The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year

2015-16

1. Details of the Institution

1.1 Name of the Institution

N.B.K.R. Science & Arts College

1.2 Address Line 1

College road

Address Line 2

Gudali Village

City/Town

Vidyanagar

State

Andhra Pradesh

Pin Code

524 413

Institution e-mail address

nbkrcollege@yahoo.com

Contact Nos.

08624-228532

Name of the Head of the Institution:

Sri V.Rajagopal Reddy

Tel. No. with STD Code:

08624-228532

Mobile:
| 0 8374699093 |

Name of the IQAC Co-ordinator:
| Dr.V.Raja |

Mobile:
| 0 9701254010 |

IQAC e-mail address:
| nbkrcollege@yahoo.com |

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*
| APCOGN13214 |

OR

1.4 **NAAC Executive Committee No. & Date:**
| EC/65/RAR/24, dated 25-10-2013 |

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

1.5 Website address:
| www.nbkrsac.org |

Web-link of the AQAR:
| http://www.nbkrsac.org/iqac |

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B^{++}	82.10	2007	2007-12
2	2nd Cycle	B	2.77	2013	2013-18
3	3rd Cycle	---	---	---	---
4	4th Cycle	---	---	---	---

1.7 Date of Establishment of IQAC :   DD/MM/YYYY
| 25-10-2005 |

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and

Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

   i.   AQAR 2010-11 submitted to NAAC   on 01/06/2011
   ii. AQAR 2011-12 submitted to NAAC   on 01/06/2012
   iii. AQAR 2012-13 submitted to NAAC   on 01/06/2013
   iv. AQAR 2013-14 submitted to NAAC   on 01/06/2014
   v.   AQAR 2014-15 submitted to NAAC   on 28/10/2015

1.9 Institutional Status

University   State [-]   Central [-]   Deemed [-]   Private [-]

Affiliated College   Yes [✓]   No [-]

Constituent College   Yes [-]   No [✓]

Autonomous college of UGC   Yes [-]   No [✓]

Regulatory Agency approved Institution   Yes [---]   No [✓]

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

Type of Institution   Co-education [✓]   Men [ ]   Women [ ]

                      Urban [-]   Rural [✓] Tribal [ ]

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

                Grant-in-aid + Self Financing [✓] Totally Self-financing [-]

1.10 Type of Faculty/Programme

       Arts [✓]   Science [✓] Commerce [✓] Law [-]   PEI (Phys Edu) [-]

    TEI (Edu) [-] Engineering [-]   Health Science [-]   Management [-]

    Others   (Specify) | Nil |

1.11 Name of the Affiliating University *(for the Colleges)* | Vikrama Simhapuri University |

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University   [---]

University with Potential for Excellence   [---]   UGC-CPE   [2010-2012]

DST Star Scheme   [---]   UGC-CE   [---]

UGC-Special Assistance Programme	---	DST-FIST	---
UGC-Innovative PG programmes	---	Any other (*Specify*)	---
UGC-COP Programmes	---		

2. IQAC Composition and Activities

2.1 No. of Teachers — 08

2.2 No. of Administrative/Technical staff — 02

2.3 No. of students — 02

2.4 No. of Management representatives — 01

2.5 No. of Alumni — 02

2. 6 No. of any other stakeholder and community representatives — 01

2.7 No. of Employers/ Industrialists — ----

2.8 No. of other External Experts — 01

2.9 Total No. of members — 17

2.10 No. of IQAC meetings held — 04

2.11 No. of meetings with various stakeholders: No. — 05   Faculty — 03

Non-Teaching Staff Students — 01   Alumni — 01   Others — ---

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

If yes, mention the amount — Rs. 60000/-

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 3 | International | -- | National | -- | State | -- | Institution Level | 3

(ii) Themes

- To create awareness on CBCS
- Use of ICT in teaching learning process.
- Academic Audit.
- Research & consultancy.

2.14 Significant Activities and contributions made by IQAC

- Created awareness among staff and students on CBCS
- Proposed to add 10 more systems computer to the existing.
- To conduct remedial coaching classes for academically backward students and to assign study projects for advanced learners.
- To provide BSNL high speed internet of 10 mbps for the institution to achieve fast internet access.
- To offer suggestions in maintaining academic audit records and supporting evidences.
- Scheduling field/industrial trips for students.
- To encourage the faculty members to adopt innovative practices in teaching and learning process.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
• To create awareness on newly introduced CBCS	• Created awareness among staff and students on newly introduced CBCS
• To encourage all the departments to arrange invited talks and seminars by experts and senior academicians.	• All the departments conducted invited talks and seminars for the benefit of the students.
• Academic Audit of the teachers.	• All the faculty members prepared and successfully presented required records and supporting evidence before academic advisors.
• To encourage the faculty members to participate actively in Refresher / Orientation courses and conferences / workshops /symposiums.	• Faculty members participated very actively in various conferences and workshops and presented papers.
• To encourage and to train the students to participate in college, university, state and national level sports and games events.	• Good number of medals and positions bagged by the students in university/state level sports and games competitions.
• To strengthen the activities of career guidance and placement cell.	• Good number of students achieved top ranks in the PGCETs conducted by various universities and taken admission in to PG courses.
• To encourage the eligible faculty members to obtain permission for research supervision.	• Proposals submitted to the affiliating university for grant of research supervision.
• To add 10 more computers to the existing	• 10 computers added to meet 1:1 student computer ratio.
• To conduct a training programme on computers and internet to all the teaching and non-teaching staff members.	• Experts in computers and internet from NBKRIST conducted the training programme.

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes ✓   No ---

Management ✓   Syndicate ---   Any other body ---

Provide the details of the action taken

The governing body of the college approved the plan of action and gave consent to implement the same by allocating adequate financial resources.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	03	---	---	---
PG	01	---	01	---
UG	07	---	02	Introduced value education and professional ethics for I & II year students
PG Diploma	---	---	---	---
Advanced Diploma	---	---	---	---
Diploma	---	---	---	---
Certificate	---	---	---	---
Others	---	---	---	---
Total	11	---	03	----

Interdisciplinary	---	---	---	---
Innovative	---		---	11 add on programmes

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

Pattern	Number of programmes
Semester	01
Trimester	---
Annual	07

1.3 Feedback from stakeholders*   Alumni [✓]   Parents [✓]   Employers [--]   Students [✓]
    (On all aspects)

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

*Please provide an analysis of the feedback in the Annexure

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

- Revision of Syllabi is as per the affiliating university Vikrama Simhapuri University , Nellore
- Introduced value education and professional ethics for second year students.

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
20	03	17	---	---

2.2 No. of permanent faculty with Ph.D.

12

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
---	22	---	---	---	---	---	---	---	---

2.4 No. of Guest and Visiting faculty and Temporary faculty

22		---		---

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	12	---
Presented papers	02	36	---
Resource Persons	---	---	---

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

- Use of ICT in regular teaching learning process
- Conducts of job oriented add on programmes in addition to regular curriculum.
- Conduct of study tours and field trips to gain the first -hand practical experience.
- Upgraded the language lab by providing audio visual equipment to improve the communication skills.
- .Conduct of academic competitions such as debates, elocution, quiz and group discussion.
- Observation of important days like national science day, mathematics day etc.,
- Providing career guidance and placement assistance.
- Conduct of remedial coaching to academically backward students and assigning study projects to advanced learners.

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

180

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

Conduct of examinations taken care of by the affiliating university

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

11

2.10 Average percentage of attendance of students

$$\boxed{77.5}$$

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc.	92	13	42	12	0	73%
B.A	28	01	08	09	02	71%
B.Com	18	0	10	02	0	67%
MSCs	46	05	18	05	0	61%
B.Com(CA)	64	04	30	02	0	56%

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

- Provides assistance to Head of the Institution in the preparation and monitoring of institutional curricular and academic plan.

- Provides awareness to the staff and students on newly introduced CBCS.

- Identifies and submits the proposals for all the academic requirements of various departments.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	---
UGC – Faculty Improvement Programme	---
HRD programmes	---
Orientation programmes	---
Faculty exchange programme	---
Staff training conducted by the university	03
Staff training conducted by other institutions	---
Summer / Winter schools, Workshops, etc.	18
Others	05

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	07	01	---	02
Technical Staff	---	---	---	06

Criterion – III

3. Research, Consultancy and Extension

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

- Unlimited BSNL high speed (10 mbps) internet facility made available in the college.
- On duty facility is granted to the teachers for participation and presentation of papers in international and national level seminars, conferences and workshops.
- Provides assistance in submission of proposals for sanction of minor and major research projects sponsored by UGC/DST etc.,

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	---	---	---
Outlay in Rs. Lakhs	9.00	---	---	---

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	25	16	---
Non-Peer Review Journals	---	---	---
e-Journals	---	---	---
Conference proceedings	---	10	---

3.5 Details on Impact factor of publications:

Range [1-2]   Average [ ]   h-index [ ]   Nos. in SCOPUS [ ]

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

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

3.7 No. of books published   i) With ISBN No.   [---]   Chapters in Edited Books   [02]

ii) Without ISBN No.   [---]

3.8 No. of University Departments receiving funds from

UGC-SAP   [---]   CAS   [---]   DST-FIST   [---]

DPE   [---]   DBT Scheme/funds   [---]

3.9 For colleges   Autonomy   [---]   CPE   [---]   DBT Star Scheme   [---]

INSPIRE   [---]   CE   [---]   Any Other (specify)   [---]

3.10 Revenue generated through consultancy | Consultancy is offered at free of cost |

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	---	---	---	---	02
Sponsoring agencies	---	---	---	---	Self funding

3.12 No. of faculty served as experts, chairpersons or resource persons   [10]

3.13 No. of collaborations   [---]   International   [---]   National   [---]   Any other   [---]

3.14 No. of linkages created during this year   [---]

3.15 Total budget for research for current year in lakhs:

From funding agency   [---]   From Management of University/College   [2 lakhs]

Total   [4.07 lakhs]

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions   received by faculty and research fellows
        Of the institute in the year

Total	International	National	State	University	Dist	College
01	---	01	--	---	---	---

3.18 No. of faculty from the Institution who are Ph. D. Guides   03

   and students registered under them   16

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

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

JRF   ---   SRF   ---   Project Fellows   01   Any other   ---

3.21 No. of students Participated in NSS events:

University level   230   State level   04

National level   04   International level   ---

3.22 No. of students participated in NCC events:

University level   ---   State level   14

National level   15   International level   ---

3.23 No. of Awards won in NSS:

University level   90   State level   ---

National level   04   International level   ---

3.24 No. of Awards won in NCC:

University level   ---   State level   04

National level   ---   International level   ---

3.25 No. of Extension activities organized

University forum   ---   College forum   10

NCC   05   NSS   08   Any other   02

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

> Organised 29th Federation Cup National Hand-Ball Tournament for Men & Women during 12-07-2015 to 15-07-2015 in connection to Golden Jubilee year of the institution.

> Provided shelter, Food and transport to the needy during cyclone in the month of November, 2015

> Organised a mega blood donation camp on 20-02-2016 in association with Red Cross Society, Nellore

- ➤ Organised mega eye camp in association with Rotary Eye Foundation, Nellore on 06-03-2016.

- ➤ Conducted Eye testing camp and Blood grouping in connection to days of national importance such as Aids day, Diabetes day etc.,

- ➤ Special camps were conducted by NSS units in the nearby rural villages to cultivate social responsibility among students.

- ➤ Technical support and infrastructural facilities have been provided to AP Government officials to conduct micro level survey.

- ➤ Computer systems with internet facility have been provided to revenue officials of Nellore district for aadhar seeding.

- ➤ Conducted Learning and Application Made Possible (LAMP) programme for the benefit of nearby high schools and junior colleges students.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	82.8 acres	---	---	82.8 acres
Class rooms	25	---	---	25
Laboratories	08	---	---	08
Seminar Halls	02	---	---	02
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	---	20 KV UPS	Management	---
Value of the equipment purchased during the year (Rs. in Lakhs)	---	Rs. 434339/-	Management	---
Others	---	Rs. 962758/-	Management	---

4.2 Computerization of administration and library

> - All the wings of office services and administration have been automated with adequate systems, printers, Xerox machines etc.,
> - Necessary computer training has been provided to administrative and supporting staff.
> - All the library services have been computerized using SOUL 2.0.
> - Bar coding system introduced.
> - Library supporting staff trained in using software.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7260	1891140	250	52949	7510	1944089
Reference Books	18244	4286050	---	---	18244	4286050
e-Books	---	---	---	---	---	---
Journals	48	23500	---	---	48	23500
e-Journals	Delnet package	16500	---	---	Delnet package	16500
Digital Database	INFLIB NET	30000	---	---	INFLIB NET	30000
CD & Video	170	40950	---	---	170	40950
Others (specify)	790	185050	---	---	790	185050

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	120	2	1	---	---	1	15	2
Added	30	---	---	---	---	---	---	---
Total	150	2	1	---	---	1	15	2

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

> - One day awareness programme conducted on M.S. Office and internet access for teaching staff.
> - 4days training programme conducted on internet access, networking and hardware for technical and non-teaching staff.
> - Non-computer group students are offered computer awareness programmes in regular intervals.

4.6 Amount spent on maintenance in lakhs :

i) ICT

| Rs. 45320/- |

ii) Campus Infrastructure and facilities
(Women's Hostel)

| Rs. 6773029/- |

iii) Equipments

| Rs. 434339/- |

iv) Others

| Rs. 962758/- |

Total :

| Rs.1442417/- |

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> ➢ Conduct of O.P. for 1st year students on newly introduced CBCS
> ➢ Conduct of counselling classes for students
> ➢ Scheduling field trips and industrial visits.
> ➢ Review of feedback reports from students.
> ➢ Add on programmes in addition to the regular curriculum.
> ➢ Assisting all the departments in conducting seminars and guest lectures.

5.2 Efforts made by the institution for tracking the progression

> ➢ Provided separate college attached hostels for boys and girls with modern amenities maintained with dividing billing system.
> ➢ Meritorious poor students are offered concessions in college and hostel fee.
> ➢ Endowment prizes and cash awards in large number are instituted for the encouragement of meritorious students.
> ➢ Feedback from students.
> ➢ Issue of extra books to the students through departmental libraries in addition to central library.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
825	34	16	---

(b) No. of students outside the state

| --- |

(c) No. of international students

| --- |

Men
No	%
568	66

Women
No	%
291	34

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
22	**554**	**67**	**207**	**---**	**850**	**21**	**540**	**65**	**233**	**---**	**859**

Demand ratio: **1:1.6**   Dropout: **2.7 %**

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

> Special coaching classes arranged for the preparation various universities PGCET examinations and other competitive examinations.

No. of students beneficiaries   150

5.5 No. of students qualified in these examinations

NET   ---   SET/SLET   ---   GATE   ---   CAT   ---

IAS/IPS etc   ---   State PSC   ---   UPSC   ---   Others   40

5.6 Details of student counselling and career guidance

> Career guidance and counseling cell organizes awareness as well as coaching programmes for PG courses offered by various universities.
> Books for various competitive examinations are provided to students.

No. of students benefitted   190

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
---	40	30	41

5.8 Details of gender sensitization programmes

> Awareness programme organized for female students on "Health & Hygiene".
> Women empowerment cell organised awareness programme on women's rights, Anti ragging & eve teasing.
> Training programme conducted for female students in tailoring and soft toys making.

5.9 Students Activities

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

State/ University level | 05 | National level | 05 | International level | ---

No. of students participated in cultural events

State/ University level | --- | National level | --- | International level | ---

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

Sports: State/ University level | 07 | National level | --- | International level | ---

Cultural: State/ University level | --- | National level | --- | International level | ---

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	380	Rs. 760000/-
Financial support from government	836	Rs. 6986568/-
Financial support from other sources	---	---
Number of students who received International/ National recognitions	---	---

5.11 Student organised / initiatives

Fairs : State/ University level | --- | National level | --- | International level | ---

Exhibition: State/ University level | ___ | National level | ___ | International level | ___

5.12 No. of social initiatives undertaken by the students | 08

5.13 Major grievances of students (if any) redressed:

> ➢ Construction of Indoor stadium is completed and is made available to the students and staff.
> ➢ Old 10KV UPS replaced by 20KV new UPS in Computer Centre.
> ➢ Sports and Games facilities improved.
> ➢ Books for various competitive examinations purchased and made available in central library.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To be a premier Institute and a leader in developing and offering an exquisite quality based education to up-lift the down- trodden students, rural and remote with necessary skills to face the global challenges and sustain the students to serve and shape the society.

Mission: To impart vibrant, innovative and global education to the unprivileged and to make N.B.K.R Science & Arts College the leader in terms of excellence in education, research and to serve the nation in the 21st century and prepare students knowledgeable, cultured, confident and competent for the future.

6.2 Does the Institution has a management Information System | **No** |

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

6.3.1 Curriculum Development

> Curriculum is designed by the affiliated university. Institution implements the curriculum as per the academic schedule of the university. In addition to the regular curriculum, add-on programmes are conducted to improve the employability skills and awareness of the students.

6.3.2 Teaching and Learning

> IQAC coordinator holds a meeting with all the Department heads and finalises the institutional academic plan in the very beginning of the academic year.
> Implementation of the academic plan by each department is monitored periodically by IQAC and offers suggestions whenever necessary.

6.3.3 Examination and Evaluation

> Internal examinations are conducted periodically as per the academic calendar of the institution.
> Performance of the students is reviewed regularly after evaluation and appropriate measures are initiated by each department to improve the success rate.

6.3.4 Research and Development

> Good number of publications published by staff members in reputed national and international journals.
> Provided high speed unlimited internet facility to all the faculty members.
> Faculty members are encouraged to avail the FIP/FDP schemes offered by UGC.
> Faculty members are encouraged to submit proposals for Minor & Major projects to funding agencies.
> All the faculty members are encouraged to attend and present research articles in national /international conferences.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ➢ All the library services are automated.
- ➢ Bar coding system introduced.
- ➢ 10 new computer systems provided to meet the growing strength of the students.
- ➢ Students are encouraged to present PPTs.

6.3.6 Human Resource Management

- ➢ All the staff members are assigned additional charges for organising various extra-curricular and co-curricular activities.
- ➢ Principal in consultation with heads of departments prepares academic plan for the effective utilization of human resources available.
- ➢ Regular computer training programes are conducted for teaching and non-teaching staff members.

6.3.7 Faculty and Staff recruitment

- ➢ At the end of every academic year IQAC in consultation with principal submits the requirement of teaching and non-teaching vacancies to the management.
- ➢ Required teaching, non-teaching and technical supporting staff is appointed by the management before the commencement of the academic year.

6.3.8 Industry Interaction / Collaboration

- ➢ Senior technical persons from nearby industries are invited to deliver lectures for the benefit of the students.

6.3.9 Admission of Students

- ➢ Admission for UG sections is done on merit basis in the qualifying examination as per the norms and guidelines stipulated by the affiliating university and government of Andhra Pradesh.
- ➢ Admission for PG section is taken through VSUPGCET.
- ➢ Strict transparency and rule of reservation are maintained in admission process.

6.4 Welfare schemes for

Teaching	➢ Rent free residential quarters for menial staff members.
Non teaching	➢ Residential quarters facility for teaching and non-teaching on subsidized rent.
	➢ Fee concession for staff children in NBKR group of institutions.
Students	➢ Subsidized hostel facility for both boys and girls.
	➢ Waiver of college fee to deserving students.
	➢ Free eye check up and blood grouping for all the students.
	➢ Cash awards for meritorious students.
	➢ Security for women's hostel by external agency.

6.5 Total corpus fund generated   Rs. 800000/-

6.6 Whether annual financial audit has been done   Yes ✓   No ---

6.7 Whether Academic and Administrative Audit (AAA) have been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	CCE, Hyd.	Yes	Principal
Administrative				

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

For UG Programmes   Yes ---   No ✓

For PG Programmes   Yes ---   No ✓

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

> ➢ Conduct of examinations taken care of by affiliating university.

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

Not applicable

6.11 Activities and support from the Alumni Association

> ➢ Alumni association holds meetings regularly and extends its cooperation in the activities of the college.
> ➢ Offered cash awards for meritorious students in sports and games.

6.12 Activities and support from the Parent – Teacher Association

> ➢ Parent-Teacher association of the college holds meetings regularly and extends active support in the development activities of the college.

6.13 Development programmes for support staff

> ➢ Computer training in M.S. Office, internet and networking arranged.
> ➢ Special coaching classes for the members pursuing higher studies and departmental tests.

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

> - Greenery of the campus is maintained by department of Botany.
> - Plantation in and around the campus is regularly done by NSS/NCC units.
> - Awareness programmes on environmental protection.
> - Awareness programmes to avoid plastic usage and to use eco-friendly paper bags.

Criterion – VII

7. Innovations and Best Practices

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

> - Conduct of job oriented add-on programmes.
> - Student feedback.
> - Ward counseling.
> - Remedial coaching to academically backward students significantly improved the pass percentage in university examinations.
> - LAMP programme created a great interest towards science subjects in the minds of nearby high school students and teachers.
> - Automation of all the library services resulted in quick access to the students.
> - Encouragement and coaching programmes in the events required for Police department jobs.
> - Career guidance and placement assistance to all the final year students.
> - Computer and internet training programmes to all the non-computer group students.
> - Conduct of medical and health camps.
> - Computer training programme to administrative staff to improve the work efficiency.

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

> - 10 computer systems with 20KV UPS backup provided in the computer centre.
> - All the academic activities strictly implemented as per the institutional academic plan.

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

> - Student feedback mechanism.
> - Add on programmes.

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

7.4 Contribution to environmental awareness / protection

> - Tree plantation in and around the vast campus of the college by NSS/NCC units.
> - Conduct of awareness programmes on environmental protection.
> - Display of slogans on the campus on saving energy and environmental awareness.
> - Clean and green campus maintenance.

7.5 Whether environmental audit was conducted?   Yes | --- | No | ✓ |

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

Strengths :
- Safe, secure and low cost College attached hostels for boys and girls.
- Clean, green and echo-friendly vast campus.
- Excellent grounds and track facilities for promotion of sports and games.
- Excellent E-class room and conference hall equipped with latest ICT.
- Fully computerised excellent library with large number of text and reference books.
- Consistently increasing intake in all the groups.
- Offering research guidance to M.Phil./Ph.D., scholars.
- Good number of doctorates among teaching faculty.
- Active women empowerment cell.
- Good number of research publications by teaching faculty in reputed journals.
- Consistent good number of distinctions and first classes in university results every year.
- Increasing number of girl students every year.
- Active career guidance and counselling cell.

Weaknesses :
- Non-filling of retired teaching and non-teaching vacancies by the government.
- Lack of modern infrastructural facilities.
- Locational (Rural) disadvantages

Opportunities :
- New UG/PG courses can be introduced.
- Availability of vast land resource.
- Scope to start paramedical and agricultural courses.
- Scope to offer research guidance and consultancy in various departments.

Threats :
- Difficulties in establishing industrial tie-ups as the college situated in rural remote corner.
- Increasing financial burden to the management in respect of staff members appointed against retired vacancies.
- Lack of adequate campus placements.

8. Plans of institution for next year

- To construct Women's Hostel Extension Building including Kitchen and Dining Hall.
- To install CC cameras and Bio-metric machines on the campus.
- To construct a new block with 40 urinals and 40toilets for Boys Hostel.
- To conduct awareness programmes & workshops to all the faculty members on CBCS

semester pattern and revised syllabus.

➢ To arrange extra facilities for the conduct of newly introduced paper viz., communication skills and soft skills for the 1st year students.

➢ To organize good number of medical & health camps.

➢ To host inter collegiate sports, games and coaching camps.

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Analysis of the Feedback

To know the strengths and weaknesses of the institute and to incorporate the needy mechanisms and technologies to meet the growing requirements, Institution has introduced the feedback mechanism. Basing on the outcome given in feedback, Institution introduced new innovative teaching and evaluation methods. Feedback from Academic Peers, Employers, Alumni and Community is collected in the prescribed format prepared by the institute and the feedback reports obtained are quantified and analyzed. The outcome is discussed by the Staff Council and IQAC and new mechanisms and procedures to be incorporated in the existing system are finalized. The same will be introduced in the future academic plan of the institute.

Outcome of the feedback analysis during the academic year 2015-2016.

➢ Organised good number of orientation and awareness programmes on newly introduced CBCS.

➢ Sufficient number of computers provided in the computer centre to allot extra time to each student.

➢ Senior professors and eminent academicians from university were invited to deliver guest lectures for the benefit of PG students.

➢ Facilities for sports and games were significantly improved.

➢ To overcome the power cut problems during working hours of the college, sufficient UPS backup facilities were provided to all the laboratories.

➢ Issue of extra text books to the students through departmental libraries in addition to the central library.

➢ Introduced steam cooking system in boys hostel to reduce the cooking expenditure.

➢ Good number of books for the preparation of various competitive examinations as well as PGCET examinations was provided in both central library and career guidance cell.

Feedback Mechanism

Goals:

➤ To collect the Feedback from Academic Peers, Employers, Alumni and Community on the Courses offered, Curriculum offered, Teaching and Learning Process, Infrastructural Facilities, Learning Resources, Extracurricular Activities etc., and to use the outcome in strengthening the Institution in Teaching-Learning and other activities to meet the growing demands of the Global market.

Context

➤ The primary objective of the institution is to train its students with strong analytical skills, language skills, employability skills and life skills with a deep sense of social consciousness and awareness. Skill-based activities are playing significant role in the recent years in the development of any institute offering higher education. To know the strengths and weaknesses of the institute and to incorporate the needy mechanisms and technologies to meet the growing requirements, Institution introduced the feedback mechanism. Basing on the outcome given in feedback, Institution introduced new innovative teaching and evaluation methods.

Practice

➤ Feedback from Academic Peers, Employers, Alumni and Community is collected in the prescribed format prepared by the institute and the feedback reports obtained are quantified and analyzed. The outcome is discussed by the Staff Council and IQAC and new mechanisms and procedures to be incorporated in the existing system are finalized. The same will be introduced in the future academic plan of the institute.

Evidence of success

➤ Basing on the Feedback reports, additional courses on Communication Skills and Other Employability Skills are taught to the students. Guest Lectures on Arithmetic and Analytical ability are arranged by inviting well experienced teaching faculty from external Institutions. Remedial Coaching Classes are conducted to academically backward students. Need based Add-on programmes are conducted to enhance the opportunities of securing job. Special Training Programmes are arranged by the Institute in Field and Track events to qualify in preliminary rounds of Police selections. Advanced Learners are provided with additional curriculum.

➢ By organizing all the above activities in a systematic manner, Institution has witnessed very fruitful and successful achievements on behalf of the students. More than 50 students are selected for Police Constable Jobs, more than 10 candidates are selected for Sub-Inspector of Police Jobs, more than 30 candidates are selected for Technicians and supporting staff in nearby located Aqua and Other Industries, 30 to 40% students are progressing to Post Graduate and Research studies. Good number of students is settled as Software Engineers in India and Abroad.

Problems encountered and Resources required

➢ Since the Institution is located in a rural remote corner, bringing the Resource Persons to organize skill oriented programmes and providing the required ICT equipment is an expensive task. The Management of the Institution is kind enough to provide the conveyance and comfortable stay within the campus to the External Resource Persons in addition to providing all the ICT equipment.

Add-on Programmes

Goals

➢ To provide institutionally designed extracurricular academic programmes under the name Add-on Programmes in addition to the regular curriculum offered by the University to equip the students with all the Life Skills and Employability Skills.

Context

➢ Institution is one of the Affiliated Colleges under V.S.University, Nellore. Curriculum for the traditional courses as well as self financing courses offered by the College is framed by the University. In the present day environment, teaching of curriculum aspects only as per the academic calendar of the University is not sufficient to the student community. There is a need to train the students to make them good in multidimensional skills to shape them as successful students. Since, there is no scope to modify the curriculum, Institution introduced the concept of job oriented Add-on programmes.

Practice

➢ At the beginning of every academic year, each Department specifies the list of Add-on programmes in its annual Academic Plan. Later, students are admitted into the courses of their choice. Under Add-on programmes, students are offered a variety of courses by all the teaching departments to enhance the Employability skills and Ethical values. Courses are designed to suit the needs of the Industries located nearby. Courses are offered in the areas of Computer Skills, Communication Skills, Aqua Culture, Values in Education, Computing Skills and Tourism etc. At the end of the each Course, each student is evaluated and awarded a Certificate of merit.

Evidence of success

➢ All the Add-on programmes offered by the Institute are well received by the students. Institution is very happy to note that the students attended Add-on programmes are benefited and able to secure suitable jobs soon after the completion of their Graduation. Good number of students is working as technicians in the nearby Aqua Industries, TV channel reporters, Supporting and Administrative Staff, Data Entry Operators and VRO/VRA.

Problems encountered and Resources required

➢ To organize the Add-on programmes such as Journalism, Tourism, Value Based Education etc., Institution takes the help of the external experts. Conducting classes with external experts and the preparation of the course material has become expensive. Still, the expenditure required is borne by the Management in the interest of students.

List of Add-on programmes offered by the Institution

S.No.	Department	Details of Add on programme
1	English	1. Communication skills & Soft skills
2	Telugu	1. Translation 2. Journalism
3	Mathematics	1. Quantitative Techniques & Objective Mathematics
4	Physics	1. Functioning of Electronic Devices and Components
5	Chemistry	1. Waste Generation Management
6	Botany	1.Medicinal plants
7	Zoology	1. Aquaculture
8	Computer	1. M.S. Office & Internet Applications
9	Statistics	1. Time series and Index numbers.
10	History	1. Tourism
11	Economics	1. Women empowerment-Role of Self Help Groups
12	Political Science	1. Values in Education
13	Commerce	1.Entrepreneurship development