The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year *(for example 2013-14)* 2014-15

1. Details of the Institution

1.1 Name of the Institution	HINDU COLLEGE, GUNTUR
1.2 Address Line 1	Opp. Venkteswara Vignan Mandir
Address Line 2	Market Centre
City/Town	Guntur
State	Andhra Pradesh
Pin Code	522 003
Institution e-mail address	hindu_gtr@rediffmail.com
Contact Nos.	0863-2220134
Name of the Head of the Institution:	Dr. K. Kanaka Durga
Tel. No. with STD Code:	0863- 2242910

Mobile: 9492662195

Name of the IQAC Co-ordinator: Dr. P. Venu Gopal

Mobile: 9848414052

IQAC e-mail address: iqac_hcg@rediffmail.com

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

OR

1.4 **NAAC Executive Committee No. & Date:** EC/46/RAR/13, 16-09-2008

(For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address: www.hcg.ac.in

Web-link of the AQAR: http://www.hcg.ac.in/AQAR2014-15.doc

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	Four Star Level	-	2002	5 years (2007)
2	2nd Cycle	A	3.01	2008	5 years (2013)
3	3rd Cycle	---	---	---	---
4	4th Cycle	---	---	---	---

1.7 Date of Establishment of IQAC : DD/MM/YYYY **13-02-2004**

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

i. AQAR – 2010-11 **27/05/2010**
ii. AQAR – 2011-12 **24/08/2015**
iii. AQAR – 2012-13 **26/09/2016**
iv. AQAR – 2013-14 **26/09/2016**

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.11 Name of the Affiliating University *(for the Colleges)*	Acharya Nagarjuna University

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

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

2. IQAC Composition and Activities

2.1 No. of Teachers	10
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	0
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2. 6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	2
	-

2.8 No. of other External Experts

2.9 Total No. of members	
2.10 No. of IQAC meetings held	3

1	1

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students 1 Alumni - Others -

2.12 Has IQAC received any funding from UGC during the year? Yes [ ] No [ ]

If yes, mention the amount 3,00,000

2.13 Seminars and Conferences (only quality related)

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

Total Nos. - International - National - State - Institution Level -

(ii) Themes -

2.14 Significant Activities and contributions made by IQAC

- Planning and introducing more teaching aids to improve the teaching-learning process and encourage innovative practices.
- It supports the organization of more seminars, workshops etc. to spread awareness on academic and social issues.
- It arranges for improving the system of teachers' evaluation by students with respect to improving the overall quality of teaching in the College.
- It plans and actively participates in enhancing the infrastructural facilities in terms of space, equipment, laboratories, libraries etc.
- It facilitates support for inter-disciplinary programmes, faculty development programmes and research activities.
- It also appreciates, encourages and provides support required by all staff for their quality sustenance and quality improvement in teaching, research and administration.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. All the members of IQAC stressed upon the need to computerization of office by providing 08 more computers and 04 more printers with latest configuration	1. Purchased new computers and printers
2. It is proposed wi-fi facility in the campus	2. Partially arranged
3. Resolved to recommend the committee to computerise all the departments and to provide LAN facility	3. Not yet completed
4. It is proposed to provide 02 more computers to the library for providing interest access for the best use of students	4. Provided
5. It is resolved to have research collaboration with research laboratories	5. Department of Mathematics, Economics, Chemistry and Botany are active in collaborative research
6. It is resolved to recommend the committee to provide Journals and back volumes to the library	6. Provided
7. It is proposed to provide some more toilets in the college	7. Toilets facility provided
8. All the HOD's are advised to maintain 'Department Activity Register	8. Entered in College activities Register
9. It is resolved to conduct good number of students centric activities even during this year	9. Organised
10. It is also resolved to conduct atleast two National seminars even during this year also	10. Organised i. Role of Financial Sector in Economic Growth by Dr. L.S.N. Prasad, Dept. of Economics ii. Plant Made Pharmaceuticals and approaches to the Synthesis of Bioactive Natural Products by Sri N.V. Raman, Dept. of Chemistry

** Attach the Academic Calendar of the year as Annexure.*

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

Management ☐ Syndicate ☐ Any other body ☐

Provide the details of the action taken

- Approved by Management

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	6 departments	01 department	---	---
PG	4	---	---	---
UG	12	---	08	---
PG Diploma	---	---	---	---
Advanced Diploma	---	---	---	---
Diploma	---	---	---	---
Certificate	---	---	---	5
Others (ANUCDE)	UG-22, P.G-4	---	---	---
Total				

Interdisciplinary	---	---	---	---
Innovative	---	---	Agriculture, Botany, Chemistry	---

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

Pattern	N
Semester	-
Trimester	
Annual	

1.3 Feedback from stakeholders* Alumni ☐ Parents ☐ Employers ☐ Students ☐

(On all aspects)

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

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

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
40	28	12	---	---

2.2 No. of permanent faculty with Ph.D. 17

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	67	-	-	-	-	-	-	-	67

2.4 No. of Guest and Visiting faculty and Temporary faculty 2 | 2 | 24

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	1	14	-
Presented papers	1	14	-
Resource Persons	2	4	-

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

- Power Point Presentations are prepared by almost all the faculty in their concerned topics.
- OHP Transparent sheets are prepared by all faculty members.
- Computer department has a facility to prepare CAL packages on specific topics of curriculum by involving concerned teachers.

- Some departments have LCD Projectors in their labs.
- Most of the departments maintain slide projector, OHP, working models and charts.
- Chemistry & Physics departments maintain Models and Charts.
- Zoology, Geology and Botany departments maintain **Museums**. Our Geology department got laurels from various organizations like Department of Mines & Geology, Hyderabad for having a very good museum which is only one of its kind in and around Coastal Andhra belt.
- Illustrating through examples or experiments, particularly by science teachers.
- Project-based learning and experiential learning like field work, visits to industries, socio-economic surveys, health survey & organizing student seminars based on the curriculum.
- Interactive method, audio-visual mode of teaching & computer-assisted learning.
- Organizing seminars based on the curriculum, project-based learning with study oriented tour/field work, socio-economic surveys based on the syllabus.

2.7 Total No. of actual teaching days during this academic year: 205

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions): As per University norms

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop: 6 | 6 | 6

2.10 Average percentage of attendance of students: 75

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I	II	III	Pass %
B.A.	38	2	10	5	4	35.8
B.Sc.	145	11	24	20	0	56.95
B.Com	241	41	83	78	2	58.65
M.Sc.	61	5	9	52	0	91.00

M.Com.	27	17	27	0	0	83.3
M.C.A.	14	9	14	0	0	84.6

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

IQAC Plans and Supports effective implementation for Total Quality Management for Teaching-Learning process for all stakeholders. It contributes to improve the teaching – learning process by:

- Planning and introducing more teaching aids to improve the teaching-learning process and encourage innovative practices.
- It supports the organization of more seminars, workshops etc. to spread awareness on academic and social issues.
- It arranges for improving the system of teachers' evaluation by students with respect to improving the overall quality of teaching in the College.
- It plans and actively participates in enhancing the infrastructural facilities in terms of space, equipment, laboratories, libraries etc.
- It facilitates support for inter-disciplinary programmes, faculty development programmes and research activities.
- It also appreciates, encourages and provides support required by all staff for their quality sustenance and quality improvement in teaching, research and administration.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	2
Staff training conducted by other institutions	2
Summer / Winter schools, Workshops, etc.	8
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	39	30	0	0
Technical Staff	1	0	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Encouraging all the staff members to undertake research project

The college is already running research projects of faculty members funded by UGC, Government. of India. The institution has taken various measures to facilitate smooth progress and implementation of the projects. The details are explained below.

- **Autonomy to the principal investigator**

The institution offers maximum autonomy to the Principal Investigator (PI) to involve in and to implement research projects. College advances in the times of necessity.

- **Timely availability of resources**

The college has decided to ensure the timely availability of resources for the smooth functioning of the project.

- **Adequate infrastructure and human resources**

The college provides adequate work space, electricity, broadband internet connection (both wired and wireless), help from administrative staff and computing facilities to the investigators of the research projects for its smooth progress.

- **Time-off, reduced teaching load, special leave etc. to teachers**

The college understands the fact that reduced teaching load on the basis of work arrangement and special leaves are required for the faculty members involved in Research. The teaching departments of the institution provide reduced teaching loads to those involved in important research activity on mutual understanding.

- **Support in terms of technology and information needs**

  - The college encourages faculty members to procure various research related softwares, equipments etc. to cope with the modern trends in research activities.
  - Good number computers along with net connection are made available for the best usage of researchers.
  - Further, material can be downloaded from e-library.

- **Facilitate timely auditing and submission of utilization certificate to the funding agencies.**

The college provides full support for the preparation of utilization certificate and auditing of the research funds. We extend the service of the college administrative staff for the preparation and submission of utilization certificates of the project.

The college Management and Principal encourage the faculty members to pursue Ph.D. programs on part time basis and F.D.P. to facilitate smooth progress and implementation of research the college.

- Faculty members are provided with funds to pursue short term research and to attend seminars and workshops related to research.
- By providing financial sponsorship of international conferences.
- By sanctioning purchase of books in the concerned areas.
- By facilitating interface meetings with eminent intellectuals, scientists of national and international repute.
- By establishing linkage with industry and corporate sector.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	2	-	-
Outlay in Rs. Lakhs	-	12,45,000	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	2	-	-
Outlay in Rs. Lakhs	-	2,65,000	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	20	3	-
Non-Peer Review Journals	1	1	-
e-Journals	1	1	-
Conference proceedings	3	14	-

3.5 Details on Impact factor of publications:

Range 5 Average 3 h-index - Nos. in SCOPUS -

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College	2014-15	Management	60,000/-	60,000/-
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. 2 Chapters in Edited Books 2

ii) Without ISBN No. 2

3.8 No. of University Departments receiving funds from

UGC-SAP - CAS - DST-FIST -

DPE - DBT Scheme/funds -

3.9 For colleges Autonomy - CPE - DBT Star Scheme -

INSPIRE - CE - Any Other (specify) -

3.10 Revenue generated through consultancy Nil

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons 5

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year 2

3.15 Total budget for research for current year in lakhs : Rs. 60,000/-

From Funding agency | - | From Management of University/College

Total | Rs. 60,000/-

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
2	-	-	2	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides: 6

and students registered under them: 10

3.19 No. of Ph.D. awarded by faculty from the Institution: 1

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

JRF: - SRF: - Project Fellows: - Any other: -

3.21 No. of students Participated in NSS events:

University level: 50 State level: -

National level: - International level: -

3.22 No. of students participated in NCC events:

University level: 150 State level: 9

National level: 3 International level: -

3.23 No. of Awards won in NSS: -

University level	-	State level	
National level	-	International level	-

3.24 No. of Awards won in NCC:

University level	-	State level	-
National level	-	International level	-

3.25 No. of Extension activities organized

University forum		College forum			
NCC		NSS		Any other	

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

- Rallies to protect environment are often taken out. Students march holding placards bearing thought-provoking slogans to draw the attention of people to these issues. Rallies to mark-Ozone Layer Protection Day, Environment Day are flagged off by the Principal.
- Rallies were carried out to “Say No to Polythene”.
- Hindu College regularly organizes Blood Donation Camps. It is in collaboration with NGO’s or with Government Hospital, Guntur. We also keep Blood grouping records with our NCC / NSS co-ordinators.
- AIDS awareness is one of the major chores of society. Red Ribbon Club working under the aegis of Students of our college.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	10989	-	-	
Class rooms	56	-	-	56
Laboratories	25	-	-	25
Seminar Halls	03	-	-	03
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	259	47	U.G.C.	306
Value of the equipment purchased during the year (Rs. in Lakhs)	-	9,25,000	-	-
Museums				

4.2 Computerization of administration and library

- Partial

4.3 Library services:

	Existing	Newly added	Value	Total
	No.	No.	Rs.	No.
Text Books	21998	663	186291.25	22661
Reference Books	26263	358		26621
Journals	2092	416	26024.00	2508
CD & Video	65	5	2600.00	70
Others (specify)	---	---	---	---

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	259	05	Available	6	1	25	25	209
Added	47	-	-	0	0	8	0	39
Total	306	05		6	1	33	25	248

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

- Department of Computers organized training programme

4.6 Amount spent on maintenance in lakhs :

i) ICT ii) Campus Infrastructure and facilities iii) Equipments iv) Others

Total : 21.31 lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- To promote participation of students in extra-curricular and co-curricular activities, the Sports wing, NSS units and Lalitha Kala Samithi of the college IQAC advices in chalking out the policies and strategies. IQAC also assists in conducting competitions for freshers.

5.2 Efforts made by the institution for tracking the progression

- The institution supports and encourages sustainable good practices which effectively support the students and facilitate optimal progression.
- Organises Carrer Oriented workshops by SAADHANA / Jawahar Knowledge Center at regular intervals.
- Encourages the students to participate in seminars and invites experts on various subjects from other institutions of higher learning.
- Job training programmes are arranged by Jawahar Knowledge Center.
- The institution also encourages innovative, creative and entrepreneurial approach to ensure skill development among the students.
- Conducts interactive sessions with experts to ignite the students' desire for new ventures.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1328	288	-	-

(b) No. of students outside the state -

(c) No. of international students -

Men

No	%
1278	79.08

Women

No	%
338	20.02

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
519	362	57	664	4	1606	526	371	62	654	3	1616

Demand ratio 1 : 0.92 Dropout 1 %

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

- SAADHANA, Career Guidance Cell
- All the Each departments are assisting

No. of students beneficiaries 125

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	

5.6 Details of student counselling and career guidance

- SAADHANA and Jawahar Knowledge Centre are involved in Counselling and Career Guidance

No. of students benefitted 50

5.7 Details of campus placement

On campus			***Off Campus***
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
4	45	14	12

5.8 Details of gender sensitization programmes

- Special Lady Vice-Principal appointed to lookafter requirements of girl students
- Women Development Cell.
- Separate Gym for girl students.

5.9 Students Activities

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

State/ University level 20 National level 2 International level ---

No. of students participated in cultural events

State/ University level 15 National level 0 International level ---

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

Sports : State/ University level 17 National level 2 International level ---

Cultural: State/ University level 3 National level 0 International level ---

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	950	21,62,591/-
Financial support from other sources		
Number of students who received International/ National recognitions	77	5,30,780/-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students 5

5.13 Major grievances of students (if any) redressed:

- Provision of a separate ladies' waiting room and providing required facilities.
- The AD Hall is also allotted for girl students during lunch period.
- A new canteen is provided for the benefit of the students and staff.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

"We strive to produce intellectually competent, morally upright, socially committed products and motivate them to become responsible citizens that the country needs today and we also strive our best to usher in a new era in promoting quality education that is replete with human values".

Mission:

- The zealous mission of the college is **to inculcate human values through education**. The management and faculty of our college have been striving hard to **set an example** to the students by not merely preaching morals, virtues etc. but also practicing them with a sense of commitment, so that the students become inspired and graduate out themselves as worthy citizens of the nation.
- **To produce** in a serene atmosphere intellectually enlightened, spiritually inspired, emotionally balanced, morally upright, socially committed accomplished young men and women who will be agents of social transformation in Today's India.
- Vision and Mission statement is made known to the students, staff, community, alumni, industry and employers through prospectus, college handbook and college magazine published every year.

- Vision and Mission statement is displayed at a prominent point in the college campus and Library for benefit of the students. The same is also exhibited as a backdrop whenever functions are conducted in the institution. The same is available on the College website.
- The College offers **a wide range of programmes** to achieve its goals and objectives.
- All the programmes particularly Arts and Humanities facilitate overall **personality development and value-orientation**.
- The programme qualifies the students for **employment** in Public and Private sectors.
- **Career guidance and placement services** make them competent to face competitive examinations, campus placements and off campus placements.
- **The Science and Commerce programmes**, particularly with restructured / applied disciplines increase employability of the students in the changing economic scenario with special reference to Globalization.
- **The admission policy** promotes **equal opportunities** for all students based on merit.
- **The reservation policy** of admissions makes **higher education accessible** to SC/ST/BC and women learners. The provision of fee concessions, scholarships and reasonably low fee structure without charging any capitation fee makes higher education affordable for the children of low income groups and disadvantaged sections of society.

Co-curricular and extra-curricular activities **organized in the campus and** extension **activities organized outside the campus develop community orientation, social responsibility, participative culture, group dynamics, leadership qualities, organizational abilities, problem – solving competencies and a sense of communal harmony in social relations.**

6.2 Does the Institution has a management Information System

For designing and implementing its quality policy and plans effectively Hindu College, Guntur has an efficient co-ordination and internal management system under the leadership of the Principal. The Governing Body, the Principal, the **IQAC** and all staff are always stepping in together for designing and implementation of quality policy.

The importance of sustaining the morale of teachers and their involvement in all aspects of the development of the college has been recognized and has led to an informal administrative system which gives scope for participation in staff recruitment, student selection, development planning and equipping, and academic decision making. Incharges of the Departments enjoy considerable independence and function as executives with the Principal as the coordinator. In turn the incharges of departments generally elicit the consensus from teachers on all aspects informally.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- The responsibility of designing and restructuring of courses mainly lies on the Affiliating University. The college, however makes significant contribution in the curriculum design and development through its staff members who are on the Board of Studies. Around 12 members of staff represent the college on the Board of studies of affiliating universities / autonomous colleges.
- Whenever the University finds that the syllabus needs to be modified to meet the present trends, they communicate their ideas in black and white to their respective members of Board of Studies through the principal of the college.
- Feedback of students and their parents on the desired changes in the curriculum are also obtained.
- Outcome of parent-teacher meets as well as report from the administration is also taken into consideration while forwarding suggestions to the Board of Studies.
- Some of our faculty members are selected as Board of Studies Members in the University. For instance
  - Dr. A. Rajasekhar, BOS Member in Economics (Acharya Nagarjuna University)
  - Dr. Y. Gouri Sankar, BOS Member in Physics (Acharya Nagarjuna University)
  - Dr. N.R.B. Sastry, BOS Chairman in Chemistry (Acharya Nagarjuna University)
  - Dr. D. N. Deekshit, BOS Member in Sanskrit (Acharya Nagarjuna University)
  - Dr. K. Srinivas, BOS Member in Chemistry (Acharya Nagarjuna University)
  - Sri S. Ravi Kumar, BOS Member in Geology (Acharya Nagarjuna University)
  - Sri G. Madhu, BOS Member in Chemistry (Acharya Nagarjuna University)
  - Dr. N. Viswam, BOS Member in Statistics (Acharya Nagarjuna University)
  - Sri V. Vijaya Kumar, BOS Chairman in Commerce (Acharya Nagarjuna University)
  - Dr. M. Vijaya Lakshmi, BOS Member in Commerce (Acharya Nagarjuna University)
  - Sri K. Rajendra Rao, BOS Member in Geology (Acharya Nagarjuna University)
  - Sri K.V.S. Durga Prasad, BOS (Govt. College for Women, J.K.C. College)
  - Sri P.V. Ramu, BOS Member in Electronics (Govt. College for Women)

- They take active part in framing, modifying and the implementation of the university syllabi of the degree courses. The university organizes workshops, and seminars with all faculty members in different capacities from different colleges affiliated to the university, where information and feedback for appropriate inclusion is also discussed.

6.3.2 Teaching and Learning

- Principal with incharges of various departments meets once in a month and discusses the performance of each department. During the course of the deliberations, staff members share their knowledge, their innovations in implementing innovative methods of teaching-learning process, conduct of value-addition programmes, preparation of content for value-addition programmes, preparation of academic packages in various subjects, preparing modules for career guidance and for imparting soft skills.
- Faculty in encouraged to go in for self-learning going through standard text books, reference books, journals of national and international repute containing field market surveys, case studies, success stories, experience, subject dictionaries and autobiographies of successful people.
- Exchange of knowledge, ideas and experiences among the colleagues will surely help teacher in improvement of professional skills. Fruitful interactions and deliberations with colleagues and subordinates bring forth new skills, experiences and knowledge which can be transformed into practices. Hence the institution insists on minimum one departmental meeting every month.
- Participation in National Seminars, workshops and conducting career workshops in this college is regular practice. This obviously promotes intellectual deliberation, interaction and exchange programmes among the teachers gathered, with regard to new courses, innovative teaching methods, new conceptual developments, current changes and developments in various subjects and specializations. Sharing of valuable knowledge / information is carried out through paper presentation of different papers which will be based on field surveys, experiments, live examples, success stories and so on.
- Staff are encouraged to maintain academic contact with their respective departments of Acharya Nagarjuna University to share latest concepts.
- Internet facility is provided to the staff and this helped staff to know many latest happenings and developments, including seminars, workshops that were held and are to be held, research studies

on various topics that were undertaken and the findings of different experiments across the world, and also to update one's own knowledge.

- Mechanisms to adopt learner-centric education approach, academic planning, and use of modern teaching-learning aids and application of ICT resources to make the curriculum interesting and effective for the students to facilitate effective learning outcomes.
- Learner-centric education approach through appropriate methodologies like Academic Calendar, Interactive instructional techniques, use of debates, projects, presentations, field work, surveys, experiments and practical classes, lectures by experts from other colleges and inter-departmental lecture exchange.
- Academic calendar ensures clarity, co-ordination, planning and distribution of classes properly.
- College has sufficient laboratories according to the revised syllabus required for practical classes.
- Use of audio-visual mode of teaching aids for all departments with blackboard, flow charts, overhead projector, LCD Projector, laptop, ICT as teaching aids and use of Computers and internet facilities, generator for continuous power supply for effective teaching-learning process & research work for faculty.

6.3.3 Examination and Evaluation

- Both formative as well as summative evaluation approaches are adopted
- Detailed information about evaluation methods and examination schedule is given in the prospectus
- Regular notification regarding examination is also a feature
- Schedule regarding Unit tests, Quarterly, Half-yearly, Pre-final, Mid-exams etc are communicated to the students from time to time
- Practical Time-Tables are prepared in advance and the same is intimated to the students
- The institution strictly follow the rules and regulations of the affiliating university, as there no scope to introduce any evaluation reforms

6.3.4 Research and Development

- Management plays a great role in encouraging research by the faculty.
- Mechanism to promote research culture, research publication & professional development of faculty members for quality enhancement of the teaching community.
- The Research Committee encourages the research activities of the college and monitors the research activities, infrastructure provided and required by the faculty members to carry out research activities.
- Full autonomy is given to the principal investigator by the institution to facilitate smooth progress and implementation of research schemes/projects.
- The Institution makes all necessary arrangements for timely availability or release of resources for smooth progress and implementation of research schemes/projects.
- Internet and journal and subscription is made available to the principal investigator by the institution to facilitate smooth progress and implementation of research schemes/projects.
- Conferences and Seminars organised by the Departments to attract researchers of eminence to visit the campus and interact with teachers and students.
- Encouraging and sanction of leave for paper presentations by faculty in different International and National Conferences.
- Encouraging Publication by faculty in different International and National refereed journals, books, articles in edited volumes, seminar proceedings etc.
- Management also sponsors various projects for lecturers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Internet facility is provided to the staff and this helped staff to know many latest happenings and developments, including seminars, workshops that were held and are to be held, research studies on various topics that were undertaken and the findings of different experiments across the world, and also to update one's own knowledge.

- Mechanisms to adopt learner-centric education approach, academic planning, and use of modern teaching-learning aids and application of ICT resources to make the curriculum interesting and effective for the students to facilitate effective learning outcomes.
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6.3.6 Human Resource Management

- Self-appraisal proforma of University Grants Commission, New Delhi for implementation of U.G.C. pay scales formulated by Commissionerate of Collegiate Education, A.P., Hyderabad are followed by the teaching and non-teaching staff of this institution.
- Self-appraisal forms are obtained in the first week of April of every year and they are discussed in detail. Suitable remedial measures are initiated wherever necessary.
- The outcome of both the methods motivate the staff.
- The management is committed to encourage ***part-time research*** wherever available.
- Conduct interactive sessions for the students on career opportunities, institutions of the higher learning and soft skills.
- Utilize library to the maximum extent possible.
- Voluntarily go for subscribing to journals of research value.
- Go for much more value addition with add-on programmes.

- Initiate more number of ***Learner Centered programmes.***
- Pension, gratuity and group insurance are some of the facilities available to all the aided teaching and non-teaching staff.
- Provident fund facility is available to all the un-aided teaching and non-teaching staff.
- Staff co-operative society provides medium term loans to an extent by one lakh with very meger rates of interest.
- Staff co-operative society also advances salary of Teaching and Non-teaching staff in case the salary grants are delayed by the concerned authorities.
- Certain un-aided staff members were provided with salary advance whenever they require.
- Class – IV employees in certain departments were given uniform at free of cost.
- Recreation facilities like table tennis, carroms, chess etc were provided at the recreation room.
- 'Karthika Vana Samaradhanas' is regular practice during every November which lead to improve the relations among families of staff.
- Mechanisms for performance assessment (teaching, research, service) of faculty and staff.
- The institution uses the evaluations to improve teaching/ research of the faculty and service of the faculty by other staff.
- Strategies and implementation plans of the institution, to recruit and retain faculty and other staff who have the desired qualifications, knowledge and skills.
- Employing part-time/adhoc faculty.

- The institution supports and ensure the professional development of the faculty through **budget allocation** for staff development, sponsoring for advanced study, research, participation in seminars, conferences, workshops, etc. and supporting membership and active involvement in local, state, national and international professional associations.
- Staff development programmes for skill upgradation and training of the staff.

- Other facilities provided to faculty to carry out their work effectively.

6.3.7 Faculty and Staff recruitment

- Management, Principal and concerned HOD's take care of this issue

6.3.8 Industry Interaction / Collaboration

- Counselling services are provided to the students. Through Career Gidence Cell (Saadhana) and Jawahar Knowledge Centre.
- These two also helps to provide information about employment opportunities and placement of the students.
- Industrial visits.
- Industrial linkages
- Entrepreneurship Development Cell.
- By organising meetings with Industrialists and with alumni

6.3.9 Admission of Students

- Special Admissions Committee is appointed

Publicity in the admission process

- College ensures publicity in the admission process by notification posted on College website *www.hcg.ac.in* to provide ready and relevant information to stakeholders regarding admission. (Downloading of admission forms, eligibility criteria, intake capacity, rules and regulations, fee structure, courses offered, all admission related information, list of candidates selected for admission according to merit, etc.).
- The prospectus is made available to the students. All relevant information regarding the admission procedure, infrastructure, fee & scholarships, various activities of the college, achievements of the students in academic as well as sports and other activities is conveyed through the prospectus.

- The admission notification is also displayed on the College notice boards and other selected areas in and around Guntur through flexi banners, providing detailed and related information about the process of admission.
- **Prospectus:** Prospectus is published every year containing the details of courses offered, fee structure, rules of admission, statutory reservations to the physically challenged sections of society, and supporting services provided by the institution.

INSTITUTIONAL WEBSITE (*www.hcg.ac.in*)

Details of programmes, admission schedule is also exhibited through to Institutional website.

6.4 Welfare schemes for

Teaching	2
Non teaching	2
Students	76

6.5 Total corpus fund generated Rs. 5,00,000/-

6.6 Whether annual financial audit has been done Yes [ ] No [ ]

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Government of Andhra Pradesh	Yes	Principal
Administrative	-	-	Yes	Principal

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

For UG Programmes Yes [ ] No [ ]

For PG Programmes Yes [ ] No [ ]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Since our's is a affiliated college, we should strictly follow university norms

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- University is going to introduce semester system
- Syllabus is going to change accordingly

6.11 Activities and support from the Alumni Association

- Conducted Alumni meeting on every 31st December

6.12 Activities and support from the Parent – Teacher Association

- No major activity is there.

6.13 Development programmes for support staff

- Encourages the faculty to undertake research activity
- Encourages the faculty to publish articles
- Encourages the faculty to attend seminars and workshops
- Encourages faculty to publish book and articles

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

Hindu College, Guntur is eco-friendly and lush green manicured lawns fenced with variegated are maintained. We always strive to make the campus eco-friendly and organize certain programmes like swatch bharat, energy conservation, environmental awareness, tree plantation, e-waste management etc.,

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The college has introduced several innovations in academics, administration and other levels of the college's functioning to foster global competencies in fast changing educational scenario. Introduce new B.Sc. courses in Agriculture, Botany, Chemistry; Horticulture, Botany Chemistry etc., recently. Similarly, Jawahar Knowledge Centre and Career Guidance Cell (SAADHANA) are functioning well in guiding the students in appearing various competitive examinations and interviews. College management, Departments like Chemistry, Physics, Geology, Commerce, Economics etc., have MOU's with various industries and educational institutions. The performance of student support services is well and good number of student welfare activities and student leadership programmes initiated. The institution has also introduced many new innovative practices to help the students in their pursuit of attaining quality education. The best two among them are encouraging student centric activities and to promote Research Culture in the campus.

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

- 02 National Seminars have been organised.
- Encourage the faculty to have research collaboration with University.

- Conducted activities like Student Seminars, Quiz, Debating, Web-based assignments and Projects for the best benefit of students.
- NSS, NCC and NGC officers have been asked to conduct various activities.
- Facilities in the Gym have been improved.
- Best Teacher applications have been forwarded.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

- Encouraging Research activity among the staff and students
- Encouraging the students to participate in various extra-curricular and co-curricular activities.
- Conduction of Health Camps

7.4 Contribution to environmental awareness / protection

- Conducting Swatch Bharat Programme
- Conducting Rallies
- Distributing clay Vinayaka Idols during vinayaka Chavithi Festival

7.5 Whether environmental audit was conducted? Yes ☐ No ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

Major Achievements

- 02 lecturers received State Best Teacher Award
- 02 UGC National Seminars organised
- Free Dental Camp organised

- 02 faculty submitted their research papers in USA with the financial assistance of U.G.C.
- About 20 research articles were published / submitted by our faculty
- 06 faculty are acting as Research guides
- 06 college management sponsored projects completed
- About 26 students selected in campus interviews

8. Plans of institution for next year

- It is resolved to conduct atleast one mega event on environmental awareness.
- It is proposed to prepare e-content for the benefit of students.
- It is proposed to adopt atleast one village.
- It is resolved to continue the 05 value addition programmes.
- It is also resolved continue Hitavani.
- It is proposed to conduct campus interviews.
- It is also resolved to organise good number of student-centric activities.

(Dr. P. VENU GOPAL)
Signature of the Coordinator, IQAC

(Dr. K. KANAKA DURGA)
Signature of the Chairperson, IQAC

HINDU COLLEGE, GUNTUR – 522003

ACADEMIC CALENDAR WITH HOLIDAYS FOR THE YEAR 2014-15

DATE	DAY	DETAILS
19-06-2014	THURSDAY	COMMENCEMENT OF SENIOR INTERMEDIATE 2ND & 3RD YEAR DEGREE CLASSES
10-07-2014	THURSDAY	AKA DANDAIAH PANTHULU VARDHANTHI HOLIDAY
12-07-2014	SATURDAY	SECOND SATURDAY HOLIDAY
14-07-2014	MONDAY	COMMENCEMENT OF JR.INTER & 1ST DEGREE CLASSES
29-07-2014	TUESDAY	RAMZAN HOLIDAY
08-08-2014	FRIDAY	VARA LAKSHMI VRATHAM HOLIDAY
09-08-2014	SATURDAY	SECOND SATURDAY HOLIDAY
15-08-2014	FRIDAY	INDEPENDENCE DAY CELEBRATIONS
17-08-2014	SUNDAY	SRI KRISHNA JANMASHTAMI
29-08-2014	FRIDAY	VINAYAKA CHAVITHI HOLIDAY
13-09-2014	SATURDAY	SECOND SATURDAY HOLIDAY
15-09-2014	MONDAY	LAST DATE FOR ADMISSIONS TO IST YEAR
28-09-2014 TO 05-10-2014	SUNDAY TO SUNDAY	DASARA HOLIDAYS
13-10-2014	SATURDAY	SECOND SATURDAY HOLIDAY
22-10-2014	WEDNESDAY	NARAKA CHATHURDASI HOLIDAY
23-10-2014	THURSDAY	DEEPAAVALI HOLIDAY
04-11-2013	TUESDAY	MOHARRAM HOLIDAY
06-11-2014	THURSDAY	KARTHIKA POURNAMI
08-11-2014	SATURDAY	SECOND SATURDAY HOLIDAY
13-12-2014	SATURDAY	SECOND SATURDAY HOLIDAY
23-12-2014 TO 27-12-2014	TUESDAY TO SATURDAY	CHRISTMAS HOLIDAYS
01-01-2015	THURSDAY	NEW YEARS DAY HOLIDAY
04-01-2015	SUNDAY	MILAD-UN-NABI
10-01-2015	SATURDAY	SECOND SATURDAY HOLIDAY
12-01-2015 TO 17-01-2015	MONDAY TO SATURDAY	PONGAL HOLIDAYS
26-01-2015	MONDAY	REPUBLIC DAY
05-02-2015	THURSDAY	COMMENCEMENT OF PRACTICAL EXAMINATIONS
14-02-2015	SATURDAY	SECOND SATURDAY HOLIDAY
17-02-2015	TUESDAY	MAHASIVARATHRI HOLIDAY
04-03-2015	WEDNESDAY	COMMENCEMENT OF DEGREE EXAMINATIONS
06-03-2015	FIRDAY	HOLI
14-03-2015	SATURDAY	SECOND SATURDAY HOLIDAY
21-03-2015	SATURDAY	UGADI HOLIDAY
28-03-2015	SATURDAY	SRIRAMANAVAMI HOLIDAY
31-03-2015	TUESDAY	LAST WORKING DAY

STATEMENT SHOWING MONTH-WISE NO. OF WORKING DAYS IN THE ACADEMIC YEAR 2014-15

JUN 2014	JUL 2014	AUG 2014	SEP 2014	OCT 2014	NOV 2014	DEC 2014	JAN 2015	FEB 2015	MAR 2015	TOTAL
10	22	22	21	19	23	22	22	22	22	205