



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

**GOVERNMENT DEGREE COLLEGE**

**OPP KGNM TRUST, PURUSHOTHAPATNAM ROAD SEETHANAGARAM  
533287**

**[www.gdcseethanagaram.ac.in](http://www.gdcseethanagaram.ac.in)**

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Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

To fulfill the objectives of education of the local people **Government Degree College, Seethanagaram**, East Godavari-533287, Andhra Pradesh was established in 1983 vide G.O.Ms.No. 376 Education of Govt. of A.P. dated: 12.09.1983 with conventional Under Graduate Courses like B.Com & B.A. The college is functioning under the management of Commissionerate of Collegiate Education. It is located in the rural area of the East Godavari District of Andhra Pradesh. The college was included in the list of colleges maintained under section 2(f) and 12B of UGC Act 1956. Ten acres of land was donated by local farmers of Chinakondepudi and Seethanagaram for the college. Out of which two acres of land was used for construction of administrative block and classrooms. The remaining eight acres of land is being used for providing other facilities. So far 2418 students were graduated from this college, 97% of them belong to socially and economically backward sections of the society. At present fourteen full-time faculty as well as three administrative staff members are working in this college. In addition to that one full-time mentor in Jawahar Knowledge Center and two contingent staff are working. The college was accredited with CGPA of 2.02 on four point scale at “**B**” grade on 25.05.2016. After that the college qualified the following ISO audits: 1) ISO 9001:2015 for providing educational services on 10-04-2021 and subsequently ISO 9001:2015 for providing educational services under first surveillance on 09-04-2022. 2) ISO 50001:2011 for meeting environmental standards in implementation of Energy Saving Practices on 24-12-2021. 3) ISO 14001:2015 for meeting environmental standards in implementation of Greenery and Promotional Activities on 24-12-2021.

### Vision

To create an innovative ecosystem for the holistic development of students.

### Mission

- To provide value based education to make the students competent, accountable and civilized citizens
- To provide student centric methods to enrich the learning experience
- To engage students in co-curricular and extracurricular activities for creating an innovative ecosystem
- To inculcate national integrity and scientific temper by observing commemorate days and national festivals

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- Services provided to the poorest of the poor students.
- It is a need based College. It is located ending place of plain area and starting place of agency Area.
- Fully equipped with infrastructure and Play ground for all round development of the students.
- Low fee structure when compared with surrounding private degree colleges.
- Pass percentage of the college is more than the average pass percentage of the affiliated university i.e.

Adikavi Nannaya University.

- Human Resources–Dedicated and Qualified Staff
- Physical infrastructure - Optimum Utilization
- Rich and profound experience of more than four decades.
- Collective decision making.
- An active Internal Quality Assurance Cell (IQAC) plays a pivotal role in monitoring, augmenting and making sustainable overall quality of the institution.
- NSS unit adopts one village every year for organizing awareness activities.
- Grievance Redressing, Anti-ragging, Women Empowerment, Career Guidance Cell.
- ICT enabled facility, 04 interactive panels, 1-Virtual class cum Seminar Hall, 04 Laboratories, English Language Lab and Jawahar Knowledge Center (Training and Placement cell), Biometric integrated attendance management system, RO Plant for safe drinking water, Free Wi-Fi.
- Initiation of e-office, Comprehensive Financial Management System (CFMS) in online mode.
- A good Library with Reference books, Text books, Journals and Periodicals.
- Strong Alumni to extend support to the college.
- Ramps and wheel chairs for Divyangjan, Sports Facilities with spacious ground, Gym, well laid walking and running track.
- Decentralization of administration, Online and transparent admissions, Conduct of regular internal and external academic and administrative audit by IQAC and the academic advisors nominated by the CCE respectively.
- Internalization of MENTOR - WARD system into Teaching Learning Process.
- Feedback mechanism from Stake holders.
- Making students learn Human Values and Ethics through Community service.
- Online classes, E-learning resources like NLIST, NDL, SWAYAM, and domain mail IDs and LMS like MANA TV, Virtual classes.
- Making the campus plastic free maintaining green environment, and observing motor vehicle free day on every Wednesday.

### **Institutional Weakness**

- Students of this College are first generation learners. Parental support to the college is minimal to take remedial measures.
- Students are from poor financial background and not able to purchase text books even, hence the college has to provide all the needs to students.
- The post of Physical Director and Botany were not sanctioned.
- This College established in a remote and rural area surrounded by river Godavari.
- Lack of continuity of Staff due to State transfer policy.
- Less number of permanent teaching staff.
- Engagement of Guest faculty in the vacancies arisen due to transfers and superannuation leads to financial burden on college.
- Absence of Auditorium
- Inadequate administrative and support staff.
- Being a constituent College, it is bound to follow the curriculum devised by the University and therefore does not allow for flexibility in curriculum design and delivery.
- The MoUs already entered which are at primary level only.
- Inadequate research facilities.
- Inadequate generation of funds hampers expansion and up gradation of campus facilities

## **Institutional Opportunity**

- Jawahar Knowledge Center (Training and Placement Centre) and Career Guidance Cell will attract more students for getting employable skills.
- Proper publicity about the College at the time of admissions will boost up the intake.
- The college provides ample opportunities for the students to develop in harmonious and peaceful way.
- The college train the students by involving them in internships and making them learn many skills through the certificate courses so that they can globally fit for employment.
- Over the years this college has developed its own credibility and established strong bonds with industrial partners through its Placement Cell and internships.
- Contemporary focus on gender/ caste/ differently-abled/minorities/ human rights Physical Environment.
- Highly qualified, efficient and committed faculty members who are capable of organizing and conducting high quality seminars, workshops, conferences.
- Optimum student enrolment based on GER gaps.
- The East Godavari District is known as rice bowl of Andhra Pradesh. It is famous for aqua culture and horticulture. Central Tobacco Research Institute is established at Rajahmundry. To promote agricultural education, the agricultural University established in Rajahmundry. Multipurpose dam is being constructed at Polavaram across Godavari River. Bheemeswara swamy temple at draksharama among the Pancharamaas constructed by first chalukya bheema of Eastern Chalukyas dynasty. Nurseries in Kadiyam is a famous all over india. Historical buddist monuments are there in Korukonda. From this we can infer that there is a huge scope for employment in tourism sector.
- The college is under 2.0 category of RUSA. It creates wonderful opportunities for growth and expansion in academics, research and development.

## **Institutional Challenge**

- Various private Colleges established in nearby places.
- Decreasing enrolment in Public funded State Government Colleges.
- It is a challenge to obtain the Grants and Funding for pursuing research projects.
- The commercialization of education creates a chaos between private institutions and Government institutions which work with motto of service and providing healthy education.
- The initiation of any new academic Programme requires a long and complicated procedure for getting permissions from multiple authorities which often delays the process.
- The college needs more MoUs with institutions, universities and industries of national repute to share global knowledge, skills, research and expertise through student exchange and faculty programs.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

- Our college is an affiliated college of Adikavi Nannaya University and therefore follows the curriculum prescribed by the university. The college offers UG programs under CBCS pattern adopted from

2020-21.

- The teachers use innovative teaching methods to impart the curriculum like ICT and digital tools apart from conventional teaching methods. The college ensures effective delivery of curriculum to attain Course Outcomes (CO's), Program Outcomes (PO'S). The faculty regularly enriches their domain knowledge through active involvement in FDP'S, workshops, seminars etc.
- Performance of the students is monitored through internal examinations, assignments etc. Necessary actions are taken to improve the students' academic performance after analyzing the results in these examinations. Soft skills and aptitude training classes are conducted to provide better placement opportunities through Jawahar Knowledge Centre (JKC).
- Staff and students are engaged in several co-curricular, extracurricular and commemorative day celebrations to enrich their personality.
- As a part of curriculum several value-added courses which impart life skills and employability skills are offered. Curriculum is enriched with the courses of cross cutting issues of social, gender, environmental, human and professional ethics that impart moral values.
- Above 74% of students, over the last five years, were provided experiential learning through project works (taken in Elective), field trips. Experiential learning is enhanced by involving the students in community service projects and Internships in various Government, Non-Government organizations and other industries from 2021-22. This will help them to gain practical knowledge and real-life experience.
- Internal Quality Assurance Cell (IQAC) collects feedback from stake holders in an organized manner on curriculum, Academic transaction and institutional ambiance and analyses it. The IQAC also conducts annual academic audits and assesses the performance of departments and advices necessary actions. This approach supports the amalgamation of interest of stake holders as well as institution. Thus, the curriculum and its transaction in the institution, ensures employability, skill development and self-sustenance.

## **Teaching-learning and Evaluation**

### **Student Enrollment:**

The overall enrollment percentage during the last five years is 40.55%. Even though there was some poor enrollment in some programs, they were continued to cater to the diverse needs of students. The number of seats filled from the reserved category is 57.22%. i.e., the actual enrollment is more than the total reserved seats.

### **Student Teacher Ratio:**

The student teacher ratio is maintained at 14:1 and is always below 25 (as per the new regulations of UGC) during the last five years.

### **Teaching- Learning Process:**

The College is equipped with ICT tools and the faculty is using them to cater to the diverse needs of the students with Student centric methods, such as experiential learning, participative learning and problem-solving methods. They enrich the learning experience of the students.

### **Teacher Profile and Quality:**

Ninety One percent of the sanctioned posts are filled during the last five years. Faculty required beyond sanctioned posts is also filled in some departments depending on the workload requirements. Around 55 percent of the faculty is either qualified NET/SLET/M.Phil or PhD. Some faculty is pursuing Ph.D.

### **Evaluation Process and Reforms:**

College follows Continuous Internal Assessment(CIA) system introduced by Affiliating University and Commissionerate of Collegiate Education to assess the progress of the students internally. The assessment and grievance handling mechanism is transparent and time-bound.

### **Student Performance and Learning Outcomes:**

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are calculated. The pass percentage of the college is around 70 during the last five years.

### **Online student satisfaction survey regarding teaching learning process:**

Students Satisfaction Survey is conducted for all the 199 students and the relevant link is provided. The college has internal audit mechanism for improving the quality of teachers. For giving appropriate suggestions, Commissionerate of collegiate education conducts external audit every year for the qualitative improvement of both academic and administration.

### **Research, Innovations and Extension**

The college is basically an undergraduate college which focuses mainly on academic activity of the students. Research committee of college takes initiative to publicize the facilities and inculcates the research culture among the teaching staff in the college. The research outcomes were also published in peer reviewed journals. To create research atmosphere among faculty, the college subscribes N-LIST for granting access to online magazines and journals. Faculty is provided computers with internet facility and is encouraged to attend FDP, Seminars, and Conferences by treating the absence as on duty. Research culture is also promoted among students by making them participate in National Science Day, Project works and by arranging extension lectures. In addition to that a separate lab with 45 computers is established with RUSA 2.0 funds to improve their skills.

During the last five years faculty from the college published 08 papers in various peer reviewed journals. Apart from research publications, the college has been conducting various Faculty development / student skill enhancement programs such as Certificate course Income Tax, Tally, Analytical Skills, Indian Monetary and Banking System, Competitive Mathematics, National level workshop on Digitalization in Banking Sector etc.

Principal of this college is a Recognized Research Supervisor by Andhra University, Visakhapatnam and Dravidian University Kuppam, under his able guidance 3 PhD's were awarded. In addition to that three Faculty Members of our College are nominated as Research Guides by the Adikavi Nannaya University Rajamahendravaram.

### **Extension activities:**

The students participated in community service activities to sensitize themselves regarding social issues. It provides them an opportunity to understand the society and learn to work in team. NSS Students are encouraged to involve in community services such as blood donation camps, Vanam-Manam programs and Swatch Bharath in the college premises and also in villages. In addition to this, students participate in awareness rallies on Domalapai Dandayatra(Anti- Mosquitoes Rally), Swatch Bharath, clean and green, AIDS, gender issues, ban plastic usage etc. The programs such as Road safety awareness, disaster management, first aid, anti-ragging etc., were arranged.

### **Infrastructure and Learning Resources**

In an area of 10 acres filled with greenery, the college has good infrastructural facilities. There are 09 spacious class rooms in which 4 class rooms have interactive panels, 01 virtual class room cum seminar hall and 04 equipped laboratories. The special infrastructural needs of physically challenged are attended through ramp and a wheel chair. A ladies waiting hall with toilet facility. The college strives to achieve an all- round development of the students by providing necessary sports and cultural infrastructure. The college has gym, 400 meter running track and other indoor and outdoor sports facilities. The college library is a rich storehouse of knowledge with 10476 books and 02 journals. It has regular subscription to N-list, facilitating the remote access to 6000+ journals and 199500+ e-books for students and staff. The library is fully Wi-Fi enabled and an e-learning center and a magazine lounge. The library portal helps students to quickly access huge number of e-resources at a single place. Currently, the Library is catering to the needs of our students and staff. To adapt the modern methods of teaching-learning process, the college has classrooms with projector facility, one computer lab, one JKC lab and one English Language Lab. The college has 60 computer systems available for students with the student-computer ratio of 3.31:1. It has Biometric machines to monitor attendance of students and staff. The college has a free Wi-Fi with adequate broadband facilities to bridge the digital divide and meet the needs of students from marginalized sections. The college has access to Google workspace, facilitating blended mode of teaching.

The college has spent an amount of RS.159.16 lakhs on infrastructure augmentation and RS. 4.71 lakhs on infrastructure maintenance during the last five years.

### **Student Support and Progression**

The number of students benefitted by social welfare scholarships provided by Government of AP is around 88.24%. The number of students benefitted has been increasing from 122 in 2018-19 to 180 in 2022-23. Most of the students benefited belong to the socially, economically backward sections from rural areas. The college has taken initiatives to enhance capacity building and skills like soft skills, language skills, and communication skills, life skills like yoga, physical fitness, health, and hygiene. Further, ICT and computing skills are also imparted to students through curricular activities and JKC (placement cell). The number of students benefitted by the guidance for competitive examinations is around 41%. The Institution has a transparent mechanism for

timely redressal of student grievances including sexual harassment and ragging cases

- Implementation of guidelines of statutory/regulatory bodies.
- Organization of wide awareness and undertakings on policies with zero tolerance
- Online grievance redressal web application
- Timely redressal of the grievances through appropriate committees
- Ward-Mentor System addresses majority of grievances.

The Number of outgoing students placed and / or progressed to higher education year wise during the last five years is increased from 18 in 2018-19 to 42 in 2022-23 which is around 21.5% of final year students for last 5 years. The Number of students participated in sports and cultural programs year wise during last five years is 50. College has a registered Alumni association that contributes significantly to the development of the institution through financial and/or other support services like Academic / Administrative / Infrastructural / Co-Curricular activities.

### **Governance, Leadership and Management**

The College functions in accordance with the regulations of the Commissioner of Collegiate Education. The Staff Council plays a key role in the planning and implementation of Academic and Administrative activities. Academic Coordinator, IQAC Coordinator and Senior Administrative Staff take part in the decision-making process of various bodies of the College. Senior faculty members act as Conveners/Coordinators in all the academic and administrative bodies and other faculty as members. The IQAC Coordinator and Academic Coordinator of the college review the progress of academic activities. The College Planning and Development Council (CPDC) was created for mobilizing public contribution. It is headed by Principal as Chairperson and parents, educationists, senior faculty members, alumni, industrialists, doctors, businessman and students as its members. CPDC prepares comprehensive development plan for the college, recommends the introduction of new academic, self-financing programs and the welfare measures for students. IQAC plays an important role to implement a system of quality, conscious and consistent plans for the entire development of the college. The Implementation of pedagogical methods of teaching, learning, evaluation, as per the quality parameters of higher education, organization of seminars, workshops were held on quality themes. The service rules, procedures, recruitment and promotion in respect of staff are in accordance with the rules and regulations of Government of Andhra Pradesh and protocol prescribed by the UGC, State Government and Commissioner of Collegiate Education. Since ours is a Government College, the welfare measures for teaching and non-teaching staff are being facilitated/given and looked after by the Andhra Pradesh State Government by the existing welfare measures.

### **Institutional Values and Best Practices**

The institution has introduced following innovative approaches during the last five years. The institution has promoted the Gender Equity and Gender Sensitisation facilities for girl students. Made an MoU with 10 industries like Aparna Agencies, Pattabhi Agro Foods, V V Flex, Fish Breeding Center Kadiyam etc. Established Water Conservation Facilities like rain water harvesting pits, waste water supply to gardens.

Divyangas friendly physical and infrastructure facilities provided. The institution has organized and conducted activities for providing an inclusive environment. Orientation programmes conducted for student and staff regarding code of conduct, inculcating human values and ethics, explaining course structure and outcomes. National festivals, commemorative events, cultural and communal events were conducted.

### **Sound mind in sound body**

If we observe the students of the modern generation, most of them have no physical fitness and immunity. They are easily affected by many diseases at early age due to lack of physical and mental energy. In order to develop Physical and Mental Fitness among the students, Our College resolved to conduct different activities such as games, sports, gymnasium, yoga, meditation etc.

### **SNM College Radio**

The Campus Radio Station provides a platform to the students to build their communication skills and give them exposure to a working media environment. It acts as a Community Broadcasting, addressing community issues and building awareness about them. It also provides hands-on training to students in various aspects of sound production, editing, script writing and anchoring. The students practice every day from 1:45 to 2:00 PM. SNM College radio station carries out a variety of programs like news reading, music, general knowledge, storytelling, Jokes etc.

### **Pollution free campus**

Being NSS Volunteers, we must understand the negative impact of fossil fuel on our planet and ultimately on our health. Therefore we should try to avoid the vehicles for small distance. To inculcate this habit college has made a rule for every student and faculty not to come in the college by vehicle on every Wednesday. This will help us to reduce the air pollution, keep us active, healthy and boost our economy.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	GOVERNMENT DEGREE COLLEGE
Address	Opp KGNM Trust, Purushothapatnam Road Seethanagaram
City	Seethanagaram
State	Andhra Pradesh
Pin	533287
Website	<a href="http://www.gdcseethanagaram.ac.in">www.gdcseethanagaram.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	D.chitti Babu	0883-2948842	7659854317	0883-294884 2	jkcrjyec.seethanaga ram@gmail.com
IQAC / CIQA coordinator	Shaik Darga Madina	0883-2940122	9441610055	0883-294012 2	shaikmadina14@g mail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Andhra Pradesh	Adikavi Nannaya University	<a href="#">View Document</a>

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	24-04-1987	<a href="#">View Document</a>
12B of UGC	02-08-1987	<a href="#">View Document</a>

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Opp KGNM Trust, Purushothapatnam Road Seethanagaram	Rural	10	8094

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No. of Students Admitted</b>
UG	BA,History	36	Intermediate	English	30	11
UG	BA,Economics	36	Intermediate	English	30	6
UG	BCom,Commerce	36	Intermediate	English	30	10
UG	BCom,Commerce	36	Intermediate	English	30	12
UG	BSc,Mathematics	36	Intermediate	English	30	6
UG	BSc,Botany	36	Intermediate	English	30	7

**Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				1				13			
Recruited	0	0	0	0	1	0	0	1	8	5	0	13
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				4
Recruited	2	0	0	2
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

### **Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	2	1	0	4
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	0	0	3
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	3	4	0	7
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
		0	0	0	

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
UG	Male	82	0	0	0	82
	Female	117	0	0	0	117
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Category</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	13	21	11	13
	Female	6	15	24	14
	Others	0	0	0	0
ST	Male	0	0	1	1
	Female	2	1	3	0
	Others	0	0	0	0
OBC	Male	4	16	14	16
	Female	12	21	18	17
	Others	0	0	0	0
General	Male	7	10	10	11
	Female	9	18	11	14
	Others	0	0	0	0
Others	Male	1	2	3	2
	Female	0	1	2	0
	Others	0	0	0	0
<b>Total</b>		<b>54</b>	<b>105</b>	<b>97</b>	<b>88</b>

### **Institutional preparedness for NEP**

1. Multidisciplinary/interdisciplinary:	The college offers traditional science, commerce, and humanities courses along with restructured courses. The college encourages students to choose cross disciplinary courses in their life skill courses and Skill Development courses. The new curriculum adopted by the college incorporates Choice Based Credit System (CBCS) also includes Community Service Project and Internships, to engage students in community service. The curriculum is flexible to the extent that the students can either pursue a four-year honors graduation or can exit at the end of the third year and obtain an under-graduation degree.
2. Academic bank of credits (ABC):	Academic Bank of Credit (ABC) is a new venture for

	<p>a student to occupy some space in Digi locker or in a virtual storehouse which contains information on credits earned by the student throughout his career. ABC facilitates students to choose their own academic pattern to attain the degree with multiple entries, multiple exits at anytime, anywhere and any level of learning. Govt. of India has introduced this ABC under the aegis of NEP-2020 which is a useful program for all future endeavors. Our college is inviting this innovative policy and ready to implement the instructions of our Commissioner of Collegiate Education. our college is creating an awareness on this regard and going for register the students with credits into the website very soon: <a href="http://www.abc.gov.in">www.abc.gov.in</a>.</p>
<p>3. Skill development:</p>	<p>In the revised syllabus under CBCS framework WEF 2020-2021, the University has incorporated various Life Skill Courses and Skill Development Courses with 2 credits each. There are 10 different Life Skill Courses and 24 Skill Development Courses provided to the students to choose from. Courses such as Human values and professional ethics, Indian culture and science are designed to inculcate positivity amongst the learner that include the development of humanistic, ethical, constitutional and universal human values. Every student has to earn Min 4 to Max 6 credits per semester from the Life Skill and Skill Development courses together which makes the courses mandatory for the students to pursue in order to complete the programme. Apart from the various skill development courses that are offered, the curriculum also made it mandatory for the students to undergo a community Service Project of 2 months. The college have entered into Mou's with different organizations to provide 2 months and 6 months internships for the students during their fourth and sixth semester will avail this opportunity either physically or virtually.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>As the college is located in the mandal headquarters and being the only one Govt. Degree college in the constituency , it caters to diversified students. The students who come from rural backgrounds with telugu medium of instruction. Hence it is imperative to adopt different teaching strategies to meet the needs of different students. All the degree courses though offered in English medium are also taught in vernacular language that is telugu. The faculty of the</p>

	college take an extra mile to reach the goal of teaching the students conceptually. APSCHE also is publishing textbooks for all the programmes in bilingual mode, that is English and telugu. Adikavi Nannaya University offers Performaing Artrs as a skill development paper in Second Semester. It deals with Indian Arts and Culture.
5. Focus on Outcome based education (OBE):	The college focuses on outcome based education. The College has well defined learning outcomes. The College also has a proper mechanism of communication of the learning outcomes of the Programs and Courses, which includes Hard Copy of syllabi and course/programme Outcomes are available in the respective departments for ready reference to the teachers and students. Students are oriented about the programme outcomes at the induction programme conducted at the beginning of each academic year. Each subject teacher spends a minimum three hours to create awareness among the students about course outcomes at the beginning of each semester. Copy of Curriculum and Outcomes of Programs and Courses are also uploaded on the college website.
6. Distance education/online education:	As per the Instructions of Adikavi Nannaya University, Rajamahendravaram the college adopted blended teaching. • To make the teachers and students digitally empowered. • To equip the teachers and students with the required knowledge about virtual classes and other portal online tools to transform formal education into online education. • To increase the self –efficacy in teachers and students. • To train the teachers in creating digital content.

### Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, an electoral literacy club has been established at our college. This group has active participation from the NSS, history, and political science departments. The club's main objective is to enroll every eligible student who is at least 18 years old. Students can register online at the CEO Andhra Pradesh Portal website. The Election Commission of India permits online voter registration for Indian citizens who were
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	<p>18 or older on the appropriate date of January 1 of the year of the electoral roll revision. A citizen can register as a General Voter and complete Form 6 online on the National Voters' Service Portal. Registered voters should also confirm their enrollment status. <a href="https://electoralsearch.in">https://electoralsearch.in</a></p>
<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>The principal updates the college level committees each academic year. Student representatives are nominated for cooperation in ELC as well. The principal appoints the student coordinator and coordinating faculty members. A significant part of college activities is played by student representatives. All of the students are made aware of the voting process by the club. The ELC at our university is operating and engaged.</p>
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>To educate the children about their voting rights and familiarize them with the political process, our ELC is planning a variety of events. In addition, the group encourages students to volunteer their time to register voters in their localities. In order to persuade seniors, disabled people, and transgender people to vote, voter awareness campaigns and rallies are held in remote areas.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>Principal, vice-principal and program officer for the NSS take the initiative to run voter education programs, helping older students who haven't yet registered to vote get on the electoral roll and enticing them to vote. An opportunity to get students involved in interesting activities and experiences that will raise their awareness of their voting rights and familiarity with the registration and voting processes is an electoral literacy club. The college has taken on the duty of literacy and electoral performance. Our college participates in community survey projects, awareness raising efforts to encourage political engagement and the growth of democratic ideas, etc.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>In the state portal CEO Andhra Pradesh, registration process is access to all the students for registration. In the National Voter's Service Portal, they can download a soft copy of the voter ID card. We collaborate with the Mandal Revenue office, and they make use of the services provided by the Electoral</p>

Literacy Club. Through this club, our college has conducted Voter awareness programs like National Voters Day and Human Rights Day to enlighten the students.

## Extended Profile

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### 1 Students

#### 1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
199	239	225	193	144

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 2 Teachers

#### 2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 51

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
14	12	09	08	08

### 3 Institution

#### 3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
7.73	3.06	45.86	3.48	2.64

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1

**The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment**

**Response:**

The prime objective of the Institution is to impart quality education to the rural, social and economically backward students. Our institution being an affiliated college, implements the curriculum designed by Adikavi Nannaya University, Rajamahendravaram. The Institution has well structured mechanism for the effective implementation of curriculum. It includes, Month wise Institutional plan, subject and paper wise preparation of Annual Curricular Plans for each semester, preparation of teaching plans, teaching notes and teaching diaries.

**Link for Institutional Plan:**

<https://gdcseethanagaram.ac.in/userfiles/FINAL-18-19%20TO%2022-23-%20IP%20&%20AC.pdf>

The methodology of implementation of curriculum comprises lecture method supplemented by Information & Communication Technology like Power Point presentations, YouTube lessons, Virtual/Digital classes, LMS videos etc. Besides, co-curricular activities like quiz, debates, group discussions, class room seminars, student projects, field trips are organized for better understanding of the curriculum.

**Link for ICT Teaching:**

<https://gdcseethanagaram.ac.in/infrastructure.php?title=digital-class-rooms>

For effective deployment of the curriculum a well designed curricular plan will be prepared by individual faculty before commencement of class work in that semester as per Commissioner of Collegiate Education orders. The curricular plan will be explained to the students before the commencement of the class work. Curriculum enrichment activities such as Workshops, skill development programs, Guest Lectures, Study and Field visits, Company Internships, Projects and Surveys are planned within the timetable frames.

Life Skill Courses, Skill Development Courses are taught by the faculty and they are trained by Training of Trainers organized by CCE.

**Link for LS/SD Syllabus:**

<https://gdcseethanagaram.ac.in/userfiles/LS%20SD%20Syllabus.pdf>

The institution prepares program wise Time table as per the University Academic Schedule and implements the same through Teaching Learning Process app developed by Commissioner of Collegiate

Education, A.P. Each lecturer is mapped with their allotted classes in the TLP app. The entire faculty upload their mapped class work in this app through mobile phone as per time table and it is very easy for the administration to monitor the class work in the college login and get the reports whenever needed.

**Link for TLP Reports:**

[https://gdcseethanagaram.ac.in/userfiles/TLP\\_TLP2\\_merged\(1\).pdf](https://gdcseethanagaram.ac.in/userfiles/TLP_TLP2_merged(1).pdf)

**Link for Time Table:**

<http://gdcseethanagaram.ac.in/naac.php?id=1>

Our college is strictly adheres to the academic calendar compiled by the affiliating University, for the conduct of continuous internal evaluation. Based on the schedule of internal exams circulated by the affiliating university, the academic coordinator in consultation with in-charges of the departments concerned formulate the time table which in turn gets approval from the Head of the institution. Later, all the in-charges of the departments concerned are instructed to conduct internal examinations as per schedule, evaluate and send to the university. University follows CIA (continuous internal assessment) system in which each paper of 100 marks has a component of 25 marks of internal assessment. These 25 marks of internal assessment are designed in such a way that a continuous evaluation of students takes place throughout the semester and marks will be given for each academic activity performed from 2021-22. For continuous internal evaluation the college follows the CCE Standard Operating Procedure and records internal and external marks in the prescribed format.

**Link for CIA Evolution**

<https://gdcseethanagaram.ac.in/naac.php?id=13>

View File: <https://gdcseethanagaram.ac.in/naac.php?id=1>

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1

**Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)**

**Response:** 16

File Description	Document
List of students and the attendance sheet for the above mentioned programs	<a href="#">View Document</a>
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Evidence of course completion, like course completion certificate etc. Apart from the above:	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### Other Upload Files

1

[View Document](#)

### 1.2.2

*Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years*

**Response:** 40

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
196	191	0	13	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

### 1.3.1

*Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum*

**Response:**

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. The institute follows the programs offered by Adikavi Nannaya University, as it is affiliated to it. Life Skill Courses and Skill Development Courses are common in every program. Each program offers at least four Life Skill courses that integrate issues related to either gender, or environment, or human values or professional ethics.

**Link for LSC &SDC**

Link: <http://www.gdcseethanagaram.ac.in/naac.php?id=4>

**Link for Time Table**

<http://www.gdcseethanagaram.ac.in/naac.php?id=1>

**Human Values and Professional Ethics:**

Human Values and Professional Ethics and Environmental Studies are incorporated into curriculum by the APSCHE and the affiliating University as a compulsory foundation course at UG level for all I year BA, B. Com, B.Sc. students in CBCS pattern. As value-based education, it enables us to understand our needs and visualizes our goals correctly and also helps to remove confusion, contradictions and bring harmony at all levels. The College is fortunate to have the subjects like “Human Values & Professional Ethics” prescribed by the affiliated University.

**Environment and Sustainability:**

Environmental Studies is made a part of curriculum as compulsory Life Skill Course at UG level for all II year BA, B. Com, B. Sc students in CBCS pattern. This course sensitizes the students towards diverse environmental issues and climate changes. The college also promotes environmental consciousness and sustainability through programs like solid waste management and World Ozone Day. The college celebrates National & International Environment Days to create awareness on sustainability of nature. The College garden is maintained by the students under NSS activities. Every year, N.S.S. units undertake several activities in the nearby village like tree plantation, village cleanliness, plastic free drive etc. Invited talks are also organized to create awareness about nature, biodiversity, environment, and sustainability. The institute adopts principles of Swachh Bharat in making the campus clean & green by continuous plantations and undertaking waste management etc.

Link: [http://www.gdcseethanagaram.ac.in/userfiles/Plantation%20\(1\).pdf](http://www.gdcseethanagaram.ac.in/userfiles/Plantation%20(1).pdf)

The Women Empowerment Cell and IQAC in the institute deal with the gender related issues. Guest lectures were conducted on Laws of Women on Women’s Day, Anti-ragging, and celebrated birth days of women reformers. They have been very proactive in conducting different extension activities. Internal Quality Assurance Cell of the college focuses on women empowerment activities through Women Empowerment Cell like Health and Hygiene awareness programs, medical check-up camps, AIDS awareness programs, Voter’s awareness program, Road safety Campaign, Blood donation camps, etc.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**1.3.2**

**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**

**Response:** 74.37

**1.3.2.1 Number of students undertaking project work/field work / internships**

Response: 148

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**1.4 Feedback System****1.4.1**

*Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website*

**Response:** A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

<b>File Description</b>	<b>Document</b>
Feedback analysis report submitted to appropriate bodies	<a href="#">View Document</a>
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	<a href="#">View Document</a>
Action taken report on the feedback analysis	<a href="#">View Document</a>
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1

##### Enrolment percentage

**Response:** 44

##### 2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
52	88	97	105	54

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
180	180	180	180	180

#### File Description

#### Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

#### 2.1.2

*Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years*

**Response:** 59.58

##### 2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
39	61	71	78	37

### 2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
96	96	96	96	96

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	<a href="#">View Document</a>
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule ( Translated copy in English to be provided as applicable)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 2.2 Student Teacher Ratio

### 2.2.1

**Student – Full time Teacher Ratio**  
(Data for the latest completed academic year)

**Response:** 14.21

## 2.3 Teaching- Learning Process

### 2.3.1

**Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process**

**Response:**

Our College is devoted to the holistic development of students by involving them in participative, experiential learning methods. The Government of Andhra Pradesh, to enhance the interface with the community, has initiated a Community Service Project for I Year students after the completion of II Semester Examinations. The students conduct a socio-economic survey of the people in the habitat and interact with them to find out the grievances and initiate a dialogue on behalf of the residents, with the concerned person at the village level administration and assist in the redressal of the grievance. Student Induction Program (Deeksharambh) engages with the new students as soon as they come into the institution, before regular classes start. At the start of the induction, the incumbents learn about the institutional policies, processes, practices, culture and values, and their mentor groups are formed.

**Link:** <https://gdcseethanagaram.ac.in/userfiles/2022-2023.pdf>

The institution has an inbuilt mechanism for making the learning process more students centric by conducting invited lectures, field trips, group discussions and class room seminars. College provides Wi-Fi facility, established Library with Inlibnet and ICT classrooms for interactive learning. After completion of each Module, students are given specific assignments to enrich their learning.

**Teachers-ICT**

Teaching methodologies have been customized to make it more student centric and dynamic. The curriculum is delivered in such a way that it complements the theoretical knowledge with a practical understanding of the concepts. Efforts have been made to use ICT-enabled tools for an effective teaching learning process. The entire administrative block is Wi-Fi enabled with 200 Mbps. Several student groups have been formed on WhatsApp for sharing academic information.

**Experimental Learning:**

Experiential learning is provided through visual aids, periodical industrial visits, presenting papers, analyzing case studies and participating and conducting quiz programs. Experimental/Laboratory method is used in science subjects to acquaint the students with the facts through direct experience. Students verify the facts and laws of the subject with the help of experiments.

**Interactive method:**

The faculty members interact with students by motivating students to participate in Group Discussion, Role-Play, Quiz, news analysis, educational games, discussions, question & answer sessions on current affairs.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1

**Percentage of full-time teachers against sanctioned posts during the last five years**

**Response:** 91.07

#### 2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
14	12	10	10	10

#### File Description

#### Document

Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

### 2.4.2

***Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)***

**Response:** 62.75

#### 2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
06	07	07	06	06

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	<a href="#">View Document</a>
Institution data in the prescribed format	<a href="#">View Document</a>
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1

**Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient**

**Response:**

Our College follows a transparent assessment system to achieve the ultimate goal of academic transparency. It follows the procedure of conducting the Continuous Internal Assessment (CIA), as designed by the Commissioner of Collegiate Education AP. After each semester, students are awarded Grade cards by the affiliating University. At the end of the three-year degree program, students are awarded a Cumulative Grade Point Average (CGPA) as well as Semester Grade Point Average (SGPA). Marks are allotted for internal assessment is 25% and 75% for external evaluation.

**Link:** <https://gdcseethanagaram.ac.in/userfiles/CIA%20SOP.pdf>

During the Student Induction Program, newly admitted students are made aware of the various academic and infrastructural facilities available in the college along with the process of examination and evaluation, internal assessment, weightage of marks, and prescribed code of conduct during classes and examinations. Regularity and participation in co-curricular activities such as seminars, assignments, group discussions, role plays, field trips, project works, quizzes, group work, and Clean and Green activities are taken into consideration in Continuous Internal Assessment. Evaluation is done by the internal examiners during odd semesters and by external examiners during even semesters as per the guidelines of affiliating University for practical examinations. The schedule for internal examinations is decided in accordance with the University calendar. The evaluation process is time bound and the scripts are evaluated within one week of completion of the mid-exam. Marks are informed to the students and are recorded in the departmental Marks Register. The discrepancies, if any, are addressed by the departments. The total marks of two mid-exams along with performances in seminars, assignments, participation in the clean and green programs, and attendance are scaled down to 25 and submitted to University. The entire examination process is monitored by the Principal and Convener of Examinations in an effective manner.

**Grievance**

The grievance redressal mechanism is implemented at the Departmental and Institutional levels. Each student is intimated about internal marks and given an opportunity for verifying answer scripts. In case they are not satisfied with the evaluation, they may seek clarification from the concerned teacher. If they feel that the issue has not been addressed justly, they may approach the Convener of the Examinations. If the student still feels aggrieved then the student may appeal to the Grievance Committee of the college. The decision of the Grievance Redressal Committee will be final. Information regarding the timetable for examinations, payment of fees, exam registration, remittance of exam fees etc is circulated through circulars, the public addressing system, and Whatsapp groups. Applications for grievances from the students pertaining to reevaluation, recounting, or personal verification of the answer scripts are forwarded to affiliating University.

**Link:** [https://gdcseethanagaram.ac.in/userfiles/2\\_5\\_1-Exam%20Gievence.pdf](https://gdcseethanagaram.ac.in/userfiles/2_5_1-Exam%20Gievence.pdf)

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**2.6 Student Performance and Learning Outcomes****2.6.1**

*Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website*

**Response:**

In strict compliance with the objectives of Outcome Based Education (OBE), the Program Outcomes (POs), Program Specific Outcomes (PSOs) and Course Outcomes (COs) are framed by the department offering the concerned program after rigorous consultation with all faculty and the stakeholders. After attainment of consensus, the same are widely propagated and publicized through various means such as display and/or communication including website of the college and is displayed in the departments and classrooms.

**Link:** [https://gdcseethanagaram.ac.in/userfiles/2\\_6\\_1-CO-FINAL.pdf](https://gdcseethanagaram.ac.in/userfiles/2_6_1-CO-FINAL.pdf)

**Link:** [https://gdcseethanagaram.ac.in/userfiles/2\\_6\\_1-PO-Final.pdf](https://gdcseethanagaram.ac.in/userfiles/2_6_1-PO-Final.pdf)

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**2.6.2**

*Attainment of POs and COs are evaluated.*

**Explain with evidence in a maximum of 500 words**

**Response:**

**CO-PO Attainment Process**

The Student completing graduation is expected to possess certain qualities, during and after the completion of his/her program and are referred to as Program Outcomes (POs)/Program Specific Outcomes (PSOs).

The designed COs is mapped to the POs/PSOs which are used to provide the quantitative measurement that how well the POs are achieved. At the end of each program, the PO/PSO attainment is calculated from the CO attainment of all courses in a Program. In each Course, the level of CO attainment is compared with the predefined targets. If not, the Course Coordinator/instructor takes necessary measures for improvement to reach the target. With the help of CO against PO/PSO mapping, the PO attainment is calculated.

PO attainment for 2020-21 graduated batches for each program is calculated and few are presented here: (DA – Direct Assessment, IA – Indirect Assessment, FA – Final Assessment)

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**2.6.3**

**Pass percentage of Students during last five years (excluding backlog students)**

**Response:** 85.6

**2.6.3.1 Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
65	61	28	33	21

### 2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
65	69	37	47	25

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	<a href="#">View Document</a>
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1

#### Online student satisfaction survey regarding teaching learning process

#### Response:

File Description	Document
Upload database of all students on roll as per data template	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

#### 3.1.1

*Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)*

**Response:** 0.63

#### 3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
0.50	0	0	0	0.13

#### File Description

#### Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

### 3.2 Innovation Ecosystem

#### 3.2.1

**Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident**

**Response:**

The following programmes are conducted to create an ecosystem for innovations and creations for transfer of knowledge.

#### 1. Plantation of trees

Our college has conducted tree plantation programs with the support of NSS volunteers in the campus. Nearly 150 saplings were planted in the college campus and regularly watering by the students and monitored by the class teachers. The students learnt to safeguard them during their stay in the college. This makes them empathetic towards nature. They clean the garden in front of their classrooms regularly once in a week under the guidance of NSS program officer

NSS and all other departments are participated in Plantation programme. Every Saturday the college NSS unit conducts Swatch Bharath and Plantation programme. Students are advised to plant at least one tree on their birthday. In every occasion celebrated in our campus we follow the practice of giving saplings and the same will be routed in the college garden.

Link: [http://www.gdcseethanagaram.ac.in/userfiles/Plantation%20\(1\)\(1\).pdf](http://www.gdcseethanagaram.ac.in/userfiles/Plantation%20(1)(1).pdf)

## 2. No Vehicle day

The college has made a rule for every student and faculties not to come in the college by vehicle on every Wednesday. It will help somehow to reduce the poisonous gases emitted in the atmosphere by the motor vehicles. This will help us to reduce the air pollution, keep us active, healthy and boost our economy.

Link : <http://www.gdcseethanagaram.ac.in/userfiles/NSS%20Best%20Practice.pdf>

## 3. Solid Waste Management

The total solid waste collected in the campus is 600 Kgs during the year from 2018 to 2023. Waste generation from tree droppings is a major solid waste generated in the campus. However it also includes papers and bottles which is segregated at source by providing separate dustbins for Bio-degradable and Plastic waste. The recycled solid waste is handed over to the local Panchayath for further usage

Link: <https://gdcseethanagaram.ac.in/userfiles/solid%20waste.pdf>

## 4. Clean environment

The institution has taken initiatives to keep the campus clean and green with plastic free environment. Every Saturday evening students are made to clean the campus .College conducts events like seminars on plastic free environment, ozone day, environmental day etc.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 3.2.2

*Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

**Response:** 8

**3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
01	01	05	01	00

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

#### 3.3.1

**Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

**Response:** 0.2

**3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
05	00	01	04	00

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	<a href="#">View Document</a>
Link to re-directing to journal source-cite website in case of digital journals	<a href="#">View Document</a>
Links to the papers published in journals listed in UGC CARE list or	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

#### 3.3.2

**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 0.08**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
04	00	00	00	00

File Description	Document
List of chapter/book along with the links redirecting to the source website	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**3.4 Extension Activities****3.4.1****Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.****Response:**

In addition to acquiring academic skills, students need to acquire life skills that help them to handle challenges in life. Keeping this in view, the students are encouraged to get involved themselves in the neighborhood community in terms of impact and sensitizing with social issues and holistic development. Most of the community based extension activities are organized by our NSS volunteers.

The outreach programs are organized in nearby adopted villages such as child labor, health and hygiene, literacy, Covid 19 etc to create awareness among rural poor. Our College conducts activities like Blood Donation camp, AIDS awareness program, Personality development, counseling for girl students, Antarjateeya Matru Bhasha Dinotsavam, Women Empowerment programmes, Anti ragging awareness programs, Tree plantation, Quiz programs, Celebrated Azadi ka amrit Mahotsav, National Sports day, World Science day, Independence day, teachers day, Gandhiji birth Anniversary, Children's day, Christmas Celebrations, Sankranti sambaralu, New Year celebrations, National Deworming day and

World Environment day. The ODF survey, as per the orders of the central government, is conducted in a sincere way by the students and the staff and thus recognition is brought to the college.

The NSS unit conducted Vanamahotsavam, campaign against nuclear weapons, Orientation Program, Swatch Bharath, NSS day, Rally on the eve World AIDS day and World Human Rights day. Students mostly involve in campus cleaning activities.

WEC conducted Women's Equality Day, Awareness program on Personal Hygiene to the girls, Yoga program, Personality Development program, National Girls child day, International Women's day, awareness program on Anti Drug and Anti Ragging.

And above all, during the academic year 2021-22 community service programs were taken up by the students under New Education Policy.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 3.4.2

#### **Awards and recognitions received for extension activities from government / government recognised bodies**

##### **Response:**

Our College has aimed to bring out the holistic development of the students in all the fields. As a matter of fact the students learn more in the field works and in projects entrusted to them than from the text books. The college planned to cultivate the habit of helping the society among the students. Hence, the NSS organized many programmes in the Neighbor villages. In the adopted village Nagarathnam colony, our NSS volunteers create awareness among the villagers who are illiterate on many social issues like clean and hygiene and women education etc. For our services, the Village authorities issued certificate of appreciation.

Students also participated in many service programs.

Donated blood in blood donation camp and received award of honor from Red Cross Society.

Many of the students are from rural areas and they commute from surrounding villages by public transport. So they render their service to people in their native places and received appreciation from them.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 3.4.3

*Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.*

**Response:** 64

**3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
12	18	10	12	12

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 3.5 Collaboration

### 3.5.1

*Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.*

**Response:** 11

<b>File Description</b>	<b>Document</b>
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	<a href="#">View Document</a>
List of year wise activities and exchange should be provided	<a href="#">View Document</a>
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

**Response:**

**Physical Facilities:**

The college has adequate physical facilities to meet the demands of existing courses offered. The college campus spreads over 10 acres out of which 8094 square meters is the total built-up area. The college has 9 spacious classrooms. Out of these 3 classrooms equipped with interactive panels and one virtual class whose equipment was sponsored by commissioner of collegiate education and 3 are equipped with an LCD projector facility. 10476 books are available in the Library. One fully equipped Gymnasium for students.

**Link:** [https://gdcseethanagaram.ac.in/userfiles/30720\\_40\\_1689163032%20\(3\).pdf](https://gdcseethanagaram.ac.in/userfiles/30720_40_1689163032%20(3).pdf)

The college provides a green and eco-friendly atmosphere, safe drinking water through an R.O. water plant, a ladies waiting hall. The College accommodates the special infrastructural needs of the physically challenged.

**Laboratories:**

The college has 06 well-equipped laboratories. The list is as follows: Physics lab-1, Chemistry lab-1, Botany lab-1, Zoology lab-1, Computer Lab-01, English Language Lab-01

Link: <http://www.gdcseethanagaram.ac.in/infrastructure.php?title=labs>

**ICT Infrastructure:**

Computer Science lab cum Jawahar Knowledge Centre (JKC) i.e. placement cell-1, English language lab-1. The college has 50 computer systems sponsored by RUSA. English language lab was equipped with 05 computers sponsored by UGC XII Plan. The college is equipped with two 200mbps speed internet broadband connections and made campus Wi-Fi free. The students of the college have access to LMS provided by CCE. The college has public address system for announcements.

Link: <https://gdcseethanagaram.ac.in/infrastructure.php?title=digital-class-rooms>

The cultural committee in the college facilitates the conduct of cultural activities and encourages the students to participate in various cultural competitions in the college, and on different occasions of national and international days of importance.

The campus with 10-acre of land includes running/walking track facilitates a wide variety of outdoor sports and games including cricket, volleyball, Kho-Kho, Kabaddi, Handball, and Indoor games like Table Tennis, Chess, Caroms, etc. Gym in the college promotes good health among students. Students participate and compete in College, University, District and State level tournaments.

Training arrangements are often made with experts for activities and sports such as Kabaddi, and yoga.

Link: [http://www.gdcseethanagaram.ac.in/userfiles/2022-23%20Cultural%20Activities%20\(2\).pdf](http://www.gdcseethanagaram.ac.in/userfiles/2022-23%20Cultural%20Activities%20(2).pdf)

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 4.1.2

*Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years*

**Response:** 73.6

**4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
2.94	0.19	43.05	0.019	00

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1

*Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students*

#### Response:

The Library as Learning Resource Centre of the college has over 10476 Textbooks, reference books, and 02 journals.

Its prompt and effective services are in synchronization with the changing needs of the academic community, which is moving towards electronic resources such as e-books, e-journals, and databases. For instance, the library is enriched with the subscription to e-resources of N-list. The faculty and the students have remote access to 6000+ journals and 1,99,500+ e-books through N-list, and 6,00,000 e-books through National Digital Library.

An e-learning center in the library with 03 computer systems helps the students to access these and other e-resources. The library is fully Wi-Fi enabled for this purpose.

In addition to the various resources, Library as Learning Resource Centre hosts a magazine lounge. The library has subscriptions to 02 newspapers in Telugu. There are common reading rooms for students and the staff, where they can meet and discuss to enrich their knowledge.

The College Library helps users to discover high-quality, relevant web-based information quickly and effectively. The portal provides direct links to e-resources of NLIST, INFLIBNET SHODHGANGA, ePG Pathshala, Integrated e-content Portal, SWAYAM, SWAYAMPRAKASH TV, and NATIONAL DIGITAL LIBRARY.

The library will be kept open on all working days between 9:30 a.m. to 05:30 p.m. Every day it is catering to the needs of more than 40-50 readers, including students, teaching and non-teaching staff. Apart from this, the college has 100 active N-list users.

An average annual amount of 0.14484 lakhs was spent on the purchase of books, subscriptions to journals/e-resources and newspapers, etc. during the last five years.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 4.3 IT Infrastructure

### 4.3.1

**Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection**

*Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

**Response:**

The college has adequate IT infrastructure to meet the needs and challenges of modern education. The college has 9 classrooms out of which 4 are Interactive panel classrooms. The equipment was sponsored by RUSA. Three class rooms are equipped with LCD projectors. The virtual classroom is earmarked for Teaching and Learning in ICT mode facilitating the interaction of the teachers and students with the teachers and students of other institutions for mutual sharing of knowledge.

All digital/virtual/smart/other ICT-enabled classrooms are supported by:

1. Server HPE 56ML 350G9
2. Numeric 10 Kva online UPS
3. 24-port Gigabit Fast Ethernet Web managed L2 Switch
4. Wireless Access Point.

The college has 60 computing systems are sponsored by RUSA. All the systems in the computer lab are installed with windows operating system 10 & 11 and loaded with various software such as Turbo C, C++, JDK, and Microsoft office 7. The college has mechanisms in place for repairs and frequent updates to its IT infrastructure.

The college is connected to the Internet with two 200 Mbps connections, provided by AP Barath fiber net Broadband. The college is made Wi-Fi free with these broadband facilities to bridge the digital divide and meet the needs of students from marginalized sections.

The college is equipped with an organizational Google workspace to facilitate online teaching, which provides 2 TB of cloud space for up to 1000 users. The students have access to high-quality educational content through LMS provided by CCE. The faculty of the college also contributes to content generation in this LMS platform.

There is an Integrated Attendance Management System equipment i.e. biometric machine in the college, supplied by iconma Pvt. Ltd. and sponsored by RUSA.

The college library has an e-learning center with 03 computer systems. The library is enriched with Inlibnet and N-list.

The college website is updated regularly to communicate with all the stakeholders.

IT facilities are updated frequently whenever it needed.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 4.3.2

##### Student – Computer ratio (Data for the latest completed academic year)

**Response:** 3.98

##### 4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 50

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	<a href="#">View Document</a>
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 4.4 Maintenance of Campus Infrastructure

#### 4.4.1

*Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)*

**Response:** 26.41

##### 4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
4.80	2.87	2.81	3.46	2.64

<b>File Description</b>	<b>Document</b>
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1

*Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years*

**Response:** 89.3

**5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
180	226	202	163	122

#### File Description

#### Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

#### 5.1.2

*Following capacity development and skills enhancement activities are organised for improving students' capability*

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	<a href="#">View Document</a>
Report with photographs on ICT/computing skills enhancement programs	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 5.1.3

**Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years**

**Response:** 57.2

**5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
186	122	74	100	90

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.1.4

***The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases***

- 1.Implementation of guidelines of statutory/regulatory bodies**
- 2.Organisation wide awareness and undertakings on policies with zero tolerance**
- 3.Mechanisms for submission of online/offline students' grievances**
- 4.Timely redressal of the grievances through appropriate committees**

**Response:** A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	<a href="#">View Document</a>
Proof related to Mechanisms for submission of online/offline students' grievances	<a href="#">View Document</a>
Proof for Implementation of guidelines of statutory/regulatory bodies	<a href="#">View Document</a>
Details of statutory/regulatory Committees (to be notified in institutional website also)	<a href="#">View Document</a>
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1

**Percentage of placement of outgoing students and students progressing to higher education during the last five years**

**Response:** 49.79

**5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
45	35	03	20	18

**5.2.1.2 Number of outgoing students year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
65	69	37	47	25

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	<a href="#">View Document</a>
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 5.2.2

*Percentage of students qualifying in state/national/ international level examinations during the last five years*

**Response:** 9.02

**5.2.2.1 Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
03	05	03	00	00

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

**5.3.1**

**Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years**

**Response:** 0

**5.3.1.1 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 wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
00	00	00	00	00

**File Description****Document**

Upload supporting document

[View Document](#)

list and links to e-copies of award letters and certificates

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

**5.3.2**

**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**Response:** 10.8

**5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
19	18	04	07	06

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1

**There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services**

**Response:**

The college produced several graduates, many of them are Teachers, Artists, Thinkers, administrators, businessman's etc., settled globally and serve the nation. The college has been permitted to have an exclusive body called ALUMNI Association (Old students Association) as per the guidelines of Government of A.P which comprises old students who are Industrialists, Business persons, Philanthropists, and Academicians. The Alumni Association is primarily constituted to promote the Academic / Administrative / Infra structural / Co-Curricular activities in the institution with those who are interested in giving back to the alumni body (by statute). It is authorized to mobilize resources (money, books, etc.,) and donate them for the development of the institution. In the academic year 2022-23 Alumni members mobilize funds 3.25 lakhs from Mohmmad Asif, USA. The amount utilized for up gradation of computer lab and Endowment prize to the students.

The aim and objectives of the Association are:

1. To maintain records of all ex-students of the college.
2. To poster and promote feelings of friendship among the existing and ex-students of the college.
3. To provide a forum for the exchange of ideas on social and academic issues.
4. To initiate any enterprise pertaining to the promotion of the best interests of the college.
5. To establish placement support for students of the college.

Alumni association meetings are held and they actively contribute to developmental activities. They provide valuable feedback on various issues related to curricular, extra- curricular and disciplinary activities. They participate in nation building activities through strengthening the college where they started exploring the help to rebuild, modernize the mother institution.

Alumni Association plays a significant role in promoting education, encouraging the students to reach the heights of success. Moreover, Alumni Association plays an important role by giving their valuable feedback in different dimensions from time to time and assisting the college financially if needed to strengthen the college.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1

*The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

#### Response:

#### VISION

To create an innovative ecosystem for the holistic development of students.

#### MISSION

- To provide value based education to make the students competent, accountable and civilized citizens
- To provide student centric methods to enrich the learning experience
- To engage students in co-curricular and extracurricular activities for creating an innovative ecosystem
- To inculcate national integrity and scientific temper by observing commemorate days and national festivals

#### OBJECTIVES

- To provide quality education to the students, a vast majority of which comes from nearby rural areas.
- To set new standards in delivery and imparting of education by making combined use of its manpower and technology.
- To increase the employability amongst students through JKC
- To build interaction with reputed universities/colleges/institutions to focus on new strategies for enhancing employability of students.
- To inculcate the interactive and learner-centric teaching-learning methods for betterment of the students.
- To promote research culture among the staff and students for the benefit of the society.
- To create devoted and disciplined volunteers with human values for national integration.
- To motivate students for their all round personality development through participation in curricular and extra-curricular activities.
- To make dynamic, healthy and mentally tough students with professional approach to contribute to the nation building.
- To acquire, preserve, and disseminate knowledge
- A commitment to rigorous intellectual inquiry and critical thinking.

**Link :<https://gdcseethanagaram.ac.in/pages.php?type=about&id=vision-and-mission>**

The Staff Council, with Principal as its chairperson and the Faculty of all departments as its members, play a key role in planning and implementation of Academic and Administrative activities.

Academic Coordinator, IQAC Coordinator, besides Senior Administrative Staff take part in the decision making process of various bodies of the College. Senior faculty members act as Conveners/Coordinators in all the academic and administrative bodies and other faculty as members.

The Principal conducts periodical meetings in consonance with Academic Coordinator, IQAC Coordinator and Staff Council to review the progress of the college in all aspects and resolve hindrances, if any, in implementing the plans. The IQAC Coordinator and Academic Coordinator of the college review the progress of academic activities and also identify hindrances in orchestrating any program.

Conveners of various Committees contribute to the planning, implementation and improvement of curricular, co-curricular and extra-curricular aspects of the college all through the academic year.

The College Planning and Development Council (CPDC) was established as a mechanism for mobilizing public contribution. It is headed by Principal as Chairperson and parents, educationists, senior faculty members, alumni, industrialists, doctors, businessman and students as members.

Infrastructural facilities are upgraded from time to time by duly utilizing the RUSA funds and Special Fee funds. Feedback is collected from the students about the performance of the teaching staff.

Student learning is enhanced through MOUs, guest lectures, and workshops. Salaries are paid as per the State Government and UGC norms in force from time to time. UGC guidelines regarding the minimum qualification for lecturer recruitment are adhered to short term and long term goals of the institution in tune to the vision and mission of the college.

Additional Information:

**Link College Committees:** <https://gdcseethanagaram.ac.in/pages.php?type=administration&id=college-committees>

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1

*The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

**Response:****Administrative set up:**

The Department of Collegiate Education is under control of the Department of Higher Education at the State level. The Commissionerate of Collegiate Education is the apex body in the State. The Principal is the Executive Officer of the college for all the administrative, academic and financial matters. He plans and supervises the execution of the policies, academic activities as well as the administrative work in association with various committees, in-charges of departments and office senior assistant.

To update and upgrade the infrastructure facilities in the college, a detailed project report (DPR) is prepared and submitted to the financial agency RUSA for sanction of financial assistance. Based on the proposal and need of the requirement proposed in the DPR an amount of Rs.200.00 lakh had been sanctioned.

**Link for RUSA sanctions:**

<https://gdcseethanagaram.ac.in/userfiles/RUSA%202%20Cr%20Sanctioned%20Order.pdf>

**College Planning and Development Council (CPDC) Functions:**

Prepares comprehensive development plan, recommends the introduction of new courses. Encourages academic collaborations, use of ICT, research activities and reviews admission process.

**Internal Quality Assurance Cell (IQAC): Functions**

- Institutionalization of quality for conscious and consistent overall improvement of institution.
- Develop mechanisms and procedures for ensuring timely, effective and progressive performance of academic and administrative activities.
- Use of pedagogical methods of teaching, learning and evaluation. Disseminate information on quality parameters for higher education.
- Organization of seminars, workshops on quality themes. Prepare perspective plan of the institution.
- Prepare Annual Quality Assurance Report of the institution.

**Service Rules and Regulations:**

The Appointment of Faculty to HEIs in A.P. is made in 5 categories.

- Direct Recruitment through APPSC.
- Promotion through DPC from Junior Lecturers.
- Arrangement of Lecturers on Contract basis.
- Part Time Lecturers
- Arrangement of Guest Faculty on hourly basis.

**Non-Teaching Staff:** The Non-Teaching staff are recruited by APPSC through Direct Recruitment, Compassionate Appointments by Government for dependents of deceased employees and through promotion by seniority from Lower Cadres to Higher Cadres.

### Grievance Redressal Mechanism

Complaints and grievances of the staff and students are placed in the complaint box available in the campus. The Committee will hold a meeting periodically, examines the nature and pattern of grievances, records and redress it accordingly. The Principal in turn pursue the issues and tries to solve them that falls under his delegation of powers and if not it will be submitted to CCE, A.P., Vijayawada for further necessary action.

Link for Grievance: [http://103.39.134.234/cce\\_ICTS/](http://103.39.134.234/cce_ICTS/)

### Strategic plan:

Every year perspective plans are evolved and deployed through action plans, academic and administrative activities and time to time review of respective outcomes. The perspective plan for development comprises the following:

- To achieve excellence in academics, teaching and learning to foster/facilitate a student centric development.
- To provide better infrastructural facilities.
- To enhance the social relevance of the institution to identify sources and mobilize funds.
- To enhance the students' domain knowledge and soft skills through Jawahar Knowledge Centre (JKC).

### Successfully implemented activity:

Implementation of new courses:

The college introduced new programs in 2016-17 B.Sc- MPC and B.Sc.BZC and 2021-22 B.Sc-MPCs, B.Com Computers, B.A Computers.

**Additional information:** [https://gdcseethanagaram.ac.in/userfiles/6\\_2\\_1\(1\).pdf](https://gdcseethanagaram.ac.in/userfiles/6_2_1(1).pdf)

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Institutional perspective Plan and deployment documents on the website	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 6.2.2

*Institution implements e-governance in its operations*

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Screen shots of user interfaces of each module reflecting the name of the HEI	<a href="#">View Document</a>
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	<a href="#">View Document</a>
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

#### 6.3.1

**The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression**

**Response:**

**List of existing Welfare Measures for Teaching Staff and Non teaching:**

- Group Insurance Scheme (GIS)
- Pension to employees recruited before 1st September 2004.
- Contributory Pension to employees recruited after 1st September 2004
- Andhra Pradesh Government Life Insurance Employee Health Scheme(EHS)
- Medical Reimbursement
- Leave Travelling Concession (LTC) Encashment of Earned Leave
- Half pay leave
- Home Loan
  
- GPF Loan
- Medical Leave
- Gratuity
- Special Casual leave for Women Child care leave for women
- Maternity leave
- Paternity leave

- Appointment of Descendants into the service of Deceased Employee on Compassionate Grounds.

### Appraisal System:

#### Teaching staff:

Annual Self-Appraisal Report (ASAR) will be submitted by the College Teachers (As per G.O. Ms. No. 14, Higher Education (UE) Department, Govt. of A.P. Dated; 13-02-2019) to IQAC at the end of the every academic year. These formats are reviewed by the IQAC and the scores are allotted by the Principal based on the evidences provided by them, and then submitted to the Commissioner of Collegiate Education.

#### Functioning Status or Performance Appraisal:

The Performance Appraisal of the teaching staff is made by the Annual Self-Appraisal Report (ASAR). The ASAR comprises three categories i.e. 1) Teaching 2) Activities and 3) Research Activities. Teachers who joined the college shall give a self-appraisal report every year in which they joined the college. IQAC scrutinizes and submits the ASAR reports of teachers to CCE every year for the award of grades. The State Teacher Awards will be given away based on the grades awarded to the teachers. These grades will be considered for Career Advancement Scheme also. Points will be allotted to the teaching staff during transfers, based on the given grades.

**Link:** API & ASAR of faculty: <http://www.apcce.gov.in/ASADAB>

#### Non-teaching staff:

The principal has the authority to maintain confidential reports of Non- teaching staff of the institution and produce at the time of their promotions to whatever higher cadre, up to the Senior Assistant and also during counseling at the time of transfers.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 6.3.2

**Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

**Response:** 27.45**6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
14	0	0	0	0

File Description	Document
Policy document on providing financial support to teachers	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	<a href="#">View Document</a>
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**6.3.3**

*Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years*

**Response:** 52.24**6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
14	08	09	01	03

**6.3.3.2 Number of non-teaching staff year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
03	04	03	03	03

  

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the certificates of the program attended by teachers.	<a href="#">View Document</a>
Annual reports highlighting the programmes undertaken by the teachers	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1

**Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)**

#### Response:

The Principal is vested with financial powers delegated by CCE. He is the chief custodian of all the resources of the college including finances and prepares strategic plans for the utilization of college funds in consultation with the Staff Council and CPDC. The institutional accounts are audited by two mechanisms i.e. internal and external.

**Internal Audit:** The financial accounts are regularly audited by the internal committee of auditors at institutional level and also periodically the internal audit is done by the official team of the Regional Joint Director of Collegiate Education, Zone II, Rajamahendravaram.

**External Audit:** The external audit is done by the officials of the Accountant General, Government of Andhra Pradesh. In addition, all the Funds sanctioned by UGC, RUSA and other funding agencies are mandatorily audited by the Chartered Accountant and the audited utilization certificates must be submitted to the concerned sanctioning authority.

Following are the source documents that are reviewed during audits: Cash books of different categories, service registers, register of increments, pay bills, pay bill register, leave account register, GPF advance register, pay fixations, last pay certificates, allowances sanctioned, register of loans, register of recoveries, Bank reconciliation register etc.

The major sources of institutional funding are from UGC, Government of Andhra Pradesh through the Commissionerate of Collegiate Education, Rashtriya Uchatar Siksha Abhiyan (RUSA), Special fee and CPDC. The institution sends proposals to the University Grants Commission (UGC) for additional grants under various schemes, RUSA for the development of infrastructure and equipment. After receiving the grants, Principal being the disbursing officer meticulously follows established procedures involving College Finance Committee, Staff council and CPDC, the Purchase Committee, RUSA Committee.

The institution utilizes its resources for new construction and upgrading the existing infrastructure depending upon the academic requirements. The college incurs expenditure on addition and up gradation of capital assets like computers, ICT enabled teaching aids, laboratory equipment and apparatus, as such other assets. In order to ensure transparency in utilization of the financial resources of the college, the accounts of the college are being audited regularly and the same are submitted for verification to the teams from RJDCE and Auditor General of A.P during their visit for inspection to the college.

Link: [https://gdcseethanagaram.ac.in/userfiles/6\\_4\\_1-Final%20Doc.pdf](https://gdcseethanagaram.ac.in/userfiles/6_4_1-Final%20Doc.pdf)

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

### 6.5.1

**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

#### Response:

The institution has established Internal Quality Assurance Cell (IQAC) on 08th June, 2012 before 1st cycle of NAAC Accreditation. The committee was constituted with coordinator and members as per the guidelines. With regards to quality assurance, the institution is committed to provide quality higher education consistently and student support services through appropriate teaching- learning strategies, evaluation and student-centric activities.

**College Calendar:** At the beginning of each academic year, IQAC frames institutional calendar duly incorporating the institutional plan with curricular, co-curricular and extracurricular activities.

Accordingly, the in-charges of the departments in coordination with their faculty prepare departmental action plan, annual curricular plans and implement scrupulously. The implementation is reviewed through monthly staff council meetings, departmental meetings, circulars and even through informal interactions by IQAC. Any lapses found are addressed immediately. Apart from this, any quality assured initiatives conducted by any department/committee/cell of the institution is monitored, mentored and implemented through participative management and internal coordination by IQAC. All these strategies and processes help in taking the institution to higher level.

Link: [gdcseethanagaram.ac.in/userfiles/FINAL-18-19 TO 22-23- IP & AC\(1\).pdf](http://gdcseethanagaram.ac.in/userfiles/FINAL-18-19 TO 22-23- IP & AC(1).pdf)

The Internal examinations are conducted periodically, recorded in CIA book and the marks are sent to the University regularly. The statement of internal marks is kept in the website for the perception of student on the evaluation procedure. The student feedback is collected and analyzed. Based on the analysis remedial coaching is given to the slow learners in the respective subjects. The Bridge Course is conducted for the first year students who enter into the course which is not their optional one in intermediate. Thus the student gets acquainted with the new syllabus. Due to the incessant efforts of the IQAC the pass percentage of the college has improving gradually.

### **Feedback:**

The IQAC strives to institutionalize and sustain quality in all activities of the institution, including teaching, learning, research and extension. The feedback from alumni and students plays a vital role in this endeavor. IQAC reviews on teaching-learning process, methodologies of operation and learning outcomes at frequent intervals by the internal academic audit team. CPDC, IQAC and Staff Council meetings monitor the academic performance of teachers and give necessary suggestions for improvement. District Resource Centre (DRC) monitors at district level. Commissioner reviews at state level through live video conferences, teleconferences and face to face Zonal level meetings to assess the all round performance of the college. Peer review by the academic advisors of CCE, A.P during academic audit and Assessment of Annual Performance Indicators (API) of individual teachers helps a lot to find out gaps in the performance of the college. Though, the teachers are conferred autonomy with regard to teaching learning process, their strategies are positively guided by the control mechanisms at various levels, which have reinforcing effect on curriculum transaction.

Link: [https://gdcseethanagaram.ac.in/userfiles/6\\_5\\_1-IQAC%20Minutes%20&%20ATR.pdf](https://gdcseethanagaram.ac.in/userfiles/6_5_1-IQAC%20Minutes%20&%20ATR.pdf)

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### **6.5.2**

#### **Quality assurance initiatives of the institution include:**

##### **1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement**

**initiatives identified and implemented****2. Academic and Administrative Audit (AAA) and follow-up action taken****3. Collaborative quality initiatives with other institution(s)****4. Participation in NIRF and other recognized rankings****5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.****Response:** A. Any 4 or more of the above

<b>File Description</b>	<b>Document</b>
Quality audit reports/certificate as applicable and valid for the assessment period.	<a href="#">View Document</a>
NIRF report, AAA report and details on follow up actions	<a href="#">View Document</a>
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>
Link to Minute of IQAC meetings, hosted on HEI website	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1

**Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.**

*Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words*

#### **Response:**

The Women Empowerment Cell (WEC) established to empower girl students and women staff to realize their potential and power in socio-economic and political spheres of life which results not only in women empowerment but also in the holistic development of the nation. WEC strives to maintain the gender neutral atmosphere of the college. The cell encourages the girls to come forward to talk about women related issues and tries to sensitize the youth about gender reality as the goal to emancipate and empower women.

The objectives of WEC are

- To promote a culture of respect and quality for female genders.
- To create a conducive environment for female gender to share their problems.
- To create awareness on their rights given by the constitution and Acts of Law.
- To conduct programs with a motive to train girls students about self defense, health benefits and skill development.
- To conduct guest lectures, seminars and workshops to impart knowledge of opportunities and tools available to the women.

**Link:** [https://gdcseethanagaram.ac.in/userfiles/women%20empowerment%20activities%202021-2023\(1\).pdf](https://gdcseethanagaram.ac.in/userfiles/women%20empowerment%20activities%202021-2023(1).pdf)

Each department is given some aid to conduct special programs related to their departments. All the science departments take charge of Science Day in the month of February. Department of Mathematics conducts National Mathematics Day, Political Science Department conducts Constitution Day, Telugu and English Departments conduct International and National Mother Tongue days. In the same way the extension activities will be conducted through the concerned departments like NSS, WEC and RRC. IQAC monitors all these activities and maintains the record of the events. During the preparation annual plan itself the activities list is given to the individual departments.

**Link:** [https://gdcseethanagaram.ac.in/userfiles/ilovepdf\\_merged%20\(7\).pdf](https://gdcseethanagaram.ac.in/userfiles/ilovepdf_merged%20(7).pdf)

The college gives more importance to motivate and sensitize the students towards social responsibility and thus the events are planned in such a way to motivate them.

Birth anniversaries of renowned personalities like Mahatma Gandhi, Alluri Seetharamaraju, Dr. S. Radha

Krishnan, Dr. B.R. Ambedkar, Dr. A.P.J. Abdul Kalam are celebrated to pay tribute with lot of spirit. Contributions of these great leaders are commemorated. In connection with these celebrations, Elocution and essay writing competitions are conducted.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 7.1.2

**The Institution has facilities and initiatives for**

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

**Response:** A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	<a href="#">View Document</a>
Geo-tagged photographs/videos of the facilities.	<a href="#">View Document</a>
Circulars and report of activities for the implementation of the initiatives document	<a href="#">View Document</a>
Bills for the purchase of equipment's for the facilities created under this metric	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

### 7.1.3

**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following**

- 1. Green audit / Environment audit**
- 2. Energy audit**
- 3. Clean and green campus initiatives**
- 4. Beyond the campus environmental promotion activities**

**Response:** A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	<a href="#">View Document</a>
Policy document on environment and energy usage Certificate from the auditing agency	<a href="#">View Document</a>
Green audit/environmental audit report from recognized bodies	<a href="#">View Document</a>
Certificates of the awards received from recognized agency (if any).	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

#### 7.1.4

**Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)**

**Response:**

The students and staff of the college belong to various regions, sections of society with different cultures. To foster tolerance and harmony among students and employees the institution organizes several programs. To bring harmony among people, all national festivals like Republic day, Independence Day are celebrated with patriotism & enthusiasm. On these occasions Principal delivers motivational speech to inculcate the importance of nationalism among students and staff. On the same lines Dr.B.R.Ambedkar Jayanthi, Gandhi Jayanthi is celebrated with great zeal. In addition, the guest lectures are arranged by experts to address the problems created by cultural, regional, linguistic, communal, socio-economic and other diversities.

Women Empowerment Cell organizes special programs on sensitize students in related to gender equality by celebrating women's day on 8th March. NSS Unit organizes National Voters Day, Rastriya Ekatha Diwas i.e. National Unity Day, Human Rights Day, etc ; to develop feelings of dedication ,devotion and extend their services there by transforming them as responsible citizens to render services towards nation. Cultural committee organizes competitions and encourages students to participate on cultural competitions held in the college, district and state level to promote cultural harmony and derive cultural spirit there by imbibing spiritual value make them understand and recognize cultural diversity. In addition, we established an Inclusive Centre to promote Human relations among students. As per the SOP of our CCE, we formulated different Clubs like Legal Club, Anti-Human Trafficking Club, Human Relations club and Counseling Club.

Link: [https://gdcseethanagaram.ac.in/userfiles/7\\_1\\_4-Final%20Doc.pdf](https://gdcseethanagaram.ac.in/userfiles/7_1_4-Final%20Doc.pdf)

Department of telugu celebrates language related programmes like matrubasha dinostavam celebration of birth anniversary of Gidugu Venkata Ramamurthy and also celebrated Valmiki Jayanti. Women empowerment cell organizes special programmes to sensitize students in related to gender equality by celebrating women's day on 8th march. NSS Unit organizes National Voters Day, Rastriya Ekatha Diwas ie National Unity Day, Human Rights Day, Constitution Day etc to develop feelings of dedication and devotion. To promote cultural harmony, Cultural committee organizes competitions and encourages students to participate on cultural competitions held in college, district and state level.

### College Special Activities:

Medical camps and blood grouping camps are conducted with the help of area hospital staff. Another important initiative of the institution is blood donation to the needy people of local hospitals. NSS volunteers participated in medical camp conducted by KGNM Trust. The NSS unit conducted camps in nearby villages namely Nagaratnam Colony.

The Departments alone also aimed at sensitization of students and employees of the institution to the constitutional obligations like values, rights, duties, and responsibilities of citizens through their departmental activities.

Besides academic and cultural activities, we have built up many strong infrastructures for a variety of sports activities for the physical development of the students. In this way the institute has taken initiatives for providing an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 7.2 Best Practices

### 7.2.1

**Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual**

**Response:**

#### **BEST PRACTICE 1**

## **TITLE OF THE PRACTICE: SOUND MIND IN SOUND BODY**

### **Objectives of the Practice:**

The main objective of the practice is to develop physical and mental fitness among the students.

### **Context that required for the initiation of the practice:**

Regular physical activity can help children and adolescents improve cardio respiratory fitness, build strong bones and muscles, control weight, reduce symptoms of anxiety and depression, and reduce the risk of developing

- Heart disease.
- Cancer.
- Type 2 diabetes.
- High blood pressure.
- Osteoporosis.
- Obesity.

If we observe the students of the modern generation, most of them have no physical fitness and immunity. They are easily affected by many diseases at early age due to lack of physical and mental energy. In order to develop Physical and Mental Fitness among the students, Government Degree College, Seethanagaram resolved to conduct different activities such as games, sports, yoga, meditation etc.

### **Practice**

In view of developing physical and mental fitness among the students, different games and sports have been conducted throughout the year. Games and Sports hour is included in the College Time Table. Students are encouraged to participate in Cricket, Ball Badminton, running, volley ball, long jump, high jump etc., Students were made to do physical exercises in gymnasium. The Activities like Yoga and Meditation were conducted throughout the year as Best Practice.

### **Evidence of Success:**

The students developed a sense of interest in participating in games, sports, yoga, meditation etc., The students developed their physical and mental fitness.

### **Problems Encountered :**

Due to financial constraints, there were no sufficient sports and games material as per the ratio of the students. There is no sanctioned Physical Director Post in the college we nominate one faculty member to act as Physical Director. The maximum efforts were put to make use of the opportunity with the limited sources.

**Resources Required:**

**Play ground, equipment for games and sports, students and Physical Director**

**BEST PRACTICE 2**

**TITLE OF THE PRACTICE: SNM COLLEGE RADIO**

**OBJECTIVE OF THE PRACTICE:**

- To bring awareness on educational, informational, Motivational, special events & Entertainment programs to the College students
- To provide a platform to the students to build their communication skills and give them exposure to a working media environment.
- The SNM College Radio also acts as a Community Broadcasting addressing community issues and building awareness about them.
- The SNM College Radio also provides hands-on training to students, Teachers. It trains them in various aspects of sound production, editing, script writing and anchoring.
- The SNM College Radio advocates access to information and communication and promotes open and diverse media.

**Context:**

SNM COLLEGE RADIO must be able to satisfy and adhere to the following principles:

- 1.SNM College Radio carry a variety of programs including news, sports, and spoken word programming as well as general music and Personality Development.
- 2.The basic objective of the SNM COLLEGE RADIO broadcasting would be to serve the cause of the campus and community in the service area of the College Campus Radio.
- 3.It shall be unambiguously proved as a ‘non-profit’ organization or an institution and shall intend to provide the service to the Students.
- 4.The College Campus Radio shall be operated by and shall be designed to serve only a specific well-defined campus,
- 5.It Programs for broadcast shall be relevant to the educational, developmental, social and cultural needs and intended for necessary information sharing and enabling the communal harmony in the Student community.

**Practice:**

The students practice everyday by 1:45 to 2:00 PM. College SNM radio station carries a variety of programs including news, sports, saying moral stories , playing music, general knowledge questions and Jokes. Every week one of the following groups B.A, B.Com and B.Sc. organizes this practice on rotation basis.

**Evidence of Success:**

Communication skills, organizing skills and competitive skills of the students are improved

**Problems Encountered :**

In the beginning, the students felt uncomfortable with this practice. But, gradually they acquainted and cooperated with the system.

**Resources Required:**

The required resources are good quality Public Addressing System, Microphones and Headphones

File Description	Document
Best practices as hosted on the Institutional website	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.3 Institutional Distinctiveness****7.3.1**

**Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words**

**Response:**

The College is situated in a predominantly rural and educationally backward area and is intended to meet the academic needs of students belonging to Scheduled Castes, Scheduled Tribes and Backward classes. Perhaps this College had the privilege of having its own building constructed in a very short time with the generous contributions from the public in a sprawling 10 acres of land donated by not less than 120 people of this area, with the sole aim of providing education to the underprivileged youth of this region. This College was located in front of the famous the then Gowthami Satyagrahashram. In the pre independence period, this Ashram was visited by Mahatma Gandhi in 1929 & 1933. Many people from this area participated in the Independence Movement. The college, affiliated to Adikavi Nannaya Univerasity, Rajamahendravaram, offers B.A, B.Com., & B.Sc. Courses. It has a well equipped computer lab with 60 computers, big play ground, gymnasium, virtual class room, JKC, spacious class rooms with sufficient furniture.

The APSRTC authorities are providing concessional bus passes to our students. The college admission section and scholarship section take care of the students' registration process in Government portal Jnanabhumi in time for sanction of Tuition fee, Jagananna Vasathi Deevena (JVD) and Jagananna Vidya Devvena (JVD). Almost all the students are first generation learners , their parents are agriculture laborers or daily wage coolies

**NSS**

We believe that college life is not at all about academics, games, friends, and fun. It is also about learning to interact with other people, being aware of social, environmental and gender issues, and inequalities in the society. We provide an opportunity to every student to contribute to make the society in which they live a better place and to grow as better individuals. College has committed itself to the task of inculcating social values and responsibilities in students. As a special thrust, societal development is also instilled on a large scale into the students through the active NSS unit which undertakes various services to inculcate social values. Throughout the year, the NSS unit undertakes a plethora of events ranging from cleanliness drives, tree plantation drives, field visits and many more.

**Link:** [https://gdcseethanagaram.ac.in/userfiles/NSS%20Activities%20SNM%20\(1\)\(1\).pdf](https://gdcseethanagaram.ac.in/userfiles/NSS%20Activities%20SNM%20(1)(1).pdf)

**Jawahar Knowledge Centre:** JKC is a potential training centre in the college level. Students are enrolled in three batches every year. Preferably we are selecting the final year students for this training. In this we have five different modules i.e. communication skills, soft skills, analytical skills, computer skills and general awareness. Job drives are conducted every year to get employability in MNCs and other suitable industries.

**Link:** <https://gdcseethanagaram.ac.in/services.php?service=2>

**ICT enabled Teaching and Learning**

The institution has been taking proactive steps in providing ICT enabled teaching to cater the needs of students. Technology enabled classrooms viz., one virtual class room, four digital classrooms are available in the college for ICT teaching and learning. Spacious three LCD projectors are using by the faculty for live teaching .This facility enabling them to make use of the ICT enabled teaching in the conventional class room.

Newly established computer lab under RUSA 2.0 is very useful to our students with advanced version computers and digital smart board for ICT teaching and student seminar presentations.

**Link:** <https://gdcseethanagaram.ac.in/infrastructure.php?title=digital-class-rooms>

Our college library has e -journals access to staff and students with N-List subscription.

**E-governance**

Different e-applications for e-governance is effectively using for staff and students attendance -FRS & Jnanabhumi app, fee collection from students -F-Map app, official correspondence - e office, internships - I Map app, class work monitoring - TLP app, salary payments - CFMS & HERBS app, students admissions - OAMDC, scholarships - Jnanabhumi, examinations - Jnanabhumi EMS, etc.,

**Link:** [https://gdcseethanagaram.ac.in/userfiles/6\\_2\\_2\(3\).pdf](https://gdcseethanagaram.ac.in/userfiles/6_2_2(3).pdf)

Principal of this college is a Recognized Research Supervisor by Andhra University, Visakhapatnam and Dravidian University Kuppam. Under his able guidance 3 PhD's were awarded. Three faculty members of our college are nominated as research guides by the Adikavi Nannaya University,

Rajamahendravaram.

**Link:** <https://gdcseethanagaram.ac.in/pages.php?type=research&id=research-achievements>

## 5. CONCLUSION

### Additional Information:

The College is located on Southern side of the Godavari River. The students can reach the college easily from the bus stops nearer to the college. The college has one virtual class room and four digital class rooms. The students are given ICT based education through them. Computer labs are available to train our students in soft skills. The students can utilize this opportunity.

All the faculty members are trained in different Life Skill Courses and Skill Development Courses through Training Programs conducted by the Commissionerate of Collegiate Education, Andhra Pradesh. The Principal and three lecturers of the college are recognized as Research Supervisors by Adikavi Nannaya University.

College implements e-governance in academic and financial aspects through different online apps developed by CCE, APSICHE & Government of A.P.

Under NEP 2020, Community Service Projects (CSP), Short term Internships, Long term Internships are allotted to the 1st , 2nd and 3rd year students respectively in consultation with industries through MoUs.

### Concluding Remarks:

Our college is the only government higher education institution located in this assembly constituency to cater the needs of the rural downtrodden people. The college aims to bring holistic development of the rural students. The alumni of the college made a renovation of a computer lab. Our students participated in community service projects and created awareness on different social issues. In addition to this our NSS Volunteers participated in community service activities that are helpful to the society. The college has aimed to make most of the students as employees after completing their graduation through Jawahar Knowledge Centre (JKC) and Career Guidance Cell. The college has all amenities for the all-round development of the students.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Appropriate web in the Institutional website	<a href="#">View Document</a>

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