



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		GOVERNMENT DEGREE COLLEGE, RAZOLE, EGDT
Name of the head of the Institution		DR. N. VENKATESWARA RAO
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		08862221676
Mobile no.		8500623417
Registered Email		jkcrjyec.razole@gmail.com
Alternate Email		dr.n.venkateswararao@gmail.com
Address		NH - 214, BESIDE BSNL OFFICE
City/Town		RAZOLE
State/UT		Andhra Pradesh
Pincode		533242
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	V.S.V. KRISHNA MURTY
Phone no/Alternate Phone no.	08862221046
Mobile no.	9441236120
Registered Email	iqacgdcazole7@gmail.com
Alternate Email	krishnamurty.vadrevu@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.gdcrazole.ac.in/iqac.php
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.gdcrazole.ac.in/college%20calendar%202018-19.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	70.70	2007	31-Mar-2007	30-Mar-2012
2	B	2.50	2014	21-Feb-2014	20-Feb-2019

6. Date of Establishment of IQAC	01-Jul-2007
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Meeting of IQAC about Criterion I	08-Aug-2018 2	15

Meeting of IQAC about Criterion II	07-Sep-2018 2	16
Meeting of IQAC about Criterion III,IV	07-Dec-2018 2	18
Meeting of IQAC about Criterion V,Vi,VII	25-Jan-2019 2	14
Submission of College data into AISHE portal	05-Feb-2019 2	15
Meeting related to report of SSS	13-Mar-2019 2	17
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

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10. Number of IQAC meetings held during the year :

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. Students Feed back forms have been taken monthly and been analysed 2. Encouraging the staff to impart the latest developments by attending the faculty development programmes 3. All I and II year students covered under "Student Safety Insurance Scheme". 4. Swatchh Bharat Programme (Every 3rd Saturday) successfully has been implementing 5. Monitoring of Vehicle Free Day on 5th of (Every month), Plastic Free Day (Every Day), Activity day (Every 4th Saturday have been implementing successfully.

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

Plan of Action	Achievements/Outcomes
To conduct student seminars, quiz, assignments and other curricular and co-curricular activities	comprehensive development of the student is made
To encourage the staff to apply for DRC and National Seminars	physics department has conducted DRC quiz and most of the faculty members have attended National Seminars.
To implement Biometric attendance to staff and students with Iconma equipment	an improvement in the attendance of the students is observed as biometric is machine based
To arrange field trips to students	Botany, Zoology, Physics, Chemistry, Commerce, Economics, History department have arranged a field trip to various places
To provide the insurance to all the I and II year students under "Student Safety Insurance Scheme"	activated the admissions of the college
To encourage the faculty to attend Faculty Development Programmes	faculty are motivated to attend seminar, workshops and are further directed to present papers at the said programme
Arranging a meeting of Class represents with Principal regularly	improved the rapport between the principal and the students and also used for the betterment of relations of students with the administration
conduct Blood Grouping Test to the students	Blood group is revealed to each of the participant in the Grouping Test
To Utilize the RUSA funds to construct additional class rooms, install solar power and for renovation of science block .	Additional Classrooms have been constructed and Solar system has been installed for some rooms.
To establish Virtual class room to expose the students to resource persons in the specialized areas	Three Digital Classrooms and one virtual classroom was established
To encourage the staff and students to make use of the UGC sponsored SWAYAM MOOCs online courses	Two faculty members have undergone MOOCs online courses a Mr. SAdhik Ahmad. lecturer in chemistry was trained in NIT warangal in the month of November
To conduct Bridges classes to first year students joining B.Com, B.A Classes with science background in +2.	introductory course to three year course has been taught and this helped a lot for the students to understand the ensuing course.
To continue remedial coaching to academically backward students	the percentage of slow learners has been decreased

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14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	No
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Government Degree College, Razole, was established in 1968 and is affiliated Adikavi Nannaya University , Rajamahendravaram at present.. We offer UG courses namely B.SC. (MPC) TM, B.SC. (MPC) -EM,B.SC. (COMPUTERS) B.SC.(CBZ)-TM, B.SC (CBZ) EM, B.A.(HEP), B.COM (GENERAL), B.COM (VOCATIONAL). We adherely follow the curriculum given the University under CBCS pattern. Our college has the following mechanism for effective implementation of currculum as adopted from our affiliated university (i.e. Adikavi Nannaya University, Rajamahendravaram, Andhra Pradesh). 1. In the beginning of Each Semester, the Principal of the college conduct a meeting with all the Heads of the Departments and discuss the syllabus and its effective implementation by taking the opinions of the concerned Heads. (These Heads already had a internal meeting with other department colleagues and came to a conclusion before attending to this principal's meeting. 2. College Administration provide a well constructed Time Table for students and number of classes taken by each lecturer will also be finalised in advance. 3. All the faculty members prepare curriculum plans relating to their papers well in advance and they strictly adhere to it to the maximum extent. If there is any violation , it will be compensated by taking extra classes to reach the target or thorough any other measures. 4. Inflibnet is available to all the lecturers and to all the students. 5.various teaching methods have been adopted by our faculty depending on the need of the subject . These methods includes, Lecturer Demonstration Method, ICT based learning , Seminars by students related to their curriculum, Field works and educational excursions etc. 6. Regular class test, Mid-term examinations, Mid semester examinations, regular assessment in practical classes, viva-voce, are done to keep track on the improvement of the students. Remedial and tutorial classes are also conducted based on requirement 7.Departments maintain the detailed record of the classes, assessments, project reports etc. The Administration keeps a keen eye on the results and the methods adopted to reach the target percentage and the measures that are to be taken to improve the standards of the students. 8.We have a good college library along with the department libraries maintaned indivuallly at the respective departments . Students are encouraged to read as many books from the library and are further advised to get their doubts clarified by the subject experts available in the college.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	MPC(TM), MPC(EM), MPCS, CBZ(TM), CBZ(EM)	12/11/2018
BCom	GENERAL, VOCATIONAL	10/06/2018
BA	H.E.P.	12/11/2018

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	PHYSICS	30
BSc	ZOOLOGY	24
BSc	ZOOLOGY	26
BSc	BOTANY, CHEMISTRY, COMPUTER SCIENCE	46
BA	ECONOMICS, HISTORY, POLITICS, COMMERCE, TELUGU	63
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained

Feedback is taken from all the students at the end of each year in the prescribed proforma which contains many points relating to the teaching aspect of the faculty member. .As we know, the development of any institution depends upon well functioning of feedback system. It requires a thorough preparation to implement feedback system. Feedback is collected at departmental and institutional level in which the views on the curriculum,teaching schedules, teaching tools, and student assessment outcomes are discussed for taking improvement measures. STUDENT: The points are calculated according to the grades given by the students in various criteria. The grades are given as A, B, C, D, E (where A5, B4, C3, D2, E1). The Average and percentage of various criteria are calculated. The strength and weaknesses mentioned by the students are summarized. FACULTY: Feedback is also collected from the parents during Parent Teacher Meetings (PTMs) that are organised by each and every department of the college. Suggestions and comments given by the guardians are also taken into account for future development. ALUMNI: Our institution enjoys a strong and healthy association with the Alumni. A formal exit feedback is conducted by the Alumni association regularly at the end of each academic year . The consolidated feedback report is forwarded to the Principal for taking cue of the positive performances and scope for improvement. PARENTS: As an important stake holder of this system, the parent feedback is also obtained and analyzed. Some of the parameters accommodated in the parents feedback, include quality of teaching, students? discipline, sports facilities, lab facilities, examination system, student activities such as transport, library, internet facilities, WiFi etc. The parents of the students whose performance in the continuous assessment test is poor are counselled individually .

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	MPC (TM)	30	5	2
BSc	MPC (EM)	30	25	22
BSc	MPCS	40	15	11
BSc	CBZ (TM)	30	20	17
BSc	CBZ (EM)	30	10	7
BCom	GENERAL	60	30	25
BCom	VOCATIONAL	50	16	14
BA	H.E.P.	60	25	21

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2.2 – Catering to Student Diversity

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

Year	Number of	Number of	Number of	Number of	Number of
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	students enrolled in the institution (UG)	students enrolled in the institution (PG)	fulltime teachers available in the institution teaching only UG courses	fulltime teachers available in the institution teaching only PG courses	teachers teaching both UG and PG courses
2018	326	0	24	0	24

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
No Data Entered/Not Applicable !!!					
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

In order to resolve day to day academic problems of the students, Mentors are appointed for a batch of 20 students and they will counsel the respective students once in a week to solve the problems come across during their course of study. This is a continuous process till the end of the academic career of the student. During the last semester of study, students are advised for higher education along with proper career guidance. Reasonable number of students have secured admissions for their juniors for their prospective admissions. The mentors meet the students associated with them once in a every week. A separate mentoring and counselling hour is maintained for each class as a part of their time table and respective faculty meets the students into the said hour. The parents/ guardians of poor attendance/ performance students are informed to meet the mentors and corrective and preventive measures are implemented for further improvement. Each mentor maintains the entire student information, which is examined by the Head of the Department and others concerned whenever necessary. Periodic meetings are conducted by Principal with Head of the Departments to review the punctuality and regularity of the students. The mentor Meetings are conducted every week. Senior students will interact with junior students sharing the experiences in cocurricular and exposure due to project and seminar4s are shared among them,. The fresh ideas will float in during the meeting. The class interaction committee meetings are being conducted twice in a semester for every class to know and to solve their problems.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
326	24	1:14

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
26	11	15	1	3

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	71	VI	02/04/2019	16/05/2019
BA	62	VI	08/04/2019	16/05/2019
BCom	81	VI	04/04/2019	16/05/2019
BSc	71	I	08/04/2019	18/06/2019
BA	62	I	08/04/2019	18/06/2019
BCom	81	I	08/04/2019	18/06/2019
BSc	71	IV	06/05/2019	04/07/2019
BA	62	IV	06/05/2019	04/07/2019
BCom	81	IV	08/05/2019	04/07/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institute has taken efforts to improve the performance of the students by framing significant reforms in continuous internal evaluation at the institute level. The reforms are as follows. 1. Remedial measures are taken by conducting tutorial classes to clarify doubts and reexplaining the critical topics. 2. Topic wise question banks are provided for all the subjects. 3. Unit Tests are conducted prior to sessional examinations. 4. Students are encouraged to solve previous years university examinations questions papers. 5. The institute regularly conducts Group discussions, seminars and guest lectures. 6. Poor performance due to frequent absentism is dealt by sending registered letters to the parents of such such students. 7. Prefinal examinations are conducted prior to the university examinations 8. Monitoring the improvement in learning of slow learner and encouraging the advanced learners by reviewing their performance in examinations. These reforms have resulted in substantial improvement in students performance through comprehension of difficult topics, improved time management, enhanced writing skills. This has significantly enhanced the pass percentage and academic excellence of students.

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

This college is affiliated to Adikavi Nannaya University, Rajamahendravaram. Hence, the academic calendar is prepared and issued by the university to the respective colleges for each academic year. Moreover, all the academic matters which are followed by the college are issued by the university from time to time.

2.6 – Student Performance and Learning Outcomes

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

<http://www.gdcrazole.ac.in/#>

2.6.2 – Pass percentage of students

Programme	Programme	Programme	Number of	Number of	Pass Percentage
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Code	Name	Specialization	students appeared in the final year examination	students passed in final year examination	
62	BA	HEP	21	14	66.77
71	BSc	MPC	23	19	82.67
71	BSc	MPCS	8	4	50
71	BSc	CBZ	24	21	87.5
81	BCom	GENERAL	10	5	50
81	BCom	VOC	25	18	72
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2.7 – Student Satisfaction Survey

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

http://www.gdcrazole.ac.in/pdf/SSS_analysis.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
View File				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
00	0
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	7	0	0
Presented papers	1	5	0	0
Resource persons	0	0	0	1
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swatch Bharat ODF survey, VanamManam,	National Service Scheme	10	200

Blood Donation Camp, Free Medical Checkup, Janmabhoomi, Nava Nirmana Deeksha, DF			
First Aid Training, Disaster MANAGEMENT, AIDS awarenessn Ralley, Social Issues	Youth REd Cross	4	50
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Youth RED Cross Best Activities	District Level Award	Indian Red Cross Society, EGDT, Branch	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
kishore vikasam	CDS, Razole	kishore vikasam	1	50
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3.5 – Collaborations

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

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
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No Data Entered/Not Applicable !!!

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
12000000	12000000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Classrooms with LCD facilities	Existing
Laboratories	Existing
Seminar Halls	Newly Added
Seminar halls with ICT facilities	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
No Data Entered/Not Applicable !!!			

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	19473	1024389	755	18692	20228	1043081
Reference Books	20567	769941	0	0	20567	769941
Journals	498	10380	0	0	498	10380
Others (specify)	0	5900	0	0	0	5900
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
View File			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth	Others
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								h (MBPS/ GBPS)	
Existing	36	3	36	3	0	5	7	10	0
Added	30	0	30	0	0	0	0	0	0
Total	66	3	66	3	0	5	7	10	0

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	0	0	0

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

LABORATORY: we have TWO labs for chemistry and ONE lab each for physics, botany, zoology and computers.. All these labs are maintained well. Regular servicing and maintenance is carried out for the instruments. All the minor repairs are attended immediately and any other major repair is solved the technician from outside agency. **CLASSROOMS:** Regular cleaning and maintenance is carried out so as to provide effective learning environment to the students. some of the rooms (Principal Room and Office Room) are provided with the electricity generated by solar plant present in college campus. Regular cleaning contract is given for outside agency for maintenance of buildings and Other facilities. Class rooms are cleaned daily by the non teaching staff of the college. Regular monitoring of electrical appliances is done and repaired immediately. **LIBRARY:** Proper ventilation is done so as to maintain dry environment near book shelves. Regular dusting and cleaning is done by using vacuum cleaners .Pest control is carried out so as to increase the life of valuable resources of library. Furniture and fixtures are repaired as per the requirement. **COMPUTERS:** Maintenance and support are carried out by system administrators. Regular upgradation is carried out for computers and software. **SPORTS:** Though We do not have a Regular Physical Director for a long period, regular maintenance is carried out for gymnasium, sports equipment and sport material from experts in the field. **UTILISATION: LABORATORY:** Practical batches are prepared so as to give hands on experience to all the students. Practical are conducted in morning and afternoon sessions for maximum utilisation of the laboratory. **CLASSROOMS:** Central time table is designed in such a way that there is maximum utilisation of infrastructure and classrooms. College is conducted in two sessions, Classrooms and practicals are conducted both in morning and afternoon sessions according to the timetable. All the students are monitored individually by the concerned class teachers and any discrepancy or indiscipline on the part of the student is immediately brought to the notice of the parents.. **LIBRARY:** Though We do not have a Regular Librarian, one

interested employee of our college is appointed to look after the library with utmost care . Open access is given to students to the books so as to have effective referencing and exploring of new books related to subjects. Special reading room facility and computers are provided for intensive readers. Library is kept open in long vacations for the benefits of the students. COMPUTERS: Available computers are distributed in departments, office, library and for administrative work as per the requirement and load of the work. we are promoting paperless work in all our transactions within our college. We also promote the same among the students. SPORTS: Sport material is issued to students as per the schedule. For inter collegiate competitions sport material is issued to the student for the period of the competition. Gymnasium is used by students as per the requirement of the students.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	SC,ST,EBC,SCHOLARSH IPS	197	266740
Financial Support from Other Sources			
a) National	000	0	0
b) International	000	0	0
View File			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personal Counselling and Mentoring	02/07/2018	210	college carrer counselling cell
Yoga Meditation	21/06/2018	90	By Yoga Teacher
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

0	0	0
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5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
VIKASA	92	18	00	0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	5	BSC	CHEMISTRY, PHYSICS	ADIKAVI NANNAYA UNIVERSITY	MSC
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
sports (cricket, kokho)	college	60
cultural (dances)	college	20
essay writing	college	15
rangoi	college	15
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students' Union of the college works for the benefit of the students throughout the year and pursues several activities within and outside the college campus. The major activities pursued by the Students' Union in 201819 are Cultural Activities: Organising Freshers' Welcome function, a cultural programme to

welcome the newly admitted students in the college. Celebration of yoga day in the college. Observation of Teachers' Day to mark the birth anniversary of Dr. S. Radhakrishnan. Organisation of the annual social, a cultural programme of the college. Observance of the International Mother Language Day on 21st February, 2018. Celebration of birthday of swami vivekananda , as youth day Sports Activities: Organisation of Annual Sports of the college. Other Activities: ? Providing a list of financially backward students to the college to make them get fees concession from the college fund. Providing financial assistance to the students with financial need in collaboration through the voluntary organisation Helping Hand. They take active part in Independence Day, Republic Day and on several National Occasions and maintain discipline among the students. The Student Council also plays a vital role on improving the admissions of the college through their mouth canvassing.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

5.4.2 – No. of enrolled Alumni:

15

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

5000

5.4.4 – Meetings/activities organized by Alumni Association :

NIL

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Different committees are constituted to assist the Principal of the college. These committees are headed by senior lecturers and other lecturers are involved as members of the committee. Some of them are 1. Disiplinary Committee: it iis headed One Senior Lecturer accompanied by two other senior lecturers . This committee solves the problems which arise due the indispline of the students. When the issue comes, the committe probe into the matter and submits a report to the Principal so put an end to the problem. The Principal after careful examination of the report will take an action as per the recommendations of the comittee. 2.Admission Committee: This committee is headed by Vice Principal accompanied by three other lecturers as members. This committee visit the nearby feeding junior colleges and also the neighbouring villages which comes under the catchment area of the college. They explain about the infrastructure we have, and the experienced teaching staff we possess, scholarship s received and low fee paid structure etc and motivate the students and parents to improve the strength of the college.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
---------------	---------

Curriculum Development	This college is an affiliated college, curriculum is designed by the university. However, feedback on curriculum is taken from the faculty/students and it is submitted to the university for further action.
Teaching and Learning	we always try to create an ideal learning environment in the college. virtual classrooms are used for utilising the services of senior lecturers in other colleges. online teaching. we have three digital classrooms for the use of ICT based teaching. Regular traditional Lecture Method is being maintained on par with the new technological methods, group discussion., seminar methods.
Research and Development	More number of teaching staff are encouraged to apply MRP, and other Major Project funded by different agencies. Moreover, lecturers are motivated to undergo MOOCS and pursue doctorates.
Library, ICT and Physical Infrastructure / Instrumentation	provision of wifi facility and internet facility all over the campus including library. Every department is having internet facility with desktop and printer. .Labs are improved with latest equipment ..INFLIBNET is also arranged for students as well as faculty.
Human Resource Management	The college creates a healthy environment for the development of the faculty and students through many activities. We conduct sports competitions for the students on account of national sports day, independence day and republic day and on other notified days as directed by the Government. Yoga day is also conducted to know about stress management..To upgrade and enhance the academic standards of the college, faculty members are encouraged to undergo refresher courses, orientation courses, short term courses.
Admission of Students	online admission is introduced in our college as per the directions of the commissionerate of collegiate education. Andhra Pradesh. During the process of applying a seat into the college, the students are assisted in all matters by the nonteaching and some of the teaching staff members of the college.

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

E-governance area	Details
No Data Entered/Not Applicable !!!	

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
MOOCS TRAINING	1	09/11/2018	14/11/2018	6
REFRESHER COURSE	1	11/03/2019	30/03/2019	20
SHORT TERM COURSE	1	06/05/2019	11/05/2019	6
SHORT TERM COURSE	1	16/07/2018	21/07/2018	6
FDP ON MOOCS	1	17/06/2019	22/07/2019	6
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Group Insurance Scheme, Health Insurance Scheme	Group Insurance Scheme, Health Insurance Scheme	Insurance to first year students

6.4 – Financial Management and Resource Mobilization

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

This College is a Government College. Academic Audit is conducted by the nominees of Commissionerate of Collegiate Education, Vijayawada every year which is recognised as one of the best practices of commionerate. In addition to that financial audit is conducted by the Regional Joint Director of Collegiate Education, Rajahmundry every year. Also there are internal stock verification committees appointed by the the Principal of the college. These committees inspect all the departments and other sections of the college and submits a report to the Principal mentioning the status of then department /section with specific remarks.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Distribution of NOTEbooks and pens by Alumini, Scholarships to poor students, payment of examination fees for 50 students by the circle inspector of police , Razole	62000	For Donating to students

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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NOMINATED BY COMMISSIONERATE	Yes	ACADEMIC COORDINATOR
Administrative	Yes	REGIONAL JOINT DIRECTOR OF COLLEGIATE EDUCATION	Yes	STOCK VERIFICATION COMMITTES NOMINATED BY THE PRINCIPAL

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

1. Pointing out the weaknesses of the college related Departments and suggesting rectification. 2.Communicating views which the students feel shy to communicate directly to the teachers about the college and the department. 3.Providing valuable suggestion for development of the institution

6.5.3 – Development programmes for support staff (at least three)

Supported staff of the college is encouraged to go through computer training and they are asked to serve at various departments where there is a need of computer assistant Staff who are deputed at Admission section are given independent systems to have a good mastery over the computer techniques. Junior Assistant and Senior Assistant are trained to handle CFMS , through which all

the bills have to be processed.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

NIL

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Meeting of IQAC about the Criteria I AQAR	08/08/2018	08/08/2018	08/08/2018	15
2018	Meetng of IQAC about the Criteria II of AQAR	07/09/2018	07/09/2018	07/09/2018	16
2018	Meetng of IQAC about the Criteria III of AQAR	07/12/2018	07/12/2018	07/12/2018	18
2019	Meetng of IQAC about the Criteria IV,V of AQAR	25/01/2019	25/01/2019	25/01/2019	14
2019	Process of submission of college data into AISHE portal	05/02/2019	05/02/2019	05/02/2019	15
2019	Meeting related to preparation of SSS	13/03/2019	13/03/2019	13/03/2019	17

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Women Day	08/03/2018	08/03/2019	150	70

Anti Ragging awareness programme	09/07/2018	09/07/2018	170	80
women's equality day	27/08/2018	27/08/2018	140	40
women empowerment activity	24/07/2018	24/07/2018	130	30

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

Percentage of power requirement of the University met by the renewable energy sources
College has a Solar Plant with which we are running the Computer Lab , Principal, and Office along with the ordinary electric supply. Ample number of LED blubs are arranged in the college campus to reduce power consumption Environmental Awareness campaigns are conducted by NSS units of the college. Plantation of sapplings in the college campus to reduce the pollution . observance of vehicle free day on every fourth saturday.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
No Data Entered/Not Applicable !!!		

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
Academic Diary 201718 for all students	15/06/2018	A code of conduct for students is illustrated in the Academic Diary.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2018	15/08/2018	240
Birth Anniversary of Mahatma Gandhi	02/10/2018	02/10/2018	320
Birth Anniversary of Sardar vallabhai patel	05/09/2018	05/09/2018	298
worlds AIDS prevention Day	01/12/2018	01/12/2018	146

celebration of Republic Day	26/01/2019	26/01/2019	264
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plantation programme has been organised in collaboration with the department of forestry, 2. Clean and Green programme is being conducted on every 3rd saturday in the campus by the staff and the students 3. Awareness programme against the use of plastic is organised and the use of the plastic is strictly prohibited in the campus 4.Regular activities like tree protection, campus cleaning by NSS volunteers. 5.. Observance of World Environment Day on 5th June every year. 6. Installation of Solar panels and tapping solar energy for laboratories. 7. Preferring Eco friendly products such as paper plates, paper cups and discouraging excess use of plastic material. 8. Students are encouraged to undertake the projects on various issues of environment studies. 9. The college NSS units spread awareness and sensitized both the students and the rural community of the college adopted villages regarding sustainable environment through rally's and awareness campaigns. 10. The Institution has organized awareness rally and door to door campaign against open defecation in the adopted villages

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. It is made mandatory for the students that on every wednesday all the stdudents must speak only in English as long as they are in the campus 2. Every saturday is observed as No Fuel Day to save environment by the staff and the students. 3. The staff and the students participate in the Fit India Movement between 4 PM to 5PM everyday. 4. Special priority is being given to save power consumption by utilising solar energy. NSS ACTIVITIES: The college has two NSS units under the leaderrship of two Programme Officers.Both the units are actively engaged in various extension activities in and outside the college. some of them are 1. observance of International Yoga day 2. Observance of worldss population day 3. observance of rashtreeya ekta divas 4. obserrvance of worlds aids day Besides all of these, we have a FORUM exclusively for our college under the title HELPING HANDS which was established to meet the unexpected needs of the studednts to the needy pupils. Some of its activities are giving some monetary benefit to the girl student who lost her father, helping a girl student whose hut isn burnt in a short circuit, helping a girl student who underwent on stomach operation etc., We have been giving uniforms to all our students who joined in our college through donors.with active participation from our teaching and nonteaching staff of our college.

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

http://www.gdcrazole.ac.in/pdf/Best_Practices.pdf

7.3 – Institutional Distinctiveness

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

It nurtures a sense of patriotic commitment by encouraging contributions to national development, like organizing Tree Plantation programs in and around the college. Government Degree College , Razole, was established in 1968 and is affiliated to Adikavi nannaya university, Rajahmundry. The college aim at striving for high quality courses. We are committed to help the students acquire knowledge, skills and inellectual values. We understand the importance

of producing employable graduates who can contribute for the growth and prosperity of the society. Our students can focus on their studies in our college, knowing fully that should they need help it is available at all times. We provide equal opportunities to cover all sections of the society despite gender, race and religion and region. The staff of the college are committed to deliver their best for the benefit of the students of the college.

Provide the weblink of the institution

http://www.gdcrazole.ac.in/pdf/Institutional_distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

The college plans the following for implementation in future 1. Introduction of some PG courses. 2. The college is located in a Rural area and within the radius of 5 kilometres there are 4 private Degree Colleges. As such we need to keep our strength and much focus is to be laid on improving the strength of the college. 3. Enhancing academic excellence. 4. Development of skills of the students by inculcating core values among them further imparting valuebased education. 5. Enhancing social compatibility of the students by giving better opportunity of social interaction through activities of NSS 6. Enhancement of infrastructural facilities and upgradation of laboratory facilities to meet the present day need of the new generation students. 7. Organization of seminar and workshop by the IQAC to promote the qualityimprovement strategies in teachinglearning, research, extension related and co and extracurricular activities. 8. Implementation of the Learning Management System in a better and effective manner. 9. Encouraging faculty and students to use ICT based teaching in their subjects and update their knowledge 10. Organization of workshop, seminar and job oriented services by the Career Counselling and Placement Unit