



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

GOVT DEGREE COLLEGE,
SEETHANAGARAM

- Name of the Head of the institution **Dr.D.Chitti Babu**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **7659854317**
- Mobile No: **7659854317**
- Registered e-mail **jkcrjyec.seethanagaram@gmail.com**
- Alternate e-mail **jkcrjyec.seethanagaram@gmail.com**
- Address **Opp KGNM Trust, Purushothapatnam**
- City/Town **Seethanagaram**
- State/UT **ANDHRA PRADESH**
- Pin Code **533287**

2.Institutional status

- Type of Institution **Co-education**
- Location **Rural**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **ADIKAVI NANNAYA UNIVERSITY**
- Name of the IQAC Coordinator **SK DARGA MADINA**
- Phone No. **088329**
- Alternate phone No. **08832940122**
- Mobile **9441610055**
- IQAC e-mail address **shaikmadina14@gmail.com**
- Alternate e-mail address **jkcrjyec.seethanagaram@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year)) <http://gdcseethanagaram.ac.in/userfiles/aqar2021.pdf>

4. Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <http://gdcseethanagaram.ac.in/userfiles/academic%20calendar%2021-22.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.02	2016	25/05/2016	24/05/2021

6. Date of Establishment of IQAC **08/06/2012**

7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
CENTRAL GOVERNMENT	NEW CONSTRUCTION AND RENOVATION AND EQUIPMENT	RUSA	2021	10000000

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year 04

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

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

Orientation of faculty members/administrative staff regarding Revised Accreditation Framework of NAAC Conducted by IQAC Coordinator and Criteria Heads.

Feedback on curriculum and academic environment and other related aspects collected, analyzed and reported to Head of the Institution with recommendations for initiation of appropriate activities/measures at various levels.

Facilitating Outcome Based Education by spelling out the Program outcomes, identification of Program specific outcomes, and course outcomes

Under the guidance of IQAC all the departments and College are observed all important National and International Days.

Participation in AISHE & NIRF. Academic and Administrative Audit (AAA) conducted.

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

Plan of Action	Achievements/Outcomes
Enhance skill development activities and Placement programs	Trained the students through JKC and enhanced the employable skills and career Guidance Cell. conducted Mega Job mela
Conduct of Seminars and co-circular activities	conducted classroom seminars and academic competitions.
Induction Program Deeksharambh	Conducted Induction program to newly joined students.
Arrange Guest Lecturers	To enhance student skills arranged guest lecturers.
Improve the ISO Certifications to the College	Planned and improved the ISO certificates by getting the Green Audit and Energy Audit certifications.
Community Service Projects (CSP)	as per the instruction of the CCE, students completed 8 weeks community service project.

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
STAFF COUNCIL	12/12/2022

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://gdcseethanagaram.ac.in/userfiles/academic%20calendar%2021-22.pdf				
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<p>Feedback on curriculum and academic environment and other related aspects collected, analyzed and reported to Head of the Institution with recommendations for initiation of appropriate activities/measures at various levels.</p>		
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<p>Under the guidance of IQAC all the departments and College are observed all important National and International Days.</p>		
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Yes

- Name of the statutory body

Name	Date of meeting(s)
STAFF COUNCIL	12/12/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022	28/02/2022

15. Multidisciplinary / interdisciplinary

NA

16. Academic bank of credits (ABC):

NA

17.Skill development:

The college is affiliated to Adikavi Nannaya University, Rajamahendravaram and follows the curriculum and syllabus framed for affiliated colleges. 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 has entered into MoUs with different organisations 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.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

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 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.

19.Focus on Outcome based education (OBE):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.

20.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 pivotal online tools to transform formal education into online education amid the COVID-19 pandemic.
- To increase the self -efficacy in teachers and students.
- To train the teachers in creating digital content.
- The college has introduced G-Suite for conducting online classes. Online class time table was prepared and attendance of the students was monitored through. All the online classes were recorded and made available for the students for the reference.

Extended Profile

1.Programme

1.1 06

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 251

Number of students during the year

File Description	Documents
Data Template	View File

2.2

90

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

63

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

12

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

02

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	06
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	251
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	90
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	63
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	12
File Description	Documents
Data Template	View File

3.2	02
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	09
Total number of Classrooms and Seminar halls	
4.2	116400
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	60
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

As per the part of a systematic curriculum delivery management the following documents are prepared and maintained.

Teaching Plan:

As per the academic calendar before commencement of classes all the faculty members prepare a curricular plan which emphasizes not only on the completion of syllabus but also the methodology that is going to be adopted along with the activities planned to conduct in the classroom for better delivery of the curriculum and submitted to the Principal.

Teaching Notes :

Teaching Notes of the course is prepared by each faculty member incorporating the course outcomes to be achieved and additional inputs to be given to the students and submitted to the

Principal after getting approval from the department incharge.

Time Table:

Time table is prepared at the beginning of the semester by allotting a prescribed number of classes as per the university norms to each course and submitted to the Principal and uploaded into TLP as well.

TLP:

TLP is a mobile application to monitor the teaching activity of the faculty members as part of e-governance. The faculty members have to update their every day classes in this mobile application.

Teaching Diary:

A Teaching diary is written by each faculty member which projects not only the classes taken but other administrative and academic contributions made during the day.

Syllabus Completion Report:

A monthly syllabus completion report from each faculty member is collected by the departmental incharge and submitted to the Principal.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/file/d/1lA84zoEpyJjNfIw1JwaZuOrFgSBPOZ9F/view?usp=share_link

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college follows the academic calendar issued by the University and executes it rigorously. The university academic calendar includes the start and end dates of all the semesters along with the tentative dates of Mid term and Semester end examinations.

The College Calendar Committee prepares a college level academic calendar that drives much of the day to day business of the college. The college academic calendar incorporates the tentative plan of action of the college with all the academic activities that would be taken up during the academic year in line with the university academic calendar.

Continuous Internal Evaluation (CIE): As an affiliated institution of Adikavi Nannaya University, evaluation norms of the university are followed. University academic calendar mentions the dates to conduct internal evaluation for each semester i.e., two mid term examinations. In this Mid Term Examinations we conduct cocircular activites like, Quiz, Seminars, assignments, etc.The same dates would be followed by the college and reflected in the college academic calendar. Circulars will be sent to the students announcing the dates of CIE.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://drive.google.com/file/d/1lA84zoEpyJjNfIwlJwaZuOrFgSBPOZ9F/view?usp=share_link

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

06

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

03

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

110

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

03

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

1.3.1 The Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and sustainability into the curriculum.

The college is affiliated to Adikavi Nannaya University, Rajamahendravaram and follows the curriculum and syllabus framed for affiliated colleges. In the revised syllabus under CBCS framework WEF 2020-2021, the APSCHE has incorporated various Life Skill Courses and Skill Development Courses with 2 credits each. There are 10 different Life Skill Courses and 23 Skill Development Courses provided to the student to choose from. 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.

The courses include Life Skill Courses:

1. Analytical Skills 2. Environmental Education 3. Health And Hygiene 4. Human Values Professional Ethics As Part Of Life Skills Courses 5. Indian Culture And Science 6. Information And Communication Technology 7. Personality Enhancement And Leadership.

Skill Development Courses

1. Journalistic Reporting 2. Public Relations 3. Survey And Reporting 4. Financial Markets 5. Disaster Management 6. Social Work Methods 7. Performing Arts 8. Advertising 9. Agriculture Marketing 10. Business Communication 11. Insurance Promotion 12. Logistics And Supply Chain Management 13. Online Business 14. Office Secretaryship 15. Retailing 16. Electrical Appliances 17.

Solar Energy 18. Food Adulteration 19. Environmental Audit 20. Plant Nursery 21. Fruits And Vegetable Preservation 22. Dairy Technology 23. Poultry Farming

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

01

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

69

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni **A. All of the above**

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows **A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

180

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

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

100

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Basing on the performance of students in the classroom and university examinations, they were categorized in three levels i.e. slow, moderate and advanced learners.

Different strategies were adopted for different categories of the students. Strategies for High Achievers/High Ability Students

1. Motivation to strive for higher goals.
2. Provided with additional inputs for better career planning and growth through offering special coaching for higher education and competitive examinations
3. Encouragement to participate in group discussions, technical quizzes to develop analytical and problem solving abilities in them and thereby, to improve their presentation skills.
4. Encouraging them to participate in State & National Conferences and also to make presentations.
5. Higher goals set by mentors.

6. Extended Library Use.
7. Tutoring slow learners.
8. Writing Assignments on more DifficultTopics.

Strategies for Slow Learners

1. Compensatory teaching
2. Remedial teaching.
3. Developing self-learning materials (SLM)
4. Frequently varying instructional techniques in the classroom itself
5. Encouraging them to articulate orally in the class & providing more chances for classroom participation
6. Teaching learning skills such as note-taking, outlining, and active listening
7. Mentoring by faculty mentors
8. Encouraging them to spend more time on reading in libraries outside the class hours
9. Additional learning opportunities through online sources like YouTube, WhatsApp, etc.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
251	12

File Description	Documents
Any additional information	View File

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

All the faculty members of the college, incorporates various student centric methods as teaching methodologies to enhance the learning experience of the students such as,

1. Experiential Learning

Project work

As part of the curriculum all the final year B.Com students completed their project works.

Community Service Projects

As part of community service project (a CCE initiative), total 69 projects were submitted by IV Sem students of all the programmes.

Field Visits

All the I, II and III year students were taken to field trips.

2. Participative Learning

Debates , Essay writing & Elocution Competitions.

Competitions were conducted by department of commerce and Economics on different occasion for all the I, II and III year students.

Group Discussion Most of the departments adopt this methodology to improves the analytical and soft skills.

Student Seminars

Student seminars are organised for students as a strategy for advanced learners.

Quizzes

All the departments conduct quizzes for assessment by using Google forms.

Exhibitions

Department of Chemistry organized an exhibition of Environmental Friendly products..

Invited Talks

Department of Commerce, English and all other Departments organized invited talks on current and trending issues.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Faculty members of the college use ICT technology to improve the teaching and learning process.

LCD projectors, computer systems are used in the classrooms.

You- Tube, E- mails, Whatts App group, Google classrooms, College website are used as platforms to teach, communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information.

These applications are also used to provide online education during the covid-19 situation.wifi facility is also available in the campus for the students and staff. The library also provides access to computers and online journals freely available in public domain and also to journals subscribed on the advice of faculty and facilitates downloads from the N-LIST. Xeroxing facility is also available in the library.

Syllabus and study materials are also made available on the college website and the website of the affiliating university.

Student attendance, feedback are also received online from the students and faculty members.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

12

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

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

12

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

02

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

42

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college is affiliated to Adikavi Nannaya University, Rajamahendravaram and follows the Continuous Internal Assessment policy framed for affiliated colleges. The college has a transparent and robust evaluation process in terms of frequency and variety. The criterion adopted is as directed by the university. At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester. The internal assessment test schedules are prepared as per the university and communicated to the students well in advance. The examinations will be conducted under vigilance of the invigilators. Evaluation is done by the course handling faculty members. The corrected answer papers of the students are distributed to them

for the verification by the students and any grievance is redressed immediately. Personal guidance is given to the poor performing students after their assessment. The marks obtained by the students in internal assessment tests are uploaded periodically on the university web portal along with their attendance.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

A transparent, time-bound and efficient method is being followed in the college in terms of dealing with internal examination related grievances. There are two Internal tests conducted during the semester and average of the two tests will be considered for final marks. After each test, the solution of the test along with question wise marking scheme is discussed with the students to maintain transparency and uniformity in the assessment of the internal tests. The faculty evaluates the papers within a week of conducting the test. The evaluated answer sheets are shown to students in the class and doubts will be clarified and individual grievances will be addressed by the faculty.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Institute has well defined learning outcomes. The college emphasizes on promoting value education through motivated trained faculty to prepare the students to accept the challenges of globalization. The College 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://drive.google.com/file/d/1E_JUz_mo_KKmcLsnBDaOPT69rxsS00-9l/view?usp=share_link
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Program Outcomes (POs)/Program Specific Outcomes (PSOs) are the qualities that must be imbibed in the graduates by the time of completion of their program. The PSOs are framed based on the guidelines of Learning outcomes. For every Course, there are number of outcomes to be achieved at the end of the course. This outcome is usually a combination of main course content and may cover more than one topic. All course outcomes shall have linkage to programme outcomes.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

42

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

[http://gdcseethanagaram.ac.in/userfiles/sss2122\(1\).pdf](http://gdcseethanagaram.ac.in/userfiles/sss2122(1).pdf)

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 year (INR in Lakhs)

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

01

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

00

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

00

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

"Not me, but You" is the moto of NSS. Holistic development of the students may be attained the various extension activities conducted by NSS. Our college has two units with about 50 NSS volunteers and headed by the one program officers. The life of the student can be uplifted with the outreached programs which impacts and sensitizing the students to social aspects. The college encourages the students to promote dignity of labor in their lives and to take the responsibility of under privileged people among the society. As part of social conscience, the college has taken up several extension and outreach programs. It's a good opportunity to all the students to communicate with the neighborhood community to influence them to lead and built a better society by giving environment awareness and various social issues. The students can learn how to solve a problem by taking good decisions through group learning. It will create the diversified opportunities to students to develop their personality through extension activities and community service. They can attain the leadership qualities and democratic attitudes. The extension activities aimed to bring discipline, building character, promoting the physical fitness, development of culture and finally to build a developed nation.

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

01

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

11

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

252

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

04

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

02

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College encompasses a well maintained lush green campus spread over 10 acres of land ensuring adequate availability and optimal utilization of physical infrastructure for teaching learning activities.

Classrooms: There are total 09 class rooms.

Technology Enabled learning facility: The college has three digital class rooms and one virtual class room where the provision of Multimedia learning, Wi-Fi connectivity and internet access is given.

Laboratories:

College has 6 Laboratories for science subjects like Chemistry, Botany, Zoology, Physics, Computer Lab and Jawahar Knowledge Center Lab. All laboratories are well equipped. These labs are utilized for conducting practical classes as per the requirements of the curriculum. Labs are also utilized for technology learning & training as a part of teaching contents beyond the syllabus. Labs have sufficient licensed software and open source tools to cater the requirements of curriculum & industry enabled teaching.

Wi-Fi:

The entire campus is Wi-Fi enabled with 24/7 internet facilities to the students and staff. Available bandwidth: 100 mbps. Internet facility is available in the whole campus including labs, classrooms, library and offices of all Departments.

Central Library:

College library has the INFLIBNET Center. The Library has nearly 10,420 titles covering all major fields

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://docs.google.com/document/d/1P_nFEdB3iw5sI63QOkivACCIiR7-Jyc1/edit?usp=share_link&ouid=117585463153279984826&rtpof=true&sd=true

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

The institution utilizes its resources to provide an environment to its students where they are encouraged to pamper in sports and extra curricular activities. This ensures a holistic development and an all-rounded personality. Yoga class/awareness Programme: Although the college doesn't have an established Yoga Centre but Yoga Day is celebrated every year and this year a one day yoga awareness Programme was conducted for the faculty and students by expert yoga trainers. Cultural activities: The college believes in all-round development of its students. It constantly encourages them to take part in extra-curricular activities to spark their interests and cultivate leadership qualities as well as team spirit. Every year the college conducts cultural programs to make this happen.

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

04

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

03

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://drive.google.com/file/d/1P7WMz7PW9qMVpMpJDP1eolYE_rvVHaTy/view?usp=share_link
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The college provides students and faculty members to have access books by subject, Author, Accession no and title. The total numbers of books in library are about 10476 and number of visitors per day is 20-30. The library has browsing centre, Xerox facility. The library has also a guidance and counselling cell.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://drive.google.com/file/d/1Tkij96iXCXUZ8FxsHCKjoA4Dn3QtFK7M/view?usp=share_link

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.059

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

53

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

There are different digital technological facilities available in the college. The college has four digital class rooms and one virtual class room. WiFi connectivity and internet access is given. A well equipped computer lab is also functioning in the college. The students of the college have access to the computer lab. The entire campus is Wi-Fi enabled with 24/7 internet facilities to the students and staff. Available bandwidth: 100 mbps. Internet facility is available in the whole campus including labs, classrooms, library and offices of all Departments. There is open access to Wi-Fi connectivity to all students and the staff members of the college. All the departments of the college are provided with computers and other related accessories. During COVID-19 pandemic all the faculty were provided with G-Suit and CISCO WEBEX applications by the college for uninterrupted and smooth conduct of online classes. All teaching staff members use the ICT in the classrooms and laboratories, whenever needed. Computers are updated on a regular basis. Anti-virus is regularly installed on computers. Wi-Fi connectivity available in the Principal chamber, Office-room, IQAC room, various departments, library and laboratories.

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

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

40

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Procedures for maintaining and utilizing physical, academic and support facilities:

1. Department Head submit their prepared budget for the purchase of items to Planning and Development Committee.

2. Budget is submitted to Principal for sanction.
3. After approval of budget, departmental head ask for three quotations from reputed suppliers.
4. All quotations are cross signed by three members of Planning and Development Committee and opened in presence of committee members and then quotations are handed over to HOD.
5. HOD prepares comparative statement and submits it to the Principal for sanction of purchase order of supplier with lowest quotation. 6. After receipts of all the items in the bills are entered in stock book and bills are submitted for payment to account section.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://drive.google.com/file/d/1hdU0Z9GAJUqyp7cjVSSh0zo0cm_Z2waz/view?usp=share_link

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

226

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://drive.google.com/file/d/1DUvAs77A5S7UTVu3EUH15WumJoVv6nf6/view?usp=share_link
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

150

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

150

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

57

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

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

05

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

05

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - 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 year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Activity of Student Council representation of students on academic administrative bodies/committees of the institution Students with academic competencies are nominated as Class representatives and students from Cultural, Sports, N.S.S, this is the form of the composition of the Student Council. Student Volunteers disseminate information from College administration and other committees to all students. They assist the teachers in planning, organizing and executing various student oriented activities. They act as mediators between students and teachers to share, discuss and solve their problems. Our students

actively participate in cultural activities by promoting our customs and traditions. They take initiative in organizing events as varied and diverse as Rangoli Competition, Kabaddi, Cricket. Students also take active part in conducting Days like Traditional Day, Teacher's Day, Farewell functions and also take the responsibility of maintaining discipline on the Campus. Students avail of the opportunity of developing the soft skills that enhance their employability and make them more confident and presentable. All these practices show the active engagement of our students in all the activities that can lead them to over all personality development and enhance their communicative and professional skills

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

02

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

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

Govt. Degree College Seethanagaram has a registered Alumni Association which actively participates in the college

developmental activities and also in import.

MISSION: To re-unite in the nest from where we grew and flew off.

To build a bridge between college life and career life, so as introduce present students to the professional world and to make them proactive to face the challenges that may emerge in their career path.

- To provide job opportunities to fresh bachelors through references of professionals.
- To conduct orientation and training programs to students on various topics to enhance their skills.
- To create awareness among students about the scope of their subject in the professional world.
- To provide a platform for students to develop their qualities.
- To participate in social welfare activities for social accountability.

AIMS AND OBJECTIVES.

- To promote the cultural and social activities among the college students
- To assist the college in its development
- To exchange the views for the development of Alma mater
- To conduct the meetings and seminars for the old students of the college
- To represent the problem to the concerned authorities if arise sand solves it in a peaceful way
- To facilitate the old students who achieved the higher walks of the life.
- To secure fair conditions of life among members in their life.
- To motivate the presents students for their better future
- To do all such useful things, deeds, acts as are essential or conductive to the attainment of the objectives of the

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1saknSLMebo-zL2FUprSYOzvzsMg-Ux_B/view?usp=share_link
Upload any additional information	View File

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of the college is "College developing into an institution of excellence ,reliable and unbiased knowlegde, leading to enlightening of minds and help students to meet economic, social and environmental challenges and to become active participants in shaping the future world.

The mission of the college is

01. To impart quality education for all round development of students.
02. To foster interest in research and inquiry.
03. To develop community sense through extension work.
04. To inculcate moral values and leadership qualities among students.
05. To promote peace and harmony for better work.

This is being translated through effective governance. The college management is headed by the Principal and is involved in coordinating the functions of the college to its logical end.

Various committees comprising members of teaching and non-teaching faculty are involved in curricular and co-curricular affairs and administrative functions of the institution. The heads of the departments / subjects are authorised to monitor the routine functions at the departmental level. The administration encourages them and supports them at all levels. The leadership qualities and decision making abilities are nurtured in heads of Departments. An environment of equity and democracy is setup to conduct affairs in smooth and satisfactory manner.

File Description	Documents
Paste link for additional information	http://gdcseethanagaram.ac.in/page.php?type=about&id=vision-and-mission
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Higher education department gives sufficient freedom to the Principal, who is the academic head of the institution to function in order to fulfill the vision and mission of the institution. Academic responsibilities are fairly divided among all the staff members. Committees are appointed for the various academic and co-curricular activities to be conducted in the course of the academic year. The responsibilities are communicated to the faculty members through regular staff meetings. The Principal of the College holds regular meetings with the teaching and nonteaching staff. In these meetings, various issues are taken up for discussion before arriving at a final decision. The Heads of Departments monitor the functioning of the various departments. The participative decision-making ensures total participation of all the people concerned. The office administration of the College is headed by the Senior Assistant under whom there are Typist, Record Assistant and other Class IV Staff. Thus, the decentralization of departments and personnel of the institution helps in improving the quality of its educational provisions. Participative management: The Administration is always open to discuss with the teaching and non-teaching staff which, in turn, encourages the involvement of the staff for the improvement of effectiveness and efficiency of the institutional process.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has a perspective plan. The aspects considered for inclusion are;

1. Quality enhancement and improved teaching-learning environment.
2. Enhancement of student support systems.
3. Improved student success rate.
4. To be more innovative, industry-relevant in curriculum design and be more creative in academic delivery; with a strong emphasis on effective integration of technology in the teaching-learning process.
5. The teacher to be more as a facilitator and mentor than just a full time tutor.
6. To establish research facilities and to nurture and develop research culture among the students and staff.
7. Life skills will be an integral part in curriculum development and delivery.
8. To emphasize on multi-dimensional evaluation of student learning and to enable the student learning outcomes match with their employers expectations.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://drive.google.com/file/d/1YwaOWsxr1Ix7R12Vv3a_6PmkPF9lxFFf/view?usp=share_link
Upload any additional information	View File

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

The institution has well defined organizational structure for joint decision making for academic and administrative purposes. The Academic council, coordinators and members of various committees work in coordination. Regular meetings are conducted by the Principal for monitoring the academic work and administration. The IQAC takes initiatives and prepares an Action plan.

A. Different modes of recruitment of teaching staff

1. Direct Recruitment by APPSC

2. Transfers on promotions of Junior Lecturers having Ph.D/NET/SLET

3. On contract basis (with annual renewal)

4. On hourly basis

B. Appointment of Non-Teaching staff

1. Through APPSC

2. District collector on compassionate grounds.

C. Service Rules: Andhra Pradesh Subordinate Rules.

D. Promotional policies as per UGC norms

1. CAS, For teaching staff who undergo training like OC,RC, workshops through HRDC of the different universities promoted to

higher grade pay.

2. AAS, For some teaching staff and all non-teaching staff.

E. Grievances and Redressal Committee will hold a meeting periodically, examine the nature and pattern of grievances, record and redress it accordingly.

F. Anti Ragging Committee is also formed to resolve the cases of ragging if any.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://drive.google.com/file/d/1ct00pz5e5-05N5xf4r2g-aRLURzUmDbA/view?usp=share_link
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

1. AP Government welfare schemes are applicable to teaching and non-teaching staff.

2. Revision of the pay scales

1. once in 5 years to non-teaching and teaching staff who are drawing state scales.

2. once in 10 years for the teaching staff who are drawing UGC scales.

3. DA rises twice a year.

4. HRA range is between 10% and 30% of the basic pay

5. A.P Revised Pension Rules

1. CPS - For employees appointed after 01.09.2004.

2. GPF - For Employees appointed before 01.09.2004.

3. Pension to the family of an expired employee.

6. GIS contribution.

7. EHS subscription of Rs.120 or Rs.90 p.m.

8. Reimbursement facility to the self or dependents .

9. Andhra Pradesh Government Life Insurance deduction.

10. Festival Advance.

11. CAS for UGC scales and AAS for state scales.

12. Types of leaves

1. CL 2. SPCL 3. Women SPCL 4. Extra ordinary leave 5. Maternity leave 6. Paternity leave 7. Miscarriage leave 8. Child Care Leave 9. Optional Holidays 10. Local Holidays

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1jrvjQrd0ICgIes4Cc62ySu6q40Q_RMLS/edit?usp=share_link&oid=117585463153279984826&rtpof=true&sd=true
Upload any additional information	View File

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

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

00

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

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

04

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

1. Academic Performance Indicators: The institution has adopted the PBAS procedure developed by UGC for assessment of the performance of the teaching staff.

1. The staff who get high API scores are given additional points in general transfers by the CCE.

2. These scores are also forwarded to CCE for CAS and Pay fixation.

2. Faculty Assessment by Students: Assessment of teachers by students is conducted through Feedback forms.

3. Departmental Assessment: Result analysis gives the departmental analysis.

4. Administrative and Academic Audit (AAA) is done at the end of every year by the team of Academic advisors deputed by the CCE, in order to measure the adequacy of the academic inputs of the institution. They verify all the records and evidence of the activities like - Admissions, Curriculum enrichment, teaching and learning process, Examinations results, Research, Infrastructure. Academic audit leads to the improvement of quality enhancement of teachers, better ranking of the Institution.

5. The best performing faculty in academic and extracurricular activities is recommended for best teacher awards.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college follows the systematic and transparent financial audit system regularly. The Government of Andhra Pradesh has framed the audit procedures for all the Government Educational Institutions. The Accountant General, A.P, is the external auditor for the college and the Audit team of the Commissionerate of Collegiate Education or Regional Joint Director of Collegiate Education shall perform the internal audits in the college periodically. Internal Audit: The internal audit is done by the official team of the Regional Joint

Director of Collegiate Education, Rajamahendravaram. The external audit is done by the officials of the Accountant General, Government of Andhra Pradesh. Apart from these above, the Principal of the college in consultations with Staff Council and CPDC, constitutes the internal audit teams to check the accuracy and transparency of the various internal departments/ sections/accounts yearly. The type of documents that are reviewed during audits are 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, pension register, reconciliation register etc

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution is run by the government so the funds to be utilized are primarily allotted through the Higher Education Department of Andhra Pradesh. Funds to be allotted for the institution go through the exercise of forming annual budget as per requirement. The allotments are made to institution

throughout financial year through the application of Comprehensive Financial Management System(CFMS). Optimum end use of the funds is made as per the rules and regulations and is subjected to audit by the government Within the institution funds are mobilized out of a specific percentage of the fee collected from the students. These funds are grouped under heading "Local Funds". These funds are utilized for the benefit of students and for meeting other minor expenses of the college. To ensure the optimum end use of these funds college development and purchasing committees are framed.

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

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

The IQAC of the college works towards improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids and developing suitable infrastructure. Significant improvements in quality have been made by institutionalizing the following IQAC initiatives:

Planning and Support effective implementation for Total Quality management, Teaching-Learning and evaluation, Research, and Extension activities by.

Implementation revised SOPs for Continuous Internal Evaluation.

Encourages and provides support for quality improvement in teaching, research & administration.

Encourages and provides support for quality improvement of the students for Field/Study Tours.

Successful completion of community service projects by II semester students.

Sensitizes the students towards an eco friendly environment.

Initiated no plastic day and no vehicle day.

Feedback analysis received from Students.

Coordinates with all stakeholders for their opinions and advice for quality improvement.

Analysis about the feedback received from all stakeholders and informs the concerned about its outcome for correction.

Getting updated on latest information on various quality parameters of higher education through various articles & institutes visit.

Documentation of the various programs /activities leading to quality improvement.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews it's teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. Some activites of IQAC in this regard are:

1.Students feedback on faculty, teaching learning process and evaluation: Students feedback significantly shows the actual quality of teaching learning process. The students feedback is conducted as per the following norms:

a. All the students are allowed to give feedback on faculty, teaching learning process and evaluation so that actual picture is ascertained.

b. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly.

c. The whole process is being operated through IQAC and no other faculty member is involved at any stage.

2. **Academic monitoring:** The academic monitoring committee conducts regular visit to the classes regarding the regularity and punctuality of class work. The Principal is informed on daily basis.

3. **Remedial Classes:** The teachers conduct remedial classes and revision for the students wherever needed.

4. **Syllabus Monitoring:** The worthy principal (chairman IQAC) keeps vigil on the completion of syllabus and ascertains information regarding the quantum syllabus completed, so that the prescribed syllabus is completed within stipulated time.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Institution shows gender sensitivity in providing facilities such as:

1.Safety and Security The Institute believes in gender equality and makes effort towards Gender sensitization. It believes that educated girls are an asset not only for the college and family but also for the whole society.

The sensitivity towards the girl students at this institute is carried as follows:

1.Safety and security Women development cell is led by a senior, confident and caring female teaching member. It is a good and healthy sign of academic work place that no pronounced complaint has been lodged by any girl student. Various moral and religious lectures from time to time. The female teaching faculty in particular are advised to counsel girl students in class, library, common room (wherever it suits) to educate about sexual harassment either collectively or individually, as suits the situation. The teachers are further instructed to counsel in cordial and cooperative manner so that senses of belonging and loving care prevail among the student community. A good result of one to one talk, questioning, discussing comes to surface, demystifying the doubts in mental horizon of girl students. There is no report of ragging in the campus as it seems that the concept of ragging is completely erased from the minds of students. The ragging now is deemed historical and archived practice. Common Room: The college has a common room where first aid facility is provided at hand. The college provides basic medical aid, necessary for girl students.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1x1_6Ys2scpk5yusivaZZqFOOZTI5CS1d/view?usp=share_link
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	A. Complaint Box for Girls problems. B. Women Empowerment Cell gives Counselling for Girls students. C. This Institute have separate common room for girls with all facilities.

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management for collecting the solid waste from nook and corner of the campus substantial number of dustbins are installed. Most of the waste collected is biodegradable. The minimal amount of non biodegradable is mostly burnt in pits. The biodegradable portion too is dumped in pits for decomposition over time. The solid biodegradable waste collected from the play field is collected and dumped for decomposition to be used as a source of bio fertilizer. During the autumn season a large quantity of fallen dry leaves are collected and dumped to decompose for manure. Liquid waste All the liquid waste from washroom, bathroom is collected into soakage pits through systematic drainage. Zero percent leakage of waste water is ensured. E- Waste management The college has minimum e-waste.

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

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and

A. Any 4 or all of the above

energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

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

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

The College has always been at the forefront of sensitising students to the cultural, regional, linguistic, communal and socioeconomic diversities of the state and the nation. Being a college having a highest strength of girls students in the college sees the importance and feels the responsibility of developing virtues in the students. Better society can be built by better citizens. The College always encourages the students to organize and participate in different programmes organized by college, inter-college, university and other Government or nongovernment organizations to make them sensitise towards cultural, regional, linguistic, communal and socio economic diversities. Some of the major programmes organised by the college in this connection are listed below. The cultural and literary club of the college bears the responsibility of sensitizing the students to the cultural, regional and linguistic diversities by conducting programmes like various festivals of different communities, Fresher's party, Farewell party, Annual day celebrations and also cultural and literary competitions on various occasions. The college's NSS wing is always active in conducting various social awareness outreach and extension programmes to sensitise the students to the socioeconomic diversities such as visiting old age homes, donating bed sheets during winter to the poor and needy etc. There are two villages adopted by the NSS wing, which are regularly visited by the students to conduct outreach and extension programmes.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

The college takes all possible initiatives in organizing various events and programmes for inculcating values for being responsible citizens of the country.

The college celebrates Independence Day on the 15th of August every year. The day marks the importance of freedom, To inculcate patriotism among the students not only on the days of national festivals but the national anthem is recited in the college everyday in the assembly.

Every year on 26th January, college celebrates Republic Day in the campus with great gratification to honor the date on which the constitution of India came into effect. Students are encouraged to take part in the various social awareness programmes organized by the NSS wing of the college.

The college observes various commemorative days such as Constitutional Day on November 26 to commemorate the adoption of the Constitution of India, National Voters Day on 25 January not only to encourage the students to participate in the electoral process but also focuses on the fact that the right to vote is a basic right, International Human Rights day on 10 December every year to promote equality, peace, justice, freedom and the protection of human dignity. World Environment Day on the 5th of June every year to ensure the Environmental concern is addressed. The college organizes a Blood Donation Camp to motivate students to donate blood and social works, Swachh Bharat Cleanliness Drive is organised aiming to promote the importance of cleanliness. Plantation drives are conducted to provide a clean and green environment for all.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4.
Annual awareness programmes on Code of

B. Any 3 of the above

Conduct are organized

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

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

Institute celebrates national commemorative days like National Unity Day, Republic Day and Independence day, Accountancy Day along with all national and International important Days.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

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

BEST PRACTICE 1

TITLE OF THE PRACTICE: SOUND MIND IN SOUND BODY

Goal

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

such as

Objectives of the programme:

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

Practice

In view of developing physical and mental fitness among the students, different games and sports have been conducted throughout the year. 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.

BEST PRACTICE 2

Context that required for the initiation of the practice:

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

1. 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.

OBJECTIVE OF THE PROGRAMME:

- To bring life skills and educational, informational, Development Motivational, special events & Entertainment programming fair to the Collegestudents

Practice :

The students are practice everyday by 1:45 to 2:00 PM. SNM College Radio is Organized. College SNM radio station carry a variety of programming including news, sports, andspoken wordprogramming as well as general music, General Knowledge and Jokes.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Government Degree College, Seethanagaram was established in 1983-1984 by Government of Andhra Pradesh on the Eastern side of the Holy River the Godavari in East Godavari District. 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. The District Collector, East Godavari certified the same in his certificate dated 4th August, 1998. 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. Right in front of the famous the then Gowthami Satyagrahashram this College was established. In the preindependence period this Ashram was visited by Mahatma Gandhiji in 1929 & 1933. Many people from this area participated in the Independence Movement. The college, affiliated to Adikavi Nannaya Univerasity, Rajamahendravaram, offers instruction in B.A, B.Com., & B.Sc. Courses along with computer combinations.. The college has a well equipped computer lab with 60 computers, big play ground, gymnasium, virtual class room, JKC, spacious class rooms with sufficient furniture.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

As per the part of a systematic curriculum delivery management the following documents are prepared and maintained.

Teaching Plan:

As per the academic calendar before commencement of classes all the faculty members prepare a curricular plan which emphasizes not only on the completion of syllabus but also the methodology that is going to be adopted along with the activities planned to conduct in the classroom for better delivery of the curriculum and submitted to the Principal.

Teaching Notes :

Teaching Notes of the course is prepared by each faculty member incorporating the course outcomes to be achieved and additional inputs to be given to the students and submitted to the Principal after getting approval from the department incharge.

Time Table:

Time table is prepared at the beginning of the semester by allotting a prescribed number of classes as per the university norms to each course and submitted to the Principal and uploaded into TLP as well.

TLP:

TLP is a mobile application to monitor the teaching activity of the faculty members as part of e-governance. The faculty members have to update their every day classes in this mobile application.

Teaching Diary:

A Teaching diary is written by each faculty member which

projects not only the classes taken but other administrative and academic contributions made during the day.

Syllabus Completion Report:

A monthly syllabus completion report from each faculty member is collected by the departmental incharge and submitted to the Principal.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/file/d/1lA84zoEpyJjNfIwlJwaZuOrFgSBPOZ9F/view?usp=share_link

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college follows the academic calendar issued by the University and executes it rigorously. The university academic calendar includes the start and end dates of all the semesters along with the tentative dates of Mid term and Semester end examinations.

The College Calendar Committee prepares a college level academic calendar that drives much of the day to day business of the college. The college academic calendar incorporates the tentative plan of action of the college with all the academic activities that would be taken up during the academic year in line with the university academic calendar.

Continuous Internal Evaluation (CIE): As an affiliated institution of Adikavi Nannaya University, evaluation norms of the university are followed. University academic calendar mentions the dates to conduct internal evaluation for each semester i.e., two mid term examinations. In this Mid Term Examinations we conduct cocircular activites like, Quiz, Seminars, assignments, etc.The same dates would be followed by the college and reflected in the college academic calendar. Circulars will be sent to the students announcing the dates of CIE.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://drive.google.com/file/d/1lA84zoEpyJjNfIw1JwaZuOrFgSBPOZ9F/view?usp=share_link

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

06

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

03

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

110

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

03

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

1.3.1 The Institution integrates crosscutting issues relevant

to Professional Ethics, Gender, Human Values, Environment and sustainability into the curriculum.

The college is affiliated to Adikavi Nannaya University, Rajamahendravaram and follows the curriculum and syllabus framed for affiliated colleges. In the revised syllabus under CBCS framework WEF 2020-2021, the APSCHE has incorporated various Life Skill Courses and Skill Development Courses with 2 credits each. There are 10 different Life Skill Courses and 23 Skill Development Courses provided to the student to choose from. 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.

The courses include Life Skill Courses:

1. Analytical Skills 2. Environmental Education 3. Health And Hygiene 4. Human Values Professional Ethics As Part Of Life Skills Courses 5. Indian Culture And Science 6. Information And Communication Technology 7. Personality Enhancement And Leadership.

Skill Development Courses

1. Journalistic Reporting 2. Public Relations 3. Survey And Reporting 4. Financial Markets 5. Disaster Management 6. Social Work Methods 7. Performing Arts 8. Advertising 9. Agriculture Marketing 10. Business Communication 11. Insurance Promotion 12. Logistics And Supply Chain Management 13. Online Business 14. Office Secretaryship 15. Retailing 16. Electrical Appliances 17. Solar Energy 18. Food Adulteration 19. Environmental Audit 20. Plant Nursery 21. Fruits And Vegetable Preservation 22. Dairy Technology 23. Poultry Farming

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

01

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

69

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

180

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

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

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

100

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

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Basing on the performance of students in the classroom and university examinations, they were categorized in three levels i.e. slow, moderate and advanced learners.

Different strategies were adopted for different categories of the students. Strategies for High Achievers/High Ability Students

1. Motivation to strive for higher goals.
2. Provided with additional inputs for better career planning and growth through offering special coaching for higher education and competitive examinations
3. Encouragement to participate in group discussions, technical quizzes to develop analytical and problem solving abilities in them and thereby, to improve their presentation skills.
4. Encouraging them to participate in State & National Conferences and also to make presentations.
5. Higher goals set by mentors.
6. Extended Library Use.
7. Tutoring slow learners.
8. Writing Assignments on more Difficult Topics.

Strategies for Slow Learners

1. Compensatory teaching

2. Remedial teaching.
3. Developing self-learning materials (SLM)
4. Frequently varying instructional techniques in the classroom itself
5. Encouraging them to articulate orally in the class & providing more chances for classroom participation
6. Teaching learning skills such as note-taking, outlining, and active listening
7. Mentoring by faculty mentors
8. Encouraging them to spend more time on reading in libraries outside the class hours
9. Additional learning opportunities through online sources like YouTube, WhatsApp, etc.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
251	12

File Description	Documents
Any additional information	View File

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

All the faculty members of the college, incorporates various student centric methods as teaching methodologies to enhance

the learning experience of the students such as,

1. Experiential Learning

Project work

As part of the curriculum all the final year B.Com students completed their project works.

Community Service Projects

As part of community service project (a CCE initiative), total 69 projects were submitted by IV Sem students of all the programmes.

Field Visits

All the I, II and III year students were taken to field trips.

2. Participative Learning

Debates , Essay writing & Elocution Competitions.

Competitions were conducted by department of commerce and Economics on different occasion for all the I, II and III year students.

Group Discussion Most of the departments adopt this methodology to improves the analytical and soft skills.

Student Seminars

Student seminars are organised for students as a strategy for advanced learners.

Quizzes

All the departments conduct quizzes for assessment by using Google forms.

Exhibitions

Department of Chemistry organized an exhibition of Environmental Friennndly products..

Invited Talks

Department of Commerce, English and all other Departments organized invited talks on current and trending issues.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Faculty members of the college use ICT technology to improve the teaching and learning process.

LCD projectors, computer systems are used in the classrooms.

You- Tube, E- mails, Whatts App group, Google classrooms, College website are used as platforms to teach, communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information.

These applications are also used to provide online education during the covid-19 situation.wifi facility is also available in the campus for the students and staff. The library also provides access to computers and online journals freely available in public domain and also to journals subscribed on the advice of faculty and facilitates downloads from the N-LIST. Xeroxing facility is also available in the library.

Syllabus and study materials are also made available on the college website and the website of the affiliating university. Student attendance, feedback are also received online from the students and faculty members.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**2.3.3.1 - Number of mentors**

12

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

12

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

02

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

42

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college is affiliated to Adikavi Nannaya University, Rajamahendravaram and follows the Continuous Internal Assessment policy framed for affiliated colleges. The college has a transparent and robust evaluation process in terms of frequency and variety. The criterion adopted is as directed by the university. At the beginning of the semester, faculty members inform the students about the various components in the assessment process during the semester. The internal assessment test schedules are prepared as per the university and communicated to the students well in advance. The examinations will be conducted under vigilance of the invigilators. Evaluation is done by the course handling faculty members. The corrected answer papers of the students are distributed to them for the verification by the students and any grievance is redressed immediately. Personal guidance is given to the poor performing students after their assessment. The marks obtained by the students in internal assessment tests are uploaded periodically on the university

web portal along with their attendance.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

A transparent, time-bound and efficient method is being followed in the college in terms of dealing with internal examination related grievances. There are two Internal tests conducted during the semester and average of the two tests will be considered for final marks. After each test, the solution of the test along with question wise marking scheme is discussed with the students to maintain transparency and uniformity in the assessment of the internal tests. The faculty evaluates the papers within a week of conducting the test. The evaluated answer sheets are shown to students in the class and doubts will be clarified and individual grievances will be addressed by the faculty.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The Institute has well defined learning outcomes. The college emphasizes on promoting value education through motivated trained faculty to prepare the students to accept the challenges of globalization. The College 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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://drive.google.com/file/d/1E_JUz_moKKmcLsnBDaOPT69rxsSQO-9l/view?usp=share_link
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The Program Outcomes (POs)/Program Specific Outcomes (PSOs) are the qualities that must be imbibed in the graduates by the time of completion of their program. The PSOs are framed based on the guidelines of Learning outcomes. For every Course, there are number of outcomes to be achieved at the end of the course. This outcome is usually a combination of main course content and may cover more than one topic. All course outcomes shall have linkage to programme outcomes.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

42

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

[http://gdcseethanagaram.ac.in/userfiles/sss2122\(1\).pdf](http://gdcseethanagaram.ac.in/userfiles/sss2122(1).pdf)

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 year (INR in Lakhs)

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil
3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year	
3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year	
01	
File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File
3.2 - Research Publications and Awards	
3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year	
3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year	
00	
File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

00

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

"Not me, but You" is the moto of NSS. Holistic development of the students may be attained the various extension activities conducted by NSS. Our college has two units with about 50 NSS volunteers and headed by the one program officers. The life of the student can be uplifted with the outreached programs which impacts and sensitizing the students to social aspects. The college encourages the students to promote dignity of labor in their lives and to take the responsibility of under privileged people among the society. As part of social conscience, the college has taken up several extension and outreach programs. It's a good opportunity to all the students to communicate with the neighborhood community to influence them to lead and built a better society by giving environment awareness and various social issues. The students can learn how to solve a problem by taking good decisions through group learning. It will create the diversified opportunities to students to develop their personality through extension activities and community service. They can attain the leadership qualities and democratic attitudes. The extension activities aimed to bring discipline, building character, promoting the physical fitness, development of culture and finally to build a developed nation.

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

01

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

11

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

252

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

04

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

02

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The College encompasses a well maintained lush green campus spread over 10 acres of land ensuring adequate availability and optimal utilization of physical infrastructure for teaching learning activities.

Classrooms: There are total 09 class rooms.

Technology Enabled learning facility: The college has three digital class rooms and one virtual class room where the provision of Multimedia learning, Wi-Fi connectivity and internet access is given.

Laboratories:

College has 6 Laboratories for science subjects like Chemistry, Botany, Zoology, Physics, Computer Lab and Jawahar Knowledge Center Lab. All laboratories are well equipped. These labs are utilized for conducting practical classes as per the requirements of the curriculum. Labs are also utilized for technology learning & training as a part of teaching contents beyond the syllabus. Labs have sufficient licensed software and open source tools to cater the requirements of curriculum & industry enabled teaching.

Wi-Fi:

The entire campus is Wi-Fi enabled with 24/7 internet facilities to the students and staff. Available bandwidth:

100 mbps. Internet facility is available in the whole campus including labs, classrooms, library and offices of all Departments.

Central Library:

College library has the INFLIBNET Center. The Library has nearly 10,420 titles covering all major fields

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://docs.google.com/document/d/1P_nFEdB3iw5sI6300kivACCIiR7-Jycl/edit?usp=share_link&oid=117585463153279984826&rtopof=true&sd=true

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

The institution utilizes its resources to provide an environment to its students where they are encouraged to pamper in sports and extra curricular activities. This ensures a holistic development and an all-rounded personality. Yoga class/awareness Programme: Although the college doesn't have an established Yoga Centre but Yoga Day is celebrated every year and this year a one day yoga awareness Programme was conducted for the faculty and students by expert yoga trainers. Cultural activities: The college believes in all-round development of its students. It constantly encourages them to take part in extra-curricular activities to spark their interests and cultivate leadership qualities as well as team spirit. Every year the college conducts cultural programs to make this happen.

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

04

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

03

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://drive.google.com/file/d/1P7WMz7PW9qMVpMpJDP1eolYE_rvVHaTy/view?usp=share_link
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)**

0

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The college provides students and faculty members to have access books by subject, Author, Accession no and title. The total numbers of books in library are about 10476 and number of visitors per day is 20-30. The library has browsing centre, Xerox facility. The library has also a guidance and counselling cell.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://drive.google.com/file/d/1Tki96iXCXUZ8FxsHCKjoA4Dn3QtFK7M/view?usp=share_link

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

0.059

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

53	
File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	No File Uploaded
4.3 - IT Infrastructure	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	
<p>There are different digital technological facilities available in the college. The college has four digital class rooms and one virtual class room. WiFi connectivity and internet access is given. A well equipped computer lab is also functioning in the college. The students of the college have access to the computer lab. The entire campus is Wi-Fi enabled with 24/7 internet facilities to the students and staff. Available bandwidth: 100 mbps. Internet facility is available in the whole campus including labs, classrooms, library and offices of all Departments. There is open access to Wi-Fi connectivity to all students and the staff members of the college. All the departments of the college are provided with computers and other related accessories. During COVID-19 pandemic all the faculty were provided with G-Suit and CISCO WEBEX applications by the college for uninterrupted and smooth conduct of online classes. All teaching staff members use the ICT in the classrooms and laboratories, whenever needed. Computers are updated on a regular basis. Anti-virus is regularly installed on computers. Wi-Fi connectivity available in the Principal chamber, Office-room, IQAC room, various departments, library and laboratories.</p>	
File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
4.3.2 - Number of Computers	
60	

File Description	Documents
Upload any additional information	View File
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

40

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

Procedures for maintaining and utilizing physical, academic and support facilities:

1. Department Head submit their prepared budget for the

purchase of items to Planning and Development Committee.

2. Budget is submitted to Principal for sanction.

3. After approval of budget, departmental head ask for three quotations from reputed suppliers.

4. All quotations are cross signed by three members of Planning and Development Committee and opened in presence of committee members and then quotations are handed over to HOD.

5. HOD prepares comparative statement and submits it to the Principal for sanction of purchase order of supplier with lowest quotation. 6. After receipts of all the items in the bills are entered in stock book and bills are submitted for payment to account section.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://drive.google.com/file/d/1hdU0Z9GAJUgyp7cjVSShOzo0cm_Z2waz/view?usp=share_link

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

226

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	https://drive.google.com/file/d/1DUvAs77A5S7UTVu3EUHl5WumJoVv6nf6/view?usp=share_link
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

150

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

150

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

57

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

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

05

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil

Services/ State government examinations) during the year

05

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - 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 year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Activity of Student Council representation of students on academic administrative bodies/committees of the institution Students with academic competencies are nominated as Class representatives and students from Cultural, Sports, N.S.S, this is the form of the composition of the Student Council. Student Volunteers disseminate information from College administration and other committees to all students. They assist the teachers in planning, organizing and executing various student oriented activities. They act as mediators between students and teachers to share, discuss and solve

their problems. Our students actively participate in cultural activities by promoting our customs and traditions. They take initiative in organizing events as varied and diverse as Rangoli Competition, Kabaddi, Cricket. Students also take active part in conducting Days like Traditional Day, Teacher's Day, Farewell functions and also take the responsibility of maintaining discipline on the Campus. Students avail of the opportunity of developing the soft skills that enhance their employability and make them more confident and presentable. All these practices show the active engagement of our students in all the activities that can lead them to over all personality development and enhance their communicative and professional skills

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

02

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

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

Govt. Degree College Seethanagaram has a registered Alumni Association which actively participates in the college developmental activities and also in import.

MISSION: To re-unite in the nest from where we grew and flew off.

To build a bridge between college life and career life, so as introduce present students to the professional world and to make them proactive to face the challenges that may emerge in their career path.

- To provide job opportunities to fresh bachelors through references of professionals.
- To conduct orientation and training programs to students on various topics to enhance their skills.
- To create awareness among students about the scope of their subject in the professional world.
- To provide a platform for students to develop their qualities.
- To participate in social welfare activities for social accountability.

AIMS AND OBJECTIVES.

- To promote the cultural and social activities among the college students
- To assist the college in its development
- To exchange the views for the development of Alma mater
- To conduct the meetings and seminars for the old students of the college
- To represent the problem to the concerned authorities if arise sand solves it in a peaceful way
- To facilitate the old students who achieved the higher walks of the life.
- To secure fair conditions of life among members in their life.
- To motivate the presents students for their better future
- To do all such useful things, deeds, acts as are essential or conductive to the attainment of the objectives of the

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1saknSLMebo-zL2FUpRSYOzvzSMg-Ux_B/view?usp=share_link
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of the college is "College developing into an institution of excellence ,reliable and unbiased knowlegde, leading to enlightening of minds and help students to meet economic, social and environmental challenges and to become active participants in shaping the future world.

The mission of the college is

01. To impart quality education for all round development of students.
02. To foster interest in research and inquiry.
03. To develop community sense through extension work.
04. To inculcate moral values and leadership qualities among students.
05. To promote peace and harmony for better work.

This is being translated through effective governance. The college management is headed by the Principal and is involved in coordinating the functions of the college to its logical

end. Various committees comprising members of teaching and non-teaching faculty are involved in curricular and co-curricular affairs and administrative functions of the institution. The heads of the departments / subjects are authorised to monitor the routine functions at the departmental level. The administration encourages them and supports them at all levels. The leadership qualities and decision making abilities are nurtured in heads of Departments. An environment of equity and democracy is set up to conduct affairs in smooth and satisfactory manner.

File Description	Documents
Paste link for additional information	http://gdcseethanagaram.ac.in/page.php?type=about&id=vision-and-mission
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The Higher education department gives sufficient freedom to the Principal, who is the academic head of the institution to function in order to fulfill the vision and mission of the institution. Academic responsibilities are fairly divided among all the staff members. Committees are appointed for the various academic and co-curricular activities to be conducted in the course of the academic year. The responsibilities are communicated to the faculty members through regular staff meetings. The Principal of the College holds regular meetings with the teaching and nonteaching staff. In these meetings, various issues are taken up for discussion before arriving at a final decision. The Heads of Departments monitor the functioning of the various departments. The participative decision-making ensures total participation of all the people concerned. The office administration of the College is headed by the Senior Assistant under whom there are Typist, Record Assistant and other Class IV Staff. Thus, the decentralization of departments and personnel of the institution helps in improving the quality of its educational provisions. Participative management: The Administration is always open to discuss with the teaching and non-teaching staff which, in turn, encourages the involvement of the staff for the improvement of effectiveness and efficiency of the institutional process.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has a perspective plan. The aspects considered for inclusion are;

1. Quality enhancement and improved teaching-learning environment.
2. Enhancement of student support systems.
3. Improved student success rate.
4. To be more innovative, industry-relevant in curriculum design and be more creative in academic delivery; with a strong emphasis on effective integration of technology in the teaching-learning process.
5. The teacher to be more as a facilitator and mentor than just a full time tutor.
6. To establish research facilities and to nurture and develop research culture among the students and staff.
7. Life skills will be an integral part in curriculum development and delivery.
8. To emphasize on multi-dimensional evaluation of student learning and to enable the student learning outcomes match with their employers expectations.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	https://drive.google.com/file/d/1YwaOWs_xr1Ix7R12Vv3a_6PmkPF9lxFFF/view?usp=share_link
Upload any additional information	View File

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

The institution has well defined organizational structure for joint decision making for academic and administrative purposes. The Academic council, coordinators and members of various committees work in coordination. Regular meetings are conducted by the Principal for monitoring the academic work and administration. The IQAC takes initiatives and prepares an Action plan.

A. Different modes of recruitment of teaching staff

1. Direct Recruitment by APPSC

2. Transfers on promotions of Junior Lecturers having Ph.D/NET/SLET

3. On contract basis (with annual renewal)

4. On hourly basis

B. Appointment of Non-Teaching staff

1. Through APPSC

2. District collector on compassionate grounds.

C. Service Rules: Andhra Pradesh Subordinate Rules.

D. Promotional policies as per UGC norms

1. CAS, For teaching staff who undergo training like OC,RC, workshops through HRDC of the different universities promoted

to higher grade pay.

2. AAS, For some teaching staff and all non-teaching staff.

E. Grievances and Redressal Committee will hold a meeting periodically, examine the nature and pattern of grievances, record and redress it accordingly.

F. Anti Ragging Committee is also formed to resolve the cases of ragging if any.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://drive.google.com/file/d/1ct00pz5e5-05N5xf4r2g-aRLURzUmDbA/view?usp=share_link
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

1. AP Government welfare schemes are applicable to teaching and non-teaching staff.

2. Revision of the pay scales

1. once in 5 years to non-teaching and teaching staff who are drawing state scales.

2. once in 10 years for the teaching staff who are drawing UGC scales.

3. DA rises twice a year.

4. HRA range is between 10% and 30% of the basic pay

5. A.P Revised Pension Rules

1. CPS - For employees appointed after 01.09.2004.

2. GPF - For Employees appointed before 01.09.2004.

3. Pension to the family of an expired employee.

6. GIS contribution.

7. EHS subscription of Rs.120 or Rs.90 p.m.

8. Reimbursement facility to the self or dependents .

9. Andhra Pradesh Government Life Insurance deduction.

10. Festival Advance.

11. CAS for UGC scales and AAS for state scales.

12. Types of leaves

1. CL 2. SPCL 3. Women SPCL 4. Extra ordinary leave 5. Maternity leave 6. Paternity leave 7. Miscarriage leave 8. Child Care Leave 9. Optional Holidays 10. Local Holidays

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1jrvj0rd0ICgIes4Cc62ySu6q400_RMLS/edit?usp=share_link&ouid=117585463153279984826&rtipof=true&sd=true
Upload any additional information	View File

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

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

00

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

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

00

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

04

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

1. Academic Performance Indicators: The institution has adopted the PBAS procedure developed by UGC for assessment of the performance of the teaching staff.

1. The staff who get high API scores are given additional points in general transfers by the CCE.
2. These scores are also forwarded to CCE for CAS and Pay fixation.
2. Faculty Assessment by Students: Assessment of teachers by students is conducted through Feedback forms.
3. Departmental Assessment: Result analysis gives the departmental analysis.
4. Administrative and Academic Audit (AAA) is done at the end of every year by the team of Academic advisors deputed by the CCE, in order to measure the adequacy of the academic inputs of the institution. They verify all the records and evidence of the activities like - Admissions, Curriculum enrichment, teaching and learning process, Examinations results, Research, Infrastructure. Academic audit leads to the improvement of quality enhancement of teachers, better ranking of the Institution.
5. The best performing faculty in academic and extracurricular activities is recommended for best teacher awards.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college follows the systematic and transparent financial audit system regularly. The Government of Andhra Pradesh has framed the audit procedures for all the Government Educational Institutions. The Accountant General, A.P, is the external auditor for the college and the Audit team of the Commissionerate of Collegiate Education or Regional Joint Director of Collegiate Education shall perform the internal audits in the college periodically. Internal Audit: The

internal audit is done by the official team of the Regional Joint Director of Collegiate Education, Rajamahendravaram. The external audit is done by the officials of the Accountant General, Government of Andhra Pradesh. Apart from these above, the Principal of the college in consultations with Staff Council and CPDC, constitutes the internal audit teams to check the accuracy and transparency of the various internal departments/ sections/accounts yearly. The type of documents that are reviewed during audits are 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, pension register, reconciliation register etc

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution is run by the government so the funds to be

utilized are primarily allotted through the Higher Education Department of Andhra Pradesh. Funds to be allotted for the institution go through the exercise of forming annual budget as per requirement. The allotments are made to institution throughout financial year through the application of Comprehensive Financial Management System(CFMS). Optimum end use of the funds is made as per the rules and regulations and is subjected to audit by the government Within the institution funds are mobilized out of a specific percentage of the fee collected from the students. These funds are grouped under heading "Local Funds". These funds are utilized for the benefit of students and for meeting other minor expenses of the college. To ensure the optimum end use of these funds college development and purchasing committees are framed.

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

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

The IQAC of the college works towards improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids and developing suitable infrastructure. Significant improvements in quality have been made by institutionalizing the following IQAC initiatives:

Planning and Support effective implementation for Total Quality management, Teaching-Learning and evaluation, Research, and Extension activities by.

Implementation revised SOPs for Continuous Internal Evaluation.

Encourages and provides support for quality improvement in teaching, research & administration.

Encourages and provides support for quality improvement of the students for Field/Study Tours.

Successful completion of community service projects by I semester students.

Sensitizes the students towards an eco friendly environment.

Initiated no plastic day and no vehicle day.

Feedback analysis received from Students.

Coordinates with all stakeholders for their opinions and advice for quality improvement.

Analysis about the feedback received from all stakeholders and informs the concerned about its outcome for correction.

Getting updated on latest information on various quality parameters of higher education through various articles & institutes visit.

Documentation of the various programs /activities leading to quality improvement.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews it's teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. Some activities of IQAC in this regard are:

1. Students feedback on faculty, teaching learning process and evaluation: Students feedback significantly shows the actual quality of teaching learning process. The students feedback is conducted as per the following norms:

a. All the students are allowed to give feedback on faculty, teaching learning process and evaluation so that actual picture is ascertained.

b. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly.

c. The whole process is being operated through IQAC and no other faculty member is involved at any stage.

2. Academic monitoring: The academic monitoring committee conducts regular visit to the classes regarding the regularity and punctuality of class work. The Principal is informed on daily basis.

3. Remedial Classes: The teachers conduct remedial classes and revision for the students wherever needed.

4. Syllabus Monitoring: The worthy principal (chairman IQAC) keeps vigil on the completion of syllabus and ascertains information regarding the quantum syllabus completed, so that the prescribed syllabus is completed within stipulated time.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security The Institute believes in gender equality and makes effort towards Gender sensitization. It believes that educated girls are an asset not only for the college and family but also for the whole society.

The sensitivity towards the girl students at this institute is carried as follows:

1. Safety and security Women development cell is led by a senior, confident and caring female teaching member. It is a good and healthy sign of academic work place that no pronounced complaint has been lodged by any girl student. Various moral and religious lectures from time to time. The female teaching faculty in particular are advised to counsel girl students in class, library, common room (wherever it suits) to educate about sexual harassment either collectively or individually, as suits the situation. The teachers are further instructed to counsel in cordial and cooperative manner so that senses of belonging and loving care prevail among the student community. A good result of one to one talk, questioning, discussing comes to surface, demystifying the doubts in mental horizon of girl students. There is no report of ragging in the campus as it seems that the concept

of ragging is completely erased from the minds of students. The ragging now is deemed historical and archived practice. Common Room: The college has a common room where first aid facility is provided at hand. The college provides basic medical aid, necessary for girl students.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1x1_6Ys2scpk5yusivaZZqFOOZTI5CS1d/view?usp=share_link
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	A. Complaint Box for Girls problems. B. Women Empowerment Cell gives Counselling for Girls students. C. This Institute have separate common room for girls with all facilities.

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management for collecting the solid waste from nook and corner of the campus substantial number of dustbins are installed. Most of the waste collected is biodegradable. The minimal amount of non biodegradable is mostly burnt in pits. The biodegradable portion too is dumped in pits for decomposition over time. The solid biodegradable waste collected from the play field is collected and dumped for decomposition to be used as a source of bio fertilizer. During

the autumn season a large quantity of fallen dry leaves are collected and dumped to decompose for manure. Liquid waste All the liquid waste from washroom, bathroom is collected into soakage pits through systematic drainage. Zero percent leakage of waste water is ensured. E- Waste management The college has minimum e-waste.

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

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all of the above

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

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

The College has always been at the forefront of sensitising students to the cultural, regional, linguistic, communal and socioeconomic diversities of the state and the nation. Being a college having a highest strength of girls students in the college sees the importance and feels the responsibility of developing virtues in the students. Better society can be built by better citizens. The College always encourages the students to organize and participate in different programmes organized by college, inter-college, university and other Government or nongovernment organizations to make them sensitise towards cultural, regional, linguistic, communal and socio economic diversities. Some of the major programmes organised by the college in this connection are listed below. The cultural and literary club of the college bears the responsibility of sensitizing the students to the cultural, regional and linguistic diversities by conducting programmes like various festivals of different communities, Fresher's party, Farewell party, Annual day celebrations and also cultural and literary competitions on various occasions. The college's NSS wing is always active in conducting various social awareness outreach and extension programmes to sensitise the students to the socioeconomic diversities such as visiting old age homes, donating bed sheets during winter to the poor and needy etc. There are two villages adopted by the NSS wing, which are regularly visited by the students to conduct outreach and extension programmes.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

The college takes all possible initiatives in organizing various events and programmes for inculcating values for being responsible citizens of the country.

The college celebrates Independence Day on the 15th of August every year. The day marks the importance of freedom, To inculcate patriotism among the students not only on the days of national festivals but the national anthem is recited in the college everyday in the assembly.

Every year on 26th January, college celebrates Republic Day in the campus with great gratification to honor the date on which the constitution of India came into effect. Students are encouraged to take part in the various social awareness programmes organized by the NSS wing of the college.

The college observes various commemorative days such as Constitutional Day on November 26 to commemorate the adoption of the Constitution of India, National Voters Day on 25 January not only to encourage the students to participate in the electoral process but also focuses on the fact that the right to vote is a basic right, International Human Rights day on 10 December every year to promote equality, peace, justice, freedom and the protection of human dignity. World Environment Day on the 5th of June every year to ensure the Environmental concern is addressed. The college organizes a Blood Donation Camp to motivate students to donate blood and social works, Swachh Bharat Cleanliness Drive is organised aiming to promote the importance of cleanliness. Plantation drives are conducted to provide a clean and green environment for all.

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

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

B. Any 3 of the above

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

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

Institute celebrates national commemorative days like National Unity Day, Republic Day and Independence day, Accountancy Day along with all national and International important Days.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

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

BEST PRACTICE 1

TITLE OF THE PRACTICE: SOUND MIND IN SOUND BODY

Goal

Regular physical activity can help children and adolescents improve cardiorespiratory fitness, build strong bones and muscles, control weight, reduce symptoms of anxiety and depression, and reduce the risk of developing health conditions such as

Objectives of the programme:

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

Practice

In view of developing physical and mental fitness among the students, different games and sports have been conducted through out the year. 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 through out the year as Best Practice.

BEST PRACTICE 2

Context that required for the initiation of the practice:

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

1. 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.

OBJECTIVE OF THE PROGRAMME:

- o To bring life skills and educational, informational, Development Motivational, special events & Entertainment programming fair to the Collegestudents

Practice :

The students are practice everyday by 1:45 to 2:00 PM. SNM College Radio is Organized. College SNM radio station carry a variety of programming including news, sports, andspoken wordprogramming as well as general music, General Knowledge and Jokes.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Government Degree College, Seethanagaram was established in 1983-1984 by Government of Andhra Pradesh on the Eastern side of the Holy River the Godavari in East Godavari District. 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. The District Collector, East Godavari certified the same in his certificate dated 4th August, 1998. 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. Right in front of the famous the then Gowthami Satyagrahashram this College was established. In the preindependence period this Ashram was visited by Mahatma Gandhiji in 1929 & 1933. Many people from this area participated in the Independence Movement. The college, affiliated to Adikavi Nannaya Univerasity, Rajamahendravaram, offers instruction in B.A, B.Com., & B.Sc. Courses along with computer combinations.. The college has a well equipped computer lab with 60 computers, big play ground, gymnasium, virtual class room, JKC, spacious class rooms with sufficient furniture.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

The College IQAC has identified the broad objectives which the College should strive to achieve during this period, which are enumerated as under -

1. Encouraging the staff towards research and to make them attend in FDPs , Seminars and Conferences for professional development.
2. Encourage the staff towards conduct National and State Level Seminars/Workshops/Quiz and other activities.
3. Continue to strive for quality enhancement in teaching, learning and evaluation practices by adopting pedagogical approaches.
4. To create an enabling environment for holistic development of Students, Faculty and Support Staff.
5. To facilitate continuous upgradation and updation of Knowledge & Use of Technology, by Faculty and Students.
6. Continue to fulfill its Social Obligations, in the manner of providing formal & informal education, dissemination of Knowledge, organizing programmes and activities for the benefit of the Community and Other Stakeholders.

7. To create awareness and initiate measures for Protecting and Promoting Environment.

8. To encourage and facilitate Research Culture, to promote Research by students and Faculty and Consultancy by Faculty.