



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

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

- Name of the Head of the institution **Dr. V. Anantha Lakshmi**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone No. of the Principal **08842378446**
- Alternate phone No. **0884238642**
- Mobile No. (Principal) **9963786386**
- Registered e-mail ID (Principal) **jkcrjyec.asdkkd@gmail.com**
- Address **Jagannaickpur**
- City/Town **Kakinada**
- State/UT **Andhra Pradesh**
- Pin Code **533002**

2.Institutional status

- Autonomous Status (Provide the date of conferment of Autonomy) **29/04/2015**
- Type of Institution **Women**
- Location **Urban**

• Financial Status **UGC 2f and 12(B)**

• Name of the IQAC Co-ordinator/Director **Dr. K. Lavanya**

• Phone No. **08842386420**

• Mobile No: **7396469712**

• IQAC e-mail ID **asd.iqac@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://www.asdgdcw.ac.in/docs/AQAR-Report-2019-20.pdf>

4. Was the Academic Calendar prepared for that year?

Yes

• if yes, whether it is uploaded in the Institutional website Web link:

<https://www.asdgdcw.ac.in/page.php?id=14>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	B	2.37	2018	02/11/2018	02/11/2023

6. Date of Establishment of IQAC

11/11/2005

7. Provide the list of Special Status conferred by Central and/or State Government on the Institution/Department/Faculty/School (UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC, etc.)?

Institution/ Department/Faculty/School	Scheme	Funding Agency	Year of Award with Duration	Amount
NIL	NIL	NIL	Nil	0

8. Provide details regarding the composition of the IQAC:

• Upload the latest notification regarding the composition of the IQAC by the HEI [View File](#)

9. No. of IQAC meetings held during the year **6**

• Were the minutes of IQAC meeting(s) and compliance to the decisions taken **Yes**

uploaded on the institutional website?

- If No, please upload the minutes of the meeting(s) and Action Taken Report
- No File Uploaded

10. Did IQAC receive funding from any funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

Organized a guest lecture on "Creation of MOOCs" on 1-02-2021 for the faculty to encourage the faculty to apply for MOOCs

Geared up the college for Autonomy Peer Team visit by making ready all the records of the last five years in all the departments

Motivated the faculty to refresh and update their domain knowledge as well as ICT Teaching methodologies by enrolling themselves for the Refresher Courses, Short Term Courses and Webinars organized by the reputed institutions in online mode

Encouraged the staff and students to contribute their services to the needy in the community affected severely due to Covid19 in the form of donations financially or food or any other kind as a part of Institutional responsibility towards the community

Guided the staff and students on the usage of Google Meet, Zoom and other online platforms for online teaching so as the academics are not disturbed and also to provide moral support for the students and counsel the students whose families are affected due to the pandemic

12. Plan of action chalked out by IQAC at the beginning of the academic year towards quality enhancement and the outcome achieved by the end of the academic year:

Plan of Action	Achievements/Outcomes
Introduction of New Technology based certificate Courses along with existing Certificate Courses	Students of B.Sc MPCs and B.Com CA have completed CISCO Webex courses successfully
Encouraging the use of ICT in Teaching-Learning	The college has subscribed for GMeet and given the ids to the teachers for the effective implementation of online classes during covid19
Orientation and Retraining of Teachers	All the teachers have attended various online courses in ICT based teaching and have equipped themselves with skills required for ICT teaching.
Professional Competency	Some of the teachers are members of Professional bodies and are contributing their services in the form of consultancy and are also acting as examiners and evaluators

13. Was the AQAR placed before the statutory body? Yes

- Name of the statutory body

Name of the statutory body	Date of meeting(s)
IQAC External meeting	23/03/2022

14. Was the institutional data submitted to AISHE ? Yes

- Year

Part A

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• if yes, whether it is uploaded in the Institutional website Web link:	https://www.asdgdcw.ac.in/page.php?id=14				
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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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<p>Geared up the college for Autonomy Peer Team visit by making ready all the records of the last five years in all the departments</p>	
<p>Motivated the faculty to refresh and update their domain knowledge as well as ICT Teaching methodologies by enrolling themselves for the Refresher Courses ,Short Term Courses and Webinars organized by the reputed institutions in online mode</p>	
<p>Encouraged the staff and students to contribute their services to the needy in the community affected severely due to Covid19 in the form of donations financially or food or any other kind as a part of Institutional responsibility towards the community</p>	
<p>Guided the staff and students on the usage of Google Meet, Zoom and other online platforms for online teaching so as the academics are not disturbed and also to provide moral support for the students and counsel the students whose families are affected due to the pandemic</p>	
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<ul style="list-style-type: none"> Name of the statutory body 	
Name of the statutory body	Date of meeting(s)
IQAC External meeting	23/03/2022
14.Was the institutional data submitted to AISHE ?	Yes
<ul style="list-style-type: none"> Year 	
Year	Date of Submission
26/02/2022	26/02/2022

15.Multidisciplinary / interdisciplinary
16.Academic bank of credits (ABC):
17.Skill development:
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
20.Distance education/online education:

Extended Profile

1.Programme

1.1 15

Number of programmes offered during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.Student

2.1 1376

Total number of students during the year:

File Description	Documents
Institutional data in Prescribed format	View File

2.2 368

Number of outgoing / final year students during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

2.3

1191

Number of students who appeared for the examinations conducted by the institution during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.Academic

3.1

234

Number of courses in all programmes during the year:

File Description	Documents
Institutional Data in Prescribed Format	View File

3.2

47

Number of full-time teachers during the year:

Extended Profile	
1.Programme	
1.1 Number of programmes offered during the year:	15
File Description	Documents
Institutional Data in Prescribed Format	View File
2.Student	
2.1 Total number of students during the year:	1376
File Description	Documents
Institutional data in Prescribed format	View File
2.2 Number of outgoing / final year students during the year:	368
File Description	Documents
Institutional Data in Prescribed Format	View File
2.3 Number of students who appeared for the examinations conducted by the institution during the year:	1191
File Description	Documents
Institutional Data in Prescribed Format	View File
3.Academic	
3.1 Number of courses in all programmes during the year:	234
File Description	Documents
Institutional Data in Prescribed Format	View File

3.2	47
Number of full-time teachers during the year:	
File Description	Documents
Institutional Data in Prescribed Format	View File
3.3	47
Number of sanctioned posts for the year:	
4.Institution	
4.1	570
Number of seats earmarked for reserved categories as per GOI/State Government during the year:	
4.2	20
Total number of Classrooms and Seminar halls	
4.3	80
Total number of computers on campus for academic purposes	
4.4	719330
Total expenditure, excluding salary, during the year (INR in Lakhs):	

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The Common core curriculum prescribed by APSCHE and recommended by the Parent University is adopted by the College and is tailor made in Boards of Studies and Academic Council to suit the national and global needs. Each and every aspect of Curriculum is discussed in detail for appropriateness to the contemporary and changing concerns and developments, employability and skill orientedness. Necessary modifications in the form of addition or

deletion are made in the Curriculum clearly specifying the learning objectives in order to facilitate and warrant assimilation of the specific outcomes of the Programs and Courses. While adopting and revamping the Curriculum the College keeps the inculcation, sustenance 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. B.Com (General) syllabus projects an interdisciplinary approach in the context of globalised and liberalized economy and market. The program has been designed to address the national and global concerns developing entrepreneurial, managerial skills rendering students employable.

M.Com program focuses on integrated management concepts in an innovative and in a global perspective as required by present dynamic business environment. B.Com (Computers) has double edge advantage with knowledge of Accountancy and Marketing along with computer skills, to be readily absorbed by the firms and companies. B.A HEP outlines the current and fast changing Political, Social and Economic concerns, concepts and issues that go in the making of the World around. Concepts like GST, economic reforms, Political Developments at the national and international levels help students come alive to contemporary responsiveness. BA THP with Telugu Literature, as special study enlightens the students to acquire a grasp of the literary world along with Language skills providing opportunities to teaching vocation. Market-Oriented BA (Tourism) promotes a sense of respect towards our heritage along with employment. students with basic skills needed for placement in the fields of Aquaculture & Fisheries, Organic Farming and Horticulture. BSc MPCs Curriculum imparts knowledge of Programming, Data Structures and Web Designing and so on providing openings in the demand oriented fields of IT and ITES. Renewable Energy in both MPC and MPCs curriculum prepares the students for the challenges of designing, promoting and implementing renewable energy solutions. Graduates will get a sense of social responsibility for the implementation of sustainable energy solutions. BSc MPC develops Mathematical skills that help in construction and deconstruction of mathematical models. The program prepares the students for further studies. Environmental Chemistry addresses issues and concerns related to sustainable and eco friendly processes. BSc Microbiology has a strong practical emphasis providing the students basic laboratory skills for a career in clinical, applied and industrial microbiology. BSc Home Science Curriculum is designed and developed to cater to the overall

personality development of students by developing orientation towards family dynamics, health and nutrition and also with vast opportunities in Government and Non-Government sector

File Description	Documents
Upload additional information, if any	View File
Link for additional information	https://www.asdgdwc.ac.in/popsoco.php

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

15

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	No File Uploaded

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

10

File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	No File Uploaded
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of new courses introduced across all programmes offered during the year

2

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System

15

File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.3 - Curriculum Enrichment

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

The institution integrates contemporary social issues related to gender, environment and human values by introducing foundation courses in all programs and also conducting various awareness programs for the students viz. Guest Lectures, Workshops, Seminars and Extension Activities. The syllabus comprises of the human rights, value education and environmental science in the curriculum. The objective in having these subjects is to make the students aware and sensitive to value system in real life situations. To help the students to discriminate between ephemeral and eternal values and to ensure environmental concerns should occupy an important place in the civilian life of the students. To facilitate the development of a holistic perspective among students towards life, profession and happiness, based on a correct understanding of the human reality and the rest of existence. Such a holistic perspective forms the basis of value based living in a natural way.

Human Values and Professional Ethics: The Commissionerate of Collegiate Education, Government of Andhra Pradesh introduced a Foundation Course in Human Values and Professional Ethics to

Undergraduate students from the academic year 2013-14 with an aim to impart human values and professional ethics among the students. The Course is a part of initiative to inculcate values among students. The need of value-based education is crucial in the current technocratic and competitive society. Along with the foundation course various programmes conducted to observe national festivals and birth anniversaries of great personalities provide students an inspiration to abide by the values in both their personal and professional arena. As a part of cocurricular activities, visits to orphanages and old age homes also provides a naked picture of the society motivating them to work for the needy and underprivileged.

Environmental Studies: Environmental Studies help students develop holistic understanding of their environment. It inculcates a multidisciplinary perspective to understanding of our environmental issues/ problems and thereby comprehend the impact of our daily activities on its integrity for playing a responsible positive role. The Course aims to sensitize students on the various aspects of environment and its protection. To create a continuum in the theory and practical, various practices are adopted by the institution like following plastic free day, vehicle free day, plantation programmes in and out of the campus. The students are encouraged to be a part of the local NGOs working for the environmental sustainability.

Gender studies: As a part of the syllabus some of the courses have a direct bearing to the issues of gender enlightening the students on the gender roles, gender issues, status of women in the society and so on. Apart from these the workshops and seminars are conducted related to gender to educate the students on the latest developments in the society.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

2

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	No File Uploaded

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

173

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student projects

54

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://drive.google.com/drive/folders/1rCq2iE5JO8Kon91viEnM80HufOKJJa7S?usp=sharing
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following

B. Feedback collected, analysed and action taken

File Description	Documents
Provide URL for stakeholders' feedback report	https://drive.google.com/drive/folders/1rCq2iE5JO8Kon91viEnM80HufOKJJa7S?usp=sharing
Any additional information	No File Uploaded

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment of Students

2.1.1.1 - Number of students admitted (year-wise) during the year

1376

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

1081

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The institution has been in the practice of mentor system to take care of individual students all round development. The student profile cards are maintained by ,mentors to assess academic progression as well as identify issues encountered by individual students. Student's performance is assessed on continuous basis and necessary corrective measures are planned for slow learners and advanced learners. The advanced learners are advised on benefitting from additional programmes offered by the institution for enriching their knowledge and enhancing employability opportunities. students performance in the internal examinations used to assess his learning levels and suggest appropriate remedial course of action.

slow learners

- Bridge Courses: students attend the specially designed bridge classes to gain access to new studies.
- Remedial classes are conducted for slow learners to promote understanding of concepts to catch up with peers and build competence to take exams.
- Peer /group/self learning and revision of old question papers.
- Special material is prepared and supplied to slow learners.
- Advanced learners are encouraged to take up online courses, live projects.
- add-on courses, skill development training courses and MOOCs courses offered by distance education programs are suggested to them.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
01/06/2020	1216	46

File Description	Documents
Upload any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

During 2021, due to covid 19 pandemic, online teaching method and blended learning methods are used .

Study Projects, field trips, learning by doing and service-learning projects help the institution promote this kind of learning. The experiential learning provides the students a chance to experience, reflect, conceptualize, experiment and again experience in a cyclical fashion.

Students are actively involved and motivated to participate in community service to educate public on viz., cash less transactions, ODF, peace, various schemes of government, literacy programs, Aids, Consumerism and so on.

Project based learning coupled with course based projects are popularly used techniques by various programs of the college for enhancing the competence of students in applying their understanding of the subject to solve real time issues.

Academic Projects, field trips and field surveys are made a part of the curriculum and assessment. Summer based projects are also promoted among advanced learners. The sampling techniques, methodology of study, data collection tools and methods, analysis, testing and interpretation of information, report

writing enhances practical based learning.

Virtual teaching has been initiated and proved successful in offering students an opportunity to watch and hear the lectures on varied topics from experts. The Digital Classrooms have fully and successfully exploited the audio and video sources of learning. The institution is using LMS to promote e-learning and online courses in the college.

File Description	Documents
Upload any additional information	View File
Link for additional Information	https://docs.google.com/document/d/1MoZQuLQmKOLEimPi-pbA6jVTbU3Rq9UaFU5Paa8EXYA/edit

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

For successful teaching -learning process, teachers use ICT enabled tools. Students need to improve hands on experience with the modern technology to face the competition in the market. Hence in the new century the novel teaching methods are adopted combining technology with traditional mode of instruction. The new form of teaching also equips the students in the long run for future learning.

ICT tools

1. Projectors: 9 LCD projectors are available in different classrooms/labs
2. Desktops: Around 80 Desktops are available at Computer Lab and in Faculty cabins all over the campus. Every teacher uses laptops.
3. Printers: They are installed at Labs, HOD Cabins and at all prominent places.
4. Photocopier machines :Multifunction printers are available at all prominent places in the institute. There are four photostat machines available in campus.
5. Scanners: Multifunction printers Scanners are available.
6. Seminar Rooms: Three seminar halls are equipped with all digital facilities. There are three virtual class rooms

and three digital classrooms

7. Online Classes are conducted through Zoom, Google Meet, Microsoft Team, Google Classroom)

Use of ICT

- PowerPoint presentations: power-point presentations in their teaching by using LCD's and projectors, online search engines and websites to prepare effective presentations.
- Industry Connect: Seminar and Conference rooms are digitally equipped where guestlectures, expert talks and various competitions are regularly organized for students.
- Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.
- Video lecture- Recording of video lectures is made available to students

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://docs.google.com/spreadsheets/d/e/2PACX-1vTiQI70wHCYpfq5u0aw8YcI2RJ5gSpLtNQaTTMGljDUC-KKL0UolFgozeQ-WPS9eQ/pubhtml
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

46

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Every year the institution prepares academic calendar in advance. It covers the list of examination dates, seminars, conferences, guest lectures, workshops and field trips, holidays, vacation dates, festivals etc. Academic calendar provides the total number of working days available in a given semester. Then the convenor and the senior staff members prepare the time table by correlating the working days available and coverage of curriculum of the subjects. Thus the academic calendars monitors the effective delivery of the program and the academic outputs.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

46

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

7

File Description	Documents
List of number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	No File Uploaded

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

210

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms

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

20

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

103

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

1. Caste wise result analysis also generated in the examination soft ware
2. Group wise ,paper wise generation of results are generated

3. Teacherwise analysis of the results is also generated
4. Partwise pass percentage of the total college will be generated
5. Year wise toppers both dept wise ,paper code wise,,group and subject wise are directly generated
6. During the semester end examinations conducted in September 2020 ,if any student was unable to attend the examination, due to covid 19 positive cases,it was resolved to conduct re-examination which is otherwise not done.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The programmes offered by the college with its Learning outcomes are communicated to the staff and the students through various mechanisms:

- During the meetings, the staff members are extensively educated on POs, PSOs and COs and the importance of their communication to the students
- Program outcomes, Programme Specific Outcomes and Course Outcomes for all the courses are displayed on the College website
- Program Specific outcomes and Course Outcomes are communicated to the students through the handbook provided to them
- During the admission into the college Induction programme is conducted for the freshers where the Programme Outcomes and Programme Specific outcomes are briefly explained to the students and their parents
- Course outcomes are provided to the students along with the copy of syllabus during the commencement of each course Programme outcomes, Program Specific outcomes and Course outcomes are discussed in meetings of Board of Studies and Academic Council.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	No File Uploaded
Link for additional Information	https://www.asdgdw.ac.in/docs/CourseOutcomes.docx

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The Institution measures the attainment of Programme outcomes, Programme specific outcomes and Course outcomes by both Direct and Indirect techniques. Direct techniques are regularly employed to measure learning in the classroom. Direct measures are those that measure student learning by assessing actual samples of student work. Continuous internal assessment is done through Mid Exams. Two mid exams are conducted for each semester for 15 marks each and their average is taken. Semester End Exam is conducted for 75 marks. These exams evaluate the POs, PSOs and COs. Indirect techniques : For ten marks internal assessment student seminar and class assignment is given. Apart from them group discussions, Debates, Projectworks are also used to measure attainment of POs and PSOs. Practicals conducted by science Departments give opportunity to students to apply the knowledge gained in theory and at the same time measures the application skills of students. Seminars, workshops, Essay writing, Elocution, Poster presentation competitions measure the attainment of POs and PSOs. Field visits conducted by all the departments give on the job experience which in turn helps in achieving POs and PSOs. The student is totally assessed on the basis of her participation in various curricular and extra-curricular activities. Method of measuring POs and PSOs: POs and PSOs are measured based on the pass percentage in the university examination, Placement Records of the JKC and the student achievements in the Co-curricular and Extracurricular activities

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	https://www.asdgdwc.ac.in/popsoco.php

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

325

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

<https://www.asdgdwc.ac.in/docs/FeedbackAnalysis2020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The institution encourages the faculty to engage themselves in research activities along with the regular academic activities. A conducive environment is facilitated in the institution by encouraging the faculty to participate actively in research and consultancy activities. A research committee is constituted in the institution which regularly conducts meetings and educates on the various funding institutions and encourages them to apply for funding. The research proposals are submitted to the

research committee and the committee along with IQAC scrutinizes the proposals whether they are in compliance with the regulations of the funding agency. Faculty are encouraged to attend various seminars and conferences related to research and IPR organized by other institutions. The departments are encouraged to conduct seminars, conferences and workshops on the important issues in their respective fields, research issues and Intellectual Property Rights (IPR) and actively involve the students also so as to inculcate research and scientific temper among the students. At UG level, the students are encouraged to take up research based study projects based on the curriculum which develops research aptitude among the students.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	No File Uploaded
Provide URL of policy document on promotion of research uploaded on the website	Nil
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	View File
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research**3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)**

0

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	No File Uploaded
Any additional information	No File Uploaded

3.2.2 - Number of teachers having research projects during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

0

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	No File Uploaded
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

0

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	Nil
Any additional information	No File Uploaded

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The Institution provides a conducive environment for promotion of Innovation and Incubation. All required facilities are provided and Guidance is extended to the students. Students are encouraged to actively involve in the application of Technology for societal needs. Several workshops, seminars and guest lectures on Entrepreneurship are organized for the students. Every year the college organizes an event called "SAMANA" under the guidance of department of commerce to enhance the entrepreneur skills of the students which is adopted as the Best Practice of the college since 2019 and it has been internalized as a part of the college activity. The college provides the stalls and suitable environment to the students, where students from different departments will market their products and they are also guided in preparing the Income and expenditure statement for the products they sold. This experience gives them

an atmosphere to mould themselves as successful entrepreneurs after they complete their education. The program also enables to produce successful entrepreneurs in future imbued with leadership qualities using innovative and ethical business practices to make global impact. The college proposed to start an Innovation and Incubation Cell (IIC) aiming to provide a platform for the convenient merger of innovative and entrepreneurial efforts. The idea is to foster and facilitate innovation and entrepreneurship among the faculty and students through mentoring and training. But because of the COVID-19 pandemic, the IIC was unable to take its shape which will be taken up during 2021-22.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

0

File Description	Documents
Report of the events	No File Uploaded
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

C. Any 2 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	No File Uploaded

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

1

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

0

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

0

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The college organizes extension activities for institute-neighbourhood community to sensitize the students towards community. The students of our college actively participate in community oriented activities that leads to their overall development. The college runs effectively National Service Scheme, Red Ribbon Club and National Cadet Corps Units. National Cadet Corps (NCC) wing is also involved in activities such as creating awareness on AIDS through a rally, Protection of the rights of a girl child, cleaning of beaches etc. The college is very conscious about its responsibilities for shaping its

students into responsible citizens of the country by making students aware of social issues through various programmes like Environmental Awareness, Personal Health and Hygiene, Diet awareness, Road Safety. TStudents of the college are active mebers of an NGO All is Well which is actively involved in plantation,plastic eradication,environmental education etc.Every week students spend 2-3 hours in these activities.A certificate is provided to the students by the NGO as a token of appreciation. Because of COVID-19 pandemic, the extension activities for the year 2020-2021have been limited.Inspite of this the college management has motivated the students to contribute to the needy in and around their residence in cash or kind to help the covid affected families.Some of the staff members and students actively distributed the food and money to the needy as the institutional social responsibility.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

1

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	View File
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

31

File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

1200

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

0

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

0

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

Our college has adequate infrastructure. It has vast chemistry laboratory with 3000 sft, Computer Science lab , Computer Applications lab, Botany, Zoology, Fisheries , Microbiology Physics(Electricity, optics and Mechanics labs) and Home science laboratories. Calm and serene atmosphere is existing in the college for teaching and learning process to take place. The classrooms are well ventilated and have facilities such as ceiling fans desks and other paraphernalia. There are 20 classrooms at present. Four old classrooms have been renovated during this academic year with RUSA funds worth 80 lacs.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

The college has Physical Education department which comprises of yoga center, sports and games equipment with a 9 Station gym. Exercise Cycles , Tread mill , Cross stepper, hydraulic pushups and playground facilities are available for the students. playgrounds are available for Volleyball, Shuttle, Ball badminton, Basketball, tennikoit, Kho Kho and kabaddi .An indoor Auditorium/ seminar hall has 100 seat capacity with life size touch screen digital board and one LCD Projector. The college has full time physical director is also NCC Lieutenant for NCC III rd Andhra Battalion wing. She trains the students in various games and sports and encourage them to participate in various District, State and National level competitions where the students successfullt bag the prizes . Our college has been the host for All India Intercollegiate and Inter university Taekwondo selections of Adi kavi Nannaya University , Rajamahendravaram for the past 4 years.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

15

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

5.09

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	View File

4.2 - Library as a Learning Resource

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

The college authorities firmly believe in the fact that library is a source of self learning and hence it has got three big rooms of 3500 sft with 34,538 books. Our library strives to meet the students' requirements by rendering various services both through manual & IT-based systems with the combined efforts of all the library staff members. We are progressing steadily towards fuller automation of the library. The library has separate references section and competitive exams section. The

collage has subscribed to Inflibnet. Both the staff and students have subscribed for National Digital Library(NDL) .

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.asdgdw.ac.in/services.php?id=7

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	No File Uploaded

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

0.51935

File Description	Documents
Audited statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

120

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Hardware facilities:

- The college is equipped with 80 computers with printer facility including the departments and computer labs and office
- Wireless LAN internet facility provided for easy access to web. Each department has a computer with internet connections
- The college campus surveillance is done through 16 CCTV cameras in the focal areas of the college
- The college is equipped with 8 biometric machines through which the staff and the students mark their attendance
- Three virtual and three digital class rooms are available which are equipped with smart boards
- 9 LCD projectors are provided in the classrooms of some of the departments
- 4 Wi fi devices are available for uninterrupted wifi facility for computer labs, JKC, Office and Library

Software facilities:

- Office is automated and the procedures like admissions and TC generation are online
- All the financial payments and receipts are done online through CFMS and PFMS
- A software in the college is available for collecting the student feedback
- Examination cell is partially automated and the procedures like hall ticket generation, mark lists, OD generation etc are done online.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
1216	80

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. 750 Mbps

File Description	Documents
Details of bandwidth available in the Institution	No File Uploaded
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

E. None of the above

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)

210168

File Description	Documents
Audited statements of accounts	No File Uploaded
Upload any additional information	View File

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

The College has a Buildings Repair and Maintenance Committee for the maintenance of campus facilities constituting with three faculty members. The committee looks after the maintenance of buildings, class rooms and laboratories. . A report thus arrived at is submitted to the Principal and CPDC. The repairs are taken up annually with funds allocated under Repair and Renovations category in Autonomy Grant College Special Fee. The College obtains approval for any dismantling of building from Governing Body and CCE by following the due procedures and instructions.

The In-Charges of Science Departments are responsible for the maintenance of the Laboratories. An internal inspection and stock verification is done annually to ensure that the stock is maintained. A specified amount is allocated from special fee for science laboratories of conventional courses, restructured courses for upkeep and maintenance. The maintenance of Computer Science, Microbiology Aqua technology, Horticulture and Computer Applications for. Laboratories is met from Restructured Special Fee Fund. Allocations are made in various funds, especially Government Budget and UGC Autonomy grant for purchase of Books and Journals. . The purchase of books is done by Library Committee by quotations from Bookstores which are submitted to the Principal for purchase for library maintenance also same amount is allotted for college special fee library fund.

From the college special fee sports fund same amount is allocated to purchase course equipment and the T.A and D.A are provided to the students participating in University Level selections from this fund.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.asdgdwc.ac.in/facilities.php?id=18

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

1099

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

44

File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and Hygiene) Awareness of Trends in Technology

A. All of the above

File Description	Documents
Link to Institutional website	https://www.asdgdw.ac.in/services.php?id=4
Details of capability development and schemes	View File
Any additional information	No File Uploaded

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

70

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
Upload any additional information	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

58

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

69

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

0

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

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 Swatch 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, Campus Recruitment Drives, Awareness programs, Blood Donation Camps and Health Camps at the College Level. The Class Representatives take the leading role in all the day to day activities in the class, their representation in the Boards of Studies to bring to light their views on the existing and proposed changes to curriculum. Students have been represented as members in various Academic and Administrative committees to maintain more transparency in academic and administrative activities. Committees in which students represent as members include. 1. Special Fee committee 2. Grievance Redressal Committee 3. Internal Quality Assurance Cell 4. Literary Committee 5. NSS 6. Anti -Ragging Committee 7. Telugu Literary Association 8. English Literary Association 9. Sports Committee 10. Science Club 11. 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. Students played a significant role in the organising Seminars/webinars, workshops, quizzes in the college. Most of the Activities of the campus are studentcentric with a view to provide students ample opportunities towards leadership, planning and organizing, management of events by playing dynamic

roles.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

5.3.3 - Number of sports and cultural events / competitions organised by the institution

2

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The alumni committee is constituted with a President Santhi Rajeswari, Lecturer in English, P.R.Vocational Junior College, Kakinada. Vice President, Lalitha Niramala, Extension Officer, Dept of Women Development and Child Welfare, Kakinada, Secretary V.Anantha Lakshmi, Lecturer in Chemistry, A.S.D.Government Degree College (W) and a Treasurer Sandhya, Lecturer in Commerce, A.S.D.Government Degree College (W) and members. The committee is actively engaged in the activities of the institution. They offer logistic and other support when the college events are organized. Some of the alumni conduct workshops and present guest lectures in the area of their expertise. They are also included as members of some statutory and non statutory committees. They also offer their support in mobilizing the funds from philanthropists and other sources.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

5.4.2 - Alumni's financial contribution during the year E. <2 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The institution being an exclusive Govt. women's college in the district, is serving at its best for empowering women sector of economically weaker sections. The Governance of the institution is so reflective and the prime focus is on the vision and mission of the institute.

VISION

The College envisages to evolve into Premier institution imparting quality education embedded with Values and Skills leading to the development of the Nation through the empowerment of women, especially those hailing from 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 society.

- Provide need- based and skill- based training to create a workforce of women with abilities to globally compete, to entrepreneur and be self reliant.

The Institution, inspired by its vision of "empowerment of women, especially those hailing from marginalized sections of the society" charts out its perspective plan every year and effectively implements it, as a result of which the College has produced thousands of first-generation Women graduates till now.

The Institution works for the Empowerment of the students with the conduct of various Certificate courses which will develop their Skills in becoming Employable and Self-reliant. These Certificate Courses were offered by various Departments of the Institution. Also the students will be trained over the improvement of Language Skills to make them Globally Competent with the help of JKC, a support service established for the well-being of the student fraternity. Various Committees like Women's Empowerment Cell, Grievances Redressal Cell, Red Ribbon Club, work relentlessly for the up-liftment of the students in all aspects. Along with that Proctor system is followed where each Proctor is assigned with a group of students and they continuously provide mentoring to the students in the needed aspects, to help the students excel in their studies and also help them to courageously face the challenges of their life. The Cultural Committee of the College helps in promoting the spirit of continuing the culture and traditions of the Nation by celebrating various National Festivals and Important days which help them to be a part of holistic society. The NSS Units of the college with the active participation of the students, strives for the well-being of the society by organizing various activities which include Swachh Bharat, Clean and Green in the campus and also do campaigning on the Awareness measures to be adopted for the prevention of Covid-19, AIDS etc.,

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	https://www.asgdgcw.ac.in/services.php?id=4#.php

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization

and participative management

The College believes in functioning through participative management to strengthen the organizational development both in academics and administration. Meetings and discussions held with the faculty, students, Industry and the community representatives time to time ensure active involvement of stakeholders in all phases of development. The college believes in decentralized administration which is participatory and transparent in approach. The Principal as the Head of the Institution carries out the administration through well-established statutory and non-statutory bodies. The institution motivates for better planning , implementing and enhancing the quality in all academic and administrative activities. Various Bodies are constituted for institutional progression with better co-ordination and support.

They are

Academic Council

Finance Committee

College Planning and Development Council

Examination Committee

Staff Council

IQAC

UGC Committee

Jawahar Knowledge Centre Committee

Admissions Committee

Library Advisory Committee

Anti-ragging committee

Games/Sports Committee

Cultural Activities Committee

Students Advisory Council

Grievance Redressal committee

Women Empowerment Cell

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

- The college maintains an academic plan and prepares academic calendar .Teachng plans prepared as per OBE(Outcome based education),preparation of lesson plan is based on Cos and POs.Training programmes are conducted based on the current demand analysis. There is a constant assessment to measure outcomes.Teachers use more practical methods of teaching as well as e-learning resources. College promotes research culture and facilities; it provides mentoring and individual support.we follow a transparent feedback system. Through workshops and seminars performance of both the students and staff is enhanced. Best practice for the student s are implemented.We follow evaluation parameters for assessment.
- For the effective leadership, the college follows decentralization of the academic, administrative and student related authorities and responsibilities. For participative management, all the heads of the department conduct faculty meetings every month. The minutes of the meetings are communicated to the principal who in turn consolidates all the suggestions and submits them to the management for approval and reference.
- Our college has established IQAC for constant internal quality assurance. All the departments including the teaching and non-teaching faculty carry out the activities as per the IQAC guidelines. We collect feedback from students, alumni and other stakeholders to ensure the sustenance of the quality. We have regular internal and

external audits at planned intervals. For faculty development training programs, workshops, seminars are conducted.

- College ensures smooth running of the administrative activities through discussing and approval of new programmes. For effective administration college reviews the examination results (Internal as well as external) of all the programmes, analyses the results and the appropriate improvement strategies are discussed. As a part of the upgradation and maintenance of the infrastructure of the institute. The administration reviews the budget allocated for different purposes and their expenditure. It also takes care of career advancement programmes, approval for posts, study leaves. Administration reviews the performance appraisal of faculty backed with the discussions and suggestions given by faculty for improvement in the college. It also looks after and supports for conducting all kinds of activities, cocurricular and extra curricular activities. The administration selects students for awards and scholarships based on the academic, cocurricular and extra curricular activities. Evaluation and institutes performance and bench marking is reviewed. Monitoring and implementing the quality management systems strictly adhered. Establishes internal audit committee as well as leadership development through decentralization.
- Our college has the student representatives who show the responsibility towards students to be available to listen to student views and concerns and actively represent them in an objective and accurate manner. Budget is allotted for the student development programs and activities. Our college JKC trains students and taken care of the placement activities. Student council is formed and an each college committee and cell student representatives are nominated. Students are encouraged to participate in all competitions are organized in the college. For good achievers rewards and recognitions are given. Students participate in all social and welfare activities.
- Employees are given regular training for quality improvement, they are allowed to attend seminars, workshops and conferences. Employees performance evaluation system is also followed. Career advancement schemes (CAS) are implemented.
- Students are given ID cards and uniforms to maintain proper discipline in the campus.
- The grievance committee functions with the following

purposes: To make women staff, students aware about their rights. To help them in developing decision making abilities and be self dependent. The student representatives have the responsibility towards students to be available and listen to students' views and concerns, and actively represent them in an objective and accurate manner.

- The institute frame multiple budget according to multiple areas. Department wise budgeting is allotted , contingency fund will be allocated every year.
- The college has student exchange for knowledge sharing . Students are taken for industrial visits, provided career guidance ,periodical guest lecture for each and every department are thoroughly followed.
- The college conducts SAMANA every year for promoting and facilitating entrepreneurship development.
- The college sees that there is constant growth in research and innovation. It establishes and develops laboratories with more facilities.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

The college has good organizational structure . The governing body is statutory body, with commissioner of collegiate education as a chairman. The principal is the chief executive officer of the college for all the administrative , academic and financial matters. The Vice-Principal and superintendent assist the principal in managing academics and administration related tasks respectively. Various committees and in-charges of Departments in association with office staff execute policies.

governing body (GB): functions

- The governing body of the college approves academic,

administrative and financial proposals. Approves new courses of study

- Reviews the academic performance of the institution
- Discusses all the points which help in the development of the institution.

college planning and Development Council (cpdc) : functions

- The members of the ' ' discuss the local needs of the college
- Plan and discuss new academic courses and self financing courses
- Recommend intake of guest faculty and welfare measures to the students

internal Quality Assurance cell (iqac): functions

- Institutionalization of quality for conscious and consistent overall improvement of the Institution
- Develop mechanisms and procedures for ensuring timely , effective and progressive performance of the academic and administrative activities
- Use of pedagogical methods of teaching, learning and evaluation .
- Disseminate information on quality parameters for higher education
- Organization of seminar,workshops on quality themes.
- Prepare perspective plan of the institution
- Prepare annual Quality Assurance report of the institution
- To conduct internal audit and recommend corrective measures for identified deviations
- To prepare the college for assessment and accreditation by external agencies

service rules and regulations : The service rules ,procedures, recruitment and promotion in respect of staff are in accordance with the rules and regulations of Government of Andhra Pradesh and protocols prescribed by the UGC , State Government and Commissioner of Collegiate Education rules and guidelines.

grievance redressal mechanism:

- The college has grievance redressal committee which caters to the issues relating to the students, teaching and non-teaching staff.
- Student grievances are conveyed through class

representatives or mentors or by complaint box and redressed by the grievance committee in an appropriate manner.

File Description	Documents
Paste link to Organogram on the institution webpage	https://www.asdgdwc.ac.in/page.php?id=39
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.2.3 - Implementation of e-governance in areas of operation: Administration Finance and Accounts Student Admission and Support Examination A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	No File Uploaded
Details of implementation of e-governance in areas of operation	View File
Any additional information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The college is a government educational institution undertaking by State Government. As such the AP government's welfare measures for employees is applicable for teaching and non-teaching staff.

Andhra Pradesh Government Life Insurance (APGLI) : This is a social security measure for the Welfare of Government employees and mandatory for all . The department is under the administrative control of Finance Department . The Honorable finance minister is the president of the Managing committee.

Group Insurance Scheme: This is a group of life insurance protection cover offered by Life Insurance Corporation. This is mandatory for all Government employees in the state. The amount paid by employee with interest are paid either at the time of death or retirement whichever ever is earlier.

Employees Health Scheme : Employees Health Scheme (EHS) provides cashless treatment to all the State Government employees including the state government pensioners, along with their dependent family members through a network of empanelled hospitals in lieu of the present medical reimbursement system under 'The Andhra Pradesh Integrated Medical Attendance Rules, 1972 (ANIMAL Rules, 1972)'. The scheme will provide treatment in network hospitals for all the listed therapies.

Provident Fund: The AP General provident fund a social security measure for the subscribers family in case of his death or if he survives until retirement it is an additional source of income for the subscriber after retirement. The Andhra Pradesh General Provident Fund Rules 1935 governed the procedures for provident fund and was in the force from 1. 3.1963 to 31.8.2004.

Andhra Pradesh Employees Welfare Fund : Membership to this fund is mandatory for all State Government employees. The rules pertaining to the fund were constituted by Andhra Pradesh in G.O(P) No. 173 dated 28 .5.1980 for various welfare activities. Every State Government employee contributes Rs. 50 for the first time and there after Rs. 20 from the March salary payable in April each year. The loan from the fund is made available by DDO and district or state level committee to the member for medical, educational, ceremonies and other rituals in the family.

List of other existing Welfare Measures for Teaching and Non Teaching Staff:

- Medical Reimbursement
- Leave Travelling Concession (LTC)
- Leave Encashment of Earned Leave
- Half pay leave
- Home Loan
- GPF Loan
- Medical Leave
- Gratuity
- Special Casual leave for Women
- Child care leave
- Maternity leave

- Festival Advance
- Education Loan
- Medical Reimbursement
- Leave Travelling Concession (LTC)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	No File Uploaded
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

20

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The institute conducts regular financial audits both internally and externally. An internal financial audit is conducted at the end of the every academic year. separate committees are convened for each department with a convenor and two members. The committees conducts thorough verification of the stock registers along with bills. They 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 the expenditure is done.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0.26920

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	No File Uploaded

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

The institution being a Government College, budget is allocated by the State Government of Andhra Pradesh for salaries, equipment and other office expenses. Funds are also provided by UGC which are utilized to the optimum for the benefit of the students under various schemes applied for. The resources are mobilized through self-financing courses, contribution from alumni, and a few Nongovernmental Organizations. The College received grants from UGC under various schemes such as UGC schemes for academic and administrative, infrastructure, FDP grant for fellowship development, workshops and seminars, purchasing library books, field work, SC-ST book bank grant, additional assistance for equipment grant etc. Venky pharmaceuticals ,Yanam has generously donated around 10 liters of Hand sanitizer during the peak of Covid pandemic in the year 2020-21. The impact of COVID 19 has been a limitation hence the mobilization of funds required for the smooth functioning of the college which was otherwise would have enabled to generate more funds.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

Global outbreak of the pandemic COVID 19 has created a great

disruption in the education system. Being a Higher education institution, there was a great necessity to continue with the academics so as the students will not have a gap in the learning process. Being an institution imparting education for the girls from low and marginal families of the society, the institution was not equipped with the necessary equipment and the skills for offering online education. Under these circumstances, it was a herculean task of shifting from offline to online mode of education.

Hence the IQAC has taken up the following measures to successfully shift from offline to online mode:

1. Permanent faculty who did not have their personal computers were instructed to purchase the same or make alternative arrangements. The adhoc faculty were provided access to the computer labs and permitted to take online classes
2. As the students were from the low economic background, many of them did not have their personal gadgets. Hence they have to be greatly motivated to purchase low cost smartphones or use the gadgets of their family members to attend the classes
3. The college has subscribed for Google meet and the ids were given to all the faculty members for conducting online classes as it was easy for the students without downloading extra apps on their mobiles and it was also user friendly
4. As the Google Meet had the facility of recording the lessons, the students who could not attend the classes in online mode were provided with the recorded lessons to facilitate learning. The recorded lectures along with the details of the online classes were uploaded in the website.
5. After the relaxation of lockdown, the institution was reopened with the necessary covid protocol measures. All the classrooms were sanitized daily and the students and staff were strictly instructed to use the masks and sanitizers.
6. To maintain physical distancing, the classes were run in shift system i.e 10 days online and 10 days offline classes.
7. For facilitating the students for higher progression, the semester end examinations were conducted for final semester students as soon as the lockdown was relaxed by the government. Students affected with covid were also permitted to attend the

exam by placing them in a separate room and the students who could not attend the exams as they were covid positive were permitted to write instant exam which was not otherwise allowed under normal circumstances.

8. During the offline classes, some students of other welfare hostels also were provided free accommodation in the Student Managed Hostel as they were unable to commute due to lack of transport facilities.

All these measures have facilitated the successful delivery of the academic work and the completion of the academic year without delay.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Annual Academic Audit: IQAC maintains the quality of teaching learning process by conducting regular external and internal audits of the curricular, cocurricular and extra curricular activities every year. Regularly at the end of the academic year, IQAC committee visits the departments and verifies the activities along with the necessary proofs. Apart from this, the CCE conducts external evaluation of the institution by constituting expert committees by nominating the faculty from other reputed colleges. This committee conducts a detailed evaluation of all the departments. But during 2020-21, the academic audit committees were communicated but due to lockdown audit could not be completed. Hence after the reopening of the college, IQAC has requested the Principal of the nearby college to conduct the external evaluation of the academics. As a part of this, Dr. V. Anantha Lakhmi, Principal, GDC Pithapuram visited the college and conducted the academic audit.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://www.asdgdcw.ac.in/page.php?id=26
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equality

Gender equality is one of the key challenges faced by society today. It is the state of equal ease of access to resources and opportunities regardless of gender, including economic participation and decision-making; and the state of valuing different behaviours, aspirations and needs equally, regardless of gender. The College conducts regular gender equity promotion programs. Guest speakers from prominent fields are invited to speak on women rights, empowerment, Gender equality etc. which highlight the importance and contribution of women in the

society. Girl students are given counseling on how they can enjoy equal opportunities, choices, capabilities, power and knowledge on par with men as equal citizens. The Institution takes initiatives for equipping girls with the knowledge, values, attitudes and skills to tackle gender disparities which are a precondition for building a sustainable future for all. The college keeps the issue of safety and security of its students on the top of its priorities. There are C.C.T.V. cameras installed at prominent places in the college that provide with the tight security vigilance. The college has a girls waiting room. The girl students may take may rest, relax and refresh there. The purpose of waiting room facility for girls is to create a stress-free environment. Women Empowerment Cell and other departments organize different types of programs and activities in the college that promote the gender equity awareness programs.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

B. Any 3 of the above

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Solid Waste Management

The waste is generated by all sorts of routine activities carried out in the College that includes paper, plastics, dry leaves, food, etc. The College NSS Units I&II conduct clean and

green activity regularly which is a good practice to reduce pollution of the environment. The NSS Volunteers actively participate in cleaning the campus and the classrooms. The waste is segregated at each level and collected in the dust bins placed at different places in the campus .The College has designed a pit in a structured form and had a standard construction of the pit with bricks in a rectangular form behind the hostel . The dry leaves fallen from trees are piled in the corners and then collected in the bins and dumped into the pit for making compost. The College has two attached hostels and the leftover food of the two hostels are collected in the bins placed near the wash basins and the College has made arrangements for the disposal of the bins by contacting a local person who collects the waste from the bins regularly and disposes it in the place where he rears swines which is helping him in feeding the animals.

Rain water harvesting: Replenishing of ground water and water harvesting are important practices of the College implemented to enable recharging of ground water resources. The pipes of drinking water of RO Plant with a container below is designed with appropriate slopes to help in collection and guiding drainage of rainwater to harvesting. This process ensures that water absorbs in the ground to improve the quality and level of ground water. The College through various activities has also undertaken massive plantation drives across the Campus, due to which the green area of the campus has increased.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	View File
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

B. Any 3 of the above

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions/awards
5. Beyond the campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

B. Any 3 of the above

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

The College provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like

International Women's day , International Mother Language Day, Yoga day , AIDS Day etc. along with regional festivals like Pongal are celebrated in the college. On the eve of Sankranthi festival , Departments of Sanskrit and Telugu conducted competition to students on Poetry Recitation. Department of Telugu celebrated International Mother Language Day to create an impression on the students that one who is proficient in mother tongue can be proficient in any language and conducted competitions to students on co-curricular activities like Poetry writing and Poetry Recitation, Elocution on the topic 'Importance of Telugu language and Culture' and Telugu language songs. This type of celebrations establishes positive interaction among people of different racial and cultural backgrounds. There is a grievance redressal cell in the College which deals with grievances without considering anyone's racial or cultural background. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

The College takes pride in the fact that apart from preparing a sound academic foundation of the student community; the College constantly works upon to develop them as better citizens of the country. In this regard, the College apart from imparting quality education, inculcates a feeling of oneness among the student community through various practices and programs. Various departments have always been in the practice of organizing activities that not only initiate but also motivate the students to adopt various practices that promote the "Unity in Diversity" of our nation. The College ensures that the students participate very enthusiastically in all such activities. The College celebrates the Independence Day & Republic Day with great pomp and vigour. Departments of

Political Science, History and NSS Units organize and celebrate the Constitution Day on an annual basis and thus contributes to the spreading of Constitutional values and ideals. To promote Fundamental Duties and Rights among students the faculty of various departments has organized various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the Indian citizens. National Youth Day was celebrated by the commerce Department to honour Swami Vivekananda who spoke about the right use of the youth in the development of the country. National Voters Day was celebrated by NSS Units to create awareness on the right to vote after attaining 18 years which is a basic right of every citizen and also to encourage the youth to participate in the electoral process

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

A. All of the above

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The day of the College starts with Assembly -prayer, thought for the day and national anthem. The national anthem is also sung in all the functions. All national festivals i.e. Independence Day, Republic Day are celebrated with great enthusiasm to inculcate a sense of patriotism in the students. Every year students come together and perform cultural programs like dance, skits highlighting national unity. Every year ex-defence or police persons are invited to share their experience and inspire and motivate young minds to contribute in building the nation. The NSS units, NCC and a few departments organize many awareness and cultural programs on many events to address the students on culture and respect to the nation.

The College also commemorates the birth anniversaries of great National/International personalities like Subhas Chandra Bose, PottiSriramulu, Adikavi Valmiki, Sardar vallabhaiPatel, Shakespeare for his contribution to English Literature, Indira Gandhi and Jhansi Lakshmi Bai, etc. The faculty share the teachings of these eminent personalities through speeches and videos/PPTs. Guest Lectures are also organized on these events. Co-curricular activities are conducted to students to exhibit their skills and to take the inputs from the teachings to get inspired by the great personalities in developing their personalities.

Women's day is celebrated on International Women's day i.e. March 8 to show respect towards women in all the efforts taken by them to manage the personal and professional life and for their contributions.

Important days like Worlds' Wet Day, ,World's Forest Day, World Water day, World AIDS Day, National Conservation Day etc. are celebrated to develop empathy, spread awareness and further promote action in the direction that will help improve and maintain the environment. Essay Writing , Elocution competitions and poster displays are arranged in the campus.

International Happiness Day was celebrated by the Linguistic Departments on 20-03-2021 to make the students recognize the importance of happiness in the lives of people around the world

National Mathematics Day is celebrated on 22 Decemberto mark the birth anniversary of legendary Indian, Srinivasa Ramanujan with educations events.

Apart from these, many events and guest lectures are regularly organized to instil a sense of national pride and gratitude towards sacrifices of great leaders of our country. The list of national and international commemorative days, events and festivals celebrated are as follows.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best Practice-I

Title of the Practice: Faculty Enrichment through Participation in Webinars during

Covid-19 Pandemic..

Aim:

- Keeping in mind the Covid-19 scenario the faculty of the

College aimed upgrading their knowledge and technical skills which helped engaging the students using the Blended Mode of Teaching and Learning to combine the strengths of both traditional and online learning methods in order to give the learners a more engaging learning experience.

Objectives of the Practice:

- To enhance knowledge and update technical skills of teachers.
- To develop teaching skills and to make use of modern technology in teaching.
- To adopt Blended Mode of Teaching and Learning.
- To motivate the learners towards learning and to create a fun learning environment by implementing the latest techniques.
- To have better interaction with the resource persons.
- To organize webinars and other academic activities.
- To become more empowered, creative and innovative

The Context:

The lockdown which has confined students to their homes brought teaching and learning to their doorsteps through various webinar platforms. The main purpose of webinar is to instruct, demonstrate or educate. In the Covid-19 pandemic scenario there was complete lockdown and during that period the HEIs and Universities across the state and country organized National/ State/ International webinars, online FDPs on various fields of education for professional development. Webinars are a great resources and hence by attending the webinars teachers gained knowledge and upgraded their technical skills.

Practice

- Teachers were encouraged to attend the webinars so as to be aware of the techniques to be used in online teaching which they never expected will become necessary.
- Webinars provided a venue for teachers to share practices, ideas and resources. Faculty had an inherent opportunity to reach out to more intellectuals to share their knowledge and the faculty utilized this opportunity and attended maximum number of webinars in their respective subjects and common topics as well, to learn innovative methods of teaching.
- The biggest advantage for the teaching faculty provided by

webinarsis the online Short-Term Courses, Refresher Courses and the Faculty Development Courses.

- Through the practice of attending webinars regularly during lockdown period faculty enriched their technical skills, enhanced their potential and acquired necessary certificates for their career advancement.
- Students were encouraged to participate in the quizzes conducted by various Colleges.
- With the expertise gained by attending the webinars in technical skills the faculty members conducted online quizzes, webinars, Guest Lectures and other online academic activities to the staff and students.

Evidence of Success:

- Teachers felt it very convenient to attend and it was a good platform for them to enhance their knowledge and technical skills to adopt Blended Mode of Teaching and Learning.
- Teachers were able to conduct online classes effectively using best online teaching tools like Google Classroom, Google Meet and Zoom Meeting etc.
- Teachers of various departments not only participated in webinars but also presented papers in their relevant subjects.
- Teachers of various departments organized Webinars, Guest Lectures and Quizzes.
- Teachers and Students participated in the online quizzes designed by the College Teachers and other Colleges in Google forms and received participation certificates with good scores.
- Department of English designed National Online QUIZ on Grammar and received a huge response of nearly 950, where teachers and students participated and received their certificates.
- IQAC, ASD Govt. Degree College for Women (Autonomous), Kakinada, Andhra Pradesh, INDIA organized National Level Online Quiz on "Role of Teacher and Teacher Competencies in Higher Education", through Google Forms on 20th May 2020.
- Departments of English and Telugu 'organized a webinar on Gender Sensitization- A pathway towards Women Empowerment' on 14-12-2020. Dr.D.Jyothirmai, Asst. Professor, AKNU, Rajamahendravaram and Dr.V. Veeralakshmi Devi, Critic, Writer and Lecture in Telugu were the Resource Persons.

- Department of English organized an Online Guest Lecture on Paragraph Writing on
-
- Department of Computer Science conducted National Online Quizzes through Google forms.
-
- Technical glitches are common in virtual presentation like internet connection dropping out often or microphone may not pick up audio etc.
- Expertise in operating the virtual devices is essential to ensure a smooth, professional

and effective online classes and other academic activities.

- Distracted attendees-It can be difficult to keep students attention when Instagram, Whats App are just click away.
- Teachers need to create interest among the students by using effective tools of teaching to check their attendance regularly
- Teachers need to put extra effort and time to prepare PPTs /Videos on relevant topics to make the Blended Learning process enjoyable.

2. Title of the Practice: Faculty and Students Step up COVID Support

Objective:

- To extend a helping hand to the needy in pandemic times.
- To support the destituted during pandemic.
- To contribute to the community service organizations.
- To expose students to people who are at a disadvantage conditions like socially, economically or otherwise.
- To develop awareness and better understanding of the communities they live in.
- Foster a community of caring and committed individuals at the College.

Context:

The Covid -19 has led the economy workers lose their livelihoods

and made them fall into extreme poverty. Without the means to earn an income during lockdowns many were unable to feed themselves and their families. As a result their lives became vulnerable and sought for help. In this situation a few teaching, non-teaching staff members and students with a motto of service to the destitute extended their helping hand in the form of offering required commodities and some by contributing financial support to community service organizations and so on.

Practice:

- Dr.K,Lavanya, Lecturer in Home Science Contributed a sum of

Rs 1000/- to All is Well Charitable Organization, Kakinada. which offered breakfast to the destitute.

- Lt. G. Prameela Rani, Leturer in Physical Education supported the needy at Rajahmundry by offering required commodities.
- Sri, M,Sriramula, Guest Lecturer in Economics supported the poor families with money and clothing.
- S.Noothana studying I B.Com(EM) with her parent's support served food packets to the poor living on footpaths during pandemic.
- College Students and Hostellers volunteered in serving the needy and moved into the streets to distribute food, masks and other necessary commodities.
- Students took up extension activity in educating the children of low income group in a community on nutrition and health care. They also provided food and books to the children to encourage them.

Evidence of Success:

- Given the many challenges during Covid-19 pandemic, a show of solidarity exhibited by staff and students of the College through volunteering is heartening.
- Staff and students were being able to help the poor during partial upliftment of lockdown
- The Covid-19 created a critical need for volunteers to protect the public and to augment overwhelmed public services
- The staff and students played a crucial role in community service during crisis.
- Volunteering generated trust, prompting people to feel

more secure.

- Loneliness in the time of Covid-19 focussed on volunteers
- Experiencing Stigma or being discriminated against if affected with virus.
- Many organizations moved their befriending services and other support services.

File Description	Documents
Best practices in the Institutional website	https://www.asdgdw.ac.in/docs/BestPractices2020-21.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 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. Recently the college students are actively pursuing various certificate courses on global online platforms with the able guidance of the teachers. College regularly organizes seminars/workshops and Paper presentation at National and international levels to ensure that students are exposed to wider realms of knowledge. The eminent personalities of national organizations are invited as resource persons. This provides opportunity for the students to interact with them which provides an inspiration and motivate them to dream to be a part of such premier institutions in future. Regular interactions with the local eminent personalities invited to the college

provides them an opportunity to be a part of the local happenings and opportunities.

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 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

Part B

CURRICULAR ASPECTS

1.1 - Curriculum Design and Development

1.1.1 - Curricula developed and implemented have relevance to the local, national, regional and global developmental needs which are reflected in Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) of the various Programmes offered by the Institution.

The Common core curriculum prescribed by APSCHE and recommended by the Parent University is adopted by the College and is tailor made in Boards of Studies and Academic Council to suit the national and global needs. Each and every aspect of Curriculum is discussed in detail for appropriateness to the contemporary and changing concerns and developments, employability and skill orientedness. Necessary modifications in the form of addition or deletion are made in the Curriculum clearly specifying the learning objectives in order to facilitate and warrant assimilation of the specific outcomes of the Programs and Courses. While adopting and revamping the Curriculum the College keeps the inculcation, sustenance 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. B.Com (General) syllabus projects an interdisciplinary approach in the context of globalised and liberalized economy and market. The program has been designed to address the national and global concerns developing entrepreneurial, managerial skills rendering students employable.

M.Com program focuses on integrated management concepts in an innovative and in a global perspective as required by present dynamic business environment. B.Com (Computers) has double edge advantage with knowledge of Accountancy and Marketing along with computer skills, to be readily absorbed by the firms and companies. B.A HEP outlines the current and fast changing Political, Social and Economic concerns, concepts and issues that go in the making of the World around. Concepts like GST, economic reforms, Political Developments at the national and international levels help students come alive to contemporary responsiveness. BA THP with Telugu Literature, as special study enlightens the students to acquire a grasp of the literary world along with Language skills providing opportunities to teaching vocation. Market-

Oriented BA (Tourism) promotes a sense of respect towards our heritage along with employment. students with basic skills needed for placement in the fields of Aquaculture & Fisheries, Organic Farming and Horticulture. BSc MPCs Curriculum imparts knowledge of Programming, Data Structures and Web Designing and so on providing openings in the demand oriented fields of IT and ITES. Renewable Energy in both MPC and MPCs curriculum prepares the students for the challenges of designing, promoting and implementing renewable energy solutions. Graduates will get a sense of social responsibility for the implementation of sustainable energy solutions. BSc MPC develops Mathematical skills that help in construction and deconstruction of mathematical models. The program prepares the students for further studies. Environmental Chemistry addresses issues and concerns related to sustainable and eco friendly processes. BSc Microbiology has a strong practical emphasis providing the students basic laboratory skills for a career in clinical, applied and industrial microbiology. BSc Home Science Curriculum is designed and developed to cater to the overall personality development of students by developing orientation towards family dynamics, health and nutrition and also with vast opportunities in Government and Non-Government sector

File Description	Documents
Upload additional information, if any	View File
Link for additional information	https://www.asdgdcw.ac.in/popsoco.php

1.1.2 - Number of Programmes where syllabus revision was carried out during the year

15

File Description	Documents
Minutes of relevant Academic Council/BOS meeting	View File
Details of syllabus revision during the year	View File
Any additional information	No File Uploaded

1.1.3 - Number of courses focusing on employability/entrepreneurship/ skill development offered by the Institution during the year

10	
File Description	Documents
Curriculum / Syllabus of such courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approval for these courses	No File Uploaded
MoUs with relevant organizations for these courses, if any	No File Uploaded
Any additional information	No File Uploaded
1.2 - Academic Flexibility	
1.2.1 - Number of new courses introduced across all programmes offered during the year	
2	
File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	View File
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Programmes offered through Choice Based Credit System (CBCS)/Elective Course System	
15	
File Description	Documents
Minutes of relevant Academic Council/BoS meetings	View File
Any additional information	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File
1.3 - Curriculum Enrichment	

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

The institution integrates contemporary social issues related to gender, environment and human values by introducing foundation courses in all programs and also conducting various awareness programs for the students viz. Guest Lectures, Workshops, Seminars and Extension Activities. The syllabus comprises of the human rights, value education and environmental science in the curriculum. The objective in having these subjects is to make the students aware and sensitive to value system in real life situations. To help the students to discriminate between ephemeral and eternal values and to ensure environmental concerns should occupy an important place in the civilian life of the students. To facilitate the development of a holistic perspective among students towards life, profession and happiness, based on a correct understanding of the human reality and the rest of existence. Such a holistic perspective forms the basis of value based living in a natural way.

Human Values and Professional Ethics: The Commissionerate of Collegiate Education, Government of Andhra Pradesh introduced a Foundation Course in Human Values and Professional Ethics to Undergraduate students from the academic year 2013-14 with an aim to impart human values and professional ethics among the students. The Course is a part of initiative to inculcate values among students. The need of value-based education is crucial in the current technocratic and competitive society. Along with the foundation course various programmes conducted to observe national festivals and birth anniversaries of great personalities provide students an inspiration to abide by the values in both their personal and professional arena. As a part of cocurricular activities, visits to orphanages and old age homes also provides a naked picture of the society motivating them to work for the needy and underprivileged.

Environmental Studies: Environmental Studies help students develop holistic understanding of their environment. It inculcates a multidisciplinary perspective to understanding of our environmental issues/ problems and thereby comprehend the impact of our daily activities on its integrity for playing a responsible positive role. The Course aims to sensitize students on the various aspects of environment and its protection. To create a continuum in the theory and

practical, various practices are adopted by the institution like following plastic free day, vehicle free day ,plantation programmes in and out of the campus.The students are encouraged to be a part of the local NGOs working for the environmental sustainability.

Gender studies: As a part of the syllabus some of the courses have a direct bearing to the issues of gender enlightening the students on the gender roles, gender issues ,status of women in the society and so on.Apart from these the workshops and seminars are conducted related to gender to educate the students on the latest developments in the society.

File Description	Documents
Upload the list and description of the courses which address issues related to Gender, Environment and Sustainability, Human Values and Professional Ethics in the curriculum	View File
Any additional information	View File

1.3.2 - Number of value-added courses for imparting transferable and life skills offered during the year

2

File Description	Documents
List of value-added courses	View File
Brochure or any other document relating to value-added courses	View File
Any additional information	No File Uploaded

1.3.3 - Number of students enrolled in the courses under 1.3.2 above

173

File Description	Documents
List of students enrolled	View File
Any additional information	No File Uploaded

1.3.4 - Number of students undertaking field work/projects/ internships / student

projects

54

File Description	Documents
List of programmes and number of students undertaking field projects / internships / student projects	View File
Any additional information	View File

1.4 - Feedback System

1.4.1 - Structured feedback and review of the syllabus (semester-wise / year-wise) is obtained from 1) Students 2) Teachers 3) Employers and 4) Alumni

A. All 4 of the above

File Description	Documents
Provide the URL for stakeholders' feedback report	https://drive.google.com/drive/folders/1rCq2iE5JO8Kon91viEnM80HufQKJJa7S?usp=s_haring
Upload the Action Taken Report of the feedback as recorded by the Governing Council / Syndicate / Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - The feedback system of the Institution comprises the following

B. Feedback collected, analysed and action taken

File Description	Documents
Provide URL for stakeholders' feedback report	https://drive.google.com/drive/folders/1rCq2iE5JO8Kon91viEnM80HufQKJJa7S?usp=s_haring
Any additional information	No File Uploaded

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile**

2.1.1 - Enrolment of Students**2.1.1.1 - Number of students admitted (year-wise) during the year**

1376

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc.) as per the reservation policy during the year (exclusive of supernumerary seats)

1081

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses students' learning levels and organises special programmes for both slow and advanced learners.

The institution has been in the practice of mentor system to take care of individual students all round development. The student profile cards are maintained by ,mentors to assess academic progression as well as identify issues encountered by individual students. Student's performance is assessed on continuous basis and necessary corrective measures are planned for slow learners and advanced learners. The advanced learners are advised on benefitting from additional programmes offered by the institution for enriching their knowledge and enhancing employability opportunities. students performance in the internal examinations used to assess his learning levels and suggest appropriate remedial course of action.

slow learners

- Bridge Courses: students attend the specially designed

bridge classes to gain access to new studies.

- Remedial classes are conducted for slow learners to promote understanding of concepts to catch up with peers and build competence to take exams.
- Peer /group/self learning and revision of old question papers.
- Special material is prepared and supplied to slow learners.
- Advanced learners are encouraged to take up online courses, live projects.
- add-on courses, skill development training courses and MOOCs courses offered by distance education programs are suggested to them.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

2.2.2 - Student – Teacher (full-time) ratio

Year	Number of Students	Number of Teachers
01/06/2020	1216	46

File Description	Documents
Upload any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

During 2021, due to covid 19 pandemic, online teaching method and blended learning methods are used .

Study Projects, field trips, learning by doing and service-learning projects help the institution promote this kind of learning. The experiential learning provides the students a chance to experience, reflect, conceptualize, experiment and

again experience in a cyclical fashion.

Students are actively involved and motivated to participate in community service to educate public on viz., cash less transactions, ODF, peace, various schemes of government, literacy programs, Aids, Consumerism and so on.

Project based learning coupled with course based projects are popularly used techniques by various programs of the college for enhancing the competence of students in applying their understanding of the subject to solve real time issues.

Academic Projects, field trips and field surveys are made a part of the curriculum and assessment. Summer based projects are also promoted among advanced learners. The sampling techniques, methodology of study, data collection tools and methods, analysis, testing and interpretation of information, report writing enhances practical based learning.

Virtual teaching has been initiated and proved successful in offering students an opportunity to watch and hear the lectures on varied topics from experts. The Digital Classrooms have fully and successfully exploited the audio and video sources of learning. The institution is using LMS to promote e-learning and online courses in the college.

File Description	Documents
Upload any additional information	View File
Link for additional Information	https://docs.google.com/document/d/1MoZQuLQmKOLEimPi-pbA6jVTbU3Rq9UaFU5Paa8EXYA/edit

2.3.2 - Teachers use ICT-enabled tools including online resources for effective teaching and learning

For successful teaching -learning process, teachers use ICT enabled tools. Students need to improve hands on experience with the modern technology to face the competition in the market. Hence in the new century the novel teaching methods are adopted combining technology with traditional mode of instruction. The new form of teaching also equips the students in the long run for future learning.

ICT tools

1. Projectors: 9 LCD projectors are available in different classrooms/labs
2. Desktops: Around 80 Desktops are available at Computer Lab and in Faculty cabins all over the campus. Every teacher uses laptops.
3. Printers: They are installed at Labs, HOD Cabins and at all prominent places.
4. Photocopier machines :Multifunction printers are available at all prominent places in the institute. There are four photostat machines available in campus.
5. Scanners: Multifunction printers Scanners are available.
6. Seminar Rooms: Three seminar halls are equipped with all digital facilities. There are three virtual class rooms and three digital classrooms
7. Online Classes are conducted through Zoom, Google Meet, Microsoft Team, Google Classroom)

Use of ICT

- PowerPoint presentations: power-point presentations in their teaching by using LCD's and projectors, online search engines and websites to prepare effective presentations.
- Industry Connect: Seminar and Conference rooms are digitally equipped where guestlectures, expert talks and various competitions are regularly organized for students.
- Online quiz- Faculties prepare online quiz for students after the completion of each unit with the help of GOOGLE FORMS.
- Video lecture- Recording of video lectures is made available to students

File Description	Documents
Provide link for webpage describing ICT enabled tools including online resources for effective teaching and learning process	https://docs.google.com/spreadsheets/d/e/2PACX-1vTiQI7OwHCYpfq5u0aw8YcI2RJ5gSpLtNQaTTMGljDUC-KKL0UolFgozeQ-WPS9eQ/pubhtml
Upload any additional information	View File

2.3.3 - Ratio of students to mentor for academic and other related issues

2.3.3.1 - Number of mentors

46

File Description	Documents
Upload year-wise number of students enrolled and full-time teachers on roll	View File
Circulars with regard to assigning mentors to mentees	View File

2.3.4 - Preparation and adherence to Academic Calendar and Teaching Plans by the institution

Every year the institution prepares academic calendar in advance. It covers the list of examination dates, seminars, conferences, guest lectures, workshops and field trips, holidays, vacation dates, festivals etc. Academic calendar provides the total number of working days available in a given semester. Then the convenor and the senior staff members prepare the time table by correlating the working days available and coverage of curriculum of the subjects. Thus the academic calendars monitors the effective delivery of the program and the academic outputs.

File Description	Documents
Upload the Academic Calendar and Teaching Plans during the year	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full-time teachers against sanctioned posts during the year

46

File Description	Documents
Year-wise full-time teachers and sanctioned posts for the year	View File
List of the faculty members authenticated by the Head of HEI	View File
Any additional information	No File Uploaded

2.4.2 - Number of full-time teachers with PhD/ D.M. / M.Ch. / D.N.B Super-Specialty / DSc / DLitt during the year

7

File Description	Documents
List of number of full-time teachers with PhD./ D.M. / M.Ch. / D.N.B Super-Specialty / D.Sc. / D.Litt. and number of full-time teachers for 5 years	View File
Any additional information	No File Uploaded

2.4.3 - Total teaching experience of full-time teachers in the same institution: (Full-time teachers' total teaching experience in the current institution)

210

File Description	Documents
List of teachers including their PAN, designation, Department and details of their experience	View File
Any additional information	No File Uploaded

2.5 - Evaluation Process and Reforms

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

20

File Description	Documents
List of Programmes and the date of last semester-end / year-end examinations and the date of declaration of result	View File
Any additional information	No File Uploaded

2.5.2 - Number of students' complaints/grievances against evaluation against the total number who appeared in the examinations during the year

103

File Description	Documents
Upload the number of complaints and total number of students who appeared for exams during the year	View File
Upload any additional information	No File Uploaded

2.5.3 - IT integration and reforms in the examination procedures and processes including Continuous Internal Assessment (CIA) have brought in considerable improvement in the Examination Management System (EMS) of the Institution

1. Caste wise result analysis also generated in the examination soft ware
2. Group wise ,paper wise generation of results are generated
3. Teacherwise analysis of the results is also generated
4. Partwise pass percentage of the total college will be generated
5. Year wise toppers both dept wise ,paper code wise,,group and subject wise are directly generated
6. During the semester end examinations conducted in September 2020 ,if any student was unable to attend the examination, due to covid 19 positive cases,it was resolved to conduct re-examination which is otherwise not done.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme Outcomes and Course Outcomes for all Programmes offered by the institution are stated and displayed on the website and communicated to teachers and students

The programmes offered by the college with its Learning outcomes are communicated to the staff and the students through various mechanisms:

- During the meetings, the staff members are extensively educated on POs, PSOs and COs and the importance of their communication to the students
- Program outcomes, Programme Specific Outcomes and Course Outcomes for all the courses are displayed on the College website
- Program Specific outcomes and Course Outcomes are communicated to the students through the handbook provided to them
- During the admission into the college Induction programme is conducted for the freshers where the Programme Outcomes and Programme Specific outcomes are briefly explained to the students and their parents
- Course outcomes are provided to the students along with the copy of syllabus during the commencement of each course Programme outcomes, Program Specific outcomes and Course outcomes are discussed in meetings of Board of Studies and Academic Council.

File Description	Documents
Upload COs for all courses (exemplars from the Glossary)	View File
Upload any additional information	No File Uploaded
Link for additional Information	https://www.asdgdw.ac.in/docs/CourseOutcomes.docx

2.6.2 - Attainment of Programme Outcomes and Course Outcomes as evaluated by the institution

The Institution measures the attainment of Programme outcomes, Programme specific outcomes and Course outcomes by both Direct and Indirect techniques. Direct techniques are regularly employed to measure learning in the classroom. Direct measures are those that measure student learning by assessing actual samples of student work. Continuous internal assessment is done through Mid Exams. Two mid exams are conducted for each semester for 15 marks each and their average is taken. Semester End Exam is conducted for 75 marks. These exams evaluate the POs, PSOs and COs. Indirect techniques : For ten marks internal assessment student seminar and class assignment is given. Apart from them group discussions, Debates, Projectworks are also used to measure attainment of POs and PSOs. Practicals conducted by science Departments give opportunity to students to apply the knowledge gained in theory and at the same time measures the application skills of students. Seminars, workshops, Essay writing, Elocution, Poster presentation competitions measure the attainment of POs and PSOs. Field visits conducted by all the departments give on the job experience which in turn helps in achieving POs and PSOs. The student is totally assessed on the basis of her participation in various curricular and extra-curricular activities. Method of measuring POs and PSOs: POs and PSOs are measured based on the pass percentage in the university examination, Placement Records of the JKC and the student achievements in the Co-curricular and Extracurricular activities

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	https://www.asgdgcw.ac.in/popsoco.php

2.6.3 - Pass Percentage of students

2.6.3.1 - Total number of final year students who passed in the examinations conducted by Institution

325

File Description	Documents
Upload list of Programmes and number of students appear for and passed in the final year examinations	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire). Results and details need to be provided as a weblink

<https://www.asdgdwc.ac.in/docs/FeedbackAnalysis2020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Promotion of Research and Facilities

3.1.1 - The institution's research facilities are frequently updated and there is a well-defined policy for promotion of research which is uploaded on the institutional website and implemented

The institution encourages the faculty to engage themselves in research activities along with the regular academic activities. A conducive environment is facilitated in the institution by encouraging the faculty to participate actively in research and consultancy activities. A research committee is constituted in the institution which regularly conducts meetings and educates on the various funding institutions and encourages them to apply for funding. The research proposals are submitted to the research committee and the committee along with IQAC scrutinizes the proposals whether they are in compliance with the regulations of the funding agency. Faculty are encouraged to attend various seminars and conferences related to research and IPR organized by other institutions. The departments are encouraged to conduct seminars, conferences and workshops on the important issues in their respective fields, research issues and Intellectual Property Rights (IPR) and actively involve the students also so as to inculcate research and scientific temper among the students. At UG level, the students are encouraged to take up research based study

projects based on the curriculum which develops research aptitude among the students.

File Description	Documents
Upload the Minutes of the Governing Council/ Syndicate/Board of Management related to research promotion policy adoption	No File Uploaded
Provide URL of policy document on promotion of research uploaded on the website	Nil
Any additional information	No File Uploaded

3.1.2 - The institution provides seed money to its teachers for research

3.1.2.1 - Seed money provided by the institution to its teachers for research during the year (INR in lakhs)

0

File Description	Documents
Minutes of the relevant bodies of the institution regarding seed money	No File Uploaded
Budget and expenditure statements signed by the Finance Officer indicating seed money provided and utilized	View File
List of teachers receiving grant and details of grant received	No File Uploaded
Any additional information	No File Uploaded

3.1.3 - Number of teachers who were awarded national / international fellowship(s) for advanced studies/research during the year

0

File Description	Documents
e-copies of the award letters of the teachers	No File Uploaded
List of teachers and details of their international fellowship(s)	View File
Any additional information	No File Uploaded

3.2 - Resource Mobilization for Research

3.2.1 - Grants received from Government and Non-Governmental agencies for research projects, endowments, Chairs during the year (INR in Lakhs)

0

File Description	Documents
e-copies of the grant award letters for research projects sponsored by non-governmental agencies/organizations	View File
List of projects and grant details	No File Uploaded
Any additional information	No File Uploaded

3.2.2 - Number of teachers having research projects during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil
List of research projects during the year	View File

3.2.3 - Number of teachers recognised as research guides

0

File Description	Documents
Upload copies of the letter of the university recognizing teachers as research guides	No File Uploaded
Institutional data in Prescribed format	View File

3.2.4 - Number of departments having research projects funded by Government and Non-Government agencies during the year

0

File Description	Documents
Supporting document from Funding Agencies	View File
Paste link to funding agencies' website	Nil
Any additional information	No File Uploaded

3.3 - Innovation Ecosystem

3.3.1 - Institution has created an ecosystem for innovations and creation and transfer of knowledge supported by dedicated centres for research, entrepreneurship, community orientation, incubation, etc.

The Institution provides a conducive environment for promotion of Innovation and Incubation. All required facilities are provided and Guidance is extended to the students. Students are encouraged to actively involve in the application of Technology for societal needs. Several workshops, seminars and guest lectures on Entrepreneurship are organized for the students. Every year the college organizes an event called "SAMANA" under the guidance of department of commerce to enhance the entrepreneur skills of the students which is adopted as the Best Practice of the college since 2019 and it has been internalized as a part of the college activity. The college provides the stalls and suitable environment to the students, where students from different departments will market their products and they are also guided in preparing the Income and expenditure statement for the products they sold. This experience gives them an atmosphere to mould themselves as successful entrepreneurs

after they complete their education. The program also enables to produce successful entrepreneurs in future imbued with leadership qualities using innovative and ethical business practices to make global impact. The college proposed to start an Innovation and Incubation Cell (IIC) aiming to provide a platform for the convenient merger of innovative and entrepreneurial efforts. The idea is to foster and facilitate innovation and entrepreneurship among the faculty and students through mentoring and training. But because of the COVID-19 pandemic, the IIC was unable to take its shape which will be taken up during 2021-22.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

3.3.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR), Entrepreneurship and Skill Development during the year

0

File Description	Documents
Report of the events	No File Uploaded
List of workshops/seminars conducted during the year	View File
Any additional information	No File Uploaded

3.4 - Research Publications and Awards

3.4.1 - The Institution ensures implementation of its Code of Ethics for Research uploaded in the website through the following: Research Advisory Committee Ethics Committee Inclusion of Research Ethics in the research methodology course work Plagiarism check through authenticated software

C. Any 2 of the above

File Description	Documents
Code of Ethics for Research, Research Advisory Committee and Ethics Committee constitution and list of members of these committees, software used for plagiarism check	View File
Any additional information	No File Uploaded

3.4.2 - Number of PhD candidates registered per teacher (as per the data given with regard to recognized PhD guides/ supervisors provided in Metric No. 3.2.3) during the year

3.4.2.1 - Number of PhD students registered during the year

0

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and details like name of the guide, title of thesis, and year of registration	View File
Any additional information	No File Uploaded

3.4.3 - Number of research papers per teacher in CARE Journals notified on UGC website during the year

1

File Description	Documents
List of research papers by title, author, department, and year of publication	View File
Any additional information	No File Uploaded

3.4.4 - Number of books and chapters in edited volumes / books published per teacher during the year

0

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.4.5 - Bibliometrics of the publications during the year based on average Citation Index in Scopus/ Web of Science/PubMed

3.4.5.1 - Total number of Citations in Scopus during the year

0

File Description	Documents
Any additional information	No File Uploaded
Bibliometrics of the publications during the year	No File Uploaded

3.4.6 - Bibliometrics of the publications during the year based on Scopus/ Web of Science – h-Index of the University

3.4.6.1 - h-index of Scopus during the year

0

File Description	Documents
Bibliometrics of publications based on Scopus/ Web of Science - h-index of the Institution	No File Uploaded
Any additional information	No File Uploaded

3.5 - Consultancy

3.5.1 - Revenue generated from consultancy and corporate training during the year (INR in lakhs)

0

File Description	Documents
Audited statements of accounts indicating the revenue generated through consultancy and corporate training	View File
List of consultants and revenue generated by them	No File Uploaded
Any additional information	No File Uploaded

3.5.2 - Total amount spent on developing facilities, training teachers and clerical/project staff for undertaking consultancy during the year

0

File Description	Documents
Audited statements of accounts indicating the expenditure incurred on developing facilities and training teachers and staff for undertaking consultancy	View File
List of training programmes, teachers and staff trained for undertaking consultancy	No File Uploaded
List of facilities and staff available for undertaking consultancy	No File Uploaded
Any additional information	No File Uploaded

3.6 - Extension Activities

3.6.1 - Extension activities carried out in the neighbourhood sensitising students to social issues for their holistic development, and the impact thereof during the year

The college organizes extension activities for institute-neighbourhood community to sensitize the students towards community. The students of our college actively participate in community oriented activities that leads to their overall development. The college runs effectively National Service Scheme, Red Ribbon Club and National Cadet Corps Units. National Cadet Corps (NCC) wing is also involved in activities such as creating awareness on AIDS through a rally, Protection of the rights of a girl child, cleaning of

beaches etc. The college is very conscious about its responsibilities for shaping its students into responsible citizens of the country by making students aware of social issues through various programmes like Environmental Awareness, Personal Health and Hygiene, Diet awareness, Road Safety. TStudents of the college are active mebers of an NGO All is Well which is actively involved in plantation,plastic eradication,environmental education etc.Every week students spend 2-3 hours in these activities.A certificate is provided to the students by the NGO as a token of appreciation. Because of COVID-19 pandemic, the extension activities for the year 2020-2021have been limited.Inspite of this the college management has motivated the students to contribute to the needy in and around their residence in cash or kind to help the covid affected families.Some of the staff members and students actively distributed the food and money to the needy as the institutional social responsibility.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.6.2 - Number of awards and recognition received by the Institution, its teachers and students for extension activities from Government / Government-recognised bodies during the year

1

File Description	Documents
Number of awards for extension activities in during the year	View File
e-copy of the award letters	View File
Any additional information	No File Uploaded

3.6.3 - Number of extension and outreach programmes conducted by the institution through NSS/NCC/Red Cross/YRC, etc. during the year (including Government-initiated programmes such as Swachh Bharat, AIDS Awareness, and Gender Sensitization and those organised in collaboration with industry, community and NGOs)

31

File Description	Documents
Reports of the events organized	View File
Any additional information	No File Uploaded

3.6.4 - Number of students participating in extension activities listed in 3.6.3 during the year

1200

File Description	Documents
Reports of the events	View File
Any additional information	No File Uploaded

3.7 - Collaboration

3.7.1 - Number of collaborative activities during the year for research/ faculty exchange/ student exchange/ internship/ on-the-job training/ project work

0

File Description	Documents
Copies of documents highlighting collaboration	View File
Any additional information	No File Uploaded

3.7.2 - Number of functional MoUs with institutions of national and/or international importance, other universities, industries, corporate houses, etc. during the year (only functional MoUs with ongoing activities to be considered)

0

File Description	Documents
e-copies of the MoUs with institution/ industry/ corporate house	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other institutions etc. during the year	View File
Any additional information	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching-learning, viz., classrooms, laboratories, computing equipments, etc.

Our college has adequate infrastructure. It has vast chemistry laboratory with 3000 sft, Computer Science lab , Computer Applications lab, Botany, Zoology, Fisheries , Microbiology Physics(Electricity, optics and Mechanics labs) and Home science laboratories. Calm and serene atmosphere is existing in the college for teaching and learning process to take place. The classrooms are well ventilated and have facilities such as ceiling fans desks and other paraphernalia. There are 20 classrooms at present. Four old classrooms have been renovated during this academic year with RUSA funds worth 80 lacs.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

The college has Physical Education department which comprises of yoga center, sports and games equipment with a 9 Station gym. Excercise Cycles , Tread mill , Cross stepper, hydraulic pushups and playground facilities are available for the students. playgrounds are available for Volleyball, Shuttle, Ball badminton, Basketball, tennikoit, Kho Kho and kabaddi .An indoor Auditorium/ seminar hall has 100 seat capacity with life size touch screen digital board and one LCD Projector. The college has full time physical director is also NCC Lieutenant for NCC III rd Andhra Battalion wing. She trains the students in various games and sports and encourage them to participate in various District,State and National level competitions where the students successfullt bag the prizes . Our college has been the host for All India Intercollegiate and Inter university Taekwondo selections of Adi kavi Nannaya University , Rajamahendravaram for the past 4 years.

File Description	Documents
Geotagged pictures	View File
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT-enabled facilities

15

File Description	Documents
Upload any additional information	View File
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure for infrastructure augmentation, excluding salary, during the year (INR in Lakhs)

5.09

File Description	Documents
Upload audited utilization statements	View File
Details of Expenditure, excluding salary, during the years	View File
Any additional information	View File

4.2 - Library as a Learning Resource

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

The college authorities firmly believe in the fact that library is a source of self learning and hence it has got three big rooms of 3500 sft with 34,538 books. Our library strives to meet the students' requirements by rendering various services both through manual & IT-based systems with the combined efforts of all the library staff members. We are progressing steadily towards fuller automation of the

library. The library has separate references section and competitive exams section. The collage has subscribed to Inflibnet. Both the staff and students have subscribed for National Digital Library(NDL) .

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://www.asdgdw.ac.in/services.php?id=7

4.2.2 - Institution has access to the following: e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources

A. Any 4 or more of the above

File Description	Documents
Details of subscriptions like e-journals, e-books, e-ShodhSindhu, Shodhganga membership	View File
Upload any additional information	No File Uploaded

4.2.3 - Expenditure on purchase of books/ e-books and subscription to journals/e-journals during the year (INR in lakhs)

0.51935

File Description	Documents
Audited statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Usage of library by teachers and students (footfalls and login data for online access)

4.2.4.1 - Number of teachers and students using the library per day during the year

120

File Description	Documents
Upload details of library usage by teachers and students	View File
Any additional information	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

Hardware facilities:

- The college is equipped with 80 computers with printer facility including the departments and computer labs and office
- Wireless LAN internet facility provided for easy access to web. Each department has a computer with internet connections
- The college campus surveillance is done through 16 CCTV cameras in the focal areas of the college
- The college is equipped with 8 biometric machines through which the staff and the students mark their attendance
- Three virtual and three digital class rooms are available which are equipped with smart boards
- 9 LCD projectors are provided in the classrooms of some of the departments
- 4 Wi fi devices are available for uninterrupted wifi facility for computer labs, JKC, Office and Library

Software facilities:

- Office is automated and the procedures like admissions and TC generation are online
- All the financial payments and receipts are done online through CFMS and PFMS
- A software in the college is available for collecting the student feedback
- Examination cell is partially automated and the procedures like hall ticket generation, mark lists, OD

generation etc are done online.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Student - Computer ratio

Number of Students	Number of Computers
1216	80

File Description	Documents
Upload any additional information	View File

4.3.3 - Bandwidth of internet connection in the Institution and the number of students on campus

A. ?50 Mbps

File Description	Documents
Details of bandwidth available in the Institution	No File Uploaded
Upload any additional information	No File Uploaded

4.3.4 - Institution has facilities for e-content development: Facilities available for e-content development Media Centre Audio-Visual Centre Lecture Capturing System (LCS) Mixing equipments and software for editing

E. None of the above

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
List of facilities for e-content development (Data Template)	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of physical and academic support facilities, excluding salary component, during the year (INR in lakhs)**

210168

File Description	Documents
Audited statements of accounts	No File Uploaded
Upload any additional information	View File

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

The College has a Buildings Repair and Maintenance Committee for the maintenance of campus facilities constituting with three faculty members. The committee looks after the maintenance of buildings, class rooms and laboratories. . A report thus arrived at is submitted to the Principal and CPDC. The repairs are taken up annually with funds allocated under Repair and Renovations category in Autonomy Grant College Special Fee. The College obtains approval for any dismantling of building from Governing Body and CCE by following the due procedures and instructions.

The In-Charges of Science Departments are responsible for the maintenance of the Laboratories. An internal inspection and stock verification is done annually to ensure that the stock is maintained. A specified amount is allocated from special fee for science laboratories of conventional courses, restructured courses for upkeep and maintenance. The maintenance of Computer Science, Microbiology Aqua technology, Horticulture and Computer Applications for. Laboratories is met from Restructured Special Fee Fund. Allocations are made in various funds, especially Government Budget and UGC Autonomy grant for purchase of Books and Journals. . The purchase of books is done by Library Committee by quotations from Bookstores which are submitted to the Principal for purchase for library maintenance also same amount is allotted for college special fee library fund.

From the college special fee sports fund same amount is allocated to purchase course equipment and the T.A and D.A

are provided to the students participating in University Level selections from this fund.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.asdgdw.ac.in/facilities.php?id=18

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and freeships provided by the Government during the year

1099

File Description	Documents
Upload self-attested letters with the list of students receiving scholarships	View File
Upload any additional information	View File

5.1.2 - Number of students benefitted by scholarships and freeships provided by the institution and non-government agencies during the year

44

File Description	Documents
Upload any additional information	No File Uploaded
Institutional data in prescribed format	View File

5.1.3 - The following Capacity Development and Skill Enhancement activities are organised for improving students' capabilities Soft Skills Language and Communication Skills Life Skills (Yoga, Physical fitness, Health and

A. All of the above

Hygiene) Awareness of Trends in Technology

File Description	Documents
Link to Institutional website	https://www.asgdwcw.ac.in/services.php?id=4
Details of capability development and schemes	View File
Any additional information	No File Uploaded

5.1.4 - Number of students benefitted from guidance/coaching for competitive examinations and career counselling offered by the institution during the year

70

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

**5.1.5 - The institution adopts the following mechanism for redressal of students' grievances, including sexual harassment and ragging: Implementation of guidelines of statutory/regulatory bodies
Creating awareness and implementation of policies with zero tolerance Mechanism for submission of online/offline students' grievances Timely redressal of grievances through appropriate committees**

A. All of the above

File Description	Documents
Minutes of the meetings of students' grievance redressal committee, prevention of sexual harassment committee and Anti-ragging committee	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
Upload any additional information	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of outgoing students who got placement during the year

58

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of outgoing students progressing to higher education

69

File Description	Documents
Upload supporting data for students/alumni	View File
Details of students who went for higher education	View File
Any additional information	No File Uploaded

5.2.3 - Number of students qualifying in state/ national/ international level examinations during the year

5.2.3.1 - Number of students who qualified in state/ national/ international examinations (e.g.: IIT-JAM/NET/SET/JRF/ GATE /GMAT /CAT/ GRE/ TOEFL/Civil Services/State government examinations) during the year

0

File Description	Documents
Upload supporting data for students/alumni	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports and/or cultural activities at inter-university / state /national / international events (award for a team event should be counted as one) during the year

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File

5.3.2 - Presence of an active Student Council and representation of students in academic and administrative bodies/committees of the institution

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 Swatch 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, Campus Recruitment Drives, Awareness programs, Blood Donation Camps and Health Camps at the College Level. The Class Representatives take the leading role in all the day to day activities in the class, their representation in the Boards of Studies to bring to light their views on the existing and proposed changes to curriculum. Students have been represented as members in various Academic and Administrative committees to maintain more transparency in academic and administrative activities. Committees in which students

represent as members include. 1. Special Fee committee 2. Grievance Redressal Committee 3. Internal Quality Assurance Cell 4. Literary Committee 5. NSS 6. Anti -Ragging Committee 7. Telugu Literary Association 8. English Literary Association 9. Sports Committee 10. Science Club 11. 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. Students played a significant role in the organising Seminars/webinars, workshops, quizzes in the college. Most of the Activities of the campus are studentcentric with a view to provide students ample opportunities towards leadership, planning and organizing, management of events by playing dynamic roles.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

5.3.3 - Number of sports and cultural events / competitions organised by the institution

2

File Description	Documents
Report of the event	No File Uploaded
List of sports and cultural events / competitions organised per year	View File
Upload any additional information	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - The Alumni Association and its Chapters (registered and functional) contribute significantly to the development of the institution through financial and other support services

The alumni committee is constituted with a President Santhi Rajeswari, Lecturer in English, P.R.Vocational Junior College, Kakinada. Vice President, Lalitha Niramala, Extension Officer, Dept of Women Development and Child Welfare, Kakinada , Secretary V.Anantha Lakshmi, Lecturer in

Chemistry, A.S.D.Government Degree College (W) and a Treasurer Sandhya, Lecturer in Commerce, A.S.D.Government Degree College (W) and members. The committee is actively engaged in the activities of the institution. They offer logistic and other support when the college events are organized. Some of the alumni conduct workshops and present guest lectures in the area of their expertise. They are also included as members of some statutory and non statutory committees.They also offer their support in mobilizing the funds from philanthropists and other sources.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

5.4.2 - Alumni's financial contribution during the year

E. <2 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The institution being an exclusive Govt. women's college in the district, is serving at its best for empowering women sector of economically weaker sections. The Governance of the institution is so reflective and the prime focus is on the vision and mission of the institute.

VISION

The College envisages to evolve into Premier institution imparting quality education embedded with Values and Skills leading to the development of the Nation through the empowerment of women, especially those hailing from 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 society.
- Provide need- based and skill- based training to create a workforce of women with abilities to globally compete, to entrepreneur and be self reliant.

The Institution, inspired by its vision of "empowerment of women, especially those hailing from marginalized sections of the society" charts out its perspective plan every year and effectively implements it, as a result of which the College has produced thousands of first-generation Women graduates till now.

The Institution works for the Empowerment of the students with the conduct of various Certificate courses which will develop their Skills in becoming Employable and Self-reliant. These Certificate Courses were offered by various Departments of the Institution. Also the students will be trained over the improvement of Language Skills to make them Globally Competent with the help of JKC, a support service established for the well-being of the student fraternity. Various Committees like Women's Empowerment Cell, Grievances Redressal Cell, Red Ribbon Club, work relentlessly for the upliftment of the students in all aspects. Along with that Proctor system is followed where each Proctor is assigned with a group of students and they continuously provide mentoring to the students in the needed aspects, to help the students excel in their studies and also help them to courageously face the challenges of their life. The Cultural Committee of the College helps in promoting the spirit of continuing the culture and traditions of the Nation by celebrating various National Festivals and Important days which help them to be a part of holistic society. The NSS Units of the college with the active participation of the

students, strives for the well-being of the society by organizing various activities which include Swachh Bharat, Clean and Green in the campus and also do campaigning on the Awareness measures to be adopted for the prevention of Covid-19, AIDS etc.,

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	https://www.asdgdw.ac.in/services.php?id=4#.php

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

The College believes in functioning through participative management to strengthen the organizational development both in academics and administration. Meetings and discussions held with the faculty, students, Industry and the community representatives time to time ensure active involvement of stakeholders in all phases of development. The college believes in decentralized administration which is participatory and transparent in approach. The Principal as the Head of the Institution carries out the administration through well-established statutory and non-statutory bodies. The institution motivates for better planning , implementing and enhancing the quality in all academic and administrative activities. Various Bodies are constituted for institutional progression with better co-ordination and support.

They are

Academic Council

Finance Committee

College Planning and Development Council

Examination Committee

Staff Council

IQAC

UGC Committee

Jawahar Knowledge Centre Committee

Admissions Committee

Library Advisory Committee

Anti-ragging committee

Games/Sports Committee

Cultural Activities Committee

Students Advisory Council

Grievance Redressal committee

Women Empowerment Cell

File Description	Documents
Upload strategic plan and deployment documents on the website	View File
Upload any additional information	View File
Paste link for additional Information	Nil

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ Perspective plan has been clearly articulated and implemented

- The college maintains an academic plan and prepares academic calendar .Teachng plans prepared as per OBE(Outcome based education),preparation of lesson plan is based on Cos and POs.Training programmes are conducted based on the current demand analysis. There is a constant assessment to measure outcomes.Teachers use more practical methods of teaching as well as e-learning resources. College promotes research culture and facilities; it provides mentoring and individual support.we follow a transparent feedback system. Through workshops and seminars performance of both the

students and staff is enhanced. Best practice for the students are implemented. We follow evaluation parameters for assessment.

- For the effective leadership, the college follows decentralization of the academic, administrative and student related authorities and responsibilities. For participative management, all the heads of the department conduct faculty meetings every month. The minutes of the meetings are communicated to the principal who in turn consolidates all the suggestions and submits them to the management for approval and reference.
- Our college has established IQAC for constant internal quality assurance. All the departments including the teaching and non-teaching faculty carry out the activities as per the IQAC guidelines. We collect feedback from students, alumni and other stakeholders to ensure the sustenance of the quality. We have regular internal and external audits at planned intervals. For faculty development training programs, workshops, seminars are conducted.
- College ensures smooth running of the administrative activities through discussing and approval of new programmes. For effective administration college reviews the examination results (Internal as well as external) of all the programmes, analyses the results and the appropriate improvement strategies are discussed. As a part of the upgradation and maintenance of the infrastructure of the institute. The administration reviews the budget allocated for different purposes and their expenditure. It also takes care of career advancement programmes, approval for posts, study leaves. Administration reviews the performance appraisal of faculty backed with the discussions and suggestions given by faculty for improvement in the college. It also looks after and supports for conducting all kinds of activities, cocurricular and extra curricular activities. The administration selects students for awards and scholarships based on the academic, cocurricular and extra curricular activities. Evaluation and institutes performance and bench marking is reviewed. Monitoring and implementing the quality management systems strictly adhered. Establishes internal audit committee as well as leadership development through decentralization.
- Our college has the student representatives who show

the responsibility towards students to be available to listen to student views and concerns and actively represent them in an objective and accurate manner. Budget is allotted for the student development programs and activities. Our college JKC trains students and taken care of the placement activities. Student council is formed and an each college committee and cell student representatives are nominated. Students are encouraged to participate in all competitions are organized in the college. For good achievers rewards and recognitions are given. Students participate in all social and welfare activities.

- Employees are given regular training for quality improvement, they are allowed to attend seminars, workshops and conferences. Employees performance evaluation system is also followed. Career advancement schemes (CAS) are implemented.
- Students are given ID cards and uniforms to maintain proper discipline in the campus.
- The grievance committee functions with the following purposes: To make women staff, students aware about their rights. To help them in developing decision making abilities and be self dependent. The student representatives have the responsibility towards students to be available and listen to students' views and concerns, and actively represent them in an objective and accurate manner.
- The institute frame multiple budget according to multiple areas. Department wise budgeting is allotted, contingency fund will be allocated every year.
- The college has student exchange for knowledge sharing. Students are taken for industrial visits, provided career guidance, periodical guest lecture for each and every department are thoroughly followed.
- The college conducts SAMANA every year for promoting and facilitating entrepreneurship development.
- The college sees that there is constant growth in research and innovation. It establishes and develops laboratories with more facilities.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the various institutional bodies is effective and efficient as visible from the policies, administrative set-up, appointment and service rules, procedures, etc.

The college has good organizational structure . The governing body is statutory body, with commissioner of collegiate education as a chairman. The principal is the chief executive officer of the college for all the administrative , academic and financial matters. The Vice-Principal and superintendent assist the principal in managing academics and administration related tasks respectively. Various committees and in-charges of Departments in association with office staff execute policies.

governing body (GB): functions

- The governing body of the college approves academic, administrative and financial proposals. Approves new courses of study
- Reviews the academic performance of the institution
- Discusses all the points which help in the development of the institution.

college planning and Development Council (cpdc) : functions

- The members of the ' ' discuss the local needs of the college
- Plan and discuss new academic courses and self financing courses
- Recommend intake of guest faculty and welfare measures to the students

internal Quality Assurance cell (iqac): functions

- Institutionalization of quality for conscious and consistent overall improvement of the Institution
- Develop mechanisms and procedures for ensuring timely ,

effective and progressive performance of the academic and administrative activities

- Use of pedagogical methods of teaching, learning and evaluation .
- Disseminate information on quality parameters for higher education
- Organization of seminar,workshops on quality themes.
- Prepare perspective plan of the institution
- Prepare annual Quality Assurance report of the institution
- To conduct internal audit and recommend corrective measures for identified deviations
- To prepare the college for assessment and accreditation by external agencies

service rules and regulations : The service rules ,procedures, recruitment and promotion in respect of staff are in accordance with the rules and regulations of Government of Andhra Pradesh and protocols prescribed by the UGC , State Government and Commissioner of Collegiate Education rules and guidelines.

grievance redressal mechanism:

- The college has grievance redressal committee which caters to the issues relating to the students, teaching and non-teaching staff.
- Student grievances are conveyed through class representatives or mentors or by complaint box and redressed by the grievance committee in an appropriate manner.

File Description	Documents
Paste link to Organogram on the institution webpage	https://www.asdgdwc.ac.in/page.php?id=39
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.2.3 - Implementation of e-governance in

A. All of the above

**areas of operation: Administration
Finance and Accounts Student Admission
and Support Examination**

File Description	Documents
ERP (Enterprise Resource Planning) Documen	View File
Screen shots of user interfaces	No File Uploaded
Details of implementation of e-governance in areas of operation	View File
Any additional information	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff and avenues for their career development/ progression

The college is a government educational institution undertaking by State Government. As such the AP government's welfare measures for employees is applicable for teaching and non-teaching staff.

Andhra Pradesh Government Life Insurance (APGLI) : This is a social security measure for the Welfare of Government employees and mandatory for all . The department is under the administrative control of Finance Department . The Honorable finance minister is the president of the Managing committee.

Group Insurance Scheme: This is a group of life insurance protection cover offered by Life Insurance Corporation. This is mandatory for all Government employees in the state . The amount paid by employee with interest are paid either at the time of death or retirement which ever is earlier .

Employees Health Scheme : Employees Health Scheme (EHS) provides cashless treatment to all the State Government employees including the state government pensioners , along with their dependent family members through a network of empanelled hospitals in lieu of the present medical reimbursement system under 'The Andhra Pradesh Integrated Medical Attendance Rules, 1972 (ANIMAL Rules, 1972)' . The scheme will provide treatment in network hospitals for all the listed therapies .

Provident Fund: The AP General provident fund a social security measure for the subscribers family in case of his death or if he survives until retirement it is an additional source of income for the subscriber after retirement. The Andhra Pradesh General Provident Fund Rules 1935 governed the procedures for provident fund and was in the force from 1.3.1963 to 31.8.2004.

Andhra Pradesh Employees Welfare Fund : Membership to this fund is mandatory for all State Government employees . The rules pertaining to the fund were constituted by Andhra Pradesh in G.O(P) No. 173 dated 28 .5.1980 for various welfare activities. Every State Government employee contributes Rs. 50 for the first time and there after Rs. 20 from the March salary payable in April each year. The loan from the fund is made available by DDO and district or state level committee to the member for medical , educational, ceremonies and other rituals in the family.

List of other existing Welfare Measures for Teaching and Non Teaching Staff:

- Medical Reimbursement
- Leave Travelling Concession (LTC)
- Leave Encashment of Earned Leave
- Half pay leave
- Home Loan
- GPF Loan
- Medical Leave
- Gratuity
- Special Casual leave for Women
- Child care leave
- Maternity leave

- Festival Advance
- Education Loan
- Medical Reimbursement
- Leave Travelling Concession (LTC)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.3.2 - Number of teachers provided with financial support to attend conferences / workshops and towards payment of membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development / administrative training programmes organized by the Institution for its teaching and non-teaching staff during the year

1

File Description	Documents
Reports of the Human Resource Development Centres (UGC HRDC/ASC or other relevant centres)	No File Uploaded
Upload any additional information	No File Uploaded

6.3.4 - Number of teachers who have undergone online/ face-to-face Faculty Development Programmes during the year: (Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short-Term Course, etc.)

20

File Description	Documents
Summary of the IQAC report	No File Uploaded
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers)	View File
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly

The institute conducts regular financial audits both internally and externally. An internal financial audit is conducted at the end of the every academic year. separate committees are convened for each department with a convenor and two members. The committees conducts thorough verification of the stock registers along with bills.They 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 the expenditure is done.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.4.2 - Funds / Grants received from non-government bodies, individuals, and philanthropists during the year (not covered in Criterion III and V) (INR in lakhs)

0.26920

File Description	Documents
Annual statements of accounts	No File Uploaded
Details of funds / grants received from non-government bodies, individuals, philanthropists during the year	View File
Any additional information	No File Uploaded

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

The institution being a Government College, budget is allocated by the State Government of Andhra Pradesh for salaries, equipment and other office expenses. Funds are also provided by UGC which are utilized to the optimum for the

benefit of the students under various schemes applied for. The resources are mobilized through self-financing courses, contribution from alumni, and a few Nongovernmental Organizations. The College received grants from UGC under various schemes such as UGC schemes for academic and administrative, infrastructure, FDP grant for fellowship development, workshops and seminars, purchasing library books, field work, SC-ST book bank grant, additional assistance for equipment grant etc. Venky pharmaceuticals ,Yanam has generously donated around 10 liters of Hand sanitizer during the peak of Covid pandemic in the year 2020-21.The impact of COVID 19 has been a limitation hence the mobilization of funds required for the smooth functioning of the college which was otherwise would have enabled to generate more funds.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional Information	Nil

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing quality assurance strategies and processes visible in terms of incremental improvements made during the preceding year with regard to quality (in case of the First Cycle): Incremental improvements made during the preceding year with regard to quality and post-accreditation quality initiatives (Second and subsequent cycles)

Global outbreak of the pandemic COVID 19 has created a great disruption in the education system. Being a Higher education institution, there was a great necessity to continue with the academics so as the students will not have a gap in the learning process. Being an institution imparting education for the girls from low and marginal families of the society, the institution was not equipped with the necessary equipment and the skills for offering online education. Under these circumstances, it was a herculean task of shifting from offline to online mode of education.

Hence the IQAC has taken up the following measures to successfully shift from offline to online mode:

1. Permanent faculty who did not have their personal computers were instructed to purchase the same or make

alternative arrangements .The adhoc faculty were provided access to the computer labs and permitted to take online classes

2. As the students were from the low economic background,many of them did not have their personal gadgets.Hence they have to be greatly motivated to purchase low cost smartphones or use the gadgets of their family members to attend the classes

3. The college has subscribed for Google meet and the ids were given to all the faculty members for conducting online classes as it was easy for the students without downloading extra apps on their mobiles and it was also user friendly

4. As the Google Meet had the facility of recording the lessons, the students who could not attend the classes in online mode were provided with the recorded lessons to facilitate learning.The recorded lectures along with the details of the online classes were uploaded in the website.

5. After the relaxation of lockdown, the institution was reopened with the necessary covid protocol measures. All the classrooms were sanitized daily and the students and staff were strictly instructed to use the masks and sanitizers.

6. To maintain physical distancing, the classes were run in shift system i.e 10 days online and 10 days offline classes.

7. For facilitating the students for higher progression, the semester end examinations were conducted for final semester students as soon as the lockdown was relaxed by the government. Students affected with covid were also permitted to attend the exam by placing them in a separate room and the students who could not attend the exams as they were covid positive were permitted to write instant exam which was not otherwise allowed under normal circumstances.

8. During the offline classes, some students of other welfare hostels also were provided free accommodation in the Student Managed Hostel as they were unable to commute due to lack of transport facilities.

All these measures have facilitated the successful delivery of the academic work and the completion of the academic year without delay.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

6.5.2 - The institution reviews its teaching-learning process, structures and methodologies of operation and learning outcomes at periodic intervals through its IQAC as per norms

Annual Academic Audit: IQAC maintains the quality of teaching learning process by conducting regular external and internal audits of the curricular, cocurricular and extra curricular activities every year. Regularly at the end of the academic year, IQAC committee visits the departments and verifies the activities along with the necessary proofs. Apart from this, the CCE conducts external evaluation of the institution by constituting expert committees by nominating the faculty from other reputed colleges. This committee conducts a detailed evaluation of all the departments. But during 2020-21, the academic audit committees were communicated but due to lockdown audit could not be completed. Hence after the reopening of the college, IQAC has requested the Principal of the nearby college to conduct the external evaluation of the academics. As a part of this, Dr. V. Anantha Lakhmi, Principal, GDC Pithapuram visited the college and conducted the academic audit.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

6.5.3 - Quality assurance initiatives of the institution include Regular meeting of the IQAC Feedback collected, analysed and used for improvement of the institution Collaborative quality initiatives with other institution(s) Participation in NIRF Any other quality audit recognized by state, national or international agencies (such as ISO Certification)

A. Any 4 or all of the above

File Description	Documents
Paste the web link of annual reports of the Institution	https://www.asdgdwc.ac.in/page.php?id=26
Upload e-copies of accreditations and certification	View File
Upload details of quality assurance initiatives of the institution	View File
Upload any additional information	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equality

Gender equality is one of the key challenges faced by society today. It is the state of equal ease of access to resources and opportunities regardless of gender, including economic participation and decision-making; and the state of valuing different behaviours, aspirations and needs equally, regardless of gender. The College conducts regular gender equity promotion programs. Guest speakers from prominent fields are invited to speak on women rights, empowerment, Gender equality etc. which highlight the importance and contribution of women in the society. Girl students are given counseling on how they can enjoy equal opportunities, choices, capabilities, power and knowledge on par with men as equal citizens. The Institution takes initiatives for equipping girls with the knowledge, values, attitudes and skills to tackle gender disparities which are a precondition for building a sustainable future for all. The college keeps the issue of safety and security of its students on the top of its priorities. There are C.C.T.V. cameras installed at prominent places in the college that provide with the tight security vigilance. The college has a girls waiting room. The girl students may take may rest, relax and refresh there. The purpose of waiting room facility for girls is to create a stress-free environment. Women Empowerment Cell and other

departments organize different types of programs and activities in the college that promote the gender equity awareness programs.

File Description	Documents
Upload any additional information	View File
Paste link for additional Information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation: Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power-efficient equipment

B. Any 3 of the above

File Description	Documents
Geotagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within a maximum of 200 words)

Solid Waste Management

The waste is generated by all sorts of routine activities carried out in the College that includes paper, plastics, dry leaves, food, etc. The College NSS Units I&II conduct clean and green activity regularly which is a good practice to reduce pollution of the environment. The NSS Volunteers actively participate in cleaning the campus and the classrooms. The waste is segregated at each level and collected in the dust bins placed at different places in the campus .The College has designed a pit in a structured form and had a standard construction of the pit with bricks in a rectangular form behind the hostel . The dry leaves fallen from trees are piled in the corners and then collected in the bins and dumped into the pit for making compost. The College has two attached hostels and the leftover food of the two hostels are collected in the bins placed near the wash basins

and the College has made arrangements for the disposal of the bins by contacting a local person who collects the waste from the bins regularly and disposes it in the place where he rears swines which is helping him in feeding the animals.

Rain water harvesting: Replenishing of ground water and water harvesting are important practices of the College implemented to enable recharging of ground water resources. The pipes of drinking water of RO Plant with a container below is designed with appropriate slopes to help in collection and guiding drainage of rainwater to harvesting. This process ensures that water absorbs in the ground to improve the quality and level of ground water. The College through various activities has also undertaken massive plantation drives across the Campus, due to which the green area of the campus has increased.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geotagged photographs of the facilities	View File
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geotagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for

A. Any 4 or All of the above

greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geotagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy undertaken by the institution

7.1.6.1 - The institution's initiatives to preserve and improve the environment and harness energy are confirmed through the following:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions/awards
5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has a disabled-friendly and barrier-free environment: Ramps/lifts for easy access to classrooms and centres Disabled-friendly washrooms Signage including tactile path lights, display boards and signposts Assistive technology and facilities for persons with disabilities: accessible website, screen-reading software, mechanized equipment, etc. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading materials, screen reading, etc.

B. Any 3 of the above

File Description	Documents
Geotagged photographs / videos of facilities	View File
Policy documents and brochures on the support to be provided	No File Uploaded
Details of the software procured for providing assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities (within a maximum of 200 words).

The College provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like International Women's day , International Mother Language Day, Yoga day , AIDS Day etc. along with regional festivals like Pongal are celebrated in the college. On the eve of Sankranthi festival , Departments of Sanskrit and Telugu conducted competition to students on Poetry Recitation. Department of Telugu celebrated International Mother Language Day to create an impression on the students that one who is proficient in mother tongue can be proficient in any language and conducted competitions to students on co-

curricular activities like Poetry writing and Poetry Recitation, Elocution on the topic 'Importance of Telugu language and Culture' and Telugu language songs. This type of celebrations establishes positive interaction among people of different racial and cultural backgrounds. There is a grievance redressal cell in the College which deals with grievances without considering anyone's racial or cultural background. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File

7.1.9 - Sensitization of students and employees of the institution to constitutional obligations: values, rights, duties and responsibilities of citizens:

The College takes pride in the fact that apart from preparing a sound academic foundation of the student community; the College constantly works upon to develop them as better citizens of the country. In this regard, the College apart from imparting quality education, inculcates a feeling of oneness among the student community through various practices and programs. Various departments have always been in the practice of organizing activities that not only initiate but also motivate the students to adopt various practices that promote the "Unity in Diversity" of our nation. The College ensures that the students participate very enthusiastically in all such activities. The College celebrates the Independence Day & Republic Day with great pomp and vigour. Departments of Political Science, History and NSS Units organize and celebrate the Constitution Day on an annual basis and thus contributes to the spreading of Constitutional values and ideals. To promote Fundamental Duties and Rights among students the faculty of various departments has organized various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the Indian citizens. National Youth Day was celebrated by the

commerce Department to honour Swami Vivekananda who spoke about the right use of the youth in the development of the country. National Voters Day was celebrated by NSS Units to create awareness on the right to vote after attaining 18 years which is a basic right of every citizen and also to encourage the youth to participate in the electoral process

File Description	Documents
Details of activities that inculcate values necessary to transform students into responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic sensitization programmes in this regard: The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff Annual awareness programmes on the Code of Conduct are organized

A. All of the above

File Description	Documents
Code of Ethics - policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programmes, etc. in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The day of the College starts with Assembly -prayer, thought for the day and national anthem. The national anthem is also sung in all the functions. All national festivals i.e. Independence Day, Republic Day are celebrated with great enthusiasm to inculcate a sense of patriotism in the students. Every year students come together and perform cultural programs like dance, skits highlighting national unity. Every year ex-defence or police persons are invited to share their experience and inspire and motivate young minds to contribute in building the nation. The NSS units, NCC and a few departments organize many awareness and cultural programs on many events to address the students on culture and respect to the nation.

The College also commemorates the birth anniversaries of great National/International personalities like Subhas Chandra Bose, PottiSriramulu, Adikavi Valmiki, Sardar vallabhaiPatel, Shakespeare for his contribution to English Literature, Indira Gandhi and Jhansi Lakshmi Bai, etc. The faculty share the teachings of these eminent personalities through speeches and videos/PPTs. Guest Lectures are also organized on these events. Co-curricular activities are conducted to students to exhibit their skills and to take the inputs from the teachings to get inspired by the great personalities in developing their personalities.

Women's day is celebrated on International Women's day i.e. March 8 to show respect towards women in all the efforts taken by them to manage the personal and professional life and for their contributions.

Important days like Worlds' Wet Day, ,World's Forest Day, World Water day, World AIDS Day, National Conservation Day etc. are celebrated to develop empathy, spread awareness and further promote action in the direction that will help improve and maintain the environment. Essay Writing , Elocution competitions and poster displays are arranged in the campus.

International Happiness Day was celebrated by the Linguistic Departments on 20-03-2021 to make the students recognize the importance of happiness in the lives of people around the world

National Mathematics Day is celebrated on 22 Decemberto mark

the birth anniversary of legendary Indian, Srinivasa Ramanujan with educational events.

Apart from these, many events and guest lectures are regularly organized to instill a sense of national pride and gratitude towards sacrifices of great leaders of our country. The list of national and international commemorative days, events and festivals celebrated are as follows.

File Description	Documents
Annual report of the celebrations and commemorative events for during the year	View File
Geotagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Provide the weblink on the Institutional website regarding the Best practices as per the prescribed format of NAAC

Best Practice-I

Title of the Practice: Faculty Enrichment through Participation in Webinars during

Covid-19 Pandemic..

Aim:

- Keeping in mind the Covid-19 scenario the faculty of the College aimed upgrading their knowledge and technical skills which helped engaging the students using the Blended Mode of Teaching and Learning to combine the strengths of both traditional and online learning methods in order to give the learners a more engaging learning experience.

Objectives of the Practice:

- To enhance knowledge and update technical skills of teachers.
- To develop teaching skills and to make use of modern

technology in teaching.

- To adopt Blended Mode of Teaching and Learning.
- To motivate the learners towards learning and to create a fun learning environment by implementing the latest techniques.
- To have better interaction with the resource persons.
- To organize webinars and other academic activities.
- To become more empowered, creative and innovative

The Context:

The lockdown which has confined students to their homes brought teaching and learning to their doorsteps through various webinar platforms. The main purpose of webinar is to instruct, demonstrate or educate. In the Covid-19 pandemic scenario there was complete lockdown and during that period the HEIs and Universities across the state and country organized National/ State/ International webinars, online FDPs on various fields of education for professional development. Webinars are a great resources and hence by attending the webinars teachers gained knowledge and upgraded their technical skills.

Practice

- Teachers were encouraged to attend the webinars so as to be aware of the techniques to be used in online teaching which they never expected will become necessary.
- Webinars provided a venue for teachers to share practices, ideas and resources. Faculty had an inherent opportunity to reach out to more intellectuals to share their knowledge and the faculty utilized this opportunity and attended maximum number of webinars in their respective subjects and common topics as well, to learn innovative methods of teaching.
- The biggest advantage for the teaching faculty provided by webinars is the online Short-Term Courses, Refresher Courses and the Faculty Development Courses.
- Through the practice of attending webinars regularly during lockdown period faculty enriched their technical skills, enhanced their potential and acquired necessary certificates for their career advancement.
- Students were encouraged to participate in the quizzes conducted by various Colleges.
- With the expertise gained by attending the webinars in

technical skills the faculty members conducted online quizzes, webinars, Guest Lectures and other online academic activities to the staff and students.

Evidence of Success:

- Teachers felt it very convenient to attend and it was a good platform for them to enhance their knowledge and technical skills to adopt Blended Mode of Teaching and Learning.
- Teachers were able to conduct online classes effectively using best online teaching tools like Google Classroom, Google Meet and Zoom Meeting etc.
- Teachers of various departments not only participated in webinars but also presented papers in their relevant subjects.
- Teachers of various departments organized Webinars, Guest Lectures and Quizzes.
- Teachers and Students participated in .the online quizzes designed by the College Teachers and other Colleges in Google forms and received participation certificates with good scores.
- Department of English designed National Online QUIZ on Grammar and received a huge response of nearly 950, where teachers and students participated and received their certificates.
- IQAC, ASD Govt. Degree College for Women (Autonomous), Kakinada, Andhra Pradesh, INDIA organized National Level Online Quiz on "Role of Teacher and Teacher Competencies in Higher Education", through Google Forms on 20th May 2020.
- Departments of English and Telugu 'organized a webinar on Gender Sensitization- A pathway towards Women Empowerment' on 14-12-2020. Dr.D.Jyothirmai, Asst. Professor, AKNU, Rajamahendravaram and Dr.V. Veeralakshmi Devi, Critic, Writer and Lecture in Telugu were the Resource Persons.
- Department of English organized an Online Guest Lecture on Paragraph Writing on
-
- Department of Computer Science conducted National Online Quizzes through Google forms.
-

- Technical glitches are common in virtual presentation like internet connection dropping out often or microphone may not pick up audio etc.
- Expertise in operating the virtual devices is essential to ensure a smooth, professional

and effective online classes and other academic activities.

- Distracted attendees-It can be difficult to keep students attention when Instagram, Whats App are just click away.
- Teachers need to create interest among the students by using effective tools of teaching to check their attendance regularly
- Teachers need to put extra effort and time to prepare PPTs /Videos on relevant topics to make the Blended Learning process enjoyable.

2. Title of the Practice: Faculty and Students Step up COVID Support

Objective:

- To extend a helping hand to the needy in pandemic times.
- To support the destituted during pandemic.
- To contribute to the community service organizations.
- To expose students to people who are at a disadvantage conditions like socially, economically or otherwise.
- To develop awareness and better understanding of the communities they live in.
- Foster a community of caring and committed individuals at the College.

Context:

The Covid -19 has led the economy workers lose their livelihoods and made them fall into extreme poverty. Without the means to earn an income during lockdowns many were unable to feed themselves and their families. As a result their lives became vulnerable and sought for help. In this situation a few teaching, non-teaching staff members and students with a motto of service to the destitute extended their helping hand in the form of offering required commodities and some by

contributing financial support to community service organizations and so on.

Practice:

- Dr.K,Lavanya, Lecturer in Home Science Contributed a sum of

Rs 1000/- to All is Well Charitable Organization, Kakinada. which offered breakfast to the destitute.

- Lt. G. Prameela Rani, Leturer in Physical Education supported the needy at Rajahmundry by offering required commodities.
- Sri, M,Sriramula, Guest Lecturer in Economics supported the poor families with money and clothing.
- S.Noothana studying I B.Com(EM) with her parent's support served food packets to the poor living on footpaths during pandemic.
- College Students and Hostellersvolunteered in serving the needy and moved into the streets to distribute food, masks and other necessary commodities.
- Students took up extension activity in educating the children of low income group in a community on nutrition and health care. They also provided food and books to the children to encourage them.

Evidence of Success:

- Given the many challenges during Covid-19 pandemic, a show of solidarity exhibited by staff and students of the College through volunteering is heartening.
 - Staff and students were being able to help the poor during partial upliftment of lockdown
 - The Covid-19 created a critical need for volunteers to protect the public and to augment overwhelmed public services
 - The staff and students played a crucial role in community service during crisis.
 - Volunteering generated trust, prompting people to feel more secure.
-
- Loneliness in the time of Covid-19 focussed on volunteers

- Experiencing Stigma or being discriminated against if affected with virus.
- Many organizations moved their befriending services and other support services.

File Description	Documents
Best practices in the Institutional website	https://www.asdgdwc.ac.in/docs/BestPractices2020-21.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

7.3.1 - Highlight the performance of the institution in an area distinct to its priority and thrust (within a maximum of 200 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. Recently the college students are actively pursuing various certificate courses on global online platforms with the able guidance of the teachers. College regularly organizes seminars/workshops and Paper presentation at National and international level to ensure that students are exposed to wider realms of knowledge. The eminent personalities of national organizations are invited as resource persons. This provides opportunity for the students to interact with them which provides an inspiration and motivate them to dream to be a part of such premier institutions in future. Regular interactions with the local eminent personalities invited to the college provides them an opportunity to be a part of the local happenings and opportunities.

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 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

File Description	Documents
Appropriate link in the institutional website	https://www.asdgdw.ac.in/docs/Institutional%20distinctiveness.docx
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Conduct more skill oriented Certificate courses for the students to enhance the knowledge and skills and also inculcate entrepreneurial skills

2. Enhance the programmes conducted in the adopted villages thus bridging the gap between the institution and the community

3.Automation of the library so as to facilitate the students in the effective use of the available educational resources

4.Enhance the quality of the institution by conducting more Industry-Academia linkage activities

5.Conduct workshops on Intellectual Property Rights and Gender sensitization

6.Encourage the faculty for active research and inculcate research culture even among the students by giving research oriented projects

7.Encourage the staff membes to approach local organizations and explore the opportunities for internships

8.Complete automation of the office for paperless office

9.Provide trainings for teaching and non teaching staff for refreshing and updating the knowledge and skills