



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	SUBHARAM GOVERNMENT DEGREE COLLEGE
Name of the head of the Institution	Dr.M.Sudhakara Reddy
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	08181295139
Mobile no.	9441921918
Registered Email	punganur.jkc@gmail.com
Alternate Email	sudhakarmanchuro@gmail.com
Address	Ramasamudram Road, Punganur
City/Town	Chittoor
State/UT	Andhra Pradesh
Pincode	517247

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	J.Krishnamurthy
Phone no/Alternate Phone no.	94400804012
Mobile no.	9440080402
Registered Email	jk.vayalpad@yahoo.com
Alternate Email	punganur.jkc@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.gdcpunganur.in
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://gdcpunganur.in/

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C	1.88	2008	16-Sep-2008	15-Sep-2012
2	B	2.18	2016	25-May-2016	24-May-2021

6. Date of Establishment of IQAC	01-Mar-2009
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Yoga day	21-Jun-2019 1	132
Induction Programme	08-Jul-2019	96

	1	
Blood donation camp	12-Jul-2019 1	250
Awareness program on Cyber Crimes	06-Aug-2019 1	126
Role of citizens in water conservation	17-Sep-2019 1	135
NSS day	24-Sep-2019 1	127
Awareness program on abortions	18-Dec-2019 1	134
Consumer awareness week	30-Dec-2019 7	315
Blood Donation	16-Mar-2020 1	220
Job Drive	29-Jan-2020 1	200
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	Maintenance	State Govt.	2020 365	38885
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	

1. Motivated the staff to join and complete the MOOCs Courses. 2. All the regular staff members are motivated to apply for UGC – MRPs 3. Organizing awareness camps and blood donation camps in the institution. 4. Conducted literary and cultural events, celebrated important days to be celebrated. 5. Bagged several prizes at level, district and Zonal Level literary and Cultural Competitions.

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

Plan of Action	Achivements/Outcomes
? Achieving Pass percentage to 85	? During the April 2019 exams the institution achieved 67.86.
? Grouping the students based on their learning levels. Eg., Slow, Average and Bright - Conducting remedial coaching for the slow learners and given study projects to bright students.	? The students are made into groups and the slow learners are identified and remedial coaching was conducted for them and study projects given to bright students.
? To promote cultural awareness and other awareness among the students	? The institution has conducted many awareness camps on voter franchise, aids, Cyber Crimes, Anti-Ragging and on illiteracy to enrich the knowledge of the students. The students are encouraged to participate in cultural and sports activities conducted by various organisations
? To promote research attitude among the faculty	? The faculty members Sri K.Nandeewariah, Lect. in Commerce, is pursuing Ph.D on Part time.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
CPDC & Staff Council	25-Jun-2020

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

13-Feb-2020

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Every year, the Principal, IQAC and HODs prepare an academic calendar reflecting the schedule of curriculum delivery. The curriculum is delivered through online and offline demonstration, projects, assignments, seminars, guest lectures, workshops, field visits, etc. Importance is given to the use of ICT tools like PPTs, animations, videos, e-books, etc. Effectiveness of the curriculum delivery is also judged through internal evaluation in Unit tests, assignments and preliminary examinations prior to the University examinations. The curriculum is planned as per the teaching plans prepared by teachers, and its delivery is recorded in the Daily Notes and Diary of every faculty, which is reviewed by the HOD and Principal periodically. Attendance record also helps in internal assessment. Bridge courses are conducted by departments at the beginning of first semester to orient the students to bridge the gap between pre- University and university pattern and for identifying slow and advanced learners. The Principal, mentors and faculty members meet the parents/guardians of students to discuss matters related to overall progress of the students wherever necessary. The Principal obtains feedback from students, parents and alumni which is analyzed and necessary action taken wherever possible. At the end of the academic year Academic Audit is carried out by experts deputed by the CCE, A.P The academic calendar is prepared taking into consideration the declared calendar of the affiliating university. This helps the institution to adhere to the schedule of the calendar effectively. The schedule of two midterm exams within the semester and practical examination at its end is clearly mentioned in the Calendar for conduct of Continuous Internal Evaluation. Provision is also made during the planning the academic calendar for conduct of co-curricular activities such as inauguration of subject associations, guest lectures and field visits and for extra-curricular activities such as extension activities, sports, and commemorative days. Teaching plan and its execution through daily notes help the Principal and Heads of Departments to keep check and ensure that the schedule of curriculum delivery is being followed as per the calendar.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Tally	NA	02/12/2019	31	Employability	Accounting Skills
Spoken English	NA	02/12/2019	30	Employability	Communication Skills

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	History, Political Science, Economics	15/06/2015
BCom	General	15/06/2015
BCom	Computer applications	15/06/2015
BSc	Mathematics, Statistics, Computer Science	15/06/2015

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

	Certificate	Diploma Course
Number of Students	61	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Human Values and professional Ethics	10/06/2019	110
Environmental Studies	10/06/2019	110
Information and communication Technology	10/06/2019	116
Entrepreneurship	10/06/2019	116
Analytical Skills	10/06/2019	116
Leadership Education	10/06/2019	116
Communication and Soft Skills	10/06/2019	226
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	Computer Applications	41
BSc	Mathematics, Statistics, Computer Science	7
BCom	General	4
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	No
Alumni	No
Parents	Yes

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

Feedback Obtained

Feedback from the students, teachers, and parents has been taken manually. All the feedback forms are analysed and drawbacks are recognized. The following steps are taken to overcome the drawbacks. The students are largely from marginalized sections who cannot pursue higher education, and therefore it is decided to provide guidance and moral support. Owing to their unfavorable social and academic backgrounds these students have not been able to take part in most competitions, seminars, workshops and such other congregations held in other colleges. Hence it is decided to encourage in this regard. To start new P.G. courses in Arts, Commerce and Science for the students residing in rural areas to improve their higher educational opportunities. Another major challenge for the institute is to retain the strength of women students in the college as quite a few of them get married before completion of their graduation. Hence it is decided to sensitize in this regard. The course-wise feedback on curriculum from all the stakeholders' viz., students, teachers, parents are taken through offline mode. The collected feedbacks are analysed by the respective teachers and a report was prepared. Accordingly the respective in charges of the department are directed to bring the report to the notice of their respective Board of Studies (BOS) for further action.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Maths, Statistics, Computer Science	60	12	12
BCom	Computer Applications	60	59	59
BCom	General	60	15	15
BA	History, Economics, Political Science	80	24	24

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2.2 – Catering to Student Diversity

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

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

2019	297	0	17	0	0
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2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
17	17	10	8	0	0
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Students mentoring system is being practiced in this institution for many years. Once the admission process is completed, a bridge course is conducted to all the new students to create awareness of the semester pattern. Basics are taught in their respective subjects to the students. The students are categorised into slow learners, moderate learners and advanced learners basing on their learning capabilities, Proctor System: Each class is allotted to a faculty member and he/she will act as proctor/class teacher of that class. Ward counseling system: All the students are divided into equal groups according to the number of teachers available and a teacher is appointed as mentor to each group of students. Mentors maintain ward counseling system of their respective allotted students, so that they are aware of their previous academic performance, achievements and capabilities. These mentors maintain complete details of the mentees which include academics, personal and health. This mentor-mentee system ensures constant interaction and friendly atmosphere between faculty and students. The mentors give support to the students in all aspects. They motivate them and try to solve their problems at their level. The mentors act as guides to the mentees and help them to achieve their goals academically and psychologically. The system is adapted for the value additions to the students like : • Bridging the gap between the teachers and students. • Creating a better environment in the college, where students liberally approach the teachers for both educational and personal guidance. • Enhancement of knowledge base for both teachers and students by effective two-way communication. • Facilitating awareness and support to students for Govt. Higher Education examinations. • Motivating for higher studies and entrepreneurship. • Facilitating advice and support for improvement in academic performance. Ongoing process: • Conducting Regular meetings between mentor and mentee. • Maintaining Student Profiles for each student. • Student Profiles contain both personal and academic data. • Allowing the Students to approach the mentor for both academic personal problems. • Providing Personalized professional /career advice regularly to the mentee.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
297	17	1:17

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
12	8	4	0	4

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Nil	Nil	NIL
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	040	VI	19/03/2020	Nill
BCom	025	VI	19/03/2020	Nill
BCom	026	VI	19/03/2020	Nill
BSc	Nill	VI	19/03/2020	Nill
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As a part of sound educational strategy, Continuous Internal Evaluation (CIE) System to assess all aspects of a student's development on a continuous basis throughout the year is in practice. The internal assessment is conducted for 25 marks and made transparent in the college. The time-table is circulated to all the classes well in advance. The faculty conduct the internal examinations strictly and value the answer scripts and distribute the valued scripts to the students for clarification. The students note their mistakes and their doubts will be clarified. Once the internal examination is completed, the marks will be posted in the departmental marks register. After completion of the two internal examinations, best out of the two internal examinations is considered as per the instructions of the university. Then the final marks will be uploaded in the university website. Moreover, students are given assignments by the faculty members. After completion of assignments students submit the assignments. The assignments are valued by the faculty and will give necessary suggestions. The students also participate in Group- discussion, Quizzes and seminars. The students participation and performance in group discussions, debates, quizzes, role plays, seminars and attendance will also be evaluated and considered for awarding marks in internal assessment.

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

Our college strictly adheres to the academic calendar of the affiliated S.V.University, Tirupati. The calendar has the internal evaluation schedule and the tentative schedule of external evaluation. The Academic Calendar helps as a source of information and plan for students, teachers, and other stakeholders of the institute. It encompasses all the processes of the institute such as, administrative, academic, co-curricular and extracurricular activities. It lays down the institute's vision and mission by enriching about the PO's and Co's, academic delivery, curricular and co-curricular activities throughout the year. All the departments follow academic calendar which is monitored by the Principal. The conduct of continuous internal evaluation is based on the schedule circulated by the affiliating university. The academic coordinator in consultation with Heads of the departments concerned and formulate the time table which in turn gets approval from the Principal. Later, all the departments conduct internal examinations as per schedule and evaluate and upload internal marks in the website of the university. The institute conducts the examinations as per the rules and regulations of the S.V.University, Tirupati . The grievances related to examinations like spelling mistakes, hall tickets etc., is accepted by the college. The principal puts a remark and forward the application to the university. University decision is final in this

regard. Immediate action is taken on exam related grievances such as improper seating arrangement, insufficient light etc. The affiliating University is offering an online grievance Cell for exam related grievances.

2.6 – Student Performance and Learning Outcomes

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

<https://gdcpunganur.in/b-com/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	History, Economics, Political Science	11	11	91
BCom	BCom	General	3	3	100
BCom	BCom	Computer Applications	33	33	100
BSc	BSc	Maths, Statistics, Computer Science	4	4	100

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://gdcpunganur.in/sss-2019-20/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	NIL	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NIL	NA	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NA	Nil	NA

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Telugu	2	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NIL	0
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	NA	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	0	0	NA
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	14	0	0

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation	NSS, NCC, MANAVATA	17	200
FIT India	Physical Education	17	185
Anti-Drug Abuse	Police and Judicial Departments	17	210
Constitution Day	Judicial department	14	185
AIDS Day	NSS, Health Dept.	16	225
NSS Special Camp	NSS	2	45
Voters Day	Revenue, Police	17	190
Womens Day	WEC	17	210
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Blood Donation	Certificate of Appreciation	District Hospital, Madanapalli	155
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NSS Special Camp	NSS, Forest Dept.	Tree Planations, Health and Hygiene	5	45
World Population Day	Dept. of Economics, NSS	Meeting, Rally	12	185
Ozone Day	IQAC, NSS	Meeting, Rally	15	190
Constitution Day	Dept. of Political Science	Meeting held	16	210
Aids Day	RRC	Meeting, Rally	17	196

World Human Rights Day	IQAC	Meeting and Rally	17	220
Child marriages and Women Issues	WEC, IQAC	Meeting	17	210
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	NIL
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	0
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

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

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIL	Nil	NA	2022

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	12072	4090450	57	15000	12129	4105450
Journals	14	24275	0	0	14	24275
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NA	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	60	2	1	0	0	2	5	90	0
Added	0	0	0	0	0	0	0	0	0
Total	60	2	1	0	0	2	5	90	0

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

90 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0.15	0.15	1.45	1.45

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

The institution adheres the state government established systems and procedures for maintaining and utilizing the physical, academic and support facilities. Minor repairs of the articles are carried out at the department level itself, utilizing the contingency amount sanctioned for that academic year. If repairs are major they are brought to the notice of the principal for the necessary action. At the end of the each academic year annual verification committee is constituted for the verification of the articles with the stock registers and in-charges are instructed to update the stock register. The Librarian along with sub staff maintains the library with existing procedures and rules. Stock registers, Accession registers, and issue registers are being maintained and updated from time to time. The maintenance of gym and sports is taken by the Physical director of the college. Every 4th Saturday of the month is observed as clean and green. All the students participate in cleaning the classrooms and campus under the guidance of respective lecturers. Respective lecturers were kept in charge of their departments and were given the responsibilities to maintain and upkeep the infrastructure. At the beginning of the every academic year an awareness programme is being organized to the fresher's on the utilization of physical and academic facilities, support services and working hours of library, gymnasium and sports. 3 office subordinates were appointed on out sourcing basis to maintain the physical facilities of the college. Responsibilities for the maintenance of labs, library, virtual and MANA TV classrooms were allotted to respective lecturers of the departments. Labs were maintained with the support of UGC and state government funds given from time to time. Students and staff must carry their ID cards and utilize the laboratory and library facilities with proper log book entries. • Every department maintains a stock register for the available equipment and furniture. Physical verification of the stock will be done at the end of every year. The menial staffs takes care of regular sweeping, mopping of floors and washrooms, dusting of furniture, almirahs, shelves etc. Audiovisual aids and ICT facilities are strictly meant for academic and research work of students and staff. These are monitored and maintained by the department of computer applications. Any repairs in computer software and hardware, ICT facilities, CCTV cameras, PA systems will be repaired by hiring technicians as and when required. • The Department of Physical Education takes care of gymnasium and playground. Gymnasium is available in prescribed timings for students and staff by making necessary log book entries. • Responsibilities were assigned to respective committees and students for optimum utilization and protection of physical, ICT and sports infrastructure. • Separate timings are prescribed for the better utilization of library from 9.00 a.m. to 5.00 p.m. and from 9.00 a.m. to 1.00 p.m. during examinations

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nil	0	0
Financial Support from Other Sources			
a) National	Scholarships	313	3230000
b) International	Nil	0	0

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	09/11/2020	145	All Departments
Bridge Course	01/02/2021	95	All Departments
Communication Skills	02/12/2019	30	Department of English
Soft Skills	20/02/2020	184	JKC
Yoga and Meditation	09/11/2020	96	NSS, NCC Ramachandra Mission
Counselling and Mentoring	22/03/2021	195	All Teaching Faculty, Career Guidance and Counserlling Cell
Entry in Services	17/05/2021	52	Career Guidance and Counserlling Cell
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2020	JKC, Career Guidance	90	90	15	35
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	3

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
1	25	16	Nil	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of	Programme	Depratment	Name of	Name of
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	students enrolling into higher education	graduated from	graduated from	institution joined	programme admitted to
2020	3	BA (HEP)	Arts	SV University, Tpt	MA
2020	2	B Com (General)	Commerce	AP State Universities	M Com, MBA
2020	10	B Com (CA)	Commerce	AP State Universities	M Com, MBA, MCA
2020	4	BSc (MSCs)	Science	AP State Universities	MSc, MCA, MBA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Volley ball	South Zone Inter University Meet	1
Kabbadi	South Zone Inter University Meet	1
Soft Ball	All India Inter University Meet	2
Atheletics Women	College Level	50
Tug-of-War Women	College Level	35
kabbadi Women	College Level	28
Atheletics Men	College Level	70
Kabbadi Men	College Level	35
Tug-Of-War Men	College Level	36
Volleyball Men	College Level	36
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	Participant	National	Nil	Nil	Nil	T. Praveen Kumar
2020	Participant	National	Nil	Nil	Nil	G Sreekanth

2020	Participant	National	Nil	Nil	Nil	M Karthik Kumar
2020	Participant	National	Nil	Nil	Nil	G Venkatesh
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

With the objective of inculcating the qualities of leadership, organization, and responsibility among the students, an active Student Council with Vice-principal as president is constituted every year. It gives the students an opportunity to be a part of the academic and administrative committees. The student council comprises class representatives from each class who are nominated based on their academic merit and righteousness among which a president, a secretary and a ladies' representative are nominated. The Principal and vice-principal will monitor their activities. The class representatives convey students' grievances to the respective class teachers for an amicable resolution. A meeting with students' council is convened twice a semester and whenever necessary to give an opportunity to voice their academic and administrative issues. The class representative plays a lead role in providing valuable feedback regarding curriculum, teaching learning and evaluation process. They also help teaching staff of the college in organizing classroom seminars, quiz, debates, group discussions, role plays at department level and seminars, conferences, workshops at college level. Student Council plays a major role in organizing college day every year. Student Union works in best interests of the students as well as organisation and plays a key role in smooth functioning of the system. Interested students enroll as members of NCC, NSS, Red Ribbon Club, Youth Red Cross Society and Eco-Club of the college and as the committee members, students take initiatives in organising various events in the college and also take part in community services like Swachh Bharat, campaigning ODF, etc. Successful conduct of any programme in the college involves active participation of student council.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Subharam Government Degree College, Punganur has an active registered Alumni Association registered in the year 2006 with Registered No: 453/2006. The Alumni Association has a governing body of 12 members which includes President, Vice-President, Secretary, Joint Secretary, Treasurer and Executive Committee members with framed bye-laws. The Association aims to encourage its members to participate actively in the activities and progress of the institution. It promotes friendly relations among all the members provide career counseling to the students of the college, financial support to the needy and deserved students, encourages in the conduction of extension activities, student support programmes like admissions, scholarship issues etc., and for all round development of the college. Any student who has studied in this institution in the past is eligible to become a member of the association by paying the prescribed subscription. Other members include the principal, teaching staff and past teaching staff as associate and honorary members. The association has contributed to the institution through feedback, guidance and counseling to students and through donations. So far the association has contributed in the construction of cycle stand, entrance gate and in the establishment of college canteen. Feedback is obtained from the outgoing students regularly every year.

5.4.2 – No. of enrolled Alumni:

200

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

As a part of Democratic and participative style of management, faculty and students are involved in most of the committees constituted for the smooth functioning of the College. In committees like IQAC, Students Council, JKC committee and Women Empowerment Cell, Anti-Ragging Committee, Scholarship committee, curricular, co-curricular and extracurricular activities etc., faculty and students were made conveners and members respectively to make administration more transparent. The Principal, the head of the institution delegates and decentralizes the work among the teaching and non-teaching staff of the institution. The principal delegates the authorities related to the academic and administrative issues to the vice-principal and in-charges of the departments. Decentralization the responsibilities to the staff concerned as per the duties and to the coordinators of various committees. The staff council which comprises of the entire faculty is instrumental in decision making process. Various committees have been constituted and in practice with some of the faculty as conveners and members that play a significant role in academics, administration, planning and development. Under the chairmanship of the Principal, the committee meetings are held at regular intervals of time, making resolutions and taking necessary actions for the proper implementation of plans. The following are the some of the committees constituted for this academic year are 1. College Planning and Development Council (CPDC) 2. Internal Quality Assurance Cell (IQAC) 3. Students Union Committee 4. Examination Committee 5. Women Empowerment Cell 6. Grievance Redressal Cell

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Through the curriculum is designed by the Affiliating University the teaching faculty designs the additional inputs and extra and co curricular activities along with the curriculum.
Teaching and Learning	The learning is made through Student-centered Activities Question – Answer seminars, seminars, symposia group discussions and self evaluated systems. Computer Aided Learning packages are used by the departments.

Examination and Evaluation	Evaluation of the performance of students is a continuous process. Unit Tests, Quarterly, Half – Yearly, and Pre-final exams are conducted evaluated and recorded is the Dept marks registers subject wise.
Research and Development	The college has a Research Committee and 1 staff member is pursuing Ph.D.
Library, ICT and Physical Infrastructure / Instrumentation	1020 books are added to the library.
Human Resource Management	The institution is using making use of the manpower to the optimum. Stop-gap arrangement is made whenever a vacancy falls either by transfer or retirement. All the efforts are being made to improve the quality of the human resources and management and development practices of human resource at institution level.
Industry Interaction / Collaboration	Nil
Admission of Students	The Admission Committee looks after the admission of students. Students are counselled before they join courses. The reservation rules are followed scrupulously by the institution.

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

E-governance area	Details
Planning and Development	Website, Biometric attendance system for both faculty and students through IAMS
Administration	E-office, file management, grievances, communication, employee master details
Finance and Accounts	salaries and budget is being disbursed by CFMS of AP
Student Admission and Support	Admissions are conducted online through OAMDS by APSCHE
Examination	Applying and fee payment for externals, hall tickets, exam related grievances, internal marks uploading through Jnanabhumi portal of AP and SV university

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Nil	Nil	Nil	0

2020	Nil	Nil	Nil	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Nil	Nil	Nil	Nil	Nil	Nil
2020	Nil	Nil	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	0	Nil	Nil	0
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
General Provident Fund (GPF), Contributory Pension Scheme (CPS), Andhra Pradesh Group Life Insurance (APGLI), Employees Health Scheme (EHS), Faculty Development Program (FDP), Employee Health Scheme, Medical Reimbursement, Personal Loan, Home Loan and Educational Loan for their children on salary basis.	Employee Health Scheme, Medical Reimbursement, Personal Loan, Home Loan and Educational Loan for their children on salary basis, Festival Advance Facility, General Provident Fund (GPF), Contributory Pension Scheme (CPS), Andhra Pradesh Group Life Insurance (APGLI), Employees Health Scheme (EHS), Faculty Development Program (FDP)	State Govt Scholarships, State Govt sponsored fee reimbursement scheme, Prathibha Awards etc.

6.4 – Financial Management and Resource Mobilization

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

The Principal is vested with financial powers. He/she is the custodian of all resources , finances and plans for utilization of college funds in consultation with the Staff Council. Internal audit about all the scholarships, special fee

and Stock verification is conducted in all the departments by the committees constituted for physical verification of the stock and entries in the register. The expenditure of grants is audited by the local Auditors. External audit is carried out by the team from the RJD of Collegiate Education, Kadapa and Accountant General, AP and the District Treasury Officer (DTO) for salaries.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Academic advisors appointed by APCCE	Yes	CCE
Administrative	Yes	RJD, Kadapa	Yes	RJD

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

Parent-Teacher Association meets twice is a year. Parents are enlightened of the activities that take place in the college and also inform them of the progress of their wards.
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6.5.3 – Development programmes for support staff (at least three)

Support staff is involved in all activities. Their needs are met through philanthropists.
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Proposals submitted to the Government for construction of compound wall with line estimates. 2. Planting of saplings in the vacant area in the campus. 3. Established NCC unit with a strength of 45 cadets.
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6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Induction programme, A	12/06/2019	12/06/2019	19/03/2020	200

Anti-ragging,
Celebrations
of days of
National and
International
Importance,
Blood
donation,
Personality
Development,
Career
guidance,
Ward
counselling,
Internal
assessment,
Bridge
courses,
Remedial
classes,
Project
works,
Prayer

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Anti-ragging	29/07/2019	29/07/2019	54	90
Induction Programme	15/07/2019	16/07/2019	30	65
Blood Donation Programme	05/11/2019	06/11/2019	70	110
World Human Rights Day	10/12/2019	10/12/2019	68	112
Women's Day	08/03/2020	09/03/2020	75	50
Awareness on Cyber Crimes	09/08/2019	09/08/2019	33	55
Awareness on women issues	10/02/2020	10/02/2020	65	72

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

Percentage of power requirement of the University met by the renewable energy sources

Nil

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Scribes for examination	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	2	2	12/07/2019	1	Blood Donation	Blood Donation	145
2019	4	4	30/12/2019	7	NSS Camp	cashless transactions, hygiene, plantations, AIDS	55
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
NIL	10/06/2019	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2019	15/08/2019	150
Republic Day	26/01/2020	26/01/2020	100
International Mother Language Day	21/02/2020	21/02/2020	180
Sardar Vallabhai Patel Birth Anniversary	30/10/2019	30/10/2019	170
Indian Constitution Day	26/11/2019	26/11/2019	160
Non-Violence Day	02/10/2019	02/10/2019	155
National Integration Day	19/11/2019	19/11/2019	150
National Governance Day	23/12/2019	23/12/2019	152
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Planting seedlings in the vacant area 2. Collecting degradable waste and prepare vermicompost 3. Rain water harvesting pits 4. Plastic ban in the campus 5. No vehicle day on every Wednesday

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. The institution is located in the suburbs of the town in a serene, peaceful and polluted-free atmosphere surrounded by beautiful natural setting and greenery. Through various agencies such as NSS, Environmental club, oftenly Campus Beautification is taken up. The Physical Education Department create a conducive atmosphere for students centric learning in the campus. 2. Regular visits to adopted villages to create awareness on Dengue, swine flu, AIDs, Cashless Transactions etc.

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

7.3 – Institutional Distinctiveness

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

Our institution not only focuses to strengthen the roots of poor rural youth, but also to pursue Higher Education by utilizing all the Government Schemes and also paves way for their share of the strong foothold in the Society. Leadership qualities are inculcated and enhanced among the students by making them to participate in all the committees, Co-Curricular, Extra Curricular, NCC and NSS activities. Special NSS Camps are being conducted in the adopted villages. They are encouraged to adopt villages to educate the villagers for various health awareness and social awareness programmes including ODF. Sincere Efforts are being made to introduce NCC for men and women students. Concerned NCC officials visited the College, expressed satisfaction on facilities and infrastructure. Our vision is to provide better opportunities for Higher Education. Hence, this institution is heading towards to fulfill the dreams and aspirations of all the students.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

1. To start new courses like MPC and BZC 2. To utilize RUSA funds if sanctioned 3. To conduct more campus drives 4. To organize national seminars by all departments 5. Conducting co-curricular and extra curricular activities 6. Sending proposals for financial assistance to different funding agencies 7. Strengthening of JKC 8. Constitution of committees for smooth conduct of the activities