



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

SUBHARAM GOVERNMENT DEGREE COLLEGE

• Name of the Head of the institution **Dr. Y Rajasekhar**

• Designation **Principal**

• Does the institution function from its own campus? **Yes**

• Phone no./Alternate phone no. **08581253539**

• Mobile No: **9885876776**

• Registered e-mail **punganur.jkc@gmail.com**

• Alternate e-mail **iqac.punganur.jkc@gmail.com**

• Address **Subharam Government Degree College, Ramasamudram Road, Punganur**

• City/Town **Chittoor District**

• State/UT **Andhra Pradesh**

• Pin Code **517247**

2.Institutional status

• Type of Institution **Co-education**

• Location **Semi - Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Sri Venkateswara University, Tirupathi**
- Name of the IQAC Coordinator **K Anil Kumar**
- Phone No. **9177621629**
- Alternate phone No. **08581253539**
- Mobile **9177621629**
- IQAC e-mail address **iqac.punganur.jkc@gmail.com**
- Alternate e-mail address **punganur.jkc@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)

<https://gdcpunganur.in/>

4.Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://gdcpunganur.in/2021-22-2/>

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.88	2008	16/09/2008	15/09/2012
Cycle 2	B	2.18	2016	26/06/2016	25/06/2021

6.Date of Establishment of IQAC

01/03/2009

7.Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	Maintenance	State Government	2021, 1 year	0.51

8.Whether composition of IQAC as per latest NAAC guidelines

Yes

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

9.No. of IQAC meetings held during the year **4**

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

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

- If yes, mention the amount

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

- 1. 11 Research Articles were published by the staff in reputed National and international journals**
- 2. conducted Job Drive and Blood Donation Camps successfully.**
- 3. Developed a park besides arts block with fruit bearing plants under Green Campus Initiation**
- 4. To ensure holistic development of students conducted various programmes DRC meet, Awareness Programmes, Cultural programmes, extension activities in association with NGO's like MANAVATA and Rotary International.**
- 5. To improve the results conducted remedial classes and distributed study material and handouts.**

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

Plan of Action	Achievements/Outcomes
Admission Drive	Students admissions Improved from 108 to 168
Yoga Day, Blood donation camp	Conducted successfully, 101 units of blood was collected, yoga day was celebrated on June 21.
Internal exams, Remedial Coaching, Bridge courses, Certificate Courses, categorisation of learners	Conducted successfully as per academic schedule and maintained the internal marks as per CCE'S CIE Guide lines.
Green Campus Initiation	Developed a park besides arts block with fruit bearing plants
Career Guidance	Conducted awareness programme on various opportunities after graduation by Sri S.V. Ramesh Kumar Lect., in English GDC, Pakala on 23-02-2022 and another programme on opportunities in legal education by Sri A.Karthik, Addl., Jr. Civil Judge , Punganur.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Staff Council	13/02/2023

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

1.Name of the Institution	SUBHARAM GOVERNMENT DEGREE COLLEGE
• Name of the Head of the institution	Dr. Y Rajasekhar
• Designation	Principal
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• Phone no./Alternate phone no.	08581253539
• Mobile No:	9885876776
• Registered e-mail	punganur.jkc@gmail.com
• Alternate e-mail	iqac.punganur.jkc@gmail.com
• Address	Subharam Government Degree College, Ramasamudram Road, Punganur
• City/Town	Chittoor District
• State/UT	Andhra Pradesh
• Pin Code	517247
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• Type of Institution	Co-education
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• Name of the IQAC Coordinator	K Anil Kumar

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• Alternate phone No.	08581253539				
• Mobile	9177621629				
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• if yes, whether it is uploaded in the Institutional website Web link:	https://gdcpunganur.in/2021-22-2/				
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional	Maintenance	State Government	2021, 1 year	0.51	
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Name of the statutory body	
Name	Date of meeting(s)
Staff Council	13/02/2023
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2021 -22	12/01/2023
15.Multidisciplinary / interdisciplinary	
Subharam Government Degree College, Punganur adheres to implement	

NEP regulations in Curriculum following the guidelines of APSCHE and the affiliated SV University. In the present curriculum life skill courses and skill development courses are common for both arts and science students. In the near future Courses should be multi-disciplinary or inter-disciplinary as per NEP 2020. For example, at present in B.Com, the commerce department teaches core courses like accountancy, business organization etc., and the department of mathematics/Statistics, Humanities teach Life skill courses like HVPE, Analytical Skills, Information and communication technology, Personality Development and leadership, Indian culture and science etc. Resource persons of other disciplines are invited in every Academic section to deliver lectures on different disciplines/multi-disciplinary areas. The institute offers various disciplines in Arts, Commerce and Sciences. All the programs and courses are credit-based with mandatory Internship in the final semester. The Internship is designed to give hands on training, community engagement, industrial experience, field work and environmental education. Based on the requirements of each program, the Internship has equal credits or more along with the theory course and as per the regulations of affiliating University. Students are required to undertake and complete their internship by visiting industries, companies, National or state institutes, NGOs, and submit a report. A good number of these projects are interdisciplinary in nature.

16.Academic bank of credits (ABC):

As per NEP 2020 the college is going to adopt Academic Bank of Credits (ABC) system in the future as per the guidelines of APSCHE, APCCE and affiliated university from time to time. ABC is a virtual/digital storehouse that contains the information of the credits earned by individual students throughout their learning journey. It will enable students to open their accounts and give multiple options for entering and leaving Colleges or Universities. There will be “multiple exits” & “multiple entries” points during the higher education tenure & credits will be transferred through the ABC seamlessly. ABC can be considered as an authentic reference to check the credit record of any student at any given point of time. Thus, the concept of ABC is fuel to boost the efficiency of faculty and help students embrace a multi-disciplinary educational approach. The idea is to make students “skilful professionals” and help their overall growth. In a crux, the Academic Bank of Credits will be a gamechanger in transforming Indian education to a great extent.

17.Skill development:

Subharam Government Degree College, Punganur focuses on Skill Development that enables students to acquire desired competency levels. The State Government of Andhra Pradesh, Andhra Pradesh State Council of Higher Education (APSCHE) and Commissionerate of Collegiate Education (CCE) are aiming to develop different skills for the students. For that purpose, the APCCE selected a list of Life Skill Courses (LSC) and Skill Development Courses (SDC) commonly to all the Degree Colleges in the state. The selected Life Skill Courses are: 1. Human Values and Professional Ethics (HVPE) 2. Information and Communication Technology 3. Analytical Skills and 4. Environmental Education. The Selected list of Skill Development Courses is: 1. Tourism Guidance 2. Insurance Promotion 3. Electrical Appliances 4. Plant Nursery 5. Survey and Reporting 6. Social Work 7. Business Communication 8. Logistics and Supply Chain Management 9. Solar Energy 10. Dairy Techniques 11. Financial Markets 12. Retailing and 13. Poultry Farming. The College selects some of the courses from the list and provide skills for the students. In addition, APSSDC (Andhra Pradesh State Skill Development Corporation) provides laptops and skill courses to the students to ensure readiness to the industry and employment.

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

Our college always abides to use and integrate Indian knowledge system appropriately in teaching and learning Indian Culture and Heritage. The college commemorates Hindu Diwas, Mother tongue Day, tourism day, Yoga day, Ganesh Chaturthi etc., as an act of reverence towards Indian languages and culture. Faculty members are free to provide the class room delivery in bi-lingual mode that is English and Telugu as students tend to understand better if taught in their mother tongue. The graduate students study Telugu, Hindi, Urdu and Sanskrit as per their choice during the first two years. The promotion of Indian languages, arts and traditions is also facilitated through competitions on various occasions. Competition such as essay writing, Poetry, elocution competition, traditional dances, and skits encourage students to stay connected with the rich Indian culture and heritage.

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

The college focuses on Outcome Based Education (OBE) which aims the student to achieve the target by the end of his/her educational experience. For that purpose we are following many styles of teaching, learning and evaluation. In OBE the role of the faculty adapts various roles such as instructor, trainer,

facilitator, and mentor based on the outcomes targeted. The frame work of the curriculum and common core syllabus prepared by APSCHE specifies clear outcomes to attain at the end of each semester, program and course. So that every teacher has to frame his own Academic Plan, Teaching Plan and implement the same to achieve the targeted outcomes.

20.Distance education/online education:

The institution conducted online classes during Corona pandemic period. Some of the faculty of the college participated and successfully completed online courses from NPTEL, SWAYAM etc. Some of our faculty created LMS videos containing 4 Quadrants for CCE website. Hence, our faculty has some knowledge about framing and organising Distance/Online Education. The college can offer Distance/Online courses in the future as per the guidelines of UGC, APCCE, APSCHE and affiliated University.

Extended Profile

1.Programme

1.1	4
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	158
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	90
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	70
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	17
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	1
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	12
Total number of Classrooms and Seminar halls	
4.2	0.51
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	60
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Every year, the Principal, IQAC and HODs prepare an academic

calendar reflecting the schedule of curriculum delivery, which 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 teaching plan prepared by teachers, and its delivery is recorded in the Daily Notes Diary of every faculty, 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 informally 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 was being taken wherever possible. Academic Audit is carried out by experts deputed by the CCE, A.P.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://gdcpunganur.in/time-table-2021-22/

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

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 of the academic calendar for the conduct of co-curricular activities such as bridge courses, certificate courses, inauguration of subject associations, guest lectures and field visits and for extracurricular activities such as extension activities, sports, and days to be celebrated. 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.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://gdcpunganur.in/2021-22-2/

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

4

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

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

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

2

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

60

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

60

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The institution follows the curricular framework of the affiliated university that address various crosscutting issues through various cells under the aegis of IQAC. One life skill course in first and second semesters, two in third semester which is elective among Computer applications, Human values and professional ethics, entrepreneurship, Information and Communication Technology, Indian Culture and Science, Elementary Statistics, Health and Hygiene, Personality Development and Leadership qualities, Analytical Skills and Environmental Education are part of the curriculum. The Ethics to be followed by students are stated on the website as Code of Conduct for students. The Code of conduct of the staff members has also been codified as a document. The

Women Empowerment Cell is active in addressing issues relevant to gender. The DRC addresses issues of human values and conducts a moral science lecture series for all students every year. The NCC and NSS are active in implementation of environment sustainability through special programmes as well as extension activities for tree plantation, ODF, health camps, eve-teasing, gender awareness programmes and other related issues. The Career Guidance Cell, is looking after the Training and Placement and imbibes the required personality traits and business etiquette among the students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

10

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

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

270

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://gdcpunganur.in/fb-2021-22/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

180

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

127

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Bridge courses are organized in the beginning of the Academic Year to identify the learning capabilities of students.

For advanced learners:

- Encouraged to make posters, PPTs, and peer teaching activities.
- Class seminars, quizzes, debates, discussions are conducted regularly.
- They are motivated to take part in DRC competitions.
- Under the aegis of JKC, training is given in Communication and Soft Skills, Microsoft up skill courses and to enroll in MOOCs.
- Coaching for competitive exams and career counseling classes are conducted by the Career Guidance Cell.
- Certificate courses are conducted to improve their skills. They are encouraged to go through the reference books in the library and write model answers of the University examinations.

For Slow Learners

- Remedial classes and Special Classes are conducted regularly.
- Regular feedback is given to the students on their performance in Assignments, Midterm exams, Practical exams and University examinations.
- Students are made into groups and an advanced learner will teach a few topics and clarify their doubts.
- Students are taught test taking strategies as per the blue print of the question paper.
- Teachers help slow learners by administering unit tests, assignments class, and seminars regularly.

File Description	Documents
Link for additional Information	https://gdcpunganur.in/tlp/
Upload any additional information	View File

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

Number of Students	Number of Teachers
425	17

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution provides wide variety of learning Experiences. Students experience practical learning apart from theoretical learning in laboratories and class rooms. Students participate in class Seminars, Quizzes, Role plays, debates and group Discussions. Teachers use a variety of methods to make students participate in the teaching learning process. Field trips are being conducted to facilitate students to visit places of historical importance, industries, national parks, museums, zoos, national laboratories etc. Students involve in interactive sessions, problem-solving related exercises, group works, projects etc., Teachers evaluate their performance continuously through

practice tests, quizzes, class seminars, Community Service Projects, fieldworks, debates and discussions throughout the semester. From the academic year 2021-22, two and six month Industrial Internship, in fourth and fifth semesters is made mandatory for every student. Learning is made student centric with the help of ICT, PPTs, Virtual Classrooms and projectors. Students often volunteer to participate in DRC activities and other Inter-Collegiate competitions. Students are encouraged to register on portals like LMS, SWAYAM, IIT Spoken Tutorials, TCS-iON, IBM-PTech, and Microsoft up skill programme etc. by the JKC Cell of the college. The college central library provides internet facilities, reprography, information display, reference books, text books etc., to the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://gdcpunganur.in/tlp/

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

Campus is Wi-Fi enabled. Computer laboratories, library, seminar hall, class rooms are equipped with internet facility. Learning is made effective with the help of projectors available in the college. 2 projectors are fixed in 2 labs, 1 projector is used in seminar hall and class rooms. The college gives priority to ICT in teaching-learning process. PPTs, study material and e-resource links were made available to the students. Three AP Fiber net internet connections serve internet facility in the campus. The library is equipped with a computer, printer, reprographic facility and internet which help the students to get access to the abundant e-resources and download the study material and e-books. The faculty is enriched on using various digital tools like online portals, SWAYAM, NPTEL, digital library which facilitates them in the teaching learning process. Two LCD TVs, speakers, PA system, MANA TV is available in the college to make lessons visually interesting which impacts positive learning outcomes of students. Teachers use modern methods of teaching such as Google Classroom, Google sites, Whatsapp, YouTube etc. Whatsapp is used to post study materials and to receive assignments and to clarify doubts and Google forms are used to collect data from students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://gdcpunganur.in/ict/

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

2.3.3.1 - Number of mentors

16

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

17

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

8

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

9

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The institution has a well-structured, transparent and robust mechanism for internal evaluation of students. The examination committee takes care of conducting internal exams. The schedule of internal examinations is designed and informed to the students well ahead of the exams following the Academic Calendar and Institutional plan. The process of internal assessment mechanism includes formative and summative modes. Formative assessment is done based on the following items:

- 75% of attendance
- 2 Mid-term tests per semester
- Assignments, class seminars, practical exams and projects
- Participation in debates, quizzes and group discussions.

The following are considered for awarding marks.

Practical examinations, class seminars, Participation in debates, quizzes, group discussions, timely submission of assignments, projects and teaching learning process, good conduct and demonstration of values and ethics in and outside of the campus. Mid-term examinations answer scripts are given to the students after evaluation and feedback is given to the students. Slow learners are counseled and corrective measures are suggested. In summative mode, students take semester end examinations conducted by the affiliated university. Necessary feedback is given to the students after the examinations and when the results are out. Our students are consistently performing well in the university exams.

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

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

For fair, equal and impartial treatment of all students including assessment and evaluation, the college has a dedicated and disciplined committee headed by the Vice-Principal which looks after the Redressal of all grievances related to the examinations. The examination committee, on receiving a complaint, resolves the issue within a period of 3 working days. Under the guidance of examination committee and department heads, the teachers begin the valuation of internal examination answer scripts on the day of the exam itself. The valued answer scripts are given to the students and collected. Discrepancies, if any found, are rectified by the teachers promptly and communicated to the students ensuring transparency in the assessment. There are no examination related grievances owing to the open and transparent examination and evaluation system in our college. After the outbreak of covid-19 the assessment methods have moved from offline to online. Quizzes, group discussions, debates, assignments, projects are conducted and submitted in both online and offline mode. Grievances related to semester end examinations were carried out as per the norms of the affiliating university and in this regard affiliating university decision is final. For this the university has its own software and system.

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

2.6 - Student Performance and Learning Outcomes

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

The institution has prepared program outcomes for BA, B.Com and B.Sc programmes. They have been finalized by all the HODs and teachers and are uploaded in the institutional website. The college actively formulates and disseminates the COs, which begins with the departmental meetings. Every department design the teaching plans to achieve POs, PSOs and COs optimally, by conducting revisions of the syllabus. Teachers chalk out the teaching strategies and evaluation methods in alignment with the outcomes. The IQAC assesses the learning outcomes and place the POs, PSOs and COs of the curriculum for discussion in the meetings and incorporate the devised strategies into the curriculum transaction. At the beginning of each semester every teacher reads out the learning outcomes in the class room thus, making the students aware of objectives and outcomes of the programme and course at the very commencement of the teaching learning process.

Student satisfaction survey and feedback on curriculum transaction are other tools that help the institution in a great deal to understand the extent of student attainment of learning outcomes. In this manner the institution engages manifold techniques and tools to make every student and teacher aware of learning outcomes of every programme and course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://gdcpunganur.in/pos-psos/
Upload COs for all courses (exemplars from Glossary)	View File

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

Program outcomes and course outcomes as made obvious by NAAC and

Institution have been designed for all the stake holders. These outcomes are designed to make the students ready and equipped with all the knowledge and skills as required for the real life. Outcomes have been uploaded in the institutional website. Evaluation of outcomes serves the institution has potent tool for introspection and improvement of the students in all spheres. The students are made aware of these outcomes during the induction and orientation programs conducted for the new students and at the inception of every semester. Students are being guided effectively to achieve the designed outcomes. Outcomes are evaluated by the institution using different methodologies, which are carried out regularly in the class room during teaching learning process and periodically through internal assessment and evaluating the university results of the outgoing students of every semester and year by the examination committee and the placements through the JKC Cell and respective departments and students progression to higher education is obtained from personal feedback. In 2021-22 around 120 students have selected for various jobs in the job fair conducted in the college.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://gdcpunganur.in/attainment-of-cos/

2.6.3 - Pass percentage of Students during the year

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

56

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://gdcpunganur.in/2021-22/

2.7 - Student Satisfaction Survey

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

<https://gdcpunganur.in/sss-2021-22/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**00**

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year****11**

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year****0**

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

3.3 - Extension Activities**3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to**

social issues, for their holistic development, and impact thereof during the year

The students are exposed to cross-cutting issues through various awareness programmes, seminars, rallies, skits, NSS and NCC camps and activities, discussions, speeches including various strata of the society. Health and hygiene, sanitation, clean and green, environmental pollution, illiteracy, water preservation, gender sensitization, anti-ragging, anti drug abuse, judicial services, traffic rules and road safety, legal awareness, environmental consciousness, values and ethics are also imbibed to empower the students. Celebration of various commemorative days and weeks increase the responsibilities of the students towards society. Talks with government officers and influential people, with exposure to real life situations through activities by various committees are carried out regularly. Blood donation camp, tree plantations are habitually organized every year. These programmes help all the stake holders that include diverse social backgrounds, make students more cognizant and responsible. Students have participated in every online and offline programmes by planning, anchoring and as team leaders, members and speakers which lead to their holistic developments. Thus the spirit of social responsibility is constantly ingrained in the students through these activities.

File Description	Documents
Paste link for additional information	https://gdcpunganur.in/extension-activities/
Upload any additional information	View File

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

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

38

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

122

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

1

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution nestles in a vast campus of 14.05 acres situated on the Punganur- Ramasamudram road in Punganur. There are 12 class rooms, two computer labs one for computer applications and one for computer science and JKC, three staff rooms for all the departments including IQAC and one staff room for women teachers with attached wash rooms. A seminar hall, open air stage (Kalavedika), store room, about 5 acres of play ground and with

plants in the remaining vacant area are also available for various purposes. The building area occupies nearly 2 acres of the total area. The institution has a virtual class room, library with 14800 books, reading room, MANA TV facility, 10 station gymnasium and toilets for both men and women. A separate waiting room for women with attached washroom is available. The campus is equipped with Wi-Fi facility and provided reprographic facility for students and staff in the library. A RO water purifier was established to serve drinking water purpose. A small garden in front of the office building with hedges makes it look beautiful. The college canteen serves refreshments, lunch and other needy things for students and staff. Parking place is available to park the vehicles.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcpunganur.in/class-rooms/

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

A Seminar hall with a seating capacity of 150 is available with facilities like PA system, Internet and Projector. The Institution celebrates cultural activities and all national festivals in the open air stage "Kalavedika". A spacious 5 acres of ground is available for outdoor games like hockey, athletics, basket ball, handball, kabbaddi, kho-kho, badminton, volleyball etc. Indoor facilities like caroms, chess and table tennis is also available. The institution has a well equipped 9 station Gym with modern equipment to maintain health and hygiene which helps the students for their physical development. On an average 30 students are using gymnasiums daily. Other facilities available in the gym are short put, dumbbells, weightlifting, power master cycle, tread mill and weighing machines. There are 2 active 1 NSS and 1 NCC units in the college. In the year 2021-22, 104 cadets both men and women are enrolled and are attending B and C certificate examinations. The college has a dynamic NSS unit comprising 45 volunteers. These volunteers participate in programmes like Special camp, clean and green, rallies, blood donation camps, health and hygiene and other awareness programmes and extension activities throughout the year as per the schedule.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcpunganur.in/sports-and-games/

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcpunganur.in/ict/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0

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

4.2 - Library as a Learning Resource

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

The central library is situated in the first floor. The library sprawls in an area of 1910 sq mts. A reading room is available adjacent to the library. A wide range of books about 14800 are available in the library which includes various collections of reference books, novels, plays academic text books, books useful for competitive examinations, magazines, news papers etc. The library provides variety of facilities to the students and staff like internet, reprography, information display board, printer, a computer system in a user friendly environment. The institution has various old collections of books related to academics. Reference books for History, Economics, Political Science, Telugu, Hindi, English, Mathematics, Computer Science and Applications, Statistics, Commerce, Vijetha Competition magazines, General Knowledge books and current affairs are available in the library. In addition to reference books and competitive, general knowledge books the institution provides news papers to enrich the knowledge resources of the students. The library works from 10.00am to 5.00pm in all working days and from 9.00am to 4.00pm during examinations.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://gdcpunganur.in/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **E. None of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-

journals during the year (INR in Lakhs)**0**

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year****25**

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The institution updates IT facilities through IQAC, Principal, and other committees regularly. Necessary repairs and updates of software are done as and when required. Servicing of the systems, updating the programs and software are carried out periodically, through Purchase and Repair committee by discussing in the staff council and making necessary resolutions. The college has 3 LCD projectors, 2 TVs, 1 for MANA TV - programmes. This MANA TV provides Programmes and lectures of Commissioner of Collegiate Education, A.P, Vijayawada both online & offline which are viewed regularly through MANA TV and virtual classroom.

- The lecturers are provided orientation training from time to time for updating of knowledge on ICT utilization by computer science faculty and CCE training programmes
- The institute upgrades Infrastructure and software with the latest configuration available in the market. Defective computers, hardware components are used as models to

demonstrate in the classes.

- Password protected Wi-Fi is provided to all the staff and students.
- Wi-Fi facility is provided to the first floor of the college building, 2 computer labs seminar hall and virtual classroom.

The college has 3 BSNL AP fiber net internet connections with 90 mbps speed

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcpunganur.in/maintenance-if-infrastructure/

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

0.51

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

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

HODs and in-charges request for required maintenance work to be done to the principal. Principal then presents the proposal before the Staff-council, and takes the final decision on priority basis and assigns the work to the concerned committee/personnel. Regular maintenance work in the college takes places immediately, while longer projects are executed during vacation.

- Physical Education department maintains the sports facilities, equipment and gym in the college.
- Weeding of old books, binding pest control and other maintenance measures in Library are undertaken periodically by library committee.
- Menial staff maintains cleanliness and upkeep of physical infrastructure.
- Repairs, renovation and maintenance are carried out by purchase and repair committee by utilizing available budgets.
- The municipal authorities and local administration often extend their services in keeping the campus clean & green.
- Every department maintains a stock register. Stock purchased is entered into stock registers. The Principal and HOD authenticate the stock registers after checking the stock entries.
- The college takes up precision measures for the equipment at the end of every year, or by 31st march.
- Regular works are carried out by the technicians appointed for repair and maintenance. Major maintenance works are carried out by the Government agencies.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcpunganur.in/maintenance-if-infrastructure/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

304

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

0

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

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

418

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

418

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

11

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

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

5.2.2.1 - Number of outgoing student progression to higher education

12

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

0

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

5.3 - Student Participation and Activities

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

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

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

As a part Democratic and participative style of management, students are involved in most of the committees constituted for the smooth running of the College. In committees like IQAC, Students Council, JKC committee, Women Empowerment Cell, Anti-Ragging Committee, Scholarship committee, Discipline committee, sports, literary and cultural club etc. students were engaged in different administrative, Co-curricular and extracurricular activities to make administration more transparent. These committees carry out the academic and administrative works as per the academic Calendar. In order to increase the active participation of Students and staff and to discharge their duties more effectively, trainings were organized to the teaching and non-teaching staff as and when required. In addition to the above activities, students are involved in major decision making Committees and participate actively in curricular and extracurricular activities under the College Planning & Development Council, and the IQAC. Students, NCC cadets and NSS volunteers participate collectively in each and every programme and activity organized by the college. Most of the programmes like Blood Donation, tree plantations, Medical camps, literary and cultural programmes are organized by the students through appointed committees. Students act as anchors, speakers, members, participants and leaders in cultural programmes like Fresher's day, College day, Independence Day etc.

File Description	Documents
Paste link for additional information	https://gdcpunganur.in/2021-22-4/
Upload any additional information	View File

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

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

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Subharam Government Degree College, Punganur has an active registered Alumni Association 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.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The College visions for excellence in academics and integrity of character and aims to develop a scientific temperament for a caring, impartial and inclusive society, with its mission to create and facilitate an environment for knowledge, research, skill, self reliance and humanitarianism that propels the young minds to build a caring and sharing society is seen in its governance. Its high morals and values are reflected in its policy of welcoming staff as well as students from all strata of society. The Staff Council always encourages the involvement of the staff in the quality assurance, enhancement and developmental activities of the College by being members of bodies such as IQAC, Staff Council, as HODs, as Coordinators of Cells and committees, Subject Associations, Students Council, etc. The Principal leads the staff and students towards the fulfillment of the stated mission. The Staff Council meets twice a year for discussion and implements and carries out the necessary changes based on feedback received from Principal and various stake holders. The Staff Council is proactive in extending all guidance, support and cooperation in all academic and administrative aspects. The Staff has been encouraged to participate in Webinars and Faculty Development Programmes in relevant subjects.

File Description	Documents
Paste link for additional information	https://gdcpunganur.in/vision-mission/
Upload any additional information	View File

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

The Staff Council along with the College Development Council and IQAC discusses and approves important administrative issues such as budget, admissions, results etc. The Staff Council also reviews the activities and necessary suggestions that are made by various stake holders. Moreover, major decisions are taken by the Principal in consultation with CPDC, IQAC and Staff Council. Administrative powers and responsibilities are delegated to teachers on the basis of their competence, commitment and aptitude to meet the institutional objectives. The institution's democratic principles of decentralization and participative management are also reflected through the involvement of staff members and students in various committees and cells like NSS, NCC and Grievance Redressal Cell etc., to carry out different activities. Decision making is decentralized and carried out through various committees. IQAC looks after smooth functioning and quality enhancement of the college. Students as well as members of non-teaching staff are members of CPDC, IQAC, all Cells/committees and subject associations, and are further delegated responsibility of planning and execution of activities, are overseen and guided by teachers. Year round activities related to students by Student union are an apt example of participative management.

File Description	Documents
Paste link for additional information	https://gdcpunganur.in/2021-22-4/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College believes in setting up perspective plan for excellence in academic and infrastructural development. This is drawn in the

form of long term and short term goals indifferent aspects of college functioning. These perspective plans are reflected in the annual action plans. The IQAC decides the perspective plan which is to be approved in the CPDC (College Planning Development Council) meetings. Although the College has been realize most of its perspective plans, noteworthy is the augmentation and renovation of infrastructure, and increase in laboratory equipment and Library resources by means of grants received from RUSA, UGC, State Govt etc,. 3 classrooms, 2 laboratories, basketball court and seminar hall have been renovated, network revamped and a Wi-Fi was installed. Many of the classrooms have been made ICT enabled, bringing to fore the technological advancements in teaching and learning.

Keeping in mind the NAAC Peer Team 2nd Cycle recommendations, the

IQAC set up the following goals which were approved of by the CPDC and also documented as part of the AQARs:

- To start new courses.
- To increase the number of computers.
- Construction of physically Challenged Friendly Toilets & Ramps in the college.
- To increase the use of ICT in teaching.
- To encourage the faculty for research work.
- To increase extension works.
- To connect the campus with Wi-Fi.
- To appoint a Librarian.
- To mobilize funds.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://gdcpunganur.in/2021-22-3/
Upload any additional information	View File

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

The staff Council is the policy making body. The overall supervision of the College comes under its purview. After discussion, it decides the academic policy keeping in view the national policies in higher education, existing priorities and

local needs. Regular feedback obtained from the alumni, students, parents and faculty along with suggestions of NAAC peer team form the major inputs for the planning. These inputs are discussed and analyzed by the Principal, IQAC and CPDC. The planning and infrastructural development is decided by the Head of the institution in consultation with the CPDC and Staff Council. The plans proposed are discussed by the respective Cells and committees, fine-tuned as per needs and then finalized. Financial implications and possible hurdles are thoroughly looked into and taken care of before finalizing any plan. The Principal, Heads of Departments, committee / cell in-charges and office staff, monitor and work together for the effective implementation of these policies. The lecturer post is a state level post and is appointed by the government through direct recruitment conducted by APPSC as and when required. In due course, to fill up the vacancies contract and guest faculty are also engaged against the sanctioned posts as per the needs of the college.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1Tt9MkT-W38FE8DVExvA4u5HSqror60mL/view?usp=share_link
Link to Organogram of the Institution webpage	https://gdcpunganur.in/organogram/
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Wi-Fi, R.O Water, canteen, dedicated cabins/workspace, parking, separate reading and computer space in the library are available for both teaching and non-teaching staff. As per Govt rules provision for appointment of dependents of the teaching and non-teaching staff on compassionate grounds. The watchman ensures security of College properties.

Leaves per year: 15 Days CL, 07 Days of SPL, 05 Days of Optional Holidays, 20 Days of Medical Leave for Year, 180 Days of ML, 15 Days of PL, 05 Days of SCL for Women Employees, 02 Years of Study Leave etc.

Cashless treatment through health card, at government and selected corporate hospitals for all the regular employees is provided by the government. This scheme will provide in-patient treatment for identified diseases.

Insurance Facilities:

- The Government employees who are between 21 and 53 years of age are eligible for APGLI.
- APSE Group Insurance Scheme
- AP General Provident Fund (GPF): The General Provident Fund

For Students:

1. State Govt Scholarships
2. State Govt sponsored fee reimbursement scheme
3. Prathibha Awards etc.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1UX0SJ56aJjrdR-eu8otYkH5jHHXZnz0B/view?usp=share_link
Upload any additional information	View File

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

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

0

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

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

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

0

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

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

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

7

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

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

As per the directions of UGC and Secretary of Higher Education, Government of Andhra Pradesh, the Institution has a performance appraisal system. Teachers have to submit filled-in forms for API Score (Academic Performance Indicators) to the Principal. Apart

from that, Annual Proformas are submitted by the Teachers/HODs/Librarian/Office/Cell-incharges to the IQAC which help in collation and cross checking of the information. For Career Advancement under CAS, API formats submitted to the Principal at the end of every academic session are forwarded by Principal to Commissioner of Collegiate Education after approval by an Internal Scrutiny Committee. Every Teaching and non-teaching staff has to submit Confidential Reports to Principal via HOD. Performance of Teachers is also assessed through Student feedback, taken at the end of every academic session and appropriate instructions is given to staff by Principal. Teaching Notes, Teaching Diary and Annual Curriculum Plan is maintained by the individual staff and submitted to the Principal via HOD at the end of every month. The IQAC reviews Administrative and Academic progress to increase the performance of all the departments and office administration. After the evaluation of the report by the Principal and IQAC, it is communicated to respective department for improving of shortcomings.

File Description	Documents
Paste link for additional information	https://gdcpunganur.in/api-2021-22/
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

- **Academic Audit and Stock Verification is done in every department including office at the end of every year by the constituted committees. They submit a report to the principal on the maintenance of records and expenditure.**
- **Internal audit is conducted by the Regional Joint Director of Collegiate Education, Kadapa.**
- **The external audit is conducted by a registered Chartered Accountant to check the revenues and expenditures incurred by the college.**

Financial information is presented in accordance with the

applicable accounting Standards including specific requirements of financial disclosure. The organization has complied with laws and regulations applicable to it. Audit of cash receipts and cash disbursements Government financial transactions consist of receipts and disbursements, are governed by the AP Financial Code and the Treasury Code. The main aim of internal audit in respect of cash would thus be to ascertain the adequacy of compliance with regulations and procedures for effective receipt, remittance, reconciliation and accounting. Internal Audit checks whether any bank account has been opened by auditee and if so, whether there are adequate controls (such as bank reconciliation) to ensure proper accounting of receipts and disbursements.

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

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

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

0.71

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

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

The main sources of funds, apart from the Government are various Non-Governmental organizations, CPDC, generous philanthropists and College staff. At the beginning of every financial year, requirements of the College, Office, all the departments, Library and various cells are submitted to the Principal. The Principal

then calls a meeting of HODs, Librarian, and Office Superintendent, Coordinators of various cells and IQAC to decide and judiciously allocate funds. A budget is prepared and presented before the CPDC. Once the budget is approved, then the funds are disbursed. In case of special grants/funds received from funding agencies like UGC, Committees are formed for monitoring the utilization of grants as per guidelines. Funds received from NGO's, philanthropists with a definite purpose are availed for the developmental activities of students, scholarships, etc. Funds received for conduct of examinations are handed over to the staff member in charge of the examinations for proper conduct of exams as per University norms. Accounts of the examinations are submitted as per rules and regulations of the concerned authority. The Accounts section of the College maintains all records of income and expenditure to ensure financial transparency. All accounts of funds received and spent are audited by Chartered Accountant.

File Description	Documents
Paste link for additional information	https://gdcpunganur.in/funds-mobilization/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

At the beginning of every academic year IQAC frames an action plan and ensures its proper implementation for overall development of the students. Quality assurance strategies and best practices to be institutionalized are discussed in the IQAC meetings and decisions taken are communicated to the staff by the Principal. Two institutionalized practices are Students' Orientation Programme: At the beginning of every academic session, Students' Orientation Programme is held for freshers. Students are given information about examination system, internal marks, Program outcomes, various Cells, library, NCC, NSS, sports etc. This is followed by a tour to different departments. The program was held within two weeks after the commencement of the classes. The IQAC reviews the performance of all departments and offer necessary suggestions to improve the quality of academic, research, literary and cultural and administration. The IQAC spearheads all the academic and administrative committees and cells for the proper, smooth and effective implementation of development activities of

functioning of the college. The IQAC collects the feedback from all the stake holders, conducts the Student satisfaction Survey and analyses it and displays the report on the institutional website and offers required assistance and suggestions to attain the required and determined academic and administrative objectives.

File Description	Documents
Paste link for additional information	https://gdcpunganur.in/2021-22-3/
Upload any additional information	View File

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

The College has undergone 1st and the 2nd cycles of NAAC accreditation in 2008 and 2016. Review of the various processes has been carried out through discussions and recommendations based mainly on the feedback of the stakeholders, Peer Team Report and IQAC. IQAC and staff council identifies the needs and gaps towards teaching-learning and prepares a plan of action for upcoming sessions. Specific formats prepared by IQAC are used to collect information from individuals, HOD's, Cells, office, Library and students. Based on these reports, incremental improvement in quality is identified, and lacunae, if any, are addressed by IQAC, the College administration and CPDC.

Example 1: Increase in the number of Computers- In line with the peer team recommendations, there has been a steady increase in number of computers and use of ICT for Teaching-Learning over the past five years.

Example 2: Increase in placements- Career Guidance & Counseling Cell, JKC encouraged by IQAC became more proactive, as a result of which placements increased every year. As a result there are around 120 placements happened in the job fair conducted by the college in the month of April, 2022.

File Description	Documents
Paste link for additional information	https://gdcpunganur.in/atr-2021-22/
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://gdcpunganur.in/2021-22/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Institution gives top priority to the institutional values and social responsibilities. In association with local medical authorities our college NSS & NCC units conducts blood donation programme every year. The Institution celebrates all days of national and international importance, birth anniversaries of eminent leaders and conducts NSS and NCC activities, tree Plantation programmes, legal awareness, anti-drug abuse, and health camps etc. to create awareness among the students. With the help of the local police, awareness on cyber crime and anti-ragging programs are conducted. Institution shows gender sensitivity in providing such as:

- Safety, Security and Counseling.
- Common rooms.
- Women Empowerment Cell to address women harassment issues within the Campus.
- Anti-ragging cell and disciplinary Committees to ensure discipline.
- Toilets for women students.
- College identity Cards to all the students.

Counseling: The College aims to nurture a Sound mind with a sound body of the young minds. To achieve this, the College conducts counseling sessions at various levels to develop a positive attitude among young minds. A special Counseling is provided to women students by women teachers regarding Sexual harassment, gender Conflict and any other Personal problems that lead to mental agony or discontinuation of studies or discomforts. Such Counseling sessions also instill Courage and Confidence among the student. Discipline Committee continuously monitors the discipline in the College.

File Description	Documents
Annual gender sensitization action plan	https://gdcpunganur.in/gp-2021-22/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://gdcpunganur.in/facilities-for-women/

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

D. Any 1 of the above

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

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

Pollution is a major concern of harming the Environment in the present-day world. Our College is committed to prevent Pollution and managing of hazardous and solid waste. The Common waste materials we find in our Campus are green waste, debris, papers and plastic covers. Keeping this in mind, the waste materials are separated into degradable and non- degradable wastes. The institution follows the method of Reduce, Reuse and Recycle.

Solid waste management: The members of NSS volunteers have developed a compost pit in the College Campus, for dumping organic wastes like vegetable waste, dry leaves as well as used plants material. It is processed and decomposed into organic manure which is used for the growth of plants in the Campus.

E-waste management: The E-waste which is related to Computer accessories and some outdated Electronic Equipment are Enlisted and Confirmed as irreparable or reparable by the authenticated technician. This list is later presented to CCE for approval for auction. After the approval, the E-waste is auctioned with the due procedures prescribed by the CCE. Before new purchases, every component is verified by the purchase and repair committee and only after verification; purchases are made as per the resolutions and requirements.

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

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

A. Any 4 or all of the above

system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

D. Any 1 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information :

Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

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

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

The institution aims at providing affordable and quality education to all strata of the society in line with its Vision, Mission, and Objectives. These are reflected in the Prospectus, Academic Calendar, and Institution Plan and motto "Vidya Nigoodha Vithamu" and "Study & shine" of the College. Presence of staff as well as students from all over Rayalaseema region and all social strata makes the environment inclusive and tolerant towards Cultural, regional Communal, socio economic and other diversities. On the socio-economic front, the college strictly follows the reservation in seat allotment and ensures that socially and economically backward students should make use of reservations. Fit India is celebrated which helps the students to unite. Students uniform bridge gaps arising out of socio economic diversities. NCC and NSS units incite discipline and social responsibilities among the students and make them responsible citizens. Life skill courses like Human Values and Professional ethics, Personality Development and Leadership Qualities, Indian Culture and Science, Health and

hygiene and Environmental Education are being taught to imbibe social values and ethics to overcome the cultural, linguistic, regional and socio-economic issues and to make them a better citizen.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The vision and mission of the college encourages its stakeholders to become good citizens. National festivals, unity day, army day are celebrated enthusiastically with different activities that engender enthusiasm, unity and national pride. Students and staff from all strata of the society make the environment tolerant towards cultural, regional, linguistic, communal, socio-economic and other diversities. Student uniforms bridge gaps that arise due to socioeconomic diversities. Scholarships are provided to the socially and economically backward students by the government of Andhra Pradesh. Swatchhatha related activities engender feelings of responsibility and habit towards cleanliness. Responsibilities of citizens are also inculcated among students through various extension activities by different committees throughout the year. Students also participate in the programmes conducted by the college for the welfare of the community. International women's day, National Girl Child Day, International Mother Language Day, Constitution Day etc. is celebrated, every year to create and promote awareness on women rights, gender and equity among the students. The extension activities, NSS, NCC, health camps etc. imbibes social responsibilities among the young minds which in turn help them to become a socially responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

A. All of the above

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Swatcha Bharath has been conducting in our college on 2nd October every year to commemorate the birth anniversary of Mahatma Gandhi. International Women day is celebrated on 8th March every year to create awareness on women rights and to promote gender equity. Our college conducts essay writing, elocution, singing, painting, rangoli, dance competitions for the above national festivals and on birth anniversaries of great Indian personalities and prizes are distributed to the winners. Active NSS and NCC units incite discipline and social responsibilities among the students. The national festivals such as Independence Day, Republic day and

Gandhi Jayanthi are celebrated with great passion and enthusiasm. Every 5th September the birth anniversary of Sarvepalli Radhakrishnan is celebrated as Teachers day to glorify the significance of Guru-Shisya relationship with great fervor. The birth anniversaries of Dr. APJ Abdul Kalam, Major Dhyani Chand, Srinivasa Ramanujan etc are being celebrated as International Students day, National Sports Day and National Mathematics Day respectively. All the days of national and international importance and national festivals are celebrated with great enthusiasm and passion to develop patriotism and responsibilities towards constructing a dedicated society and nation.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Title: Orientation to Freshers

Objectives: To learn about curriculum, semester system, exam pattern and facilities.

Context: Students get acquainted as they come from varied mediums, academic and social backgrounds.

Practice: To get familiar to other new entrants, staff and facilities a day is designated for orientation programme. Principal and subject teachers explain about the program outcomes, semesters, assessment, committees and facilities.

Evidence: Students adjustment with their new surroundings. They get acquainted with the facilities, do's and don'ts of the

college.

Problems encountered and resources required: Late entrants miss the programme and to be instructed separately which becomes repetitive and arrangements have to be made multiple times for separate programs. No major resources required especially financial.

Title: Implementation of Uniform

Objectives:

- To provide identity, unity and equality among the students.
- To reduce cost on clothing.

Context: In today's world clothing has become a status symbol. Uniform negate that and instills a sense of oneness among students.

Practice: Students wear uniform on all working days in a week except on Saturday.

Evidences of success: Uniform enhances pride, unity and community spirit. It improves attendance and discipline.

Problems encountered and resources required: Uniforms restrict the freedom of expression and cause discomfort. No financial resources are required and are inexpensive.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

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 Enhanced in both men and women students through their Participation in various Co-Curricular, Extra-Curricular 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 visit the College and 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 and stakeholders.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Every year, the Principal, IQAC and HODs prepare an academic calendar reflecting the schedule of curriculum delivery, which 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 teaching plan prepared by teachers, and its delivery is recorded in the Daily Notes Diary of every faculty, 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 informally 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 was being taken wherever possible. Academic Audit is carried out by experts deputed by the CCE, A.P.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://gdcpunganur.in/time-table-2021-22/

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

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 of the academic calendar for the conduct of co-curricular activities such as bridge courses, certificate courses, inauguration of subject associations, guest lectures and field visits and for extracurricular activities such as extension activities, sports, and days to be celebrated. 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.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://gdcpunganur.in/2021-22-2/

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

4

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

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)****2**

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**60****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****60**

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The institution follows the curricular framework of the affiliated university that address various crosscutting issues through various cells under the aegis of IQAC. One life skill course in first and second semesters, two in third semester which is elective among Computer applications, Human values and professional ethics, entrepreneurship, Information and Communication Technology, Indian Culture and Science, Elementary Statistics, Health and Hygiene, Personality Development and Leadership qualities, Analytical Skills and Environmental Education are part of the curriculum. The Ethics to be followed by students are stated on the website as Code of Conduct for students. The Code of conduct of the staff members has also been codified as a document. The Women Empowerment Cell is active in addressing issues relevant to gender. The DRC addresses issues of human values and conducts a moral science lecture series for all students every year. The NCC and NSS are active in implementation of environment sustainability through special programmes as well as extension activities for tree plantation, ODF, health camps, eve-teasing, gender awareness programmes and other related issues. The Career Guidance Cell, is looking after the Training and Placement and imbibes the required personality traits and business etiquette among the students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

10

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

1.3.3 - Number of students undertaking project work/field work/ internships**270**

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://gdcpunganur.in/fb-2021-22/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

180

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

127

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Bridge courses are organized in the beginning of the Academic Year to identify the learning capabilities of students.

For advanced learners:

- Encouraged to make posters, PPTs, and peer teaching activities.
- Class seminars, quizzes, debates, discussions are conducted regularly.
- They are motivated to take part in DRC competitions.
- Under the aegis of JKC, training is given in Communication and Soft Skills, Microsoft up skill courses and to enroll in MOOCs.
- Coaching for competitive exams and career counseling classes are conducted by the Career Guidance Cell.
- Certificate courses are conducted to improve their skills. They are encouraged to go through the reference books in the library and write model answers of the University examinations.

For Slow Learners

- Remedial classes and Special Classes are conducted regularly.
- Regular feedback is given to the students on their performance in Assignments, Midterm exams, Practical exams and University examinations.
- Students are made into groups and an advanced learner will teach a few topics and clarify their doubts.
- Students are taught test taking strategies as per the blue print of the question paper.
- Teachers help slow learners by administering unit tests, assignments class, and seminars regularly.

File Description	Documents
Link for additional Information	https://gdcpunganur.in/tlp/
Upload any additional information	View File

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

Number of Students	Number of Teachers
425	17

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution provides wide variety of learning Experiences. Students experience practical learning apart from theoretical learning in laboratories and class rooms. Students participate in class Seminars, Quizzes, Role plays, debates and group Discussions. Teachers use a variety of methods to make students participate in the teaching learning process. Field trips are being conducted to facilitate students to visit places of historical importance, industries, national parks, museums, zoos, national laboratories etc. Students involve in interactive sessions, problem-solving related exercises, group works, projects etc., Teachers evaluate their performance continuously through practice tests, quizzes, class seminars, Community Service Projects, fieldworks, debates and discussions throughout the semester. From the academic year 2021-22, two and six month Industrial Internship, in fourth and fifth semesters is made mandatory for every student. Learning is made student centric with the help of ICT, PPTs, Virtual Classrooms and projectors. Students often volunteer to participate in DRC activities and other Inter-Collegiate competitions. Students are encouraged to register on portals like LMS, SWAYAM, IIT Spoken Tutorials, TCS-iON, IBM-PTech, and Microsoft up skill programme etc. by the JKC Cell of the college. The college central library provides internet facilities, reprography, information display, reference books, text books etc., to the students.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://gdcpunganur.in/tlp/

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

Campus is Wi-Fi enabled. Computer laboratories, library, seminar hall, class rooms are equipped with internet facility. Learning is made effective with the help of projectors available in the college. 2 projectors are fixed in 2 labs, 1 projector is used in seminar hall and class rooms. The college gives priority to ICT in teaching-learning process. PPTs, study material and e-resource links were made available to the students. Three AP Fiber net internet connections serve internet facility in the campus. The library is equipped with a computer, printer, reprographic facility and internet which help the students to get access to the abundant e-resources and download the study material and e-books. The faculty is enriched on using various digital tools like online portals, SWAYAM, NPTEL, digital library which facilitates them in the teaching learning process. Two LCD TVs, speakers, PA system, MANA TV is available in the college to make lessons visually interesting which impacts positive learning outcomes of students. Teachers use modern methods of teaching such as Google Classroom, Google sites, Whatsapp, YouTube etc. Whatsapp is used to post study materials and to receive assignments and to clarify doubts and Google forms are used to collect data from students.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://gdcpunganur.in/ict/

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)**2.3.3.1 - Number of mentors****16**

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year****17**

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year****8**

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

9

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The institution has a well-structured, transparent and robust mechanism for internal evaluation of students. The examination committee takes care of conducting internal exams. The schedule of internal examinations is designed and informed to the students well ahead of the exams following the Academic Calendar and Institutional plan. The process of internal assessment mechanism includes formative and summative modes. Formative assessment is done based on the following items:

- 75% of attendance
- 2 Mid-term tests per semester
- Assignments, class seminars, practical exams and projects
- Participation in debates, quizzes and group discussions.

The following are considered for awarding marks.

Practical examinations, class seminars, Participation in debates, quizzes, group discussions, timely submission of

assignments, projects and teaching learning process, good conduct and demonstration of values and ethics in and outside of the campus. Mid-term examinations answer scripts are given to the students after evaluation and feedback is given to the students. Slow learners are counseled and corrective measures are suggested. In summative mode, students take semester end examinations conducted by the affiliated university. Necessary feedback is given to the students after the examinations and when the results are out. Our students are consistently performing well in the university exams.

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

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

For fair, equal and impartial treatment of all students including assessment and evaluation, the college has a dedicated and disciplined committee headed by the Vice-Principal which looks after the Redressal of all grievances related to the examinations. The examination committee, on receiving a complaint, resolves the issue within a period of 3 working days. Under the guidance of examination committee and department heads, the teachers begin the valuation of internal examination answer scripts on the day of the exam itself. The valued answer scripts are given to the students and collected. Discrepancies, if any found, are rectified by the teachers promptly and communicated to the students ensuring transparency in the assessment. There are no examination related grievances owing to the open and transparent examination and evaluation system in our college. After the outbreak of covid-19 the assessment methods have moved from offline to online. Quizzes, group discussions, debates, assignments, projects are conducted and submitted in both online and offline mode. Grievances related to semester end examinations were carried out as per the norms of the affiliating university and in this regard affiliating university decision is final. For this the university has its own software and system.

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

2.6 - Student Performance and Learning Outcomes

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

The institution has prepared program outcomes for BA, B.Com and B.Sc programmes. They have been finalized by all the HODs and teachers and are uploaded in the institutional website. The college actively formulates and disseminates the COs, which begins with the departmental meetings. Every department design the teaching plans to achieve POs, PSOs and COs optimally, by conducting revisions of the syllabus. Teachers chalk out the teaching strategies and evaluation methods in alignment with the outcomes. The IQAC assesses the learning outcomes and place the POs, PSOs and COs of the curriculum for discussion in the meetings and incorporate the devised strategies into the curriculum transaction. At the beginning of each semester every teacher reads out the learning outcomes in the class room thus, making the students aware of objectives and outcomes of the programme and course at the very commencement of the teaching learning process.

Student satisfaction survey and feedback on curriculum transaction are other tools that help the institution in a great deal to understand the extent of student attainment of learning outcomes. In this manner the institution engages manifold techniques and tools to make every student and teacher aware of learning outcomes of every programme and course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://gdcpunganur.in/pos-psos/
Upload COs for all courses (exemplars from Glossary)	View File

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

Program outcomes and course outcomes as made obvious by NAAC and Institution have been designed for all the stake holders. These outcomes are designed to make the students ready and equipped with all the knowledge and skills as required for the real life. Outcomes have been uploaded in the institutional website. Evaluation of outcomes serves the institution has potent tool for introspection and improvement of the students in all spheres. The students are made aware of these outcomes during the induction and orientation programs conducted for the new students and at the inception of every semester. Students are being guided effectively to achieve the designed outcomes. Outcomes are evaluated by the institution using different methodologies, which are carried out regularly in the class room during teaching learning process and periodically through internal assessment and evaluating the university results of the outgoing students of every semester and year by the examination committee and the placements through the JKC Cell and respective departments and students progression to higher education is obtained from personal feedback. In 2021-22 around 120 students have selected for various jobs in the job fair conducted in the college.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://gdcpunganur.in/attainment-of-cos/

2.6.3 - Pass percentage of Students during the year

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

56

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://gdcpunganur.in/2021-22/

2.7 - Student Satisfaction Survey

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

<https://gdcpunganur.in/sss-2021-22/>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research**

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

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

0

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

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

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

0

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

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****00**

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year****11**

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year****0**

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

3.3 - Extension Activities

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

The students are exposed to cross-cutting issues through various awareness programmes, seminars, rallies, skits, NSS and NCC camps and activities, discussions, speeches including various strata of the society. Health and hygiene, sanitation, clean and green, environmental pollution, illiteracy, water preservation, gender sensitization, anti-ragging, anti drug abuse, judicial services, traffic rules and road safety, legal awareness, environmental consciousness, values and ethics are also imbibed to empower the students. Celebration of various commemorative days and weeks increase the responsibilities of the students towards society. Talks with government officers and influential people, with exposure to real life situations through activities by various committees are carried out regularly. Blood donation camp, tree plantations are habitually organized every year. These programmes help all the stake holders that include diverse social backgrounds, make students more cognizant and responsible. Students have participated in every online and offline programmes by planning, anchoring and as team leaders, members and speakers which lead to their holistic developments. Thus the spirit of social responsibility is constantly ingrained in the students through these activities.

File Description	Documents
Paste link for additional information	https://gdcpunganur.in/extension-activities/
Upload any additional information	View File

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

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

38

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

122

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

1

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The institution nestles in a vast campus of 14.05 acres situated on the Punganur- Ramasamudram road in Punganur. There are 12 class rooms, two computer labs one for computer applications and one for computer science and JKC, three staff rooms for all the departments including IQAC and one staff room for women teachers with attached wash rooms. A seminar hall,

open air stage (Kalavedika), store room, about 5 acres of play ground and with plants in the remaining vacant area are also available for various purposes. The building area occupies nearly 2 acres of the total area. The institution has a virtual class room, library with 14800 books, reading room, MANA TV facility, 10 station gymnasium and toilets for both men and women. A separate waiting room for women with attached washroom is available. The campus is equipped with Wi-Fi facility and provided reprographic facility for students and staff in the library. A RO water purifier was established to serve drinking water purpose. A small garden in front of the office building with hedges makes it look beautiful. The college canteen serves refreshments, lunch and other needy things for students and staff. Parking place is available to park the vehicles.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcpunganur.in/class-rooms/

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

A Seminar hall with a seating capacity of 150 is available with facilities like PA system, Internet and Projector. The Institution celebrates cultural activities and all national festivals in the open air stage "Kalavedika". A spacious 5 acres of ground is available for outdoor games like hockey, athletics, basket ball, handball, kabbaddi, kho-kho, badminton, volleyball etc. Indoor facilities like caroms, chess and table tennis is also available. The institution has a well equipped 9 station Gym with modern equipment to maintain health and hygiene which helps the students for their physical development. On an average 30 students are using gymnasiums daily. Other facilities available in the gym are short put, dumbbells, weightlifting, power master cycle, tread mill and weighing machines. There are 2 active 1 NSS and 1 NCC units in the college. In the year 2021-22, 104 cadets both men and women are enrolled and are attending B and C certificate examinations. The college has a dynamic NSS unit comprising 45 volunteers. These volunteers participate in programmes like Special camp, clean and green, rallies, blood donation camps, health and hygiene and other awareness programmes and extension activities throughout the year as per the schedule.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcpunganur.in/sports-and-games/

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcpunganur.in/ict/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0

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

4.2 - Library as a Learning Resource

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

The central library is situated in the first floor. The library sprawls in an area of 1910 sq mts. A reading room is available adjacent to the library. A wide range of books about 14800 are available in the library which includes various collections of reference books, novels, plays academic text books, books useful for competitive examinations, magazines, news papers etc. The library provides variety of facilities to the students and staff like internet, reprography, information display board, printer, a computer system in a user friendly environment. The institution has various old collections of books related to academics. Reference books for History, Economics, Political Science, Telugu, Hindi, English, Mathematics, Computer Science and Applications, Statistics, Commerce, Vijetha Competition magazines, General Knowledge books and current affairs are available in the library. In addition to reference books and competitive, general knowledge books the institution provides news papers to enrich the knowledge resources of the students. The library works from 10.00am to 5.00pm in all working days and from 9.00am to 4.00pm during examinations.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://gdcpunganur.in/library/

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

E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-

journals during the year (INR in Lakhs)**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)****0**

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year****25**

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The institution updates IT facilities through IQAC, Principal, and other committees regularly. Necessary repairs and updates of software are done as and when required. Servicing of the systems, updating the programs and software are carried out periodically, through Purchase and Repair committee by discussing in the staff council and making necessary resolutions. The college has 3 LCD projectors, 2 TVs, 1 for MANA TV - programmes. This MANA TV provides Programmes and lectures of Commissioner of Collegiate Education, A.P, Vijayawada both online & offline which are viewed regularly through MANA TV and virtual classroom.

- The lecturers are provided orientation training from time to time for updating of knowledge on ICT utilization by computer science faculty and CCE training programmes

- The institute upgrades Infrastructure and software with the latest configuration available in the market. Defective computers, hardware components are used as models to demonstrate in the classes.
- Password protected Wi-Fi is provided to all the staff and students.
- Wi-Fi facility is provided to the first floor of the college building, 2 computer labs seminar hall and virtual classroom.

The college has 3 BSNL AP fiber net internet connections with 90 mbps speed

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcpunganur.in/maintenance-if-infrastructure/

4.3.2 - Number of Computers

60

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**0.51**

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

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

HODs and in-charges request for required maintenance work to be done to the principal. Principal then presents the proposal before the Staff-council, and takes the final decision on priority basis and assigns the work to the concerned committee/personnel. Regular maintenance work in the college takes places immediately, while longer projects are executed during vacation.

- **Physical Education department maintains the sports facilities, equipment and gym in the college.**
- **Weeding of old books, binding pest control and other maintenance measures in Library are undertaken periodically by library committee.**
- **Menial staff maintains cleanliness and upkeep of physical infrastructure.**
- **Repairs, renovation and maintenance are carried out by purchase and repair committee by utilizing available budgets.**
- **The municipal authorities and local administration often extend their services in keeping the campus clean & green.**
- **Every department maintains a stock register. Stock purchased is entered into stock registers. The Principal and HOD authenticate the stock registers after checking the stock entries.**
- **The college takes up precision measures for the equipment**

at the end of every year, or by 31st march.

- Regular works are carried out by the technicians appointed for repair and maintenance. Major maintenance works are carried out by the Government agencies.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcpunganur.in/maintenance-if-infrastructure/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

304

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

0

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

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

418

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

418

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

11

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

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

5.2.2.1 - Number of outgoing student progression to higher education

12

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

0

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

5.3 - Student Participation and Activities

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

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

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

As a part Democratic and participative style of management, students are involved in most of the committees constituted for the smooth running of the College. In committees like IQAC, Students Council, JKC committee, Women Empowerment Cell, Anti-Ragging Committee, Scholarship committee, Discipline committee, sports, literary and cultural club etc. students were engaged in different administrative, Co-curricular and extracurricular activities to make administration more transparent. These committees carry out the academic and administrative works as per the academic Calendar. In order to increase the active participation of Students and staff and to discharge their duties more effectively, trainings were organized to the teaching and non-teaching staff as and when required. In addition to the above activities, students are involved in major decision making Committees and participate actively in curricular and extracurricular activities under the College Planning & Development Council, and the IQAC. Students, NCC cadets and NSS volunteers participate collectively in each and every programme and activity organized by the college. Most of the programmes like Blood Donation, tree plantations, Medical camps, literary and cultural programmes are organized by the students through appointed committees. Students act as anchors, speakers, members, participants and leaders in cultural programmes like Fresher's day, College day, Independence Day etc.

File Description	Documents
Paste link for additional information	https://gdcpunganur.in/2021-22-4/
Upload any additional information	View File

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

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

6

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Subharam Government Degree College, Punganur has an active registered Alumni Association 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.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The College visions for excellence in academics and integrity of character and aims to develop a scientific temperament for a caring, impartial and inclusive society, with its mission to create and facilitate an environment for knowledge, research, skill, self reliance and humanitarianism that propels the young minds to build a caring and sharing society is seen in its governance. Its high morals and values are reflected in its policy of welcoming staff as well as students from all strata of society. The Staff Council always encourages the involvement of the staff in the quality assurance, enhancement and developmental activities of the College by being members of bodies such as IQAC, Staff Council, as HODs, as Coordinators of Cells and committees, Subject Associations, Students Council, etc. The Principal leads the staff and students towards the fulfillment of the stated mission. The Staff Council meets twice a year for discussion and implements and carries out the necessary changes based on feedback received from Principal and various stake holders. The Staff Council is proactive in extending all guidance, support and cooperation in all academic and administrative aspects. The Staff has been encouraged to participate in Webinars and Faculty Development Programmes in relevant subjects.

File Description	Documents
Paste link for additional information	https://gdcpunganur.in/vision-mission/
Upload any additional information	View File

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

The Staff Council along with the College Development Council and IQAC discusses and approves important administrative issues such as budget, admissions, results etc. The Staff Council also reviews the activities and necessary suggestions that are made by various stake holders. Moreover, major decisions are taken by the Principal in consultation with CPDC, IQAC and Staff Council. Administrative powers and responsibilities are delegated to teachers on the basis of their competence, commitment and aptitude to meet the institutional objectives. The institution's democratic principles of decentralization and participative management are also reflected through the involvement of staff members and students in various committees and cells like NSS, NCC and Grievance Redressal Cell etc., to carry out different activities. Decision making is decentralized and carried out through various committees. IQAC looks after smooth functioning and quality enhancement of the college. Students as well as members of non-teaching staff are members of CPDC, IQAC, all Cells/committees and subject associations, and are further delegated responsibility of planning and execution of activities, are overseen and guided by teachers. Year round activities related to students by Student union are an apt example of participative management.

File Description	Documents
Paste link for additional information	https://gdcpunganur.in/2021-22-4/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College believes in setting up perspective plan for

excellence in academic and infrastructural development. This is drawn in the form of long term and short term goals indifferent aspects of college functioning. These perspective plans are reflected in the annual action plans. The IQAC decides the perspective plan which is to be approved in the CPDC (College Planning Development Council) meetings. Although the College has been realize most of its perspective plans, noteworthy is the augmentation and renovation of infrastructure, and increase in laboratory equipment and Library resources by means of grants received from RUSA, UGC, State Govt etc,. 3 classrooms, 2 laboratories, basketball court and seminar hall have been renovated, network revamped and a Wi-Fi was installed. Many of the classrooms have been made ICT enabled, bringing to fore the technological advancements in teaching and learning.

Keeping in mind the NAAC Peer Team 2nd Cycle recommendations, the

IQAC set up the following goals which were approved of by the CPDC and also documented as part of the AQARs:

- To start new courses.
- To increase the number of computers.
- Construction of physically Challenged Friendly Toilets & Ramps in the college.
- To increase the use of ICT in teaching.
- To encourage the faculty for research work.
- To increase extension works.
- To connect the campus with Wi-Fi.
- To appoint a Librarian.
- To mobilize funds.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://gdcpunganur.in/2021-22-3/
Upload any additional information	View File

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

The staff Council is the policy making body. The overall supervision of the College comes under its purview. After

discussion, it decides the academic policy keeping in view the national policies in higher education, existing priorities and local needs. Regular feedback obtained from the alumni, students, parents and faculty along with suggestions of NAAC peer team form the major inputs for the planning. These inputs are discussed and analyzed by the Principal, IQAC and CPDC. The planning and infrastructural development is decided by the Head of the institution in consultation with the CPDC and Staff Council. The plans proposed are discussed by the respective Cells and committees, fine-tuned as per needs and then finalized. Financial implications and possible hurdles are thoroughly looked into and taken care of before finalizing any plan. The Principal, Heads of Departments, committee / cell in-charges and office staff, monitor and work together for the effective implementation of these policies. The lecturer post is a state level post and is appointed by the government through direct recruitment conducted by APPSC as and when required. In due course, to fill up the vacancies contract and guest faculty are also engaged against the sanctioned posts as per the needs of the college.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1Tt9MkT-W38FE8DVExvA4u5HSqror60mL/view?usp=share_link
Link to Organogram of the Institution webpage	https://gdcpunganur.in/organogram/
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Wi-Fi, R.O Water, canteen, dedicated cabins/workspace, parking, separate reading and computer space in the library are available for both teaching and non-teaching staff. As per Govt rules provision for appointment of dependents of the teaching and non-teaching staff on compassionate grounds. The watchman ensures security of College properties.

Leaves per year: 15 Days CL, 07 Days of SPL, 05 Days of Optional Holidays, 20 Days of Medical Leave for Year, 180 Days of ML, 15 Days of PL, 05 Days of SCL for Women Employees, 02 Years of Study Leave etc.

Cashless treatment through health card, at government and selected corporate hospitals for all the regular employees is provided by the government. This scheme will provide in-patient treatment for identified diseases.

Insurance Facilities:

- **The Government employees who are between 21 and 53 years of age are eligible for APGLI.**
- **APSE Group Insurance Scheme**
- **AP General Provident Fund (GPF): The General Provident Fund**

For Students:**1. State Govt Scholarships****2. State Govt sponsored fee reimbursement scheme****3. Prathibha Awards etc.**

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1UX0SJ56aJjrdR-eu8otYkH5jHHXZnz0B/view?usp=share_link
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year****0**

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

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year****0**

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

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

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

7

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

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

As per the directions of UGC and Secretary of Higher Education, Government of Andhra Pradesh, the Institution has a performance appraisal system. Teachers have to submit filled-in forms for

API Score (Academic Performance Indicators) to the Principal. Apart from that, Annual Proformas are submitted by the Teachers/HODs/Librarian/Office/Cell-incharges to the IQAC which help in collation and cross checking of the information. For Career Advancement under CAS, API formats submitted to the Principal at the end of every academic session are forwarded by Principal to Commissioner of Collegiate Education after approval by an Internal Scrutiny Committee. Every Teaching and non-teaching staff has to submit Confidential Reports to Principal via HOD. Performance of Teachers is also assessed through Student feedback, taken at the end of every academic session and appropriate instructions is given to staff by Principal. Teaching Notes, Teaching Diary and Annual Curriculum Plan is maintained by the individual staff and submitted to the Principal via HOD at the end of every month. The IQAC reviews Administrative and Academic progress to increase the performance of all the departments and office administration. After the evaluation of the report by the Principal and IQAC, it is communicated to respective department for improving of shortcomings.

File Description	Documents
Paste link for additional information	https://gdcpunganur.in/api-2021-22/
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

- Academic Audit and Stock Verification is done in every department including office at the end of every year by the constituted committees. They submit a report to the principal on the maintenance of records and expenditure.
- Internal audit is conducted by the Regional Joint Director of Collegiate Education, Kadapa.
- The external audit is conducted by a registered Chartered Accountant to check the revenues and expenditures incurred by the college.

Financial information is presented in accordance with the applicable accounting Standards including specific requirements of financial disclosure. The organization has complied with laws and regulations applicable to it. Audit of cash receipts and cash disbursements Government financial transactions consist of receipts and disbursements, are governed by the AP Financial Code and the Treasury Code. The main aim of internal audit in respect of cash would thus be to ascertain the adequacy of compliance with regulations and procedures for effective receipt, remittance, reconciliation and accounting. Internal Audit checks whether any bank account has been opened by auditee and if so, whether there are adequate controls (such as bank reconciliation) to ensure proper accounting of receipts and disbursements.

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

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

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

0.71

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

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

The main sources of funds, apart from the Government are various Non-Governmental organizations, CPDC, generous

philanthropists and College staff. At the beginning of every financial year, requirements of the College, Office, all the departments, Library and various cells are submitted to the Principal. The Principal then calls a meeting of HODs, Librarian, and Office Superintendent, Coordinators of various cells and IQAC to decide and judiciously allocate funds. A budget is prepared and presented before the CPDC. Once the budget is approved, then the funds are disbursed. In case of special grants/funds received from funding agencies like UGC, Committees are formed for monitoring the utilization of grants as per guidelines. Funds received from NGO's, philanthropists with a definite purpose are availed for the developmental activities of students, scholarships, etc. Funds received for conduct of examinations are handed over to the staff member in charge of the examinations for proper conduct of exams as per University norms. Accounts of the examinations are submitted as per rules and regulations of the concerned authority. The Accounts section of the College maintains all records of income and expenditure to ensure financial transparency. All accounts of funds received and spent are audited by Chartered Accountant.

File Description	Documents
Paste link for additional information	https://gdcpunganur.in/funds-mobilization/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

At the beginning of every academic year IQAC frames an action plan and ensures its proper implementation for overall development of the students. Quality assurance strategies and best practices to be institutionalized are discussed in the IQAC meetings and decisions taken are communicated to the staff by the Principal. Two institutionalized practices are Students' Orientation Programme: At the beginning of every academic session, Students' Orientation Programme is held for freshers. Students are given information about examination system, internal marks, Program outcomes, various Cells, library, NCC, NSS, sports etc. This is followed by a tour to different departments. The program was held within two weeks after the

commencement of the classes. The IQAC reviews the performance of all departments and offer necessary suggestions to improve the quality of academic, research, literary and cultural and administration. The IQAC spearheads all the academic and administrative committees and cells for the proper, smooth and effective implementation of development activities of functioning of the college. The IQAC collects the feedback from all the stake holders, conducts the Student satisfaction Survey and analyses it and displays the report on the institutional website and offers required assistance and suggestions to attain the required and determined academic and administrative objectives.

File Description	Documents
Paste link for additional information	https://gdcpunganur.in/2021-22-3/
Upload any additional information	View File

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

The College has undergone 1st and the 2nd cycles of NAAC accreditation in 2008 and 2016. Review of the various processes has been carried out through discussions and recommendations based mainly on the feedback of the stakeholders, Peer Team Report and IQAC. IQAC and staff council identifies the needs and gaps towards teaching-learning and prepares a plan of action for upcoming sessions. Specific formats prepared by IQAC are used to collect information from individuals, HOD's, Cells, office, Library and students. Based on these reports, incremental improvement in quality is identified, and lacunae, if any, are addressed by IQAC, the College administration and CPDC.

Example 1: Increase in the number of Computers- In line with the peer team recommendations, there has been a steady increase in number of computers and use of ICT for Teaching-Learning over the past five years.

Example 2: Increase in placements- Career Guidance & Counseling Cell, JKC encouraged by IQAC became more proactive, as a result of which placements increased every year. As a result there are around 120 placements happened in the job fair conducted by the

college in the month of April, 2022.

File Description	Documents
Paste link for additional information	https://gdcpunganur.in/atr-2021-22/
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://gdcpunganur.in/2021-22/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Institution gives top priority to the institutional values and social responsibilities. In association with local medical authorities our college NSS & NCC units conducts blood donation programme every year. The Institution celebrates all days of national and international importance, birth anniversaries of

eminent leaders and conducts NSS and NCC activities, tree Plantation programmes, legal awareness, anti-drug abuse, and health camps etc. to create awareness among the students. With the help of the local police, awareness on cyber crime and anti-ragging programs are conducted. Institution shows gender sensitivity in providing such as:

- Safety, Security and Counseling.
- Common rooms.
- Women Empowerment Cell to address women harassment issues within the Campus.
- Anti-ragging cell and disciplinary Committees to ensure discipline.
- Toilets for women students.
- College identity Cards to all the students.

Counseling: The College aims to nurture a Sound mind with a sound body of the young minds. To achieve this, the College conducts counseling sessions at various levels to develop a positive attitude among young minds. A special Counseling is provided to women students by women teachers regarding Sexual harassment, gender Conflict and any other Personal problems that lead to mental agony or discontinuation of studies or discomforts. Such Counseling sessions also instill Courage and Confidence among the student. Discipline Committee continuously monitors the discipline in the College.

File Description	Documents
Annual gender sensitization action plan	https://gdcpunganur.in/gp-2021-22/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://gdcpunganur.in/facilities-for-women/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the

D. Any 1 of the above

**Grid Sensor-based energy conservation
Use of LED bulbs/ power efficient
equipment**

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

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

Pollution is a major concern of harming the Environment in the present-day world. Our College is committed to prevent Pollution and managing of hazardous and solid waste. The Common waste materials we find in our Campus are green waste, debris, papers and plastic covers. Keeping this in mind, the waste materials are separated into degradable and non- degradable wastes. The institution follows the method of Reduce, Reuse and Recycle.

Solid waste management: The members of NSS volunteers have developed a compost pit in the College Campus, for dumping organic wastes like vegetable waste, dry leaves as well as used plants material. It is processed and decomposed into organic manure which is used for the growth of plants in the Campus.

E-waste management: The E-waste which is related to Computer accessories and some outdated Electronic Equipment are Enlisted and Confirmed as irreparable or reparable by the authenticated technician. This list is later presented to CCE for approval for auction. After the approval, the E-waste is auctioned with the due procedures prescribed by the CCE. Before new purchases, every component is verified by the purchase and repair committee and only after verification; purchases are made as per the resolutions and requirements.

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

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and

D. Any 1 of the above

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

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

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

D. Any 1 of the above

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

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

The institution aims at providing affordable and quality education to all strata of the society in line with its Vision, Mission, and Objectives. These are reflected in the Prospectus, Academic Calendar, and Institution Plan and motto "Vidya Nigoodha Vithamu" and "Study & shine" of the College. Presence of staff as well as students from all over Rayalaseema region and all social strata makes the environment inclusive and tolerant towards Cultural, regional Communal, socio economic and other diversities. On the socio-economic front, the college strictly follows the reservation in seat allotment and ensures that socially and economically backward students should make use of reservations. Fit India is celebrated which helps the students to unite. Students uniform bridge gaps arising out of socio economic diversities. NCC and NSS units incite discipline and social responsibilities among the students and make them responsible citizens. Life skill courses like Human Values and Professional ethics, Personality Development and Leadership Qualities, Indian Culture and Science, Health and hygiene and Environmental Education are being taught to imbibe social values and ethics to overcome the cultural, linguistic, regional and socio-economic issues and to make them a better citizen.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

The vision and mission of the college encourages its stakeholders to become good citizens. National festivals, unity day, army day are celebrated enthusiastically with different activities that engender enthusiasm, unity and national pride. Students and staff from all strata of the society make the environment tolerant towards cultural, regional, linguistic,

communal, socio-economic and other diversities. Student uniforms bridge gaps that arise due to socioeconomic diversities. Scholarships are provided to the socially and economically backward students by the government of Andhra Pradesh. Swachhatha related activities engender feelings of responsibility and habit towards cleanliness. Responsibilities of citizens are also inculcated among students through various extension activities by different committees throughout the year. Students also participate in the programmes conducted by the college for the welfare of the community. International women's day, National Girl Child Day, International Mother Language Day, Constitution Day etc. is celebrated, every year to create and promote awareness on women rights, gender and equity among the students. The extension activities, NSS, NCC, health camps etc. imbibes social responsibilities among the young minds which in turn help them to become a socially responsible citizens.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Swatcha Bharath has been conducting in our college on 2nd October every year to commemorate the birth anniversary of Mahatma Gandhi. International Women day is celebrated on 8th March every year to create awareness on women rights and to promote gender equity. Our college conducts essay writing, elocution, singing, painting, rangoli, dance competitions for the above national festivals and on birth anniversaries of great Indian personalities and prizes are distributed to the winners. Active NSS and NCC units incite discipline and social responsibilities among the students. The national festivals such as Independence Day, Republic day and Gandhi Jayanthi are celebrated with great passion and enthusiasm. Every 5th September the birth anniversary of Sarvepalli Radhakrishnan is celebrated as Teachers day to glorify the significance of Guru-Shisya relationship with great fervor. The birth anniversaries of Dr. APJ Abdul Kalam, Major Dhyan Chand, Srinivasa Ramanujan etc are being celebrated as International Students day, National Sports Day and National Mathematics Day respectively. All the days of national and international importance and national festivals are celebrated with great enthusiasm and passion to develop patriotism and responsibilities towards constructing a dedicated society and nation.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Title: Orientation to Freshers

Objectives: To learn about curriculum, semester system, exam pattern and facilities.

Context: Students get acquaint as they come from varied mediums, academic and social backgrounds.

Practice: To get familiar to other new entrants, staff and facilities a day is designated for orientation programme. Principal and subject teachers explain about the program outcomes, semesters, assessment, committees and facilities.

Evidence: Students adjustment with their new surroundings. They get acquainted with the facilities, do's and don'ts of the college.

Problems encountered and resources required: Late entrants miss the programme and to be instructed separately which becomes repetitive and arrangements have to be made multiple times for separate programs. No major resources required especially financial.

Title: Implementation of Uniform

Objectives:

- To provide identity, unity and equality among the students.
- To reduce cost on clothing.

Context: In today's world clothing has become a status symbol. Uniform negate that and instills a sense of oneness among students.

Practice: Students wear uniform on all working days in a week except on Saturday.

Evidences of success: Uniform enhances pride, unity and community spirit. It improves attendance and discipline.

Problems encountered and resources required: Uniforms restrict the freedom of expression and cause discomfort. No financial resources are required and are inexpensive.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

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 Enhanced in both men and women students through their Participation in various Co-Curricular, Extra-Curricular 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 visit the College and 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 and stakeholders.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. To develop park besides Arts Block

1. To construct 4 class rooms and 3 ramps for 3 blocks to facilitate physically challenged students.
2. To complete the construction of 1005 metres of compound wall .
3. To install CC TV surveillance cameras in the campus.
4. To establish solar energy system to save electricity.
5. To purchase 40 computers to update the existing labs.
6. To undertake the repairs of the cycle stand.
7. To introduce new UG courses like BSc(BZC) and PG courses like MCom and MA(Telugu).
8. To provide wifi facility throughout the campus.
9. To provide inverter facility to the seminar hall.