



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	GOVERNMENT DEGREE COLLEGE, RAZOLE, EGDT
Name of the head of the Institution	Dr. K. peddi Raju
Designation	Principal(in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	08862221676
Mobile no.	9849711253
Registered Email	jkcrjyec.razole@gmail.com
Alternate Email	iqac@gdcrazole.ac.in
Address	NH-214, BESIDE BSNL OFFICE
City/Town	RAZOLE
State/UT	Andhra Pradesh
Pincode	533242

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	V.S.V. Krishna Murty
Phone no/Alternate Phone no.	08862221676
Mobile no.	9441236120
Registered Email	iqac@gdcrazole.ac.in
Alternate Email	krishnamurty.vadrevu@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.gdcrazole.ac.in/pdf/AQAR_2018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://www.gdcrazole.ac.in/Academic_calendar_2019-20.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	70.70	2007	31-Mar-2007	30-Mar-2012
2	B	2.50	2014	21-Feb-2014	20-Feb-2019

6. Date of Establishment of IQAC	01-Jul-2007
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Preparation of institutional plan	01-Jun-2019 3	6

submission of NIRF data	26-Nov-2019 15	6
conducting bridge courses to the newly admitted students	10-Jun-2019 5	130
Awareness on the Revised NAAC process through a Regular IQAC meeting	01-Oct-2019 1	22
submission of AISHE data	14-Feb-2020 15	6
promoting the usage of digital libraries through Regular IQAC meeting	03-Jan-2020 1	10
preparation of Student Satisfaction Survey	29-Feb-2020 3	95
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

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

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

6

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

1. Students Feedback forms have been taken at the end of the academic year and are analysed. 2. More number of faculty members and students are encouraged to undergo for online MOOCs . 3.Preparation of Institutional Plan and College calendar 4 Extending support to the Academic Audit Advisors nominated by the

commissionerate for conducting Academic Audit in the college every year
5.Suggesting the faculty to adopt innovative student centric methods which suit to the present day educational system

[View File](#)

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

Plan of Action	Achivements/Outcomes
To continue remedial coaching to academically backward students	slow learners have been raised to the next level.
To conduct bridge courses the all the first year admitted students	A connective course which fills the gap between feeder course and the present course has been taught and it helped a lot for the first years
To encourage the staff and students to make use of the SWAYAM courses	Some faculty have undergone MOOCS through NPTEL and other platforms
To utilise RUSA funds to construct required infrastructure	Additional classrooms have been constructed
Conducting Blood Grouping Test to the students	All the test taker are informed about their blood group
Arranging a meeting of Class Representatives with Principal regularly	Improved the rapport between the administraton and the students and staff
To encourage the faculty to attend Faculty Development Programmes	Faculty participated in various seminars and workshops to enhance their knowledge and some of them presented papers in the conferences/seminars.
To arrange field trips to the students	To have a field experience to the students and also to understand the social elements
To implement Bioimetric attendance to the staff and students of the college	An improvement in the attendance of the students is observed
To conduct student seminars, quizzes, assignments and other curricular and cocurricular activities	Comprehensive development of the student is expected

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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission	2020
Date of Submission	14-Feb-2020
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The College has Management Information System partially. This is a wi fi campus and most of the official correspondence is carried out through mails and responses. The payment of salaries to the teaching and nonteaching staff members of the college are paid through CFMS. Also the attendance of the staff members and the students is noted in Biometric devices which is governed by ICONMA and supervised by the commissionerate of Collegiate Education , Andhra Pradesh.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Government Degree College, Razole, East Godavari District, Andhra Pradesh, is strictly adhered to rules and regulations of our Affiliating University (i.e . Adikavi Nannaya University, Rajamahendravaram) in following it's syllabi smoothly. Prior to the beginning of the academic year, the college chalks out the academic calendar . The Principal of the college sets the time table for the regular teaching hours. The Heads of various departments conduct planning meeting to plan and organise the schedule of the lecturers and distribute the syllabus among the faculty members of the departments concerned. They are further instructed to complete the syllabus within a stipulated time frame Our Institution follows both chalk and board and virtual methods of instruction to provide better learning experience to the students. Our faculty is committed to use teaching aids where necessary . They are also preparing well sortout PPT's for better understanding of the subjects concerned. For implementing the curriculum , the faculties have included teaching methods such as presentaions, seminars and assignments for effective learning process. The college receives regular updates and circulars through letters and e-mails from the affiliating University regarding changes and modfications in the curriculum. The Principal informs the details of the modifications to the Head of the Departments . The faculty receives all sorts of support and cooperation from the university and the college in carrying out various functions. Timely meetings are conducted and instructions are given for submission of assignments . Unit tests and internal examinations are well planned and executed before final examinations.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
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office management	Nil	21/01/2020	45	office management and administrative functions of office	office safety and security
chem sketch	Nil	18/11/2019	30	Nil	Nil
photoshop	Nil	26/08/2019	30	Nil	Nil
IDENTIFICATION OF MEDICINAL PLANTS	Nil	01/02/2020	45	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	71	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes

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

Feedback Obtained

Taking feedback from the stakeholders is an integral part of the Regular Activities of an institution. Out of these feedbacks, student feedback is said to be the effective assessment about the quality of an institution. A structured feedback is taken from the students which help the teachers to improve themselves and also helps the institution to spread its reputation. Feedback is taken from all the students at the end of each year in the format as prescribed by the NAAC which contains mostly objective questions and one subjective question. These questions are related to the teaching aspect of the teacher. We all know that the quality of the teaching learning process in the institution is the main pillar for the development of the constitution. To improve the quality of teaching, the student feedback plays a vital role and it is necessary for the teachers to enhance their pedagogical skills. It requires a thorough preparation to implement system. Feedback is collected from the Departmental and institutional level. In which opinion of the students on the curriculum, teaching schedules, teaching tools and student assessment outcomes are discussed for taking improvement measures. **STUDENT:** The points are calculated according to the answers given by the students for each of the questions asked in the questionnaire. For all the objective questions, there are five options namely 0,1,2,3,4, and the student has to select the right one. Based on the feedback, bar graphs are prepared showing the percentages of grades given for each questions by the students. Data collected from the students was analysed and prepared graphs showing the performance of teachers and also it is helpful in knowing out our drawbacks if any. **FACULTY:** Feedback is also collected from the parents during the Parent Teachers Meetings conducted in the college at regular intervals by the concerned departments. Suggestions and comments expressed by the guardians are also taken into account for the development of the institute. **ALUMINI:** We have a cooperative Alumini Association which helps to our college in many forms like donating required furniture to the college, and paying examination fees to the deserved candidates. etc. A formal exit meeting is conducted by the Alumini Association regularly at the end of the each academic year. The consolidated feedback report is forwarded to the Principal for taking cue of the positive performances and scope for improvement. **PARENTS:** Parents, being one of the important stakeholders of an institute, plays a prominent role in providing feedback which definitely helps us in improving ourselves. The parent feedback obtained is analysed the suggestions given them are taken into account for the next academic year to better position. Some of the parameters mentioned in the parent feedback include quality of the system like student activities such as transport, library, internet facilities, providing complete wifi etc.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	HEP	60	38	34
BCom	GENERAL	60	14	12
BCom	COMPUTERS	50	19	19
BSc	MPC (TM)	30	5	5

BSc	MPC (EM)	30	7	7
BSc	MPCOMPUTERS	40	22	22
BSc	CBZ (TM)	30	20	18
BSc	CBZ (EM)	30	21	20
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	352	Nil	22	22	Nil

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
22	22	9	4	4	8

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

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

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

Students are the main pillars for the growth of any institution. Reviewing their academic progress is one of the crucial point that we have to concentrate during the process of teaching learning process . A group of twenty students are attached to one teacher. He / She will maintain a Bio-data form of each student of his/her group which records the family details , socio economic details, educational history etc. of each student. , His/her present performance in various curricular activities/ co-curricular activities will also be recorded periodically in this Bio-data form.Students will be counselled by their adopted teacher. Each entry will be discussed with the student. Suggestions for the improvement will be given . This is a continuous process through the course of their study at regular intervals. Extra classes will be arranged for the needy students and suitable guidance will be given. Attendance of each student will also be reviewed and suitable suggestions will be provided. Proper guidance will be given to mould their career or to encourage them towards higher education depending on their interest and family support. Some students are getting good ranks in university entrance for MSc, MA, MCom courses. conducted by various state universities. Mentors meet the students associated with them once in a month. and a detailed counselling will be conducted . The parents/guardians of low performing students are informed to meet the mentors about the present status of their children and the preventive measures to be taken to improve their standards. Each mentor has the entire data of his adopted students information which is also examined by the Head of Department and the Academic Co-ordinator.. Periodic meetings will be conducted by the Principal with all the Heads of the Department to review the punctuality and regularity of the students along with participation in other cocurricular activities. Necessary Competitive skills , communication skills are provided through JKC platform and also through the AP State Skill Development Centres established in the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
352	22	1 : 16

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
24	22	2	2	4

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	71	II SEM	20/10/2020	15/12/2020
BCom	81	II SEM	20/10/2020	15/12/2020
BA	62	II SEM	20/10/2020	15/12/2020
BSc	71	IV SEM	20/10/2020	15/12/2020
BCom	81	IV SEM	20/10/2020	15/12/2020
BA	62	IV SEM	20/10/2020	15/12/2020
BSc	71	VI SEM	24/09/2020	24/10/2020
BCom	81	VI SEM	24/09/2020	24/10/2020
BA	62	VI SEM	24/09/2020	17/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution is taking efforts to improve the performance of the students by conducting internal examinations as prescribed by the university at regular intervals for each semester at the institution level. In addition to that, Assignments are conducted at least two for every month. depending on the number of working days. The performance of the students in these assignments and also the internal examinations are analysed with the students so that they can rectify their mistakes. The reforms taken in the college as a part of Internal evaluation. Remedial measures are taken by conducting tutorial classes to clarify doubts and revising the topics as required by the students. 2. Topic wise question banks are provided for all the subjects 3. Frequent tests are conducted during the semester and especially before the sessional examinations to make the students familiar with the examination system. 4. Students are encouraged to solve previous years university examination questions in each subject by the concerned Subject Teacher. 5. The institute conducts group discussions , student seminars and guest lectures by senior teachers in the respective subject to the students regularly to develop the art of communication and to make them get rid of stage fear. 6. For the benefit of the students who are absent for the college due to their poor economic

condition , several reminders were sent to those people and also to their parents about their poor attendance. 7. To improve the moral strength of the students and also to create some kind of seriousness among the students, pre final examinations are conducted to the students before the prefinal examinations.8. The students are classified into slow , moderate and advanced learners . Depending on this classification, they are given the required material . The slow learners are given the supplements to make them to get through the university examinations , the moderate learners are given extra feeding to get good grades in the university examinations . Also the advanced learners are trained for the entrance tests for entering into higher education. like PG entrance in various universities and also for other competitive examinations. Besides all these things, some faculty are providing the study materials to the needy people keeping in view of their slow learning capacity and economic status. These measures that are offering in the institute have resulted in substantial improvement in the performance of the students through comprehension of difficult topics, improves time management, enhanced writing skills. This has significantly enhanced the pass percentage and academic excellence of the students.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Government College, Razole , is affiliated to Adikavi Nannaya University, Rajamahendravaram. We have to strictly adhere to the rules and regulations by the university. The academic calendar is prepared and issued by the university and all the affiliated colleges have to follow this calendar strictly. Moreover , all the academic matters which are followed by the college are issued by the university from time to time and with an instruction to affiliated colleges to follow them. The academic calendar contains all the working days and holidays . Besides that , the period within which the internal assessment examinations have to be conducted are also mentioned in this . All the departments in the institution follow this calendar and perform the academic activities as mentioned in the calendar.

2.6 – Student Performance and Learning Outcomes

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

https://www.gdcrazole.ac.in/out_comes.php

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
71	BSc	CBZ	13	13	100
71	BSc	MPC	10	5	50
71	BSc	MPCS	15	8	53.5
81	BCom	GEN	12	10	83.3
81	BCom	COMPUTERS	21	18	85.7
62	BA	HEP	13	13	100

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the

questionnaire) (results and details be provided as weblink)

https://www.gdcrazole.ac.in/pdf/SSS_2019-20.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	COMMERCE	1	Nil
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
No Data Entered/Not Applicable !!!	
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	17	1	Nil
Presented papers	1	Nil	Nil	Nil
Resource persons	Nil	Nil	Nil	Nil
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
International Yoga Day	NSS	2	50
Anti Ragging Day	NSS	2	50
Personality Development- Social Responsibility	NSS	2	50
Tree Plantation	NSS	2	50
Water Conservation Programme	NSS	2	50
Rallies / Processions	NSS	2	50
Blood Donations/Blood Grouping	NSS	2	50
Youth Leadership	NSS	2	50

Training			
Clean and Green Programme	NSS	15	152
Covid 19 Relief Activities	NSS	10	66
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
AIDS awareness	NSS units of the college in collaboration with Government Area Hospital, Razole EGDt, AP	AIDS awareness Rally, Debates, Essay Writing Com and Elocution Competitions	23	200
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
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Bharat Sanchar Nigam Limited (BSNL)	24/08/2019	Technical Visits	35
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
0	0

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
NO	Nil	Nil	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	20228	1043081	Nil	Nil	20228	1043081
Reference Books	20567	769941	Nil	Nil	20567	769941
Journals	498	10380	Nil	Nil	498	10380
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	66	3	66	3	0	5	7	10	0
Added	30	0	0	0	0	0	0	0	0
Total	96	3	66	3	0	5	7	10	0

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0.67	0.2	0.17	0.1

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

A College level committee has been appointed for looking after all the repairs arising relating to the electrical, plumbing and masonry work in the college. House keeping women are appointed to maintain the cleanliness of Class Rooms, Staff Rooms, Seminar Hall, Laboratories, and Rest Rooms. **LABORATORY:** Our college has TWO chemistry labs and ONE each for physics, botany and zoology. The maintenance of the labs is looked after by the respective incharges with the help of one lab assistant. All the apparatus available in all these labs is well maintained and any minor repairs if noticed will be rectified by the Incharge of the department. For the maintenance of the labs, a part of the special fees collected from the students is utilised for good functioning of the apparatus. And any major defects if noticed will be addressed by the technician from the external agency. Record of Stock is maintained with the Lab Assistant and an annual stock verification committee is appointed to verify the labs and rectify the defects if any. and the committee will ratify the spoiled instruments which can not be repaired. There is systematic disposal of wastage in all the laboratories. **LIBRARY:** Library is the abode of knowledge. All the books are to be preserved and should be kept within the reach of the students. Moreover, they are to be protected from the pests and other insects which can spoil the books. control of these pests is done through spraying chemicals which kill these pests in order to safeguard the most valuable books and also the enhancement of the life of books. proper ventilation is furnished in all the rooms to create dry environment in the library near book shelves. Regular dusting and cleaning the room is done by vacuum cleaners. Furnitures and fixtures are repaired according to the requirement through the skilled workers from an external agency. open access is given to the students towards the books so as to have effective referencing and Special Reading Room and computer room

is also provided to the students . **SPORTS COMPLEX:** One of the staff members has been given additional charge as the Sports incharge and he will organise all the sports events in the college. Our college has a gym which is maintained by the students. from the students in the form of student admission fees or term fees. Every year , some sports competitions are organised in the college **COMPUTERS:** All kind of computer problems are rectified by the technicians hired from the private agencies. Updation of the systems is carried out at regular intervals so as to make the systems updated to the students. Available computers are distributed in departments, office, library and for administrative work as per the requirement and load of the work **CLASS ROOMS:** Our college is conducted in two sessions for both theory and practical classes. as per the timetable All the students in the class are monitored by the concerned class teachers. and counselling will be given .

https://www.gdcrazole.ac.in/pdf/procedures_for_maintaining_physical_facilities.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	333	748783
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial coaching	18/12/2020	210	All the faculty
Bridge courses	15/06/2019	130	All the faculty handling first sem classes
Yoga	21/06/2019	100	By local yoga trainer
personal counselling	18/07/2019	148	By the repestive class incharges
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	BRONZE MEDAL	National	1	Nil	Nil	KOLLU BHANOJI RAO
View File						

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

Student Representatives play a vital role in all the major college level committees. A class Representative is selected by the Students Union Committee in the college headed one of the Senior Lecturer under the supervision of the

principal. This Committee appoints one Student as Class Representative for each class who acts as a bridge between Students of that class and Teaching , Non-teaching Faculty. Further, some of the class representatives are appointed as members of various College Level Committees. The Students Union Committee looks after the needs of the Students and also gives support to all the activities conducted in the college. The Student Representatives are appointed in all the major college level committees like Anti Ragging Committee, Cultural Committee, Student Grievances and Redressal Cell, The major activities carried out by the students are Cultural Activities, , Organising Welcome to the Freshers, observing important days like YOGA day , Teachers Day on par with participating in all the national festivals, Organising Annual Day function in the college and international mother language day on 21st February, 2019, National Youth Day on January 2019 ,and other Sports Activities. Besides participating in these activities, Students also take active part in helping the economically backward students to pay their college fees and examinations fees through the college fund which is collected from the students in the form of the admission and term fees. Students play a prominent role in National Service Scheme, Youth Red Cross , Red Ribbon Club, to serve the society through their activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

5

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

NIL

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

To facilitate quick decision making relating to academic and administrative matters and to timely follow up of actions decentralisation of powers is very much useful in any organisation. As a part of this different committees are constituted by the Principal of the college by making teaching , non -teaching staff and student representatives as the stakeholder in the committees. Some of the important committees in our college are 1. Students Union Committee 2. Games and sports Committee 3. Poor Boys Fund Committee 4. Audio Visual Learning Committee 5. Fine Arts Committee 6. Laboratory Committee 7. Discipline Committee 8. Examinations Committee 9. Scholarships Committee 10. UGC Committee 11. JKC(Jawahar Knowledge Centre) committee 12. NAAC IQAC committee 13. NSS Unit Advisory Committee, 14. Career Guidance and Placements Committee, 15. Grievances and Redressal Committee 16. Women Empowerment Cell Committee 17. District Resource Centre Committee 18. Computer Special Fee Committee 19. Eco Club Committee 20. Consumer Club Committee 21. Red Ribbon Club Committee 22. IT verification Committee 23. Website design and Calendar Committee 24. Swatch Bharat Committee 25. Time Table Preparation Committee 26. Anti Ragging Committee 27. Library and Reading Room Committee 28. College Calendar Committee

29. RUSA committee 30. Virtual and Digital Class room committee 31.Special Fee committee , 32. PD account Committee 33. Admissions and Examinations Committee 34. Admission Fee Committee.35. Endowment Prize Distribution Committee The institution promotes participative management at the strategic level ,functional level and operational level Strategic Level: The Principal, Vice-Principal and the members of IQAC involves in defining the guidelines , policies and procedures , rules and regulations to be adopted in various committees like admission, examination, code of conduct-discipline, grievance, support services, finance etc Functional Level: Faculty members share knowledge among themselves , students and staff while working for a committee. Finally , the Principal and the faculty members sit together and come out with a plan of action, Operational Level: The Principal and faculty members interact with government , external agencies faculty members to maintain interactions with the concerned departments. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related, co- and extracurricular activities.. The case study related to such Participative management is stated as follows:

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Library, ICT and Physical Infrastructure / Instrumentation	Our college library is linked with N-LIST of INFLIBNET. Our faculty are using these resources to publish research papers and literature review for their research work. We have access to e-journals with National Digital Library (NDL). We have two ICT enabled seminar halls, one MANA TV room, one JKC room, three digital classrooms equipped with big touch screen LCDs and one virtual classroom to teach online. Spacious and well equipped Botany, Chemistry, Physics, Zoology laboratories are there. The equipment in the laboratories are being upgraded with the financial assistance from state government budgets/RUSA funds/UGC funds to suit the change in curriculum devised by the affiliating university.
Research and Development	Our college encourages the faculty members to publish the research Papers in the National and International journals. The faculty members are encouraged to do the research in various fields of their interest. The faculty members are pursuing the Ph.D. Constant encouragement from the Commissionerate of Collegiate Education and Principal has motivated our faculty members to pursue research in the interested fields. We have 3 P.h.D holders in our institution and 3 people

	have registered and doing their Ph.Ds
Examination and Evaluation	Most important tool to measure the knowledge of the students through assessment. Our college follows the academic calendar circulated by Adikavi Nannaya University, Rajamahendravaram and also the instructions received from CCE. The main evaluation used to assess the student knowledge is by a written test, study projects, seminars and quizzes. The student are evaluated through 25 marks internal assessment and 75 marks semester end examination. Internal examination are conducted twice for each semester and marks were sent to the Adikavi Nannaya University, Rajamahendravaram (affiliating university). The award lists for sessional and practical examinations were also sent to the university.
Teaching and Learning	The college established the Internal Quality Assurance Cell (IQAC). With regard to quality assurance, the college is committed to provide quality higher education and student support services through appropriate teaching-learning strategies, evaluation and student-centered activities. IQAC strives to institutionalize and maintain quality in all activities of the organization, including teaching, learning, research and extension. Students are major stakeholders in the education system. Feedback from alumni and alumni will play a key role in this endeavor. At the beginning of each academic year, IQAC creates a college calendar that integrates college planning with curricular, co-curricular and extracurricular activities. This will be communicated to all staff and students. Accordingly, the in-charges of the departments in coordination with their faculty prepare departmental action plan, annual syllabi and strictly implement them. This implementation is also reviewed through monthly staff council meetings, departmental meetings, circulars and informal interactions by IQAC. Any problems / errors will be resolved immediately. In addition, any quality assurance programs conducted by any department / committee / cell of the organization are overseen, advised and implemented by IQAC through participant management and internal coordination.

While all of these strategies and processes help to take the college, there is a built-in approach to make the learning process more student-centered. The organization makes available the following support structures, systems, and processes needed to make the learning process more student-centered. Among them are a well-established library with InflibNet facility, ICT classrooms for interactive learning (03 digital classrooms and 01 virtual classroom), Mana TV Educational Satellite Channel programs, educational programs organized by the District Resource Center (DRC), invited tours, invited lectures. Interactive methods, discussions, group discussions, subject quizzes and classroom seminars. The traditional discourse method is combined with the best suits of student interaction to explain the concepts of the topic for better understanding, to understand and to fill this topic in the minds of the students. At the end of the lecture, the topic being taught is open to discussion and provides an opportunity for interaction. Upon completion of the 'unit' students are given specific tasks to enrich their learning.

Curriculum Development

The designing and execution of effective curricula plays a key role in providing quality education to students. Being an affiliated college, we implement the syllabus designed by Adikavi Nannaya University, Rajamahendravaram (affiliating university). The organization has a well-structured mechanism to effectively implement the curriculum. This mechanism covers the subject of Annual Curriculum (ACP) for each semester, paper wise preparation, preparation of curriculum, teaching diary management and monthly section review meetings. Curriculum implementation through Information Technology Information (ICT) methods such as power point presentations, YouTube lessons, maps, audio visual aids, virtual classrooms, and Mana TV live telecast programs. In addition, curricular activities such as quizzes, debates, role play, group discussions, Classroom seminars, student projects, and educational tours are conducted for

a better understanding of the curriculum. For an aesthetic and creative learning experience, a student project, field trips and educational tours are organized. In order to improve soft skills and analytical skills, various departments in the college start computer skills for which the curriculum is designed by the respective department itself

Human Resource Management

Students are trained with Soft Skills and Analytical Skills through Jawahar Knowledge Centre. APSSDC Centre in our college is giving online and offline training to the students to fit in the job market. The physical fitness of the students is geared by the sports and it is under the supervision of our incharge Physical Director. Faculty are encouraged to get their knowledge through Orientation and Refresher courses and Faculty Development Programmes, conducted by CCE, UGC-HRD centers at various universities. Teaching and non-teaching staff involved in various academic and administrative activities through various committees for smooth functioning of the college.

Industry Interaction / Collaboration

Some of the departments in our college have tie up with industries. Students are visiting neighboring industries, nurseries, banks and historical places every year. All the science departments take their students to field trips so as to inculcate interest and awareness about the subject among the students and also to enhance their knowledge.

Admission of Students

Students admission plan was effectively deployed in our college. As our college is located in a rural area. All the students are from rural area and economically weak background families .. Every year admission committee was formed and vice-principal acts as a convener for admission committee for overall college. There will be separate committees for each course offered in our college. Every year college faculty visits nearby intermediate colleges and distributes pamphlets to the students and motivates them to join in our college. Again our college non-teaching staff distributes pamphlets to the students at examination centers and places

hoardings at various public places. Our college gathers the phone numbers of intermediate passed students and motivates them to join in our college. Our college staff visits the homes of intermediate passed students and talk to them and with their parents. There is an intense competition among the degree colleges for intermediate students. Within the 10 kilometers radius, there are many private colleges. Everybody tries to grab more number of students but with the strength of having a quality teachers with us and well established infrastructure procured with the support from the RUSA and from the Commissionerate of Collegiate Education, Andhra Pradesh

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

E-governance area	Details
Planning and Development	The institution is implementing e-governance in Planning and Development activities through various academic and developmental strategies instructed by CCE regularly through video conferences, tele conferences, emails etc.
Administration	Major part of the administration of the institution is executed through e-governance. The required information is exchanged with CCE, RJDCE, Nodal College and other colleges through emails, cloud computing, WhatsApp messaging system. Information related to staff, college and students on academic and administration is exchanged through various online modes
Finance and Accounts	All financial transactions of the college are done through Comprehensive Financial Management System (CFMS) initiated by state government of Andhra Pradesh. All purchases at institution level are processed through least quotation system and payments are made online. Salaries to the staff are credited into their accounts through CFMS
Student Admission and Support	The online admission process is carried out using the APSAMS Software. APSAMS is an integrated Academic Management System and comprehensive tool for student,/parents, administrators at colleges Government as well, to overcome the challenges in

the process of college admissions and post admission processes. The entire college admission process was proposed to be digitized in APSAMS starting from Application, Selection, and Intimation Admission. E-admission of APSAMS enabled students to apply online through one Common Application Form (CAF) for all intended colleges, take a printout, sign it and submit with relevant documents at the college while admission. E-Administration uses the database created by e-Admission to manage the student information by accepting adding, modifying or removing information about students and generating reports. The attendance of the students is monitored by the Integrated Attendance Management System(IAMS) Software.

Examination

The University examination is for 100 marks in which 25 marks are allotted for internal assessment and there will be an external examination through written for 75 marks for all the core subjects. For practical component subjects, there will be practical examinations for 50 marks besides these 100 marks. The filled up Examination applications of the students are received and processed to the university which in turn scrutinize the applications and issue hall tickets before the university exams start. After completion of university external examinations, Answer scripts bundles are preserved in a strong room and are handed over to the university officials in a confidential manner. The evaluation of the answer scripts will be carried out by the senior faculty appointed by the university and publication of the results will be done by the affiliated university through its web site.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Nil	Computer Fundamentals training like MS word, MS office and other related items	22/02/2020	22/02/2020	Nil	10

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FDP – Outcome based education -	1	06/05/2019	11/05/2019	5
. OC- UGC	1	23/09/2019	12/10/2019	20
NPTEL- Ordinary and Partial differential equations and applications	1	27/01/2020	17/04/2020	84
FDP – UNDER RUSA 2.0 SCHEME AT SRI Y.N COLLEGE , NARASIPUR	2	10/12/2019	17/12/2019	7
FDP – Usage of ICT in teaching and learning process	2	02/12/2019	09/12/2019	7
RC – Interdisciplinary Refresher Course in Research methodology for Science and	1	19/08/2019	25/08/2019	14

Social Science				
FDP – Challenges and Strategies of Teaching in Post Covid-19	1	11/05/2020	15/05/2020	5
.STC - Teaching and learning for sustainability	1	14/11/2019	20/11/2019	7
FDP – Recent trends in teaching learning methodologies using ICT in Higher Educational Institutions	1	24/10/2019	30/10/2019	7
RC – Human Rights	1	04/12/2019	17/12/2019	14
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
As ours is a Government organisation , All the Government Employees are the beneficiaries to the following the welfare schemes of the Government depending on their date of joining. They are General Provident Fund (GPF), Contributory Pension Scheme (CPS), Andhra Pradesh Group Life Insurance (APGLI), Employees Health Scheme (EHS), Leave Travel Concession (LTC)	As ours is a Government organisation , All the Government Employees are the beneficiaries to the following the welfare schemes of the Government depending on their date of joining. They are General Provident Fund (GPF), Contributory Pension Scheme (CPS), Andhra Pradesh Group Life Insurance (APGLI), Employees Health Scheme (EHS), Leave Travel Concession (LTC)	As per the policies of Government of Andhra Pradesh, all the students are eligible to receive Fee Reimbursement Scheme, Students Bus Pass and Scholarships. Also Meritorious students are encouraged through endowment prizes established by the old students and donors.

6.4 – Financial Management and Resource Mobilization

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

This is a Government Institution wherein internal financial audit is done by the principal before passing each financial bill. The Scholarships Committee will inspect and scrutinize the scholarships and the special fee related to the students. The College Planning and Development Committee will look after the

CPDC financial matters. The Purchase committee will scrutiny the financial transactions related to the purchases made under the State budgets. The District Resource Centre inspect the financial purchases made under the DRC platform. The RUSA Co-ordinator and the committee members will monitor the financial matters under the RUSA. The UGC co-ordinator and the members of the UGC committee will inspect the financial matters related to the UGC schemes. The financial matters of the NSS activities are monitored by the university co-ordinator, NSS College level co-ordinator and their team. The activities and the financial transactions related to Jawahar Knowledge Centre (JKC) is monitored by the JKC Co-ordinator and their team. The Examination committee will inspect the expenditure ,credit and balance data of the examinations. Salaries and financial benefits of the employees are monitored by the CFMS online transaction system. The principal is the chairman for all the above committees. So, the internal audit is accomplished with all the above committees headed by the honorable principal as chairperson. The External Financial audit is conducted by Accounts and Auditor General of Andhra Pradesh from time to time. Also, the External audit is done by the Regional Joint Director (RJD) of Collegiate Education, Rajamahendravaram.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
A1 seva samithi	40000	Financial Assistance to economically poor and merit
View File		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	MEMBERS NOMINATED BY THE COMMISSIONERATE OF COLLEGIATE EDUCATION, VIJAJAWADA.	Yes	ACADEMIC CO- ORDINATOR
Administrative	Yes	REGIONAL JOINT DIRECTOR OF COLLEGIATE EDUCATION	Yes	STOCK VERIICATION COMMITTES NOMINATED BY THE PRINCIPAL

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

1.Giving innovative ideas for better implementation of the policies adopted by the college 2.Communicating views which students feel shy to communicate directly to the teachers about the college to uplift the college to the next level. 3. Providing constructive ideas to strengthen the college 4. Motivating students for participating job training programs 5..Encouraging students to

participate in educational tours/ visits 6. capable parents donate books to the needy students 7. Contributing towards college functions like College Annual Day Celebration

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

1. Supported staff of the college are encouraged to go through computer training and they are directed to cooperate with the departments where there is no computer assistant. 2. selected office staff were given training on e-governance and were encouraged by the Commissionerate of Collegiate Education, Andhra Pradesh. 3. Junior Assistant and Senior Assistant are trained to handle CFMS through which all the financial bills including the salaries of the teaching and non-teaching staff are being drawn.

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

1. Regular Meetings of IQAC are organised 2. AQAR is submitted in time 3. Conduct Student Satisfaction Survey on regularly 4. Co-operate with the Nominees of the Commissionerate of Collegiate Education, Andhra Pradesh regarding Academic Audit.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Preparation of Institutional Plan	01/06/2019	01/06/2019	04/06/2019	6
2019	Conducting Bridge Course to the newly admitted students	10/06/2019	10/06/2019	15/06/2019	130
2019	Awareness for teaching staff on NAAC process through Regular IQAC meeting	01/10/2019	01/10/2019	01/10/2019	22
2019	submission of NIRF data	11/11/2019	11/11/2019	26/11/2019	6
2020	submission of AISHE DATA	31/01/2020	31/01/2020	14/02/2020	6
2020	promoting the usage of	03/01/2020	03/01/2020	03/01/2020	10

	digital libraries thorough Regular IQAC meeting				
2020	preparation of student satisfaction survey	26/02/2020	26/02/2020	29/02/2020	95
Nil	conducting remedial classes to the needy people	Nil	Nil	Nil	296
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Women Equality Day	21/08/2019	21/08/2019	80	25
AIDS awareness rally	01/12/2019	01/12/2019	120	40
Legal awareness conference-Women Rights	10/12/2019	10/12/2019	110	35
Birth anniversary of first women teacher -SAVITRIBHAI PHULE	03/01/2020	03/01/2020	120	35
International Women's Day	08/03/2020	08/03/2020	130	80

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

Percentage of power requirement of the University met by the renewable energy sources
Our college has a solar plant which serves the needs of the college during powercut. The plant has a capacity of 20 KWH and it supplies electricity to the Principal room, Office room and Computers Lab when there is a powercut. Sufficient number of LED bulbs are arranged to reduce the power consumption and to save energy. Environmental Consciousness programmes like plantation of sapplings, plastic free society etc are conducted by the NSS volunteers of the college. As a part of reducing the pollution , we observe every fourth saturday as Vehicle Free Day.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
No Data Entered/Not Applicable !!!		

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	15/07/2019	1	plantation programme	To promote environmental equilibrium	50
2019	1	1	22/08/2019	1	Blood Donation camp	To make the students aware of the uses of donating blood and get rid of their fear about it.	30
2019	1	1	25/08/2019	1	Vanam Manam Programme	To promote the need of reforestation and to increase greenery	45
2019	1	1	05/09/2019	1	Teachers day celebration	To celebrate the anniversary of Dr. S. Radhakrishnan and to remember their services to the nation	150
2019	1	1	02/10/2019	1	Gandhi Jayanthi	To celebrate the anniversary of Mahatma	160

						Gandhi and to remember their services to the nation	
2019	1	1	01/12/2019	1	AIDS Awareness programme	Reasons for the spread of the disease and measures to be taken to eradicate HIV , Pre ventive measures to control HIV are also discussed	200
2019	1	1	10/12/2019	1	Human rights Day	To create awareness among the students about human rights	200
2020	1	1	25/01/2020	1	National Voters Day	importance of casting vote and its value in democracy	250

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct of Lecturers	10/06/2019	1.The lecturer should Provide an innovative and quality education to students. and keep himself updated with the subject 2.Lecturers should uphold human dignity and promote equality of gender, religion and ethnicity 3. Lecturers should be responsible and interact

		positively with parents and other stakeholders in educating the students. 4 Lecturers should treat other colleagues as professional equals, regardless of their status 5. Lecturer should help, guide, encourage and assist students in their learning
Code of conduct of Non-teaching staff	10/06/2019	1. They should Maintain honesty, integrity, fairness in the Administration. 2. The behavior of administrative staffs should be polite and gentle towards students, teachers and public. 3. They should cooperate the Principal in leading the college and in directing the principal especially in financial matters.
Code of conduct of Students	10/06/2019	1. Every student has to follow the rules and regulations laid down by the college during his study in the college 2. The use of mobile phones is strictly prohibited in the college campus. Students who violate this rule will have to face disciplinary action. 3. Students are strictly instructed to carry college Identity card and wear clean, neat college dress-code. 4. As this is a co-education institute, both boys and girls students have to maintain the harmonious relation in college campus. 5. Students should handle the furniture and other properties with care. Damage to the furniture will lead to penalty. 6. Students are strictly instructed to come in college on time 7. During leisure hours, students are advised to

		use the library, and computer lab. 8.Ragging in any form is strictly prohibited in the college. 9.Students having practical component have to present minimum 75 for lectures and 90 for practicals.
code of conduct of Principal	10/06/2019	1.The Principal of an Institution should always be honest, fair, objective,supportive, protective and law abiding.. Altogether, he should be a role model to al the stakeholders in all aspects. 2.He has to Implement the new ideas and plan to execute the vision and mission. of the college 3. He should be fair in his disciplinary actions for all the members of faculty,, nonteaching staff and students... 4.He has to Promote institution interaction and inculcate research development activities. 5.He has to Monitor, manage and educate the administration of the institution and take remedial actions based on the stakeholder's feedback. 6. He has to Maintain tolerance while dealing with burning issues among students and subordinates

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Inernational Yoga Day	21/06/2019	21/06/2019	150
Independence Day celebrations	15/08/2019	15/08/2019	170
Teachers Day Celebrations(on occasion of Birth Aniversary Sarvepalli Radhakrishanan and birth anniversary	05/09/2019	05/09/2019	250

of Rajiv Gandhi			
Birth Anniversary of Mahatma Gandhi	02/10/2019	02/10/2019	140
worlds AIDs day	01/12/2019	01/12/2019	160
Voters Awareness Day	25/01/2020	25/01/2020	100
Republic Day	26/01/2020	26/01/2020	170
womens day celebrations	08/03/2020	08/03/2020	140
Awareness program on anti ragging in collaboration with local judicial department	19/07/2019	19/07/2019	100
View File			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Distribution of clay idols of Lord Ganesh an account of Ganesh Chaturdhi : As a part of promoting eco-friendly programmes, our NSS volunteers prepared the idols of Lord Ganesh with Clay and distributed them to the public . The public also responded in a positive way. 2. Plantation of Sapplings: A number of coconut trees and other plants were planted in the college campus to make the college more greenish. 3. Plastic Free Campus: Our college is identified as platstic free. and all the students , faculty pay much attention in this regard. All this is done under the supervision of NSS volunteers.Awareness programmes against the use of Plastic is organised in the college and use of plastic is strictly prohibited. 4.Observeance of Vehicle Free Day on every fourth saturday to reduce air and sound polution. 5.Clean and Green (Swatch Bharat) programme is conducted on every third saturday in the college campus by the students as well as staff . 6.Installation of solar panels and tapiping solar energy for laboratories. 7. Preferring Eco friendly products such as paper plates, paper cups and discouraging excess use of plastic materials 8. Observeance of World Environment Day on 5th of June everyday.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BLOOD DONATION CAMP: Our college National Service Scheme Units in collaboration with Community Health Centre, Razole , organised a blood donation camp in our college to create awareness about importance of blood donation and also to clear the misconceptions about blood donation. Human blood is an essential element of human life with no substitute. . The Camp was organised by NSS units of our college under the leadership of the programme officers namely Sri G. Srinivasa Rao and Dr. K. PeddiRaju. A total of 28 students and 2 faculty members have donated blood of which 25 students are first time donors..The students actively participated in the programme and inspired many of their fellow students and teachers. Altogether, 50 units of blood was collected in the camp and it was donated to the Community Health Centre , Razole for the use of people in need. The Chief Doctor and Civil Assistant Surgeon of Community Health Centre, Razole, Dr. P. Prabhakara Rao, attended as the Chief Guest and Sri T. Venkatesh, Lab Technician of Community Health Centre , Razole, carried out the whole process of blood donation.. The organisers distributed fruits , biscuits and juices to the students who donated their blood. This programme was well received by the students.and created some kind of awareness among them. The Chief Guest Dr. P. Prabhakara Rao, inaugurated the programme and said on

the occasion that blood donation is a very good job and it could save the precious life of a human-being in need. He further ,stated that there were a lot of misapprehensions about blood donation and all that were not true. There is nothing wrong with donating blood. Dr.N. Venkateswara Rao , the principal (FAC) of this college, encouraged students and staff to donate blood and motivated students to take an active part in doing good deeds and in contributing something to the society from our side. He said that any person above the age of 18 and without sufficient blood levels can donate blood and thereby the life of another person. He appreciated the students and staff who donated the blood for their social concern. BEST PRACTICE-2: NSS ACTIVITIES: We have two NSS units in our college. The services rendered by the NSS volunteers is appreciable and infact these activities can be considered as one of the best practices that were happened in our college through National Service Scheme. The details are given below

1. International Yoga Day is celebrated on 21-06-2019. All the students and staff practiced some the Yoda asanas, pranayama and meditation on this occasion 2. Conducted Anti - ragging day and Awareness program on anti ragging in collaboration with local judicial department on 19-07-2019 3. Awareness programm against drug abuse and illicit trafficking conducted in collaboration with local Police Deapartment on 12-07-2019 4. Awareness program on control of noise pollution on 03-07-2019 5. Fit India Movement is conducted on 27-08-2019 6. Plantation Programme is Conducted in collaboration with Local Forest Department Local donors in three stages in the college premises, on 17-7-2019 , 24-7-2019 and on 12-01-2020. About 50 sapplings were Planted in the Programme. by 50 NSS Volunteers 7. Water Pit was cleaned by the NSS Volunteers in the college Campus on 27-07-2019 . About 20 volunteers were participated in this event. 8. Rally on preaches of Gandhiji was conducted on the occasion of 150th Birth Anniversary on 15-08-2019 9. All the College Students Staff including NSS volunteers Participated in the Rallies on account of Gandhiji's 150th birth anniversary, World's AIDS day and National Voter's Day. 10. NSS Day was celebrated in the College on 24- 09-2019. About 200 Volunteers attended the Programme in the seminar hall. Principal Dr.N.Venkateswara Rao Sri Ch.Satyanarayana, senior political science lecturer addressed the gathering 11. Swatch-Barath Program has been conducted in the college premises by NSS volunteers in last Saturday of every month 12. Distributed masks, vegetables, Kirana to the needy people during the COVID-19 lockdown period from 24.3.2020 to 17.5.2020 as a service to the community

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

<https://www.gdcrazole.ac.in/pdf/Best Practices 2019 20.pdf>

7.3 – Institutional Distinctiveness

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

Government Degree College, Razole , is located in an island called Konaseema in the East Godavari District of Andhra Pradesh in a remote area where people are based on agriculture to survive. . It has played a pivotal role in providing the educational opportunities to the people of this rural area surrounding Razole over the last 53 years .During these years, the college produced thousands of students and catered its knowledge to the community. The College was established in 1968 and started imparting knowledge to the first generation learners of rural villages of Razole Taluq to bring a change in the society through education. The college aims at striving for high quality courses and committed to help the students to acquire knowledge, life skills and ethical values. The location of the college is near Godavari River surrounded by beautiful Coconut Trees in a pleasant atmosphere and tranquility. More number of girl students shows that the equality of women is properly maintained and

women education is promoted . The college was originally a composite college and was bifurcated into junior and degree colleges in 1996. The college achieved a mile stone of celebrating the Golden Jubilee 50 years of its existence in 2018. The college was affiliated to Andhra University, Visakhapatnam in the beginning days and presently it is affiliated to Adikavi Nannaya University, Rajamahendravaram. It has UGC certification under 2(f) and 12 (b). Today, the college is offering UG courses in Arts, Commerce and Sciences to the students of this rural area and it is serving to the needs of most of the under privileged students enrolling from the geographically backward area. The college was awarded B grade in 2007 in the first cycle and again got B grade with 2.61 CGPA in 2014. Now it is preparing for third cycle of NAAC accreditation. All the faculty and administrative staff are working hard to get good grade in third cycle. Our college is a RUSA benefitted college and was sanctioned 2 crores with which some new buildings were constructed along with the installation of solar plant , 3 digital rooms and 1 virtual lab. Despite the fact that all the students have rural backward, students get good results in university examinations some students got university ranks also for getting admission into Post Graduate Courses. The Remedial coaching methods and the identification of slow, moderate , advanced learners helped us to attain these results. Besides the regular curricular items, there are other co-curricular activities like giving yoga training to the students and staff and organizing sports and games in the college and encouraging the deserved students to participate in University, State and National Level Competitions , Community service through NSS and Youth Red cross Society. Our institute , being the only Government Degree College for surrounding Five Mandals, serving the under privileged sections of the Society with reasonable fees as prescribed by the Affiliating university within the reach of a common man with highly qualified and dedicated staff with NET, APSET and Ph.D

Provide the weblink of the institution

https://www.gdcrazole.ac.in/pdf/Institutional_Distinctiveness_2019-20.pdf

8.Future Plans of Actions for Next Academic Year

In order to cope up with the ever changing world and upgrade the status of the college, We are planning to adopt the following procedures from the next academic year

1. To start more number of certificate courses in the college in all the departments
2. To introduce PG courses in the subjects where there is requirement
3. To make 100 admissions according to the sanctioned intake
4. To make the teaching learning process more ICT enabled
5. To train and encourage the teachers towards online teaching methods
6. To train the teachers about the online evaluation techniques
7. Development of skills of the students by inculcating core values to impart value based education
8. Enhancing social compatibility of students by giving better opportunity of social interaction through the social service schemes like NSS, Youth Red Cross Society etc
9. Enhancement of Infrastructural facilities like updating the electrification system in the college, upgrading laboratories, and digitalisation of library , increasing the number of computers
10. Organising more number of Seminar/ Webinars in all the departments and involving students to get more updated knowledge
11. Implementing and Using the Learning Management Systems
12. Conducting as many job drives for giving employment to more number of students and thereby increasing the number of students selected for jobs
13. To strengthen Alumni Association