



Yearly Status Report - 2019-2020

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	A. S. D. GOVERNMENT DEGREE COLLEGE FOR WOMEN
Name of the head of the Institution	M. SUVARCHALA
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	0884-2386420
Mobile no.	9398344696
Registered Email	jkcrjyec.asdkkd@gmail.com
Alternate Email	lkandiraju@gmail.com
Address	JAGANNAICKPUR
City/Town	KAKINADA
State/UT	Andhra Pradesh
Pincode	533002

2. Institutional Status					
Autonomous Status (Provide date of Conformant of Autonomous Status)			29-Apr-2015		
Type of Institution			Women		
Location			Urban		
Financial Status			state		
Name of the IQAC co-ordinator/Director			Dr.D.Chenna Rao		
Phone no/Alternate Phone no.			08842386420		
Mobile no.			7702532101		
Registered Email			asd.iqac@gmail.com		
Alternate Email			dchennaraoict@gmail.com		
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)			https://asdgdcw.ac.in/docs/AQAR-Report-2018-19.pdf		
4. Whether Academic Calendar prepared during the year			Yes		
if yes,whether it is uploaded in the institutional website: Weblink :			https://asdgdcw.ac.in/page.php?id=14		
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
3	B	2.37	2018	02-Nov-2018	01-Nov-2023
6. Date of Establishment of IQAC			11-Nov-2005		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
One Day National Workshop	05-Sep-2019		70		

on Academia-Industry Interface: Strategies for Resource Management and Organizational Management

1

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8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 0	0

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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

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

Yes

Upload the minutes of meeting and action taken report

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

Yes

If yes, mention the amount

197500

Year

2019

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

One day National Workshop on "AcademiaIndustry Interface: Strategies for Resource Management and Organizational Management" is organized on 5th September 2019. Dr. G. Srinivas, Joint Director, UGC SERO acted as the Chief Guest and Keynote speaker of the program. Dr. G. Srinivas, Joint Secretary, UGC SERO, Hyd. Dr. Ramesh Babu Boga, Founder MD, BogaR Laboratories, Peddapuram, Dr V. Haritha, Scientist, Makore Labs. Hyderabad, Dr Chsn. Murthy, MD, Venky Pharma, Yanam, Pondicherry acted as the Resource Persons

Faculty Development Programme on Massive Open Online Courses (MOOCs)-Designing and Creation is conducted on 7-2-2020 by the Department of Home Science and IQAC. The technical session is presented by the resource person Smt. S. Supriya sakamuri,

Producer and Coordinator MOOCs, EMMRC-EFLU, Hyderabad.78 participants from various institutions of East Godavari district participated in the programme

Geared up the college towards the preparation of Autonomy Progress report for the second cycle of Autonomy

Preparation of Autonomy Report

Encouraging the faculty to apply for seminars, workshops and Research Projects

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

Plan of Action	Achievements/Outcomes
Ecofriendly campus	Plastic free campus is maintained and solid and liquid management is practiced
Designing Program Out Comes, Program Specific Out comes and Course Out comes in tune with Vision and Mission of the Institution	POs,PSOs,COs are developed and the curricular,cocurricular and extracurricular activities are planned and implemented accordingly
Increasing the use of ICT based Teaching	All the teachers are effectively using ICT in their regular teaching learning. Students are given online assignments. During the covid crisis all the teachers have engaged the students on various platforms like Zoom, gnomio, Google meet etc.t
Orientation and Training of Teachers	Teachers were oriented on applying for MOOCs ,Academia-Industry Interface. Many teachers have attended many online Refresher training programmes during the covid time
Consultancy	Teachers are providing consultancy services to various organizations in and around kakinada a
Paper presentations /Publications in Seminars/Journals	Two teachers have published articles in UGC CARE journals
Professional Competency	Two teachers are sanctioned Minor Research Projects with RUSA funding. Two workshops are conducted with RUSA funding

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Staff Council	23-Aug-2021
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	28-Sep-2018
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	03-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Management Information System The the institution has well equipped Management Information System and the following modules are in operation</p> <ul style="list-style-type: none"> • Admissions Process: Admissions are done in a systematic manner through SAMS software where the students apply through online fulfilling the norms. The online process helps in collecting the information programme wise and helps in making merit lists as per the institute norms and also following the reservation system as per the government norms • Administration: Office administration and functioning is automated. salary bills and other financial bills are submitted online through Comprehensive Financial Management System(CFMS).Payment of RUSA expenditure is done through Public Financial Management System(PFMS) wherein the financial settlements to stakeholders are done directly online. • Student Scholarships: Students get registered in Gyanabhoomi portal and login through institution id.The Principal forwards the online applications to the concerned welfare departments. Based on the fulfilment of eligibility criteria and attendance of 75 per cent, the government sanctions the scholarship amounts to the concerned students.RTF is sanctioned to the institutional DDO accounts which

are disbursed through cheques to the students. MTF amount is sanctioned to the concerned welfare hostel authorities for their maintenance. • Examination Cell: The examination Cell has adopted IT integration for the smooth and efficient functioning. It is integrated into the following aspects: Application generation Printing of Halltickets Generation of DForms 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(will be issued in May 2018 as this is the first outgoing batch from the college in Autonomous status) Tabulation of results Department wise backlog list • CC cameras: Surveillance in the institution is maintained by installing CC cameras in the prime areas for regular check and safety of the students. • Central Address system: Central Addressing system facilitates quick dissemination of information and for important announcements for the staff and students. • Biometric Attendance: 8 Biometric devices are installed in the institution for regular monitoring of attendance both for the staff and students. In addition to it, the lecturers post hourly attendance of students through IAMS (Attendance Management System) mobile app. • Library: Library is partially automated with SOUL version 2 software. All the faculty and a few students are registered in INFLIBNET

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Design and Development

1.1.1 – Programmes for which syllabus revision was carried out during the Academic year

Name of Programme	Programme Code	Programme Specialization	Date of Revision
BA	11	HEP	06/03/2019
BA	12	THP	06/03/2019
BA	13	HET	06/03/2019
BCom	21	TM	26/02/2019
BCom	22	EM	26/02/2019

BCom	23	CA	26/02/2019
BSc	31	MPC	26/02/2019
BSc	32	MPCS	26/02/2019
BSc	33	CBZ	23/02/2019
BSc	34	CBMB	07/03/2019
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1.1.2 – Programmes/ courses focussed on employability/ entrepreneurship/ skill development during the Academic year

Programme with Code	Programme Specialization	Date of Introduction	Course with Code	Date of Introduction
BSc	CZAqT	23/04/2019	CZAqT CODE 36	23/04/2019
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1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the Academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective Course System implemented at the College level during the Academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	MPCs	10/06/2019
BA	HEP	10/06/2019
BA	THP	10/06/2019
BA	HET	10/06/2019
BCom	EM	10/06/2019
BCom	TM	10/06/2019
BCom	VOCATIONAL	10/06/2019
BSc	CBZ	10/06/2019
BSc	CBMB	10/06/2019
BSc	HSC	10/06/2019
BSc	MPC	10/06/2019
BSc	CZAqT	10/06/2019

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Handicrafts in collaboration with Pidilite	04/02/2020	20
Integral approach for the development of Communication Skills in	06/09/2019	30

English		
IOT Applications	19/08/2019	60
Microsoft Digital Literacy	01/08/2019	16
Certificate Course in Yoga Self Defence	21/06/2019	100
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	HEP	17
BSc	MPC	43
BSc	CBZ, CBMB, HSC	102
BCom	TM, EM, CA	72
BSc	MPCS	123
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Feedback System Structured feedback received for Design and Review of the syllabus Semester wise from 1) Students, 2) Teachers, 3) Alumni, 4) Parents The college has been affiliated to Adikavi Nannaya University, Rajamahendravaram. All the undergraduate courses have undergone syllabus revision by the Affiliating University during the beginning of the academic year and were further revised in Board of Studies after conferment of Autonomy in the year 2015 with the introduction of Choice Based Credit System The college has a formal mechanism to obtain feedback from students on the design and review of the syllabus. Feedback is obtained from 20 students randomly selected at the end of every semester in all courses. Taking a cue from the inputs, the feedback is used partially/in toto to make modifications in the syllabus. The external members of the BOS include Alumni for each department. They participate actively in the discussions of the BOS. The college makes use of the feedback for making modifications in the syllabus to attain program outcomes and course outcomes. Industry experts represent as members of the BOS and the Academic Council of the institute. They provide inputs for the design and review of the syllabus in their respective meetings. Thus the feedback inputs of various stakeholders enable us identifying gaps and thereby revamp the syllabus suitably. All the Departments take the structured feedback on syllabus design and review from students, teachers, alumni and parents semester wise on various aspects on the relevance of the programme offer, learning</p>

outcomes and employability.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	HEP	50	61	43
BA	THP	30	32	23
BA	HET	30	3	6
BCom	TM	60	55	73
BCom	EM	60	60	79
BCom	CA	30	49	27
BSc	MPC	40	64	43
BSc	MPCS	60	133	60
BSc	CBZ	40	72	43
BSc	CBMB	20	40	21

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	1201	17	39	2	3

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
44	44	13	7	6	3

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

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

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

Mentoring system is an integral part of the institution. All the students are allotted to the proctors, who mentor the allotted students not only about the academic but also their personal issues if any. Every Saturday first hour is allotted for counselling wherein the students meet their concerned proctors and discuss their academic as well as other issues. A proforma is designed for the students to note their detailed information and mention their grievances if any. Taking it into consideration, the proctors address and resolve the issues of the students

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
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1218

44

1:28

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
47	26	21	18	6

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	NIL	Nil	NIL
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	11	I,III,V	16/10/2019	02/11/2020
BCom	21	II,IV,VI	27/10/2020	16/11/2020
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2.5.2 – Average percentage of Student complaints/grievances about evaluation against total number appeared in the examinations during the year

Number of complaints or grievances about evaluation	Total number of students appeared in the examination	Percentage
Nil	2312	0

2.6 – Student Performance and Learning Outcomes

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

<https://asdgdcw.ac.in/popsoco.php>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
11	BA	HEP, THP, HET	66	62	96
21	BCom	TM. EM. CA	122	119	98
31	BSc	MPC, MPCs, C BZ, CBMB, HSC	156	125	86

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2.7 – Student Satisfaction Survey

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

<https://asgdgcw.ac.in/docs/Student-Satisfaction-Survey.docx>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Promotion of Research and Facilities

3.1.1 – The institution provides seed money to its teachers for research

No

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3.1.2 – Teachers awarded National/International fellowship for advanced studies/ research during the year

Type	Name of the teacher awarded the fellowship	Name of the award	Date of award	Awarding agency
National	NIL	NIL	Nil	NIL
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3.2 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Students Research Projects (Other than compulsory by the University)	180	RUSA	0.1	0.05
Minor Projects	180	RUSA	0.6	0.3
Minor Projects	180	RUSA	0.7	0.35
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3.2.2 – Number of ongoing research projects per teacher funded by government and non-government agencies during the years

0

3.3 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
One Day National Workshop on Academia-Industry Interface: Strategies and Perspectives for Resource Management and Organizational Development	Internal Assurance Quality Cell	05/09/2019

Faculty Development Programme Massive Open Online Courses (MOOCs)-Designing and Creation	Home Science	07/02/2020
two-day National Seminar on "India's Economic Slowdown : Dynamics and Perspectives"	Economics and Commerce	06/03/2020
One Day faculty Development Programme on Intellectual Property Rights: Patent Laws and Technological Advances in Indian Perspective	Microbiology	13/02/2020
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3.3.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Ideathon	S.KavyaM.Siva Parvathi	Aditya Degree College,Kakinada	Nil	BCA-POWESS 2K20
Poster presentation	K.Vimala Devi,Sk.Saajida	MSN Campus,AKNU	Nil	AAVISHKAR 2K20
Project your Innovtive Idea	K.Rajeswari K.Rama Devi	MSN Campus,AKNU	Nil	AAVISHKAR 2K20
Poster presentation	M.Saranya	Ideal College of Arts and Sciences,Kakinada	Nil	efest 2020
Quiz Competition	J.Pavani Mahalakshmi and M.PavaniRajeev Gandhi Institute of management and Science,Kakinada	iRajeev Gandhi Institute of management and Science,Kakinada	Nil	LUMEN 2K19
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3.3.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
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3.4 – Research Publications and Awards

3.4.1 – Ph. Ds awarded during the year

Name of the Department	Number of PhD's Awarded
0	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Microbiology	2	5.38
National	Physics	1	6.2
National	Computer science	1	0.6
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3.4.3 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
0	Nil
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3.4.4 – Patents published/awarded during the year

Patent Details	Patent status	Patent Number	Date of Award
0	Nil	0	Nil
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3.4.5 – Bibliometrics of the publications during the last academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	NIL	Nil
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3.4.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	Nil	Nil	NIL
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3.4.7 – Faculty participation in Seminars/Conferences and Symposia during the year

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	40	4	27
Presented papers	Nil	6	Nil	Nil
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3.5 – Consultancy

3.5.1 – Revenue generated from Consultancy during the year

Name of the Consultan(s) department	Name of consultancy project	Consulting/Sponsoring Agency	Revenue generated (amount in rupees)
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NIL	NIL	NIL	0
No file uploaded.			

3.5.2 – Revenue generated from Corporate Training by the institution during the year

Name of the Consultan(s) department	Title of the programme	Agency seeking / training	Revenue generated (amount in rupees)	Number of trainees
NIL	NIL	NIL	0	0
No file uploaded.				

3.6 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Extension and Outreach activities	NSS and NCC	6	300
Extension and outreach activities	All departments	30	1000
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3.6.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil
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3.6.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Plantation and Sanitation programme	All is Well, an NGO	Plantation solid waste management kitchen gardening Awareness on ill effects of Plastic and sanitation in the city of Kakinada	2	200
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3.7 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
One Day National	IQAC	RUSA in	1

Workshop on Academia-Industry Interface: Strategies and Perspectives for Resource Management and Organizational Development		collaboration with St, Theresas College, Eluru	
MRP	Dr.G.Anitha Lecturer in Home Science	RUSA in collaboration with St, Theresas College, Eluru	180
MRP	Dr.K.Yamuna Lecturer in Economics	RUSA in collaboration with St, Theresas College, Eluru	365
Student Study Project	Dr.K.Aruna Lecturer in Microbiology	RUSA in collaboration with St, Theresas College, Eluru	180
Student Training Programme	N.Subramanyeswari and G.Satya Suneetha Lecturers in Computers	RUSA in collaboration with St, Theresas College, Eluru	6
Student Training Pogramme	Dr.D.Chenna Rao, Lecturer in Chemistry	RUSA in collaboration with St, Theresas College, Eluru	10
Stuent Training Progamme	Y.Swarna Sri Lecturer in English	RUSA in collaboration with St, Theresas College, Eluru	7
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3.7.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Life Membership	Life Member	Nutrition Society of India	Nil	Nil	Dr.G.Anitha
Life Membership	Life Member	Association of Food Scientists Technologists	Nil	Nil	Dr.G.Anitha
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3.7.3 – MoUs signed with institutions of national, international importance, other institutions, industries, corporate

houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
AIC -Krify Foundation Thimmapuram Kakinada	22/08/2019	Skill based Trainings	90
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1530000	1524174

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Campus Area	Existing
Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	44324	2025157	295	76228	44619	2101385
Reference Books	142	30000	26	19340	168	49340
e-Journals	Nill	5900	Nill	5900	Nill	11800
CD & Video	120	Nill	Nill	Nill	120	Nill
Library Automation	Nill	35400	Nill	Nill	Nill	35400
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under

Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
N.N.S.Eswari	Database Management Systems	Youtube https://youtu.be/6k24cr2WECQ	Nil
G.Satya Suneetha	Programming in C	https://www.youtube.com/watch?vmmw3UcGG8wfeatureyoutu.be	Nil
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	89	40	0	30	0	9	10	100	0
Added	0	0	0	0	0	0	0	0	0
Total	89	40	0	30	0	9	10	100	0

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
Nil	380113	Nil	400940

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

<p>The College allocates funds from the autonomy grant from UGC, CPDC for the maintenance of campus, infrastructure. This will be monitored by the Buildings and Maintenance Committee, UGC and RUSA Committee. Buildings Repair and Maintenance Committee looks after the maintenance of buildings, class rooms and laboratories by identifying the repairs and renovations that are necessary via periodical surveys. Annual Stock Verification Committees are framed to verify the stock utilized in the College. Stock registers are maintained in the Departments by the In-charges for consumable and non-consumable items. The items earmarked for condemnation are enlisted and presented for approval in the Governing Body and CCE. Upon approval, the items are auctioned. Paper ad is</p>

given in the local newspapers calling for bidders to the auction. A specified amount is allocated from special fee for science laboratories excluding Microbiology and Computers for upkeep and maintenance. The maintenance of Computer Science and Microbiology laboratories is met from Restructured Course Fund. Allocations are made in various funds, especially Government Budget and UGC Autonomy grant for purchase of Books and Journals. Annually, the Departments submit list of books and journals required to the Academic coordinator. The purchase of books is done by Library Committee by obtaining statements from Bookstores which are submitted to the Principal for purchase.

<https://www.asgdgcw.ac.in/facilities.php?id=18>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Jagananna Vidya Deevena	1149	1723500
Financial Support from Other Sources			
a) National	CENTRAL SECTOR SCHEME OF SCHOLARSHIPS FOR COLLEGE AND UNIVERSITY STUDENTS	13	130000
b) International	Nil	Nil	Nil

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
10 Day Orientation Programme on Health , Hygiene and Nutrition	21/01/2020	50	Department of Home Science
Symposium on Gender Mainstreaming: Issues and Challenges conducted by Departments of English Telugu for students of I II of BA, B.Com B.Sc.	27/02/2020	120	Department of English Telugu
Certificate course in Yoga and Self Defence	21/06/2019	100	Department of Physical Education
Certificate Course on Handicrafts	05/02/2020	41	Department of Computer Science

5 Day National Student Training Program on IoT Applications	19/08/2019	61	Department of Computer Science
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Analytical and Communication Skills	191	Nil	191	112
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
8	285	181	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	11	B.A	HEP, THP	AKNU	MA Political Science, History, Economics, Telugu
2020	16	B.Sc	CBMB, CBZ, MPC, MPCS, HSC	AKNU, RU, SP MVV	M.Sc Chemistry, Microbiology, Nutrition, Mathematics, Psychology
2020	18	B.Com	B.Com	AKNU	MBA, M.Com
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	Nil
View File	

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

Activity	Level	Number of Participants
ANUR Inter-Collegiate Cum University Selections in Taekwondo (Women)	Inter University	300
ANUR Inter-Collegiate Cum University Selections in Hockey (Women)	Inter University	500
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Gold Medal in Rifle Shooting	National	1	Nil	11218	M.Chandini
2019	Gold Medal in Rifle Shooting	National	1	Nil	Nil	P.Naveena
2019	Gold Medal in Wrestling	National	1	Nil	10534	V.Sai Lakshmi
2019	Silver medal in Wrestling	National	1	Nil	Nil	V.Krupa Rani
2019	Gold Medal in Athletics 200meters	National	1	Nil	11155	D.Reshma
2019	Bronze medal in Athletics	National	1	Nil	Nil	K.Durga
2019	Gold Medal in JUDO	National	1	Nil	10375	V.sai Lakshmi
2019	Gold Medal in JUDO	National	Nil	Nil	Nil	M.Lakshmi Sai Sudha
2019	Gold	Nil	Nil	Nil	10682	D.Sushma

Medal in
Karate

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

The College has a Student Council consisting of Class Representatives (CR) and Deputy Class Representatives elected by the Students of the respective Classes at the beginning of the academic Year. The class Representatives from every class elect the President Secretary and Joint Secretary of the Student Council in a democratic way by voting. 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 take up the responsibility of engaging the fellow students in community services like Swacch Bharat. The union meets periodically to discuss various academic and other student related matters issues. And represents them to the Principal for taking necessary action . Committee helps in organizing parent Teacher Meetings, Alumni Meeting, Blood Donation Camps and Health Camps at the College Level. The Class Representativess take the leading role in all the day to day activities in the class. The Committee plays an campus and Health Camps. Students have been represented as members in various academic and administrative committees to maintain more transparency in academic and administrative activities. Page 64/101 26-02-2018 05:25:50 Self Study Report of A. S. D. Government Degree College For Women 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. Fine Arts Club 12. College Magazine Committee 13. Hostel Committee Apart from these Committees ,the students ,especially Class Representative 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 students centric with a view to provide students ample opportunities towards leadership , planning and organizing ,management of events by playing dynamic roles.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of registered Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Admission Process: 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. Reviews are made at every step to see the entire process transparent and tact in projecting the procedural values in selecting the candidates. Selection Method: 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.ComComputers) 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. Selection of candidate for a particular course is based on marks obtained in the eligible qualifying examination of the candidate by following Roster System. The list provisionally selected candidates for admission are displayed in the notice board for knowledge of the public. With all the Committees, decentralized and participative governance is warranted to ensure transparency and accountability assuring effective implementation in both academic and administrative aspects. Attendance Management: The institution adopts decentralized mechanism in the management of student attendance. A college level committee is constituted for attendance consolidation. The committee is headed by the convener, a senior faculty member. Along with the convener, three group conveners will be monitoring the attendance of BA, B.Com and B.Sc. Every month, student attendance is collected and consolidated by the group conveners and submitted to the Committee convener. Students falling short of attendance (Below 75) are intimated and measures are taken to improve their attendance so as to make them eligible for the semester end examination. Those students who fall between 65-75 percent of attendance on health grounds are permitted for the exam by collecting condonation fee of Rs.500 along with a medical certificate. This effective decentralized system is making the attendance management smooth and also improving the student attendance. This has reduced the dropout rate of the students considerably.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The Curricula for all the courses are prescribed by the Adikavi Nannaya University Rajamahendravaram. The curriculum of all disciplines in the University was revised and updated year to year. Seminars, Symposiums and Conferences by invited experts further contribute to curriculum development. In addition, visits to industries, stock exchange, printing press, museum and archives and procurement of resources are regularly undertaken to prepare and professionalize the prescribed courses.

<p>Teaching and Learning</p>	<p>Departmental Academic Calendars based on the Institutional Academic Calendar sets the academic schedule for the year. Courses with clearly spelt-out Learning Objectives and Course Outcomes (COs) are offered by course teachers. Regular faculty development programmes facilitated both on and off campus ensures updating of teaching skills. Beyond the syllabus learning and testing is done through the second component of internal assessment. Specific initiatives for slow and advanced learners, a stream-lined mentoring system, remedial classes, guest lectures, workshops and symposia for additional inputs, feedback and annual internal and external audits are some of the quality enhancement strategies in teaching-learning.</p>
<p>Examination and Evaluation</p>	<p>Following CBCS pattern, there are six semesters for 3-year program. For each semester, there are two midterm exams for continuous internal assessment which ensures students participation in all academic activities and competitions. Semester is held for 75 marks while Continuous Internal Assessment is done for 25 marks which encourage students to submit assignments and give seminars in each subject.</p>
<p>Research and Development</p>	<p>Students are encouraged to pursue field-based study projects the faculty are encouraged to participate in seminars and workshops, and to publish papers in journals and books. Student seminars are also organized for inculcating research spirit among the students.7 faculty members have registered and are pursuing PhD in various universities across the state</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>The College Library is equipped with many books. The library has an institutional membership with DELNET and UGC N-List Program. Journals and resources subscribed and library is accessible to the students and faculty in the College Campus. The College has an extensive IT infrastructure. It assesses the equipments and infrastructure on a regular basis for heavy equipments through a proper process.Majority of the departments maintain Department libraries for the convenience of the students</p>

<p>Human Resource Management</p>	<p>Every year student council is formed on democratic lines and a few are nominated by the principal. After formation of the council. This council represent the student opinion on various issues and provide valuable suggestions. The Career Counselling and Placement Cell of the Institute helps the students become employable. The Women Development Cell of the College provides counselling to women students, organises various programmes. There is a Grievance Redressal Cell which delegates with the authority to mediate any type of grievances raised by the students. The Anti-Ragging Committee and Internal Complaint Committee are consigned and they make sure that there are no issues on this account. The recruitment of staff to the college is made by the State government through APPSC as per the norms in force. The Commissionerate for Collegiate Education recruits and posts lecturers on contract basis for available vacant positions in the colleges. Depending on the work load, the identified gaps in human resource is engaged by the College. The grievances are redressed as per the formal procedures laid for Government servants</p>
<p>Industry Interaction / Collaboration</p>	<ul style="list-style-type: none"> • The institution has greatly increased its collaborative initiatives with industry in order to enhance the employability potential of its graduates, and motivate and skill them for entrepreneurship. With this in mind, strategic action in the following areas are encouraged: • Conferences/seminars and workshops in collaboration with industry • Guest lectures on subject-specific areas from industry experts • Involvement of industry-experts in curriculum design execution • Industry personnel are the members in BOS.
<p>Admission of Students</p>	<p>The admission process is transparent and complies with the norms of regulatory bodies. Equality and inclusiveness are ensured by admitting students from different geographical regions and socio-economic, cultural and educational backgrounds. A counselling system has been set up for admissions. Experienced faculty counsel students seeking admission, in the presence of their parents, taking into</p>

account their performance in the qualifying examination and availability of seats. An orientation session is organized for admitted students and their parents about the autonomous system, facilities available, value added courses and programmes for whole person development. Provision is available for change of programme within a stipulated time.

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

E-governance area	Details
<p>Planning and Development</p>	<p>The commissioner of college education often conducts video conferences with the heads of the institutions and interacts with them on various development issues. All development proposals are prepared in digital format and submitted to the government of AP through mail. This year, DPR was submitted to the government for infra development</p>
<p>Administration</p>	<p>o The top management i.e., commissionerate of college education corresponds with the principals through video conferences and e-mails. At the college level, relevant information is shared with the staff through mails and whatsapp. Attendance of the students and staff is recorded in the bio metric system and at class level, students attendance is taken in the IAMS app. For the paperless transactions, e filing is maintained. It is decided to begin E-service registers. Students attendance for scholarships is posted in the Jnanabhumi portal under state government.</p>
<p>Student Admission and Support</p>	<p>o Admissions are conducted in a transparent manner, based on merit. o Admission are conducted online as per the guidelines of AP state Govt. Admission policy is inclusive providing opportunity for first generation learners Student admission is done through OAMDC maintained by Commissioner of Collegiate Education since 2019-20</p>
<p>Finance and Accounts</p>	<p>Salaries and pensions are disbursed through CFMS ,PFMS and HRMS o All budget statements, scholarships expenditure and account statements IT TDS filing, salary credit to all the staff and generation of pay slips, payments to vendors is made through</p>

online o UGC, RUSA, State Government, accumulated and regular special fee funds, College Planning and Academic Council funds and donations by alumni or public, fee for conducting department and professional examination form the source of finance for the college. o Grants are credited into separate accounts as per the stipulated procedures. Utilization Certificates are being submitted to the departments concerned from time to time to facilitate further grants. o Students' scholarships are credited into their accounts. o All purchases made for equipment etc. will be scrutinized and passed by the Central Purchasing Committee consisting of members of senior faculty and the management. o All financial matters are scrutinized in internal Audit and the AG audit periodically. All finance and accounts have been computerised: Tally, ERP 9, MS Office, Excel are used

Examination

The examination Cell has adopted IT integration for the smooth and efficient functioning. It is integrated in the following aspects: o Application generation o Printing of Hall tickets o Generation of D-Forms o Generation of Code Numbers and also decoding process o Generation of bundle slips o Generation of Award Lists o Printing of Marks statements with Student Adhar Number Mother's Name from 2015 batch onwards o Printing of consolidated Marks Statements and Provisional Certificate with security features o Tabulation of results o Department wise backlog list. o Integration of college web site

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the Colleges for teaching and non teaching staff during the year

Year	Title of the professional	Title of the administrative	From date	To Date	Number of participants	Number of participants
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	development programme organised for teaching staff	training programme organised for non-teaching staff			(Teaching staff)	(non-teaching staff)
2019	Workshop	Industry-Academia Interface Strategies and Prospectives for Resource Management and Organizational Development	05/09/2019	05/09/2019	100	Nil
2019	Computer Literacy Programme	Computer Literacy Programme	16/09/2019	16/09/2019	Nil	14
Nil	Lab Maintenance	Lab Maintenance	10/12/2019	10/12/2019	Nil	8
2020	Fire Safety	Fire Safety	07/03/2020	07/03/2020	Nil	24
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme by Andhra University	2	11/03/2021	21/03/2021	21
ARPIT(Big Data Analysis for Smart Grid)	1	10/11/2019	10/02/2020	60
NPTEL-AICTE course labelled "Body Language: Key to Professional Success"	1	01/07/2019	01/08/2019	30
NPTEL-AICTE course titled "Psychology of Everyday" on Swayam online portal offered by IIT Madras	1	01/07/2019	01/08/2019	30
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Employee Health Scheme • Provident Fund after superannuation • Gratuity • Full paid Maternity Leave • Encashment of Earn leave at the end of service • Child care leave • Protection of service for guest Faculty • Salary timely credited to bank account of employee. • Medical leave encashment 	<ul style="list-style-type: none"> • Fully paid maternity Leave • Gratuity • Full paid Maternity Leave • Encashment of Earn leave at the end of service • Child care leave • Salary timely credited to bank account of employee. • Medical leave encashment • Festival advance 	<ul style="list-style-type: none"> • Social welfare scholarships for SC, ST, BC, EBC students by state government • 2. Poor students fee payment by alumni or philanthropists • 3. Fee Reimbursement scheme by state government. • SC St book bank scheme

6.4 – Financial Management and Resource Mobilization

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

The Institute conducts regular financial audits both internally and externally. An internal financial audit is conducted at the end of the academic year. Separate committees are convened for each department with a convenor and 2 members. The committees conduct thorough verification of the stock, registers along with bills are thoroughly verified and recorded in the concerned proforma. Separate proformas are maintained for purchase, consumption, repair and condemnation. The filled proformas are again verified by the office and submitted to the Principal. Generally, two external financial audits are conducted by the RJD office (Regional Level) and the AG office (State level). In these audits, thorough verification of the accounts related to the purchases and expenditure is done.

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

Name of the non government funding agencies /individuals	Funds/ Grants received in Rs.	Purpose
ONGC	300000	Construction of toilets and provision of cots in the student managed hostel
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6.4.3 – Total corpus fund generated

300000

6.5 – Internal Quality Assurance System

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

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

Academic	Yes	APCCE, Vijayawada	Yes	IQAC
Administrative	Yes	RJD Inspection	Yes	IQAC

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

Logistic support to the institution to during management of events Parents acting as members of some of the statutory committees Providing support during the admission campaigns of the institution

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

Providing laboratory training in the job roles whenever and wherever necessary Imparting computer literacy training to the ministerial staff

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

Development of infrastructure in the institution Starting new market oriented courses to increase the job opportunities for the students Strengthening the feed back mechanism for improving the quality of the teachers and also the institution

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	One Day National Workshop on Academia-Industry Interface: Strategies for Resource Management and Organizational Management	05/09/2019	05/09/2019	05/09/2019	70
2020	Two Day National Seminar on Indias Economic Slowdown-Dynamics and Perspectives	06/03/2020	07/03/2020	07/03/2020	100
2020	Faculty Development Programme on MOOCS-	07/02/2020	07/02/2020	07/02/2020	78

	Designing and Creation				
2020	One Day Workshop on Vedic Approaches on Medicinal plants and Ayurveda	24/01/2020	Nil	Nil	Nil
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Symposium on Gender Mainstreaming: Issues and Challenges	27/02/2020	27/02/2020	120	Nil
Women in Science	24/02/2020	24/02/2020	24	Nil

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

Percentage of power requirement of the University met by the renewable energy sources
Out of 44400 KWH power requirement of the institution, 28400 KWH (64 percent) is met by the solar power generated through the solar power grid installed on the Administrative building, JKC building and the department of Home science.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Any other similar facility	Yes	1
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	1	11/07/2019	1	Mega Health Camp	Geneal Health Poblems	1520
2019	Nil	1	31/08/2019	1	Cycle Rally	Importance of	100

						Fitness as part of Fit India Pogramme	
2020	Nill	Nill	26/04/2020	1	Distribution of grocery to the needy during covid scenario	Supply of grocery to the needy	30
2020	Nill	1	02/01/2020	7	NSS Special Camp	Conduct of vaious activities in the community like Cleaning, Awareness campaigns, Programmes for women and children	102
2020	Nill	Nill	25/01/2020	1	Rally and awareness on voter registration	Educated the community on registration as voters	100
2019	1	Nill	17/11/2019	1	Field Visit to Indrapalem Botanical Gardens	Nursery Management Techniques	40
2019	1	Nill	10/12/2019	1	Field Visit to Kadiyam Nursery	Nursery Management techniques	40
2019	1	Nill	16/11/2019	1	Biofertilizers and Soil testing Laboratory, Samarla kota.	Provide first hand information to the students on biofertilizers and pesticides	20
2020	1	Nill	19/02/2020	1	Field Trip to Biocontrol	Provide first hand information	20

					and Biopesticide Laboratory, Department of Agriculture, Kakinada	on to the students on biofertilizers and pesticides	
2020	1	Nil	Nil	1	Field Trip to State Institute of Fisheries Technology	Nutrient Analysis	21
No file uploaded.							

7.1.5 – Human Values and Professional Ethics

Title	Date of publication	Follow up(max 100 words)
Code of Conduct	15/06/2019	Code of ethics and conduct for the students 06/06/2018 1. She must be regular and must complete her Graduation in the College 2. She must carry the identity card, issued by the college. 3. She should park her bicycle/ vehicle in parking zone only. 4. She should not indulge in any act of discrimination (physical or verbal conduct) based on an individual's caste, religion, colour, region, physical or mental disability etc. 5. She should not misbehave at the time of student body elections or during any activity of the college. 6. She should not indulge in any disruptive activity in the classroom or in an event organized by the college 7. Cheating and Copying during examinations are forbidden. 8. All the students are informed that Ragging is a crime. So they should not involve in any act of ragging such as use of verbal/written words. Any student of the college

aggrieved by any acts of harassment or ragging can approach the Student Grievance Redressal cell at the college. Code of ethics and conduct for the faculty

1. Always be punctual in attending to duties in the college.
2. Treat all students with respect and dignity and be just and impartial to all irrespective of caste, creed, status, religion
3. Acknowledge and respect the uniqueness, individuality and specific needs of students and promote their holistic development
4. Seek to establish and maintain cordial relations with parents/ guardians.
5. Work in a collaborative manner with students, and stake holders.
6. Faculty should exhibit their intellectual honesty and integrity in all their scholarly endeavours

6. Faculty should participate in programmes of professional growth like in-service education and training, seminars, symposia workshops, conferences, self-study etc

Code of ethics and conduct for the support staff

1. Make efforts to enhance administrative efficiency.
2. Remain familiar with and adhere to college policies relevant to the responsibilities.
3. Provide students, faculty, other staff, and administration with the tools and assistance they require to perform effectively.
5. Act promptly to solve the issues if any, such as

equipment failures, or classroom problems. 6. Prepare all reports, vouchers, bills, invoices, records, and other important documents accurately and honestly. 7. Safeguard any confidential information. Code of ethics and conduct for the administrators 1. Encourage outstanding teaching, research, and other professional activities. 2. Maintain a safe and clean environment for Teaching-learning process and for faculty research. 3. Act as an promoter for faculty, staff, and students of the College. 4. Treat faculty, staff, and students fairly and impartially. 5. Strive to ensure in providing the resources required to accomplish goals and objectives.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day Celebrations	15/08/2019	15/08/2019	800
Teachers day celebration	05/09/2019	05/09/2019	1200
Human Rights day	10/01/2020	10/01/2020	600
Girl Child Day	20/01/2020	20/01/2020	100
Republic Day	26/01/2020	26/01/2020	1200
World Population Day	11/07/2019	Nil	900
Soil Day	05/12/2019	Nil	80
Genetics Day	22/07/2019	Nil	70
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Maintaining a lush green campus by planting trees as a part of Vanam Manam
 Maintaining paper less office by correspondence of information through emails and whatsapp
 Controlling the usage of plastic by staff and students in the campus by observing every monday as plastic free day
 Usage of renewable energy i.e solar energy
 Usage of Tumbleton waste converter in the students hostels for waste management

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice-I Title of the Practice: SAMANA- A STUDENT FAIR

1. Objectives of the Practice: SAMANA-A Student Fair is a fair conducted to tap the talents and potentials of the students. The objectives of the practice includes:

- To show case the latent skills of students in the institution
- To inculcate entrepreneurial skills among the students
- To create awareness on preparation of budget proposal, Banking transactions, Project proposals for start-ups
- To provide first hand experiences on consumer behaviours
- To inculcate marketing skills among students
- To empower the students on how to market their skills
- To help the students to earn while they learn

2. The Context : SAMANA-A Student Fair is an initiative by the department of Commerce which was first started in the year 2015. In the beginning only the students of Commerce department established various stalls for the students in the institution and the students of the other departments were only the buyers. Witnessing the huge success of the programme, it was adopted as a best practice of the institution by involving all the interested students to set up stalls and convert their skills into a small scale business. The fair was initially limited to the students of the college. Later the family members of the students and the people of the nearby community were also given access and hence it is organized at a large scale.

3. Uniqueness in the context of India higher education. Higher education centers are usually the knowledge imparting centers. But gaining knowledge is not sufficient in the present competitive scenario and developing employment and entrepreneurship skills among the students has become need of the hour. Given the present economic situation, it is no longer sufficient for a new graduate to have knowledge of an academic subject. Increasingly, it is becoming necessary for students to gain those skills, which will enhance their prospects of employment and Entrepreneurship. Hence to inculcate skills among the students, various departments are organizing skill development courses to the students which may be directly or indirectly related to their domain of specialization. Initially the teachers of the Commerce department invites the proposals for setting up the stalls for the fair. After finalizing the lists, the date of the fair is informed to the students for the preparation of their items. The day before the event, the concerned teachers make the necessary logistics and arrangements. Each student is charged a minimum amount to set up their stalls and are allotted the stall numbers. On the day of the event, the concerned students arrives early and set up their stalls and be ready for the inauguration of the stalls. A locally reputed person is invited as the chief guest who along with the college principal inaugurates the stalls. They go around the stalls and interacts with the students about their products and encourages them. Then the stalls will be opened for the other students and locals. After the fair is over, the students have to submit a report on the number of items sold and the gain or loss in the fair. This Samana-A student fair provides an opportunity for the students to commercially use their skills and creativity. It is a unique practice because the students inspite of possessing skills are usually not aware how to use them commercially. In the institution when they participate in the fair under the guidance of the teachers, it provides them a right direction in planning and also the implementation of the project, budget planning and production of the items based on the demand of the other students. They also gain the skill of calculating their profit or loss and how to estimate the cost price and selling price of their produces. These skills gained in this practice especially is very much beneficial for the girl students who are not willing to work after their marriage due to family constraints and can set up their own startup.

4. Evidence of Success Initially in 2015 when the fair was arranged for the first time the stalls set up were very few and only 50 students of commerce participated in the fair and setup their stalls. But year by year the number of

stalls and also the number of participants has increased enormously. By the year 2019-20 the stalls have increased in both quantity and quality. The participants increased enormously including not only the students of the institution but also the locals, parents and also the students of the junior college. The students also earned relatively good profit for the amounts they invested.

5. Problems Encountered and Resources required The first problem encountered when the practice as initiated was the low motivation of the students. The teachers had to work hard to motivate the students. Another major problem encountered was the time to be spent by both the teachers and the students on planning and preparation of the fair due to the hectic academic schedule of the students and teachers in the semester pattern. As the majority of the students in the institution belong to low and marginalized families, investing a small amount on setting up a stall was also a big challenge for the students. The parents of the students were sceptical about getting back the amount invested by the students and hence was very difficult to be convinced.

6. Notes (Optional) : This practice can be adopted by any higher education institutes as it brings out the latent talents and the potentials of the students. It also provides a business environment exposure to the students. It strengthens the students' skills in planning and implementation of the projects, gain and loss in a business and also marketing skills. Such exposure during the student days can be a stepping stone for the students interested in planning their start-ups after their education.

Best Practice-II

1. Title of the Practice: Koushal-Skill Training for students
2. Objectives of the Practice:
 - To develop the general and domain specific skills among the students
 - To develop job readiness among the students
 - To develop employability competencies among students
 - To develop entrepreneurial skills among students
3. Uniqueness in the context of India higher education.
4. The Context: Skill and knowledge are the driving forces for both the economic growth and social development of any country. India being a young country with more than 54 percent of the population below the age group of 25 years, their contribution to the society makes a huge difference to both the economy and the society. In this scenario, Higher educational Institutions have a great role to play. Along with the knowledge, if the students need to be imparted skill training. The skill training might be either in general or domain specific. The present job sector is emphasizing more on skills compared to the knowledge. Skill training also provides an avenue for entrepreneurship. In this scenario this institution has been offering skill based certificate courses which might be their domain specific or in general domain.

5. Contextual features or challenging issues that needed to be addressed in designing and implementing this practice Offering certificate courses along with the regular busy academic schedule in the semester pattern is very demanding for the teachers. Sometimes they need to be offered during zero hours. Though the certificate courses are charged nominally or sometimes not charged at all, the students still find it difficult to spend on the material required for the courses as majority of them are from economically marginalized families. So the students have to be constantly motivated to enroll for the courses..

6. Evidence of Success In the academic year, five certificate courses were offered by the institution by the departments of English, Mathematics, Computers and Home Science. The courses were offered in communicative English, IOT applications, Digital Literacy, Handicrafts etc.,

Nearly 200 students were trained during the academic year.

7. Problems Encountered and Resources required Please identify the problems encountered and resources required to implement the practice (in about 150 words). Finding the skilled resource persons for some of the courses like Nursery Management, computer courses etc especially at nominal remuneration is a herculean task for the teachers. In spite of such constraints, the institution is offering certificate courses for the benefit of the students. Regular attendance of the students to the courses is also a challenge.

8. Notes (Optional) Please add any other information that may be relevant for adopting/ This practice can be

adopted by any higher education institutes as it creates an opportunity for the students to gain knowledge in various general and specific domains. It enhances the chances of job opportunities for the students. It also creates opportunities for stating their entrepreneurship.

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

<https://asdgdw.ac.in/best-practices.php>

7.3 – Institutional Distinctiveness

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

The College has been serving the need of higher education and it is fulfilling the multiple aspirations of women students from socially and economically deprived sections of East Godavari District .The distinctiveness of the institution lies in imparting Quality Education with a focus on making the students value - oriented ,responsible and self -reliant. The College serves the need of higher education through its dynamic principles and thus provides a great access to a larger number of women students. The college is actively engaged in inculcating global competencies among its students by revamping curriculum and introducing special Skill-oriented courses to produce quality human resource with the necessary skill-set and competency. College provides the students with soft skills, interview skills, basic computer skills and technical skills in order to equip them to compete globally. The College is a host to the collaboration of State Government and Tata Institute of Social Sciences in providing the students with skills like Entrepreneur Skills, Communication skills, Legal literacy, Leadership and Financial management skills. A Skill development centre is established in the college premises to identify, nurture and promote the skills among the students. Marketing avenues are provided by conducting sale cum exhibitions. They are also encouraged to utilize online marketing to promote and market the products. Students are honed on required skills by industrial resource persons. College offers courses on Human Values and Professional Ethics to inculcate values amongst students. NSS, NCC, Eco Club and Red Ribbon Club guide and motivate the students to actively participate in social service. The college conducts classes on personality development, Yoga and Meditation to inculcate Ethics and Spirituality. The inter and intra college competitions organized by the departments promote the growth of team spirit and tolerance. SEVA is an initiative of the college to promote Students engagement in extension activities which provides a mutual learning experience for the students and also the community. This is designed to enhance the scope of learning among the students and also plays a responsible role as a higher education institution in uplifting the community

The college made necessary adaptations for improvement of the learning experience in tune with the developments in technology. In this perspective, the college has 2 well established Virtual Class Rooms and 3 Digital Class Rooms, computer labs and JKC IT Lab. Internet connectivity is provided to all the Departments. The ICT tools have enhanced the efficiency of teaching, learning and evaluation processes making them indispensable for day-today functioning of teachers and learners of the colleges. The college science departments and a Seminar Hall are equipped with LCD projector. Staff and Students are encouraged to enrol in MOOCS College regularly organizes seminars/workshops and Paper presentation at National and international levels to ensure that students are exposed to wider realms of knowledge. A healthy and positive academic atmosphere is maintained in the campus.

Provide the weblink of the institution

<https://asdgdw.ac.in/docs/Institutional%20distinctiveness.docx>

8.Future Plans of Actions for Next Academic Year

1.Modify the curriculum to incorporate more skill oriented courses 2.Starting UG Course B.Sc Home Science in EM 3.new under Graduate Course with Maths, Statistics and Computerscience 4.Introduction of New Technology based certificate Courses along with existing Certificate Courses 5.Practical exposure to Industries, project based tasks , collaborative works with Industries, Firms 6.Encouraging the teachers to participate in Refresher and Short term programmes especially on MOOCs platfom 7.Increasing the faculty and students Paper presentations/Publications in International /National Seminars/Journals 8.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. 9.Renovation of Library ,physical Education building and IQAC room 10.Training in Martial Arts and yoga 11.Gender Orientation pogrammes in the nearby Girls and Boys schools