22	-	-	260	65
20	K.Lavanya	Interior Decoration	20	326	47	7	-	380	70
21	P.A.S.S.Krishna kumari	Botany	20	305	95	-	-	400	100
22	M.Sree Ramulu	Economics	20	466	54	-	-	520	100
23	K.Madhavi	Telugu	20	242	127	11	-	380	95
24	P.Satya Naga Veni	Hindi	20	274	26	-	-	300	75
25	P.Surekha Rani	Telugu	20	261	119	-	-	380	95
26	V.Badrinarayana	Chemistry	20	169	154	12	7	342	85.5
27	Dr.R.Aruna Devi	Sanskrit	20	348	51	1	-	400	100
28	K.S.N.Sarma	Telugu	20	131	69	-	-	200	50
29	P.Shyama	Accounting-2	20	286	14	-	-	300	75
30	K.Suvarchala	Micro biology & General Psychology	20	338	54	8	-	400	100
31	M.Subbalakshmi	Chemistry	20	226	152	3	-	381	95.25
32	V.Anantha Lakshmi	Chemistry	20	231	142	21	-	394	98.5
33	P.Rama Chandra Rao	Accounting	20	400	-	-	-	400	100