

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

Report of the Peer Team
On the Institutional Accreditation of
A.S.D. Govt. Degree College for Women,
Kakinada.

25th – 26th Feb 2005

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Section I: Introduction

A. S. D. Govt. Degree College for Women, Kakinada, was established, by the efforts of "Women Education Society", in the year 1962. In 1963, the management of the institution was transferred to the Trust Board of Annavaram Devasthanam and in 1968 it was handed over to the Government of Andhra Pradesh. The college was set up to practice the noble ideal "Women Education shall Prosper" The principle motive behind this noble venture was to provide higher education to the women folk in around the place. The institution which started on a low profile with three course combinations and jus 300 students has made rapid strides to reach a magnificent strength of 1217 students with 13 course combinations and sprawls over an area of 7.5 acres with a hostel attached.

The revenue is generated through the fee collected and is government funded. The college falls under 2f and 12B and is a recognized college. The unit cost of education is Rs.11823.

The campus is spread over an area of 7.5 acres. The college offers 13 courses combinations and 3 certificate courses. The College has 28 permanent and 11 temporary and 5 part time teachers among whom 3 hold doctoral degrees, one M.Phil., and 41 PG holders. There are 29 administrative staff, who ably support the institution. The student strength of the college is 1217 in the Undergraduate (UG) courses. Annual Examination system is followed.

A.S.D. Government Degree College for women, Kakinada, volunteered to be assessed by the National Assessment and Accreditation Council

(NAAC). Accordingly the college prepared the self-study report and submitted to NAAC in December, 2004. A Peer Team was constituted by the Council to visit the institution and validate the self-study report. The Peer consisted of the following members :

1. Dr.N.J.Sonawane - Chairman
Former Vice Chancellor,
Pune University,
Pune.
2. Dr.I.Bhanu Murthy, Member Coordinator
Principal,
Shri Damodar College of Commerce and Economics,
Margao - Goa.
3. Dr.Ponnammal K. Pandian - Member
Principal, Theivanai Ammal College for Women
Chennai

The team visited the college on 25th and 26th February, 2005.

Dr.M.S.Shyamasundar, Deputy Advisor from NAAC is the Coordinating Officer for the visit.

A.S.D.Government College for women, is an affiliated college of Andhra University, in Andhra Pradesh. The College has three Faculties of Arts and Commerce and Science. The College has building of its own. It is recognized by UGC under 2f and 12b. The college has 28 well qualified permanent teachers with two of them with Ph.D degree and one with M.Phil degree. It serves the higher educational needs of women of this part of A.P..

The Peer Team carefully perused and analysed the self-study report submitted by the institution. During the institutional visit, the team went through all the relevant documents, visited the departments and facilities and interacted with the Principal, Management, Faculty, Non-Teaching Staff present students, past students and parents. The academic, co-curricular and other facilities of the college were also seen. Based on the above exercise, and keeping in mind the criteria identified by NAAC, the Peer Team assessed

the college under various criteria. The commendations as well as the issues of concern are given in the following pages.

Section 2: Criterion-wise Analysis

Criterion 1: Curricular Aspects

The college is affiliated to Andhra University. As such the college follows the syllabi prescribed by Andhra University. The College runs three Graduate programs viz. B.Sc, B.A and B.Com degrees. In B.Sc program the college offers five combinations of Mathematics, Physics, Computer Science, Chemistry, Botany, Zoology, Microbiology and Home science. In B.A three combinations are offered in History, Economics, Politics, Telugu, Office Organization & management and Computer Applications. Three vocational programs are offered in Commerce and Arts.

To introduce a new programme with in the regulation of the present system, the college takes six months to one year. Periodically academic audit is conducted by the Academic Guidance cell of Office of Commissioner of Collegiate Education.

English, Telugu, Hindi, History and Zoology were started in year 1962. Physics, Chemistry, Mathematics, Botany, Home Science and Economics were started in year 1963, Politics in the year 1970, Commerce in the year 1991, Computer Science in the year 1998 and Microbiology was started in the year 1999. The college follows unitized syllabi. Though the college has no power to revise and update the syllabi, three teachers who are members to the Board of Studies are trying to implement changes. The faculty also keeps itself abreast with the changes in curriculum through refresher courses. The college runs Self-financing U.G. Programs and certificate courses.

Students' evaluation on the performance of the teachers are collected and used for improving the quality of teaching.

The college offers courses that are traditional & need based. New courses are introduced as and when the Government and University sanction them.

Regular interactions with various stakeholders, namely, potential employers, funding agencies, students, parents and alumni are essential to understand the shortcomings and update the curriculum.

Criterion II: Teaching, Learning and Evaluation

UG programmes are carried out under annual system. Teachers are enthusiastic and dedicated and maintain a good work culture. Interaction with the students and alumnae reveals that the teacher-student relationship is very strong and ideal. Teachers are always ready to help the students and assist them by taking extra classes voluntarily.

Students are admitted through the combination of academic record as per the regulations of Andhra University and the reservation policy of Govt. of Andhra Pradesh.

The college also conducts bridge courses such as Mathematics for Commerce and Arts students. The college runs remedial courses for the weaker students. Advanced learners are identified and guidance is provided to them. The teachers prepare a teaching plan for the year. The college provides audio visual aids for use in the classroom by the teachers. The College has 28 permanent teachers out of which three are Ph.Ds and one is with M.Phil.. The teachers are recruited as per the policy of the State Government UGC and the University. The College has the freedom for the appointment and pay to the temporary staff with the prior permission and the guidelines laid down by the Andhra Pradesh Government. One teacher has participated in State Level Seminar and another acted as a Resource person at another State level seminar.

The college has a system of evaluation of teachers by students. The system of self-appraisal for teachers along with "Performance Indicator" is practiced. Feedback from students on teachers are obtained periodically and analyzed. The college regularly evaluates students' performance by conducting regular unit test. It is also interesting to note that as many as 6

teachers were adjudged as Best Teacher award by the A.P. Government during the last 30 years

The academic results of all courses are appreciable, however in B.Com English Medium the results are less. It is interesting note that one teacher in Commerce co-authored a text book for Commerce students.

Criterion III: Research, Consultancy and Extension

Three of the teachers are holding Ph.D degrees out of 28 permanent teachers. Ten percent of the staff are engaged in research activity. One minor research project is funded by U.G.C. The student groups are involved in different study projects in all the faculties.

Research culture has yet to develop its roots in the college. Being a degree college the main thrust is now given only for teaching and extension. As this is Commerce, Arts and Science College, teachers can undertake good community linked problems for research without much finance and infrastructure. The expertise and facilities of the nearby Institutions can be utilized for this purpose. A Research committee may be initiated to earmark some finance for small research projects. Higher educational institutions cannot grow and gain excellence without research and good publications. Book writing has also not gained momentum.

Only small numbers of teachers are actively involved in research. Consultancy service extended by the Department of Chemistry is highly appreciated.

Extension activities are quite impressive and are mainly undertaken by the NSS units. Both the units have completed a number of projects during the last 3 years like awareness camps on AIDS, Drug abuse, health and hygiene, Health Workshop and Medical Camp. Faculty members hold additional charge of the extension activities. The extension activities fulfill the need of the society, enrich the learning experiences and inculcate community feelings

among the students. The teachers and the students actively participate in extension activities.

There is no formal consultancy developed in the college. Being an intellectual community they can form an interdisciplinary consultancy group and involve in the meaningful and income generating consultancy work. This will be of help in planning good development projects. Revenue can also be generated to college. The college also plans and functions with the NGOs and GOs.

Criterion IV: Infrastructure and Learning Resources

The college has its own building. The present building is located in a campus area of 7.5 acres of land. Separate well equipped laboratories for Microbiology, Botany, Zoology Chemistry, Home Science and Computer Science are available in the college. All major departments have one computer each besides a central computer centre with 42 computers. There is a separate seminar room for the purpose of conducting any activity in the college. The building is maintained by the management with the assistance of non-teaching staff and NSS Volunteers. The infrastructure of the college is used by both Central and State Government for conducting its courses besides some NGOs and other organizations in the region.

The college has a separate Library building. There exists a separate Library Advisory Committee. The Committee prepares the budget and allocates it as between departments. There are 24937 books in the library and the college subscribes to 31 journals & periodicals. The Library Services need to be computerized further. The library works from 8.30 a.m to 5.30p.m. which is convenient to the students. Playground facilities are available to Handball, Volley ball, Kabadi, and nine-station multi-gym are available to the students. In order to encourage the outstanding sports persons, special quota is available in admissions and track suits, jerseys and financial assistance is provided. A student managed Hostel facility is

available in the college. The hostel accommodates a limited number students. The Peer Team appreciates the way the hostel is run in the college. However hostel facility may be increased to house more students.

There is a Health Center situated in the hostel. A medical officer would visit the college everyday in the evening and render medical assistance to the staff and students. Basic medical record of all the students is maintained by the Health Center.

Criterion V: Student Support and Progression

The college maintains consistent results at the academic front. The regular scholarships of the Government of India and the Government of Andhra Pradesh are available to the students. Organised tutorial system is inexistence in the college. In this system a group of students are allotted to every teacher who provides appropriate counseling.

Prospectus is printed every year giving details of admission procedure, fee structure, academic time-table, scholarships available etc.

The students are informed about the rules and regulations of admission, examinations etc. The Principal gives additional informations then and there through notifications. The college has a mechanism to get feedback from students through questionnaire and suggestions are invited from them. The college office is computerized and renders good services to students through scholarships, sponsorships, academic matters, examinations and all allied matters. Office itself is cordial and helpful to the students.

Alumni association has been formed and efforts are being made to activate it further. The college may think in lines of formally tracing and keeping in touch with its alumni. The institution needs to utilize their services to get the advice on academic improvements. The parents and students are also satisfied with the performance of the college and its

teachers. The College has also housed students exchange programmes, though minimal in number.

Students are getting good encouragement in sports and indoor games. Lack of stadium is a disadvantage to students to get training in track and field events. Special credit is given to good sportsmen by way of incentives, cash prizes and grace marks. The college may think in terms of setting up a systemized employment and a placement cell. Counseling cell can be streamlined and the ward - tutor system be adopted for effective handling of the performance of the students. Self-employment is to be given greater attention. The Peer Team is happy to note the cordial and homely relationship that exists in the campus among the Principal, staff and students.

Criterion VI: Organization and Management

Being a Government College, the affairs are managed as per the instructions of the Commissioner of Collegiate Education, Hyderabad. In addition there is a College Planning and Development Council which takes decisions at the college level. Various Committees are formed for efficient administration of the college. The Non-teaching staff are deputed to different training programmes whenever they are organized by different Government departments.

The two-tier management system that exists in the college ably and effectively administers the policy and affairs of the college. There is a Committee that is constituted as per the direction and norms of the Government /University. It has representatives from the teaching and non-teaching staff. It meets as and when needed and administers the day-to-day activities of the college. The committee has clear ideas about the vision and directions of the development of the institution. The administration is transparent. However, they compete with the present advancement in Higher Education so as to meet the challenges of globalization.

College gets salary grant from the Government. The Management has to mobilize financial resources for all development activities by way of donation from public and philanthropists. Government and University rules are followed in maintaining the accounts and auditing. The auditing has been completed till date.

It is a note worthy feature that the staff is contributing some time & money in maintaining a welfare fund. It is utilized to meet the urgent and health needs of the staff & students. Loan facilities are made available to the teaching and the non-teaching.

Various Committees have been constituted in the college which ably co-ordinate and carry out the activities of the college smoothly. The Grievance Redressal Cell caters to the needs of both staff and students. Alumni and parents expressed their appreciation regarding the growth and progress of the institution. They are satisfied with the helpful attitude of the Principal and teachers towards the students. Many parents have suggested to start Post Graduate programmes in the college.

Peer Team interacted with the non-teaching staff. They are to get more help and training to improve their efficiency and performance in a more professional manner.

CRITERION VII: HEALTHY PRACTICES

Reflecting vision and goals, the college has adopted and attained several healthy practices aiming at the overall development of the students during the 42 years of its existence.

- ❖ Study projects taken up by the students under the guidance of the respective teachers.
- ❖ Financial support extended to the poor and needy students by a group of Teachers.

- ❖ Adoption of latest managerial concepts such as strategic planning and teamwork.
- ❖ Constitution of various clubs, councils and committees aiming at the overall development of students.
- ❖ Feedback through questionnaire about the quality of teaching and support services.
- ❖ Conduct of voluntary special and extra classes aiming to help poor and slow learners.
- ❖ Strong extension activities in the nearby villages.
- ❖ Student's Safety Insurance Policy.

Section : 3 Overall Analysis

The analysis of the Self Study Report and the two-day visit to the institution undertaken by the Peer Team has built up a respect to the Founders for the vision and empathy for establishing a Higher Education institution. It started off as a junior college and grew into a regular college with the introduction of several degree courses down the years. The Team is of the view that this institution exists in such an area which is doing yeoman service in extending higher education facilities to a socially deprived class. This has produced a good number of first generation graduates; many of them have reached higher socio-cultural setups.

The success of any educational institution depends upon the cordiality and harmonious relationship that exists among the components of the community, the students, principal, management, staff, parent and the immediate society. This college can be proud of successfully blending this relationship. The institution has developed the 'tutorial culture'. The students are on the whole, regular and attentive in classes, and maintain good discipline and decorum. The college has succeeded in identifying the hidden artistic and sports talents of the students through committees and councils. The college is fortunate in having a good leadership having vision with pragmatism. The infrastructure is satisfactory which is ideally and optimally utilized. Participation of the students in NSS activities is appreciable.

Multiple committees ensure transparency and decentralization. Alumni also show keen interest in the development of the college. Peer Team is happy to state that there exists a good academic atmosphere on campus.

While appreciating the positive achievements of the college, the Peer Team considers it as its duty to mention the shortcomings also. Authorities may take steps to redress them at the earliest. Quality of an institution depends upon the efforts and planning undertaken by the authorities and the dedication and involvement of all the components. The qualification status of the faculty is average. This has to be improved. There are only 3 Ph.D., in the college. Teachers may be motivated to register for Ph.D by selecting socially relevant problems of the area. The publications of the faculty in reputed journals are meager. Teachers may take interest in the publication of books and articles of academic and social issues. Exposure of the teachers to the Universities of other states may be promoted to visualize the advancement they have achieved in higher education. Management may earmark some seed money for project, seminars and workshops.

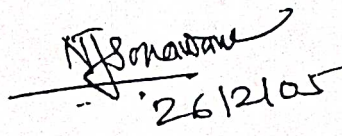
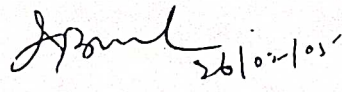
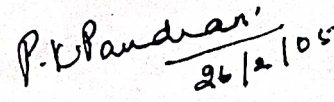
Following suggestions are submitted for the perusal of the authorities.

- ❖ More Certificate, Diploma/add-on courses on vocational market friendly subjects may be started.
- ❖ Teachers may be motivated to register for Ph.D. on part-time basis.
- ❖ A Research cell may be streamlined for processing projects. Teachers may be insisted to submit projects to funding agencies.
- ❖ Post entrance test may be conducted to assess the quality of students and chalk out formal remedial courses.
- ❖ Advanced learners may be given more responsibilities and leadership training.
- ❖ All staff & students may be given computer training. More Internet time may be made available to students.
- ❖ English language laboratory may be set up to promote English speaking and communication skills.

- ❖ A programme may be chalked out to make use of the services of the alumni.
- ❖ Short-term certificate courses may be designed to empower the other unemployed youth of the locality
- ❖ Guest lectures may be arranged frequently.
- F ❖ Soft Skills, HR & Training Programmes, Field & Educational Trips outside the State may be inculcated
- ❖ Commerce students may be provided with 'on-the-job' training in banks and industries, for which MoU may be signed with such institutions. The college may think of initiating more Institute-Industry-Institute links.
- ❖ More Interlibrary links may be established.
- ❖ The college may initiate to start P.G courses in Commerce, Microbiology and other emerging areas.
- F ❖ More space be provided for Physics, Chemistry, Home Science Laboratories.
- F ❖ Separate reading room facility may be provided immediately.
- ❖ The management may think of operating a separate bus for transporting the day scholars which is the need of the hour.
- ❖ Efforts may be made to acquire latest books for the library.
- ? ❖ More seminars and work shops on the latest topics may be planned in the future years.

M. S. Narayan

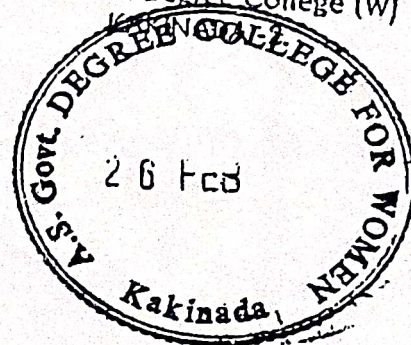
Name and signature of the Peer Team Members

Name	Signature
1. Dr.N.J. Sonawane (Chairperson)	 26/2/05
2. Dr. I. Bhanu Murthy (Member Co-ordinator)	 26/02/05
3. Dr. Ponnammal. K. Pandian (Member)	 26/2/05

I agree with the observations and recommendations made by the peer team in this report.

K. Alchutaramani
26/2/05

Principal
PRINCIPAL
A.S. Govt. Degree College (W)



Date : 26th February 2005

Place : Kakinada