

ANNUAL QUALITY ASSURANCE REPORT

2016-17

(1st July 2016 to 30th June 2017)



AQAR: 2016-17

Internal Quality Assurance Cell

Smt. N.P.S. Government College for Women

CHITTOOR – 517 002, A. P.

10.07.2017

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC: 2014-15 (1st July 2015 to 30th June 2016)

PART – A

1. Details of the Institution

1.1. Name of the Institution

SMT. N.P. SAVITHRAMMA GOVERNMENT
COLLEGE FOR WOMEN, CHITTOOR

1.2. Address Line 1

NEAR DURGAMMA TEMPLE, GREAMPET

Address Line 2

CHITTOOR – VELLORE ROAD

City/Town

CHITTOOR

State

ANDHRA PRADESH

Pin Code

517002

Institution e-mail address

npsgc@rediffmail.com

Contact Nos.

08572-241091

Name of the Head of the Institution:

Sri R. Anand, M.Sc. M.Ed., M.Phil.

Tel. No. with STD Code:

08572-241091

Mobile:

8555023515

Name of the IQAC Co-ordinator:

Sri D. Venkateswarulu

Mobile:

9494743498

IQAC e-mail address:

npsgc@gmail.com

1.3. NAAC Track ID (For ex. MHCOGN 18879)

APCOGN12695

1.4. NAAC Executive Committee No. & Date:EC (SC)/ 06 / RAR/030
Dated 01-05-2015**1.5. Website address:**

www.npsgcwctr.in

Web-link of the AQAR:

www.npsgcwctr.in

1.6. Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	2	B	2.42	2015	2015-2020

1.7. Date of Establishment of IQAC (DD/MM/YYYY):

31 / 03 / 2006

1.8. AQAR for the year**2016 - 17****1.9 Details of the previous years' AQARs submitted to NAAC after the latest Assessment & Accreditation by NAAC.**

- Latest assessment & accreditation by NAAC: May 1, 2015.
- Year for which AQAR is to be submitted: 2015-16

1.10. Institutional StatusUniversity State ☒ Central ☐ Deemed ☐ Private ☐Affiliated College Yes ☒ No ☐Constituent College Yes ☐ No ☒Autonomous college of UGC Yes ☐ No ☒Regulatory Agency approved Institution Yes ☒ No ☐

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

Type of Institution	Co-education	☐	Men	☐	Women	☒
	Urban	☒	Rural	☐	Tribal	☐
Financial Status	Grant-in-aid	☒	UGC 2(f)	☒	UGC 12B	☒
	Grant-in-aid + Self Financing	☐	Totally Self-financing	☐		

1.11. Type of Faculty/Programme

Arts	☒	Science	☒	Commerce	☒	Law	☐	PEI (Phy. Edn.)	☐
TEI (Edu)	☐	Engineering	☐	Health Science	☐	Management	☐		
Others (Specify)	NA								

1.12 Name of the Affiliating University

Sri Venkateswara University, Tirupati

1.13. Special Status Conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	NIL		
University with Potential for Excellence	NIL	UGC-CPE	NIL
DST Star Scheme	NIL	UGC-CE	NIL
UGC-Special Assistance Programme	NIL	DST-FIST	NIL
UGC-Innovative PG programmes	NIL	Any other (Specify)	NA
UGC-COP Programmes	NIL		

2. IQAC Composition and Activities

2.1. No. of Teachers	05
2.2. No. of Administrative/Technical staff	02
2.3. No. of students	00
2.4. No. of Management representatives	01
2.5. No. of Alumni	00
2.6. No. of any other stakeholder and Community representatives	00
2.7. No. of Employers/ Industrialists	01
2.8. No. of other External Experts	01
2.9. Total No. of members	10
2.10. No. of IQAC meetings held	02

2.11. No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

2.12. Has IQAC received any funding from UGC during the year? ☒ Yes ☐ No

If yes, mention the amount

2.13. Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. Women in Hindi literature
2. AIDS awareness
3. Women Empowerment

2.14. Significant Activities and contributions made by IQAC

1. Continuation of 'Career Oriented Diploma Programmes' in Translation, Financial Management and Sericulture and skill-oriented certificate course in Tailoring as a measure of empowering women students.
2. Conduct of one national and two regional seminars.
3. Remedial Coaching, NET Coaching
4. JKC Training & Skill development programmes through Tata Institute of Fundamental Sciences
5. Undertaking socially relevant study projects, extension activities and field trips.
6. Provision of Women's hostel, subsidized canteen, ROR mineral water facility and toilets.
7. Extension of Computer, Environment and AIDS Awareness Programmes.
8. Establishment of Women empowerment Cell, Career and Counseling Cell, JKC, District Resource Centre, Red Ribbon Club, Faculty Forum, Science Club for strengthening the skills and competencies of students through appropriate curricular, co-curricular activities.
9. Improvements in learning and library resources through print and electronic books and journals.
10. Provision of Internet facility and computers to all staff rooms.
11. Strengthening of MANA TV Educational Programmes, both live and recorded.
12. Introduction of Management Information System (MIS) for strengthening office administration and scholarship disbursement for students.

2.15. Plan of Action by IQAC/Outcome

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

Provide the details of the action taken

Plan of Action	Achievements
❖ To conduct classes regularly and to maintain campus discipline	➤ Classes are conducted as per schedules and campus discipline maintained by deploying a Day-watchman and Physical Director.
❖ To improve results at UG level by initiating suitable remedial measures.	➤ Classroom performance was improved by adopting innovative teaching-learning strategies. Consequently significant improvements were recorded in results at UG level.
❖ To improve student enrolment in all courses.	➤ Despite having hostel facility and initiating enrolment drives, the enrolment in all courses declined due to starting of new degree colleges in the private sector in rural areas..
❖ To introduce skill-oriented and job-oriented certificate and diploma programmes.	➤ Three UGC-sponsored diploma programmes, namely Diploma in Translation Management, Diploma in Sericulture Management and Diploma in Financial Management were continued.
❖ To update library as a source of learning by acquiring latest books and journals and by establishing digital library.	➤ The library has been updated by acquiring latest books and journals. Digital library has been made functional.
❖ To strengthen research base in all departments by encouraging staff to apply for minor research projects.	➤ The departments are advised to apply for UGC MRPs
❖ To develop play fields and to involve students in sports and games.	➤ Play field development has been planned with the financial assistance of UGC. As an interim measure some play courts were developed and students were allowed to practice in them.
❖ To update the API score of teachers for 2016-17.	➤ API scores updated and submitted to the Commissioner of Collegiate Education, A.P.
❖ To conduct seminars and workshops in Science Departments	➤ Two Regional Seminars were conducted

2.15. Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

PART – B**CRITERION – I: CURRICULAR ASPECTS****1.1. Details about Academic Programmes**

Level of the Programme	No. of existing Programmes	Number of programmes added during the year	No. of self-financing programmes	No. of value added / Career Oriented programmes
PhD	01	-	-	00
PG	01	00	01	00
UG	07	00	07	00
PG Diploma	00	00	00	00
Advanced Diploma	00	00	00	00
Diploma	00	00	00	03
Certificate	00	00	00	00
Others	00	00	00	00
Total	10	00	08	03

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

Pattern	Number of programmes
Semester	08
Trimester	00
Annual	00

1.3. Feedback from stakeholders* Alumni ☐ Parents ☐ Employers ☒ Students ☒
(On all aspects)

Mode of feedback : Online ☐ Manual ☒ Co-operating schools (for PEI) ☐

**Feedback analysis reports are given in Annexures I and II.*

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

- ❖ CBCS pattern has been introduced in 2015-16 & Syllabus revised at UG level
- ❖ Semester system has been introduced at UG level & continued at PG level.
- ❖ Human Values & Professional Ethics has been introduced at PG level.

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

No new department or centre was introduced during the academic year.

CRITERION – II: TEACHING, LEARNING AND EVALUATION**2.1. Total No. of permanent faculty**

Total	Asst. Professors	Associate Professors	Professors	Others
30	12	01	00	06

2.2. No. of permanent faculty with Ph.D.

05

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

Asst. Professors		Associate Professors		Professors		Others (Contract faculty)		Total	
R	V	R	V	R	V	R	V	R	V
00	17	00	00	00	00	08	00	00	17

2.4. No. of Guest and Visiting faculty and Temporary faculty

16

05

08

2.5. Faculty Participation in Conferences and Symposia:

No. of Faculty	International level	National level	State level
Attended	00	03	00
Presented papers	00	02	00
Resource Persons	00	00	00

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

Lecture and demonstration methods, Group discussions, Interactive sessions, Question-answer sessions, peer teaching, student seminars, study projects, field visits etc.

2.7. Total No. of actual teaching days during this academic year (2016-17)

245

2.8. Examination/ Evaluation Reforms initiated by the Institution

(For example: Open Book Examination, Bar Coding, Double Valuation, Photocopy and Online Multiple Choice Questions)

The college has no autonomy with regard to examination and evaluation systems, but adopts the reforms introduced by the University. Accordingly, CBCS pattern has been introduced at UG level with semester system of examination.

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

05

00

01

2.10. Average percentage of attendance of students

80%

2.11. Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	No. Passed	No. of first classes	Pass %
B.A: General	06	06	03	100.0
B.A: Computers	05	04	00	80.0
B. Sc: Microbiology	18	11	05	61.1
B.Sc., Computers	26	16	05	50.0
B.Com: General	26	24	05	61.5
B.Com: Computers	36	32	06	88.9
B.B.M	12	12	10	100.0
M.Sc., Zoology	17	17	16	100.0
M.Sc., Microbiology	00	00	00	00

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

The IQAC adopts two approaches, namely internal and external monitoring for evaluating the quality of teaching and learning processes as detailed below.

Internal monitoring and evaluation by the Principal and Heads of Departments through;

- ❖ Continuous observation of instructional process through regular rounds and surprise visits.
- ❖ Scrutiny of teachers' diaries and lesson plans.
- ❖ Assessment of students' performance in unit tests, assignments, seminars and term examinations.
- ❖ Feedback from students and teachers directly involved in instructional operation.

External monitoring and evaluation through;

- ❖ A process called academic audit under the aegis of the State Quality Assurance Cell (SQAC) of the Commissionerate of Collegiate Education, A.P., Hyderabad. Under the system, the SQAC deputs a team of two academic advisors to all Government colleges in the state once / twice in a year, who will visit the college on specified dates and conducts academic audit in the college by directly interacting with teachers, students and the Principal. The team members suggest ways and means for further quality improvements in the teaching-learning process which the institution takes into cognizance for future guidance.

2.13. Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	02
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	00

2.14. Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	07	00	00	00
Technical Staff	01	00	00	01

CRITERION – III: RESEARCH, CONSULTANCY & EXTENSION**3.1. Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution**

- ❖ Strengthening research base in the college and introduction of Ph. D programmes.
- ❖ Providing information regarding the sources of funding for research projects.
- ❖ Motivate faculty to publish papers in national and international journals.
- ❖ Encouraging staff to organize & participate in seminars, workshops and conferences.
- ❖ Inculcating research culture among students & staff through relevant study projects.
- ❖ Encouraging staff to register for Ph. D. programmes under Faculty Improvement Programme (FIP).

3.2. Details regarding Major Projects

	Completed	Ongoing	Sanctioned	Submitted
Number	00	00	00	01
Outlay in Rs. Lakhs	00	00	00	-

3.3. Details regarding Minor Projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	02	03	01
Outlay in Rs. Lakhs	1.0	4.63	4.63	-

3.4. Details on Research Publications

	International	National	Regional
Peer Review Journals	01	02	-
Non-Peer Review Journals	-	-	02
e-Journals	-	-	-
Conference proceedings	00	-	03

3.5. Details on Impact Factor of Publications:

Range Average h-index Nos. in SCOPUS

3.6. Research funds sanctioned and received from various Funding agencies, Industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	00	00	00	00
Minor Projects	02	UGC	463500	417150
Interdisciplinary Projects	00	00	00	00
Industry sponsored	00	00	00	00
Projects sponsored by the University/ College	00	00	00	00
Students research projects (other than compulsory by the University)	00	00	00	00
Any other(Specify)	00	00	00	00
Total	-	-	463500	417150

3.7. No. of Books Published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8. No. of University Departments receiving funds from

UGC-SAP	00	CAS	00	DST-FIST	00
DPE	00			DBT Scheme/funds	00

3.9. For Colleges

Autonomy	00	CPE	00	DBT Star Scheme	00
INSPIRE	00	CE	00	Any Other (specify)	00

3.10. Revenue generated through consultancy

NIL (Only free consultancy offered)

3.11. No. of Conferences

Organized by the Institution

Level	International	National	State	University	College
Number	00	01	00	00	02
Sponsoring agencies	-	UGC	-	-	College

3.12. No. of faculty served as experts, chairpersons or resource persons**3.13. No. of collaborations** International 00 National 01 Any other 00**3.14. No. of linkages created during this year** 00**3.15. Total budget for research for current year in lakhs:**

From funding agency	463500	From Management of College	00
Total	463500		

3.16. No. of patents received this year

Type of Patent		Number
National	Applied	00
	Granted	00
International	Applied	00
	Granted	00
Commercialised	Applied	00
	Granted	00

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

Total	International	National	State	University	Dist	College
00	00	00	00	00	00	00

3.18. No. of faculty from the Institution who are Ph. D. Guides & students registered under them

01

3.19. No. of Ph.D. awarded by faculty from the Institution 01

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

JRF 00 SRF 00 Project Fellows 00 Any other 00

3.21. No. of students participated in NSS events:

College level 50 State level 00
National level 00 International level 00

3.22 . No. of students participated in NCC events:

University level NA State level NA
National level NA International level NA

3.23. No. of Awards won in NSS:

University level 00 State level 00
National level 00 International level 00

3.24. No. of Awards won in NCC:

University level NA State level NA
National level NA International level NA

3.25. No. of Extension activities organized

University forum 00 College forum 00
NCC 00 NSS 02 Any other 00

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

1. Special NSS Camp.
2. Health awareness programme for NSS volunteers.
3. National Flag Day on 25th November 2016.
4. AIDS awareness rally and meeting on World's AIDS day: 01.12.2016.
5. National Voters' day awareness programme: 25.01.2017.
6. Celebration of Republic Day on 26.01.2017.
7. Participation of students in Vanam Manam – Tree Plantation Programme
8. Celebration of International Women's day on 8.3.2017.

CRITERION – IV: INFRASTRUCTURE AND LEARNING RESOURCES**4.1. Details of increase in infrastructure facilities**

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	62000 Sq.0M	00	00	00
Class rooms	22	00	00	22
Laboratories	11	01	UGC	12
Seminar Halls	03	00	00	03
Library	02	00	00	02
No. of important equipments purchased (≥ 1 -0 lakh) during the current year.	00	00	00	00
Value of the equipment purchased during the year (Rs. in Lakhs)	00	00	00	00
Toilets, Labs, Canteen etc.,	00	00	00	00

4.2. Computerization of Administration and Library

- The computerisation of administration in respect of student enrolment, scholarships, staff salaries has already been done.
- The process of complete automation of office administration has been entrusted to Qualin Software Management Services Pvt. Ltd. Hyderabad at a cost of Rs.2.5 lakh.
- Library has been automated with INFLIBNET and N-LIST services.

4.3. Library Services:

	Existing		Newly added		Total	
	No.	Value (Rs.)	No.	Value (Rs.)	No.	Value (Rs.)
Text Books	20775	3161686	4145	600000	24920	3761686
Reference Books			-	-	-	
e-Books	-	-	50000	5000	50000	5000
e-Journals	2	100	15000		15602	
Journals	21	1070	-	-	21	1070
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	22	1200	-	-	22	1200

4.4. Technology up-gradation (overall)

	Total No. of Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	132	03	01	07	05	01	07	-
Added	00	00	00	00	00	00	00	-
Total	132	03	01	07	05	01	07	-

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

- The UGC Network and Resource Centre, which was established during X Plan was strengthened by providing Wi-Fi connectivity to major departments.
- Arts, Science and Commerce faculties were given computers and printers with a view to encourage the usage of computers in day-to-day academic and administrative works.
- Non-teaching staff members were trained by the faculty of computer department in using computers in day-to-day office work.
- Computer literacy programmes were made an integral part of curriculum in UG courses.
- Soft and communication skills were imparted to students through JKC and Women Empowerment Cell.

4.6. Amount spent on maintenance in Rs. Lakhs

i) ICT	1.5
ii) Campus Infrastructure and facilities	7.0
iii) Equipments	00
iv) Others	1.0
Total :	9.5

CRITERION – V: STUDENT SUPPORT AND PROGRESSION**5.1. Contribution of IQAC in enhancing awareness about Student Support Services**

The IQAC monitors and coordinates the awareness activities on the following support services;

- ❖ Plant services such as classrooms, furniture, equipment, library, seminar halls etc..
- ❖ Basic needs services such as the drinking water, subsidized canteen, hostel, toilets, seating places, waiting rooms etc.
- ❖ Health services - First aid - Medical check-up, Referral Service, Preventive and Curative Medicine etc.
- ❖ Career development services such as the information on courses, jobs and placements etc.
- ❖ Study and learning services such as the library books, e-learning facility, Internet, charts, visuals, cassettes, handouts, models etc.
- ❖ Counseling Services – developmental, problem-solving and academic/non-academic, as detailed below.
 - Developmental Counseling- course information, institutional rules, entry requirements, motivation, study and reading skills, preparation of assignments, employment opportunities etc.
 - Problem-solving counselling- personal (illness, disability, child care, work pressures), study (study methods, improving concentration etc), time barriers etc.
 - Academic counselling (study difficulties, exam techniques) and non-academic counselling (course choice, group selection, exam anxiety etc),

5.2. Efforts made by the institution for tracking the progression

The college closely monitors the progress of students in terms of pass percentage in successive examinations and career development aspects. With a view to improve pass percentage, the institution concentrated on reducing the dropout rate of the college, which works out to be ~19% and ~10%, respectively for UG courses and PG courses.

- Analysis of performance of students in unit tests, quarterly, half-yearly, pr-final and university examinations.
- Monitoring the performance of students in classroom seminars and assignments
- Individualized counselling services to students and parents.
- Remedial coaching in difficult subjects.
- Regular training programmes on communication and soft skills through JKC.
- Special coaching for NET and S.V.U. CET.
- Free scholarships throughout their study.
- Free accommodation in the hostel.
- Financial support in deserving cases.
- Supply of study materials and notes.
- Industrial and career oriented training programmes through the Career and Counseling Cell.

5.3. (a) Total Number of students

UG	PG	Ph. D.	Others
585	44	01	00

(b) No. of students outside the state

02

(c) No. of international students

00

No	%
00	00

Men

Women

No	%
630	100

Last Year (2015-16)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
49	388	27	195	01	660	40	348	37	196	09	630*

Demand ratio 1:1

Dropout % : UG

31.3

PG

4.0

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

- ❖ JKC Training programmes on communication skills and soft skills, Talley, JAM (Just a minute) and GD (Group Discussion) sessions, Mock Interviews, News paper reading sessions etc.
- ❖ Extra coaching classes in mental ability, aptitude and general knowledge through TISS trained teachers.
- ❖ Coaching for the NET / SLET / SUCET/RESET etc.
- ❖ Provision in the Library, of competition books entitled 'Test of Reasoning', 'Clerical Aptitude', 'Numerical Ability' 'General Knowledge –Manorama Year Books', English Grammar and competition periodicals such as the India Today, Wonder World, Competition Success Review, Business Today, Readers Digest, Employment News, Front Line, The Week, Yojana, Business Today, Careers 360, Outlook, Computer Era, Andhra Pradesh (Telugu), Udhya Sopanam (Telugu), Vijetha Competitions (Telugu) and Telugu Vidhyarthi for the benefit of students preparing for various competitive examinations.
- ❖ Informal career guidance service by the Librarian on day-to-day basis.

No. of students beneficiaries

504 (~80%)

5.5. No. of students qualified in these examinations

NET

00

SET/SLET

00

GATE

00

CAT

00

IAS/IPS etc

00

State PSC

00

UPSC

00

Others

~100

5.6. Details of student counselling and career guidance

The UGC-funded **Career and Counseling Cell (CCC)**, the **Jawahar Knowledge Centre (JKC)** and **Women Empowerment Cell (WEC)** of the College coordinate the counselling and career guidance services.

- ❖ In a broad sense, the CCC offers counselling in macro issues such as the career and employment prospects of the students. It does so, either by appropriate skill-oriented training programmes or workshops or by expert lectures of distinguished personalities in the field.
- ❖ The CCC activities are supplemented by the JKC, which provides regular training for students and equip them for jobs in the emerging global market.
- ❖ The WEC offers counselling services in matters related to personal life of students including their psycho and sociological issues.
- ❖ More importantly, the individual teachers or ward teachers play crucial role in solving students' problems at micro level. These include their academic, accommodation, financial and study problems, which constitute the major chunk of counselling services.

No. of students benefitted

504 (~80%)

5.7. Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	150	70	~5%

5.8. Details of gender sensitization programmes

The college accords prominence to holistic education and all round development of students. Accordingly, it sensitizes its staff and students on vital issues of inclusion, environment, gender discrimination etc on priority basis as detailed below.

- Equal opportunity cell was created with a view to provide a platform for creating awareness on women rights.
- Establishment of women empowerment cell that seeks to prepare women teachers and students to face the challenges of life.
- Conduct of seminars, special talks and invited lectures on communal harmony and other sensitive topics, under the aegis of the UGC-sponsored Equal Opportunity Cell and District Resource Centre and Eco-club.
- Celebration of women's day on the college campus by teachers and students.
- Including women representatives and students from all castes, creeds and religions in all developmental committees such as the CPDC, IQAC, Research Committee, Purchase Committee etc., with a view to ensure participative culture and to create the feeling of oneness among them.

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

State/ University level

04

National level

00

International level

00

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level
Cultural: State/ University level National level International level

5.10. Scholarships and Financial Support

Details	Number of students	Amount (Rs.)
Financial support from institution	00	00
Financial support from government	446	2527161
Financial support from other sources	00	00
Number of students who received International/ National recognitions	00	00

5.11 Student organised / initiatives

Fairs : State/ University level National level International level
Exhibitions: State/ University level National level International level

5.12. No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed

Nature of grievances	Action taken for redressal
Examination and hall ticket-related issues.	Resolved through dialogue with the Controller of Examination, S.V. University, Tirupati.
Demand for canteen facility	A new canteen building was constructed at a cost of Rs. 400000/-, by Smt. Lagadapati Sireesha W/o Lagadapati Sridhar and a new canteen opened for the benefit of students.
Inadequate toilet facilities at the college and hostel building	Additionally a separate toilet complex was constructed in the main building with the financial assistance of the Government of Andhra Pradesh.
Demand for separate accommodation for M. Sc Zoology students in the hostel.	Six rooms were separately allocated for PG students.

CRITERION – VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1. State the Vision and Mission of the Institution**

Vision	“To produce educated, intellectually-enlightened, scientifically-advanced, technologically-equipped and functionally-disciplined citizens capable of carrying out the most vital, practical and intellectual tasks of the society with courage, confidence, self-reliance and self-actualization”.
Mission	“ To produce an academic pool of patriotic, secular, knowledgeable, competent, skilled, technical and resourceful women graduates and postgraduates in Science, Commerce, Business and Humanities streams by inculcating in them the qualities of self-learning, self-reliance, self-dependence with a view to empower them with all virtues and enlist their participation in national development”.

6.2. Does the Institution has a Management Information System

The college has initiated the process on a limited note. Efforts were made to computerize scholarships, admissions, examination and office administration. Recently, the college took concrete steps to introduce MIS. Accordingly, the process of complete automation of office administration has been entrusted to Qualin Software Management Services Pvt. Ltd. Hyderabad at a cost of Rs.2.5 lakh.

6.3. Quality improvement strategies adopted by the institution for each of the following:**6.3.1 Curriculum Development**

The college has no role in the planning and development of curriculum. It adopts the curriculum supplied by the university from time to time. However, the staff members of the college played crucial role in the curriculum development at state and university levels as detailed below.

- Dr. S. Siva Prasad, Associate Professor of Zoology has been appointed as the Chairman, Board of Studies in Zoology. He actively participated in the design and development of the present CBCS curriculum at UG level. Earlier, he also acted as the Member of Subject Committee in Zoology in the A.P. State Council for Higher Education & Board of Intermediate Education, A.P., Hyderabad. He played crucial role in the development of curriculum for Zoology at UG & +2 levels in the State of Andhra Pradesh.
- Dr. R. Bhanumathi, present Principal and former staff member of the college is the Member of Subject Committee in Chemistry in the BIE, A.P. She has been involved in the preparation of curriculum at Intermediate level.
- Dr. P. Varalakshmi, Assistant Professor of Telugu was involved in the framing of syllabus for adult education offered by the Central Institute of Indian Languages, Mysore.
- At college level, the college played major role in the curriculum development of three Diploma programmes, viz., Diploma in Translation Management, Diploma in Sericulture Management and Diploma in Financial Management. Dr. S. Siva Prasad, Associate Professor of Zoology, Dr. S. Shamshakthar, Lecturer in Hindi, Smt. Yasmin Beebi, Lecturer in English Sri A.M. Narendra Kumar, Lecturer in Commerce are involved in the curriculum development of these UGC-sponsored Career Oriented Courses.

6.3.2. Teaching and Learning

The college initiated the following strategies for improvement of teaching learning process at all levels.

- Library-based assignments that ensure discovery learning.
- Study projects, surveys and experiments that provide experiential learning.
- Classroom seminars that dispel their stage fear and enhance their teaching abilities.
- Practical demonstrations and group discussions that facilitate learning from peers.
- Academic, literary and cultural competitions that unearth their potentials.
- Charts, models, handouts, study materials etc that enhance their competencies and skills.
- Reward management in the form of gold medals and certificates that reinforces their motivation in studies.
- Additional coaching for preparing them to competitive examinations such as NET / SLET/ TET/ ICET, Banking Service Recruitment Tests and the examinations conducted by the UPSC and APPSC

6.3.3. Examination and Evaluation

The college adopts the examination and evaluation reforms suggested by the affiliating university, while following its own strategies from time to time as detailed below.

Evaluation Reforms of Affiliating University

- Introduction of CBCS pattern at UG & PG levels.
- Semester system, with internal assessment for all UG & PG courses.
- Introduction of OMR sheets for transparency in examination.
- Introduction of practical examination in English, Commerce, Mathematics and Statistics.
- Double evaluation of answer scripts in respect of PG courses.
- Introduction of Instant examination in two papers in order to avoid the loss of one academic year for the benefit of failed students.
- Verification facility for valued answer script of UG courses
- Constitution of Malpractice scrutinizing committees.
- Provision for revaluation and personal verification of valued answer scripts.

Evaluation Reforms of the College

- Own pattern of unit tests, assignments, practical records, projects and practical sessions.
- Introduction of term examinations; quarterly, half-yearly and pre-final.
- Weightage to non-cognitive aspects in internal assessment in M.Sc., Zoology.

6.3.4. Research and Development

The college has initiated several measures to strengthen research and development process as detailed below.

- ❖ To strengthen the research base in the college.
- ❖ To establish recognized research laboratories and to start M. Phil and Ph. D programmes.
- ❖ To provide information regarding the sources of funding for research projects and to encourage the teaching faculty to apply for research projects
- ❖ To motivate all the faculty members to publish papers in national and international journals.
- ❖ To encourage staff to organize and participate in national level seminars, workshops and conferences.
- ❖ To inculcate research culture among students and staff by way of lab-based and survey-based study projects.
- ❖ To encourage the staff to register for Ph. D. programmes under the UGC-sponsored Faculty Improvement Programme (FIP).
- ❖ To provide financial assistance to staff and the library to subscribe for the reputed Journals.

Major achievements

- Well-equipped research laboratory was established in the Departments of Zoology and Microbiology and obtained recognition for the award of M. Phil and Ph. D programmes in Zoology.
- Dr. S. Siva Prasad has been recognized by the affiliating university as the Research Guides. He is guiding two Ph. D scholars. He also continued his Major Research Project of DST, worth Rs. 16.89, 000/- as Principal Investigator.
- The Department of Zoology has subscribed for six journals and so also the library.
- Two Ph. Ds were awarded from the Department of Zoology.

6.3.5. Library, ICT and Physical infrastructure / Instrumentation

- ❖ **Library:** E-Library has been established at a cost of Rs. 5.00 lakh.
- ❖ **ICET Classroom:** Two ICET classrooms are being established and smart classrooms are being planned at a cost of Rs.35 lakh with the financial assistance of RUSA.
- ❖ **Language Laboratory:** A language laboratory is being equipped with UGC funds.
- ❖ **Canteen and Toilets:** a canteen building and a toilet block were constructed at a cost of Rs.9 lakh by mobilizing funds from philanthropists and UGC.

6.3.6. Human Resource Management

The college takes the responsibility of the management of its human resources as per the directive of the Commissioner of Collegiate Education (CCE), A.P., Hyderabad.

- ❖ Both Principal and CCE, A.P co-ordinate the training and retraining programmes at the college level and state level respectively. Training programmes are provided to the faculty on the basis of need assessment or when a new technology is introduced or when performance problem arises due to lack of sufficient knowledge or expertise. The retraining is provided to the staff when their roles are changed due to introduction of new curriculum or new courses.
- ❖ A comprehensive performance appraisal system is introduced in the college as per the latest guidelines of the University Grants Commissioner. This is coordinated by the SQAC of CCE, A.P and IQAC of the institution.

6.3.7. Faculty and Staff recruitment

- ❖ **Recruitment of Regular Faculty:** The regular faculty of the college is appointed by the Commissioner of Collegiate Education by two methods, viz., direct recruitment and transfer posting from the cadre of Junior Lecturer. In the first type, the Government of A.P entrusts the responsibility of recruitment of college teachers to the Andhra Pradesh Public Service Commission, which notifies the vacancies, invites applications from eligible candidates (Ph. D holders and NET qualified candidates), conducts recruitment test and interview and finally selects the meritorious candidates by adopting the Government's policy of reservation and roster system. The lists of selected candidates, zone-wise and subject-wise

are sent to the CCE, A.P., which in turn issues appointment and posting orders for selected candidates. Under this method, 25% of total posts are recruited. In the second type, i.e., transfer appointment, the Government constitutes a Departmental Promotion Committee under the chairmanship of the Secretary to Higher Education, Government of A.P, which recommends the names of eligible Junior Lecturers working in the Government Junior Colleges for appointment as Lecturers in Government Degree Colleges in the state. The CCE, A.P., issues appointment and posting orders for the recommended candidates.

❖ **Recruitment of Contract Faculty:** The existing vacancies in Government Colleges are filled with the contract faculty. The Regional Joint Director of Collegiate Education (RJDCE) is vested with the powers of recruitment. The RJDCE invites applications from eligible candidates and constitutes a selection committee, which scrutinizes and prepares the merit lists. Depending on the number of vacancies allocated under various reserved categories, the RJDCE appoints candidates and posts them to various colleges in the zone.

❖ **Appointment of Guest Faculty:** The Principal of the college is permitted to appoint guest lecturers in the selected subjects depending on the availability of vacant positions and workload. The Principal notifies the vacancies in the local news papers and invites applications from the eligible candidates. With the help of a selection committee, comprising the senior faculty of the college, the principal appoints them in the existing vacancies on the basis of merit in the qualifying examination.

6.3.8. Industry Interaction / Collaboration

The following three units of the college take care of the industry interaction and collaborations as detailed below.

Unit / Cell	Strategies adopted for establishing institute-industry interface.
Jawahar Knowledge Centre	Improving the communication and soft skills through trained Mentors. Liaising with the industry and sponsoring students to job fairs of different companies. Providing opportunities for industrial visits.
Career and Counseling Cell of UGC.	Arranging short-term skill oriented training programmes. Giving coaching for entry into services. Informing students about the job opportunities in various sectors. Organizing Placement drives. Facilitating students to apply for jobs of their choice. Creating awareness on the potential career options.
College Planning and Development Committee (CPDC)	Inviting industries to college for placements. Planning and coordinating placement activities. Providing necessary administrative support.

6.3.9. Admission of Students

The admission policy is governed by the rules of the affiliated university and the Government policy of reservations. Accordingly, the college adopts four approaches with regard to admissions.

- ❖ **Admission without entrance test:** In respect of all UG courses, viz., B.A., B.Com and B. Sc, the admissions are done by the college on the basis of merit in the qualifying examination (i.e., Intermediate Public Examination) with due weightage to reserved categories; SC, ST, OBC, Min, Physically Handicapped students, etc. The process is accomplished in the following stages.
 - Invitation of applications through admission notifications.
 - Preparation of merit lists and waiting lists course-wise, group-wise. ,
 - Sending call letters to the selected candidates,
 - Final admission of genuine candidates after verification of certificates.
- ❖ **Admission with entrance test:** In respect of postgraduate courses (M.Sc., Zoology & Microbiology) and Research Programmes (Ph. D / M. Phil in Zoology), the admissions are made by the affiliating university on the basis of the performance in the common entrance tests (SVUCET / RECET). Under this process, the university calls students for counselling and verification of original certificates and admits them on merit-cum-reservation basis and finally allocates them to the affiliating colleges.
- ❖ **Admissions under management quota:** In respect of PG courses, the college is permitted to admit students @ 6 % of sanctioned strength. Under this process, the college directly admits eligible graduates, giving first preference to SVUCET-qualified candidates and second preference to merit in the qualifying examination.
- ❖ **Admissions to Career Oriented Diploma Programmes:** In respect of UGC-sponsored career oriented programmes, viz., Diploma in Translation Management, Diploma in Financial Management and Diploma in Sericulture Management, admissions are given to all final year students on the basis of their needs and interests.

6.4. Welfare schemes for Teaching, Non-teaching staff and students.

Since, the college is a Government institution; welfare schemes launched by the Government are strictly implemented in respect of academic & non-academic staff and students as detailed below.

Teaching & Non- teaching Staff (Common)	❖ Earned leave encashment scheme, Maternity leave for women teachers, Paternity leave for male teachers, Medical reimbursement scheme, Home loan scheme, Leave travel concession.
Teaching Staff (Exclusive)	❖ On-duty facility for attending conferences /seminars/ workshops.
No-teaching Staff	❖ Annual festival advance
Students	❖ Post-matric scholarships for all eligible students, Reimbursement of tuition fees and examination fees, Free internship and accommodation in the college hostel, UGC scholarships and private scholarships, Free Printing and Xerox service for publication of theses and research materials, Zero-deposit provision for opening Bank Accounts for scholarship holders, Subsidized canteen services, Earn-while-learn scheme for Research Scholars.

6.5. Total corpus fund generated 00

6.6. Whether annual financial audit has been done Yes ☒ No ☐

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

Yes, both administrative and academic audits are done regularly as detailed below.

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Academic Advisors of CCE, A.P., Hyderabad	Yes	Internal Academic Audit team
Administrative	Yes	Private Auditors	Yes	Principal

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

For UG Programmes Yes ☐ No ☒

For PG Programmes Yes ☐ No ☒

6.9. What efforts are made by the University/ Autonomous College for Exam reforms?

- Currently, the college is planning for autonomous status.
- Obviously, in the absence of autonomy, the college cannot undertake examination reforms on its own. It simply adopts the major reforms suggested by the affiliating university. However, it took freedom in implementing the following measures at institutional level.
- Own pattern of unit tests, assignments, practical records, projects and practical sessions.
- Introduction of term examinations; quarterly, half-yearly and pre-final.
- Weightage to non-cognitive aspects in internal assessment in M.Sc., Zoology.

6.10. What efforts are made by the University to promote autonomy in the Affiliated/ Constituent colleges?

The University does not take initiative on its own with regard to promotion of autonomy of the college for obvious reasons. However, the college is planning for autonomous status with the cooperation of the CCE, A.P., Amaravathi.

6.11. Activities and support from the Alumni Association

The college has a registered Alumni Association. Ms. I.Sajani , Assistant Professor of Telugu has been nominated as its coordinator.

Alumni Activities: The Association meets at regular intervals and suggests ways and means for the overall development of the college. It contributes to the college development either by collecting donations from the former students or mobilizes funds from the public. In addition, it encourages the Principal and staff to organize seminars, expert lectures and arrange campus placement drives and all such quality measures for the benefit of students.

Contributions of Alumni: With the active participation of Alumni, the college initiated social activities as detailed below.

- Blood donation camps.
- Tree plantation and social forestry.
- Environmental awareness and social reconstruction programmes.

6.12. Activities and Support from the Parent – Teacher Association

The college has an inbuilt network mechanism for collaborating and interacting with the alumni on one hand and with the parents of the students on the other.

- ❖ The parents are asked to contact the officials and teachers of the college on its official telephone 08572-241091 and send their queries / suggestions to the college e-mail ID at npsgc@gmail.com.
- ❖ Some parents are included as members in the administrative and academic bodies of the institution and their services are utilized for the development of the college, by eliciting their opinions in the respective meetings.
- ❖ The Principal and teachers informally meet the parents either personally and on phones and cater to the needs of their wards.

6.13. Development Programmes for Support Staff

The support-staff of the college includes non-academics working in the college office and departments. They are provided administrative support in the form of formal and informal training programmes from time to time.

- ❖ The regular non-teaching staff members working in the college office are regularly deputed for computer training in the district Collectorate. In addition they are guided by the faculty of computer department in using computers in day-to-day office work.
- ❖ The contingency staff working in the departments is given on the job-training by the concerned Heads and teaching faculty as per their requirements.

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

The college makes the campus eco-friendly by taking following initiatives.	
Item	Initiatives made
Energy conservation	➤ Solar power panels are installed on the roof top. ➤ Classrooms are well ventilated to minimize the use of electricity. ➤ CFLs and tube lights are used in place of Edison Bulbs. ➤ Power consuming equipment in laboratories is switched off when it is not used. ➤ Electric fans, lights and AC machines are sparingly used.
Water harvesting	➤ Rain water is harvested during rainy season and used in laboratories for experiments and research works after distillation.
Efforts for Carbon neutrality	➤ The vehicles of the staff are regularly checked for pollution free environment. ➤ Staff members are encouraged to use lead-free fuels in their vehicles in order to reduce carbon emission. ➤ Dry leaves and grass are not burnt, but buried in the soil and use it as a natural manure.
Plantation	➤ Tree plantation and social forestry schemes are encouraged.
Hazardous waste management	➤ Hazardous waste emitting from the science laboratories are buried in the soil and environmental pollution is averted.
e-waste management	➤ Outdated computers are condemned and recommended for recycling after removing useful parts.

CRITERION – VII: INNOVATIONS AND BEST PRACTICES**7.1. Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.**

The institution has limited powers with regard to adoption and implementation of innovations. Nevertheless, it continued the following innovations introduced earlier.

- 1) Introduction of CBCS at UG & PG levels.
- 2) Introduction of Foundation Courses such as Indian Heritage and Culture, Environmental Studies, Computer Basics.
- 3) Applied study projects /field activities /practical components.
- 4) Internal assessment system with adequate weightage for the assessment of non-cognitive aspects such as regularity, punctuality, discipline, test-taking and participation in student seminars etc.
- 5) Continuous assessment through the system of term examinations such as quarterly, half-yearly and pre-final examinations and unit tests.
- 6) Practical examinations in non-science subjects like English, Commerce, Mathematics, Commerce and Economics.

- 7) Improvement in the following student support services;
- ☆ Plant services - additional classrooms, hostel facility, ICET room / E-classroom, UGC Network centre,
 - ☆ Basic need services - drinking water, toilets, canteen, cycle stand, open seating places in the garden etc.
 - ☆ Physical and mental health services - first aid, health checkups, preventive medicine, personal hygiene etc.
 - ☆ Career Guidance Services and campus placements for students and alumni through JKC, CCC and Women Empowerment Cell.

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

Recommendation	Action Taken by the College
To introduce CBCS pattern for UG III year & PG first year.	Implemented from w.e.f. 2016-17
To introduce internal assessment system	Implemented w.e.f. 2015-16
To introduce semester system of examination for UG II year classes	Implemented w. e. f. 2015-16
To conduct classes regularly and to maintain campus discipline	Resolved to conduct classes in two sessions between 9 AM and 4 PM.
To improve results at UG level by initiating suitable remedial measures.	Remedial coaching, assignments, half-yearly and pre-final exams introduced.
To improve student enrolment in all courses.	75% attendance made mandatory for all students.
To update library as a source of learning by acquiring latest books and journals and by establishing digital library.	Subscribed for e-books and e-journals. About Rs.2.5 lakh has been allocated for the purchase of books.
To strengthen research base in all departments by encouraging staff to apply for minor research projects.	All eligible staff members are advised to submit proposals for MRPs.
To develop play fields and to involve students in sports and games.	Physical Director has been instructed to activate sports and games.
To update the API score of teachers for 2013-14.	The API score of all teaching staff was updated and submitted to CCE, A.P.
To conduct seminars and workshops in Science Departments	Three regional level seminars were conducted.

7.3. Give two Best Practices of the institution

Within its limits, the college has adopted the following two best practices

1. Reward Management System
2. Training-cum-Placement Services through TISS & JKC.

7.4. Contribution to environmental awareness / protection

The college undertook the following activities to create awareness and to protect the environment.

- ❖ Participation of NSS volunteers, students and teachers in social forestry schemes launched by the Department of Forest and NGOs in and around Chittoor.
- ❖ Introduction of environmental studies as a special paper at UG level.
- ❖ Arrangement of special environmental awareness programmes through the Science Club activities and Faculty forum.
- ❖ Conduct of literary and cultural competitions on environmental issues.

7.5. Whether environmental audit was conducted? Yes ☒ No ☐

7.6. SWOC Analysis: 2016-17**Strengths**

1. Staff involvement in curriculum development.
2. Recognized Research Laboratory in Zoology Department.
3. Staff participation in academic consultancy
4. Curriculum transaction through ICT enabled devices.
5. Career guidance and employment through Jawahar Knowledge Centre, Career & Counseling Cell and Women Empowerment Cell.
6. Hostel facility for women students of all colleges in the town.
7. Active role of students and teachers in social reconstruction.

Weaknesses

1. Declining trends in student enrolments for over 7 years.
2. Poor results in some undergraduate courses like B.A and B.Sc.
3. Shortage of regular faculty and lack of professionalism in the existing faculty.
4. Limited autonomy for reforms in examinations.

Opportunities

1. Availability of UGC / RUSA funds under various developmental schemes.
2. Excellent public support for college development.
3. Availability of reputed teachers in some departments.
4. Fee re-imbursement facility by the Government of Andhra Pradesh.

Challenges

1. Improving the pass percentage of average rural students..
2. Providing employment opportunities for all.
3. Imparting communication and soft skills of the first generation students.
4. Minimizing the rate of dropouts.
5. Motivating teachers to adopt modern technologies in teaching-learning activity.

8. Plans of institution for next year

For the next academic year, i.e., 2017-18, the college tentatively proposed the following measures.

- ❖ To ensure timely submission of AQARs to NAAC.
- ❖ To continue CBCS in respect of all final year UG & PG courses, with continuous evaluation system through regular exams and assignments.
- ❖ To carry forward the UGC-sponsored career oriented course, namely Diploma in Sericulture Management (DSM) for the benefit of PG students.
- ❖ To continue academic activities in collaboration with the District Resource Centre, Chittoor.
- ❖ Finalization of Ph. D works of scholars, registered in the Department of Zoology, by continuing the services of Dr. S. Siva Prasad as Visiting Professor.
- ❖ To provide subsidized canteen services to college and hostel students.
- ❖ To depute staff to national and international seminars / conferences / workshops
- ❖ To conduct academic audit on behalf of the CCE, A.P., Amaravathi.
- ❖ To prepare the API score of the staff.
- ❖ To mobilize funds from UGC and RUSA for college development.

D. Venkateswarlu
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