

# Annual Quality Assurance Report (AQAR)

2013-2014

(Submitted to NAAC)



Y. A. GOVERNMENT COLLEGE FOR WOMEN, CHIRALA

PRAKASAM [DISTRICT]

ANDHRA PRADEH.

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# Annual Quality Assurance Report (AQAR)

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PRAKASAM [DISTRICT] ANDHRA PRADEH

2013-2014

Part – A

## 1. Details of the Institution

1.1 Name of the institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institutional e-mail address

Contact Nos

Name of the Head of the  
Institution

Tel. No. with STD Code

Mobile

Name of the IQAC  
Co-ordinator

Mobile

IQAC e-mail address

1.3 NAAC Track ID /  
EC No.

1.4 Website address

Web-link of the AQAR

1.5 Accreditation Details

S.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity period
1	1 <sup>st</sup> Cycle	B	Institution Score: 72.00	2005	28-02-2005 To 27-02-2010
2	2 <sup>nd</sup> Cycle	B	2.71	2013	05-01-2013 To 04-01-2018

1.6 Date of establishment of IQAC

1.7 AQAR for the year

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

i. AQAR 2013-14 submitted to NAAC on 17-12-2018

1.9 Institutional status

University    State     Central     Deemed     Private

Affiliated College    Yes     No

Constituent College    Yes     No

Regularity Agency approved Institution (AICTE, BCI, MCI, PCI, NCI ....)    Yes     No

Type of institution    Co-education     Men     Women

Urban     Rural     Tribal

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

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

1.10 Type of Faculty Programme

Arts     Science     Commerce     law

PET (PhysEdu)     TEI(edu)     Engineering

Health science     Management

Others( Specify)

1.11 Name of the Affiliating  
University (for Colleges)

Acharya Nagarjuna University, Guntur

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

Autonomy by State/Central Government/University

University with Potential for Excellence  UGC-CPE

DST Star scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG Programme  Any other (Specify)

## 2. IQAC Composition and activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of Students

2.4 No. of Management representatives

00

2.5 No. of Alumni

2.6 No. of any other stake holder and  
Community representatives

2.7 No. of Employers/Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders

02

No.Faculty

Non-Teaching Staff/Students

Alumni

Others

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



If yes, mention the amount

Rs.3, 00, 000 for five years

2.13 Seminars and Conferences (only quality related)

(i) No. of seminars/Conferences/workshops/symposia Organised by IQAC

Total No

02

International

National

State

Institution Level

02

(ii) Themes

\* Academic activities to be conducted and quality of education.  
\*Filling up of Academic Performance Indicator format.

2.14 Significant activities and contributions made by IQAC

Collected the information regarding the curricular, co-curricular and extra-curricular activities of different departments of the institution. Collected the API score forms checked and uploaded the marks obtained. Conducted workshops and meetings with teaching and non-teaching staff to enhance quality of education 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
<p>1. To increase student admissions into first year.</p> <p>2. To increase the pass percentage.</p> <p>3. To increase the attendance of the students.</p> <p>4. To conduct two IQAC meetings and two workshops.</p> <p>5. To observe the important days like, Republic day, Independence Day, Ozone day, AIDS day etc.</p> <p>6. To increase infra structural facilities.</p> <p>7. To take feedback from the students monthly.</p> <p>8. To assess the performance of the teaching staff.</p>	<p>1. The number of admissions increased</p> <p>2. The pass percentage increased.</p> <p>3. Students attendance increased</p> <p>4. Two meetings and two workshops are conducted.</p> <p>5. All are organised.</p> <p>6. 40 computers are purchased. Two more internet connections are taken. Two computer and internet centres are created and made available to the students and staff. Efforts are made to construct new class rooms.</p> <p>7. Feedback from the students is taken every month, analysed and sent to the Commissionerate of Collegiate Education.</p> <p>8. Academic Performance Indicator proforma are collected from all the teaching staff, (API score) verified and sent to the commissionerate of collegiate education, at the end of the</p>

<p>9. To increase the number of students participating in Games &amp; sports, JKC courses, and making use of the library and internet facilities.</p> <p>10. To increase transparency in administration.</p> <p>11. To start a COP (Career Oriented Programme)</p>	<p>year.</p> <p>9. The number is increased considerably by bringing awareness among the students by ward system and through suggestions in all the meetings.</p> <p>10. Achieved by displaying the fee structure, scholarship particulars and all important notices on the notice board.</p> <p>11. COP in “Communicative English” is Started.</p>
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2.15 Whether the AQAR was placed in statutory body

Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details of the Academic Programmes

Level of the programme	No. of existing programmes	No. of Programmes added during the year	No. of self-financing programmes	No. of value added/Career Oriented Programmes
PhD	00	00	00	00
PG	06	00	03	00
UG	00	00	00	00
PG Diploma	00	00	00	00
Advanced diploma	00	00	00	00
Diploma Certificate	00	00	00	01
Others	00	00	00	00
<b>Total</b>	<b>06</b>	<b>00</b>	<b>03</b>	<b>01</b>

Interdisciplinary	00	00	00	00
Innovative	00	00	00	00

1.2 (i) Flexibility of the curriculum CBSE/core/Elective option/Open options  
Core

(ii) Pattern of Programmes

Pattern	Number of programmes
Semester	00
Trimester	00
Annual	06

1.3 Feedback from stakeholders on all aspects

Alumni  Parents  Employers  Students

Mode of feedback Online  Manual  Co-operating schools

***\*Analysis of the feedback is provided in the Annexure-II***

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

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
19	19	00	00	00

2.2 No. of permanent faculty with Ph.D.

05

2.3. No of Faculty positions recruited(R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
17	13	00	00	00	00	00	00	00	13

2.4 No. of Guest and Visiting and Temporary faculty

Guest faculty	Visiting faculty	Temporary faculty
04	00	00

2.5 Faculty participation in conferences and symposia

No. of faculty	International level	National level	State level
Attended	06	08	00
Presented papers	04	10	02
Resource Persons	00	00	00

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

2.7

180

Total

No. of actual teaching days during this academic year

2.8 examination/Evaluation Reforms initiated by the Institution (Open book examination, Bar coding, Double valuation, Photo copy, online multiple choice questions....)

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

Curriculum restructuring	Revision	Syllabus Development
00	00	00

2.10 Average percentage of attendance of students

90

2.11 Course/Programme wise distribution of pass percentage (March 2013)

Title of the programme	Total no. of students appeared	Division				
		Distinction	I%	II%	III%	Pass%
B.Sc. (MPC)	20	02	06	02	00	50
B.Sc. (MPCS)	27	00	11	01	00	44
BSC(MZC)	06	00	02	01	00	50
B.Com. (Gen.)	22	00	08	08	00	72
B.Com. (Comp.)	11	01	03	02	00	55
B. A	24	00	09	08	00	71

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

2.13 Initiatives undertaken towards faculty development

Faculty/Staff Development Programmes	No. of faculty benefited
Refresher Courses	01
UGC-Faculty Improvement Programme	00
HRD Programmes	00
Orientation Programmes	02
Faculty exchange Programme	00

Staff training conducted by the University	00
Staff training conducted by other organisations	00
Summer/Winter schools, workshops.	00
Others	00

#### 2.14 Details of administrative and Technical Staff

Category	Number of permanent employees	Number of vacant positions	Number of permanent positions filled during the year	Number of positions filled temporarily
Administrative Staff	14	06	00	00
Technical Staff	00	00	00	00

### Criterion-III

#### 3. Research, Consultancy and Extension

##### 3.1 Initiatives of the IQAC in Sensitising/Promoting Research Climate in the Institution

##### 3.2 Details regarding Major Projects

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

##### 3.3 Details regarding Minor Projects

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

### 3.4 Details on research publications

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

### 3.5 Details on Impact factor of publications

Range SCOPUS
  Average
  h-index
 Nos. in

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

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

3.7 No. of books published

00

(i) With ISBN No. Chapters in Edited Books

(ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

00

UGC-SAP CAS DST-FIST

DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Sar Scheme

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INSPIRE CE Any other (Specify)

3.10 Revenue generated from consultancy

3.11 No. of conferences organised by the institution

Level	International	National	State	University	College
Number	00	00	00	00	00
Sponsoring Agencies	00	00	00	00	00

00

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

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs

From funding agency

From management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	District	College
00	00	00	00	00	00	00

3.18 No. of faculty from the Institution who are Ph.D. guides

No. of students registered under them

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

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

00

JRF

SRF

Project Fellows

Any other

3.21 No. of students participated in NSS events

University level

State level

National level

International level

3.22 Number of students participated in NCC events

University level	State level
National level	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 Number of extension activities organised

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

ibility of  
on NSS  
Day was  
nducted.

**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	7.5 acre.	-----	-----	7.5acre.
Class rooms	11	-----	-----	11
Laboratories	06	-----	-----	06
Seminar Halls	01	-----	-----	01
No of important equipment purchased( $\geq$ 1.0 lakh )during the current year	06	07	UGC	13
Value of the equipment purchased during the year (Rs. in Lakhs)	00.00	14.42	UGC	14.42
Others	00	00	00	00

#### 4.2 Computerisation of administration and library

- 4.3 Computerisation of administration was started and is being continued. The college library has procured standard software “SOUL” from UGC-INFLIB and installed a server and a client and was installed through e-procurement of the department. Retrospective conversion of library material is the key activity of the computerisation. All the documents are classified according to Decay Decimal Classification which is the mandatory field of the SOUL software. The data entry work is going on.

#### Library services

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	19,077	2,23,228	00	00	19,077	2,23,228
Reference Books	00	00	00	00	00	00
e-Books	00	00	00	00	00	00
Journals	00	00	00	00	00	00
e-Journals	00	00	00	00	00	00

Digital data base	00	00	00	00	00	00
CD & Video	00	00	00	00	00	00
Others(specify)	00	00	00	00	00	00

#### 4.4 Technology up gradation

	Total computers	Computer labs	Internet	Browsing centres	Computer centres	Office	Departments	Others
Existing	05	02	02	02	01	----	----	----
Added	25	00	00	00	00	----	----	----
Total	30	02	02	02	01	----	----	----

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-governance...)

4.6.

There are 30 computers are available in the Institution for the use of teachers, administrative staff and students. There are 02 net centres available for all the staff members. Several training programmes are conducted for the students by Jawahar Knowledge Centre (JKC) and English department. There is an e-class room. All the computers and net centres are being used by the staff and students regularly.

Amount spent on maintenance in lakhs.

i) ICT	0.75
ii) Campus infrastructure and facilities	0.00
iii) Equipment	0.25
iv) Others	0.00
<b>Total</b>	<b>1.00</b>

#### Criterion – V

### 5. Student support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC, at the beginning of the academic year informs all first year students about various student support services available in college.
- JKC, Gymnasium, COP, Career Guidance Cell, Grievances Redressal Committee Mana T.V. programmes etc.

## 5.2 Efforts made by the institution for tracking the progression

Academic and personal mentoring is made available to the students. Besides the course teachers, each class has a class teacher and each student has a mentor, whom the students can approach for academic and personal counselling. These are out-of-classroom personal meetings in which the mentor gets to know the student personally and keeps track of her academic performance, attendance record, course registration, and fulfilment of course requirements among other things, offering guidance where necessary on matters pertaining to academics. Mentors offer academic counselling to students, help them choose elective courses; recommend them for remedial coaching, if necessary.

### 5.3 (a) Total number of students

UG	PG	Ph.D.	Others
445	00	00	00

### (b) No. of students outside the state

### (c) No. of international students

No.	%
00	00

### Men

No.	%
445	100

### Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
113	81	33	193	00	420	128	104	17	196	00	445

5.4 Details of student support mechanism for coaching for competitive examinations.

NIL

Number of student beneficiaries

5.5 No. of students qualified in these examinations

00	CAT	NET	00	SET/SLET	GATE
00		IAS/APS etc	State PSC	UPSC	Others

5.6 Details of student counselling and career guidance

- There is Career Guidance Cell in the Institution. The convenor of the cell advices the students regarding their career opportunities. The cell brings to the notice of the students about various job opportunities and job advertisements. The cell provides the students with reference books for various competitive examinations. The cell organised campus interviews in collaboration with the Jawahar Knowledge Centre.
- To take care of each and every students. There is ward system in the Institution. Each teacher is attached a batch of 20 students. The ward counsellors regularly monitor the academic and personality growth of the students and advise them whenever necessary.
- 

No. of students benefited

Number of students benefited

### 5.7 Details of campus placement

On campus			Off campus
Number of organizations visited	Number of students participated	No of students placed	Number of students placed
04	136	103	00

### 5.8 Details of gender sensitization programmes

Awareness programs have been conducted on gender sensitization, women empowerment, sex discrimination, women trafficking etc

### 5.9 Students Activities

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

00 State/University level: 12 National level: International

#### No. of students participated in cultural events

00 State/University level: 16 National level: International

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

Sports:  
00 State/University level: 00 National level: International

Cultural:

State/University level:  National level: International

### 5.10 Scholarships and Financial support

	Number of students	Amount
Financial support from institution		
Financial support from government	260	9,35,507
Financial support from other sources	00	26,05,000
Number of students who received International/National recognition	00	1,89,000

### 5.11 Student organised/ initiative

Fairs:

State/University level:  National level: International

Exhibitions:

State/University level:  National level: International

### 5.12 No. of social initiatives undertaken by students

5.13 Major grievances of the students (if any) redressed

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the Institution

**Vision:** Empowerment of women through education in all walks of life.

**Mission:** To achieve the vision, the college has kept the following objectives to follow; \* To provide higher education to women from all sections of society.

\* To serve the educational needs of the disadvantaged sections. \* To encourage all round personality development of the women students. \* To inculcate moral values and commitment to the society, in the students. \* To empower women with appropriate skills to face the challenges of a competitive job market. \* To

## 6.2 Does the institution has a Management Information System

Yes. The Management Information System (MIS) of the college encompasses areas like: Administrative procedures Students admission Library management Evaluation mechanisms Financial administration

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

Remedial coaching classes were conducted for academically slow learners. Mana T.V. lessons ICT is used to augment teaching and learning. Student centric methods were followed

The institution follows the curriculum developed by the Acharya Nagarjuna University., institution has no autonomy to change the curriculum. However additional inputs were added to the curriculum by each department and were included in the curricular plans.

### 6.3.1 Curriculum development

#### 6.3.2 Teaching and learning

Remedial coaching classes were conducted for academically slow learners. MANAT.V. live lessons are shown to students. ICT is used to augment teaching and learning. Student centric methods were followed.

#### 6.3.3 Examination and Evaluation

Evaluation is followed in internal exams as per the University guidelines. Common-core Syllabus for all Universities in the State  
Revision of Syllabus and Curriculum for every five years done in the State

#### 6.3.4 Research and Development

Teachers are motivated to undertake research and to contribute papers to the National/International level Journals. Teachers are motivated to seek financial assistance by applying for grant in the form of UGC minor and major projects.

### 6.3.5 Library, ICT and physical infrastructure/instrumentation

### 6.3.6 Human Resource Management

The central library has useful text books, reference books for the use of students and staff. Steps were taken for the maximum utilisation of available human resources for the effective functioning of the college. Several committees, Associations and Cells with faculty members and non-teaching staff were constituted to look after Curricular, Co-curricular, extra-curricular activities, financial and administrative aspects.

conditioned e-class room with Led projector, well-furnished classrooms with adequate lighting and ventilation,

Well-equipped gymnasium, an auditorium with in-built audio / video system and protected water supply are available to all students and staff members. Well-equipped laboratories for all the science departments and air-conditioned Jawahar Knowledge Centre with 30 computers with server are available.

### 6.3.7 Faculty and Staff recruitment

The faculty and staff are recruited by the Government. The Institution has no role in the recruitment process

### 6.3.8 Industry Interaction/Collaboration

Most departments conducted field trips to various industries, organisations to acquaint with the experiential learning

### 6.3.9 Admission of Students

To increase the transparency in the admission process, information about courses, fee structure number of available seats, selection lists etc., were displayed in college Notice Board. An admission committee is formed with staff members.

6.4 Welfare schemes for

Teaching	Group Insurance coverage
Non-teaching	Group Insurance coverage, Festival advances and vehicle loans.
Students	Scholar ships, Cash awards for toppers subject wise and course wise in annual examinations.

6.5 Total corpus fund generated

Nil
-----

6.6 Whether annual financial audit has been done Yes  No

6.7 Whether academic and administrative Audit has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Agency
Academic	Yes	CCE	Yes	IQAC
Administrative	No	-----	Yes	Special fee committee

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

For UG Programmes Yes No

For PG Programmes Yes No

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

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

6.11 Activities and support from Alumni Association

6.12 Activities and support from Parent-Teacher Association

Parent-Teacher meetings are conducted twice in the academic year. The progress of the students is brought to the notice of the parents. Different programmes going on in the institution, for the academic progress is explained to the parents. The parents are satisfied with the progress and gave constructive suggestions.

6.13 Development programmes for support staff

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

## **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.

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

7.3. Give two best practices of the institution

7.4 Contribution to environmental awareness/protection

7.5

Usage of plastic inside the institution is minimised. Campus cleaning programme is organised. Plantation programme is organised. Watering of the plants is done by the students regularly. Ozone Day is organised. The students are made aware of global warming. ✓

Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institute wishes to add.

### **Jawahar Knowledge Centre (JKC)**

The Government of Andhra Pradesh initiated Jawahar Knowledge Centres in 2005 as a reliable solution to the problem of unemployment faced by students studying non-professional courses in degree colleges. The ever increasing prominence of India paved way for a growing demand for hard working and talented students, good in computer skills, communication skills and industry related skills.

The primary aim of Jawahar Knowledge Centre is to provide intensive training to students in employable skills. The training helps students to avail themselves of the bright opportunities in the global job market. Students from rural areas are provided the latest technology to upgrade their skills and are encouraged competing for better standards of living. Jawahar Knowledge Centre encourages students to be creative, independent and self reliant.

The Commissioner of Collegiate Education sanctioned JKC/English Language Lab. to our Institution during March 2008. The Jawahar Knowledge Centre is equipped with 31 systems, LAN and LCD projector. Since the inception of the Jawahar Knowledge Centre, 49 students got placements in different companies like, Infosys, Satyam, First American Company, Tech Mahindra, Wipro, Airtel etc.

During the year 2013-2014, NSL Textiles, SHAR, Dr.Reddy Labs, and Hetero Drugs conducted campus interviews. 136 students of Jawahar Knowledge Centre participated and 103 students got placement.

## **8. Plans of institution for next year**

Name **M.V.RAMANA**

Name **D.NARAPA REDDY**

\_\_\_\_\_  
Signature of the coordinator, IQAC

\_\_\_\_\_  
Signature of the Chairperson, IQAC

## **Annexure-I**

ACADEMIC CALENDER FOR UNDER-GRADUATE INCLUDING  
ORIENTAL LEARNING & HOTEL MANAGEMENT COURSES  
FOR THE ACADEMIC YEAR 2013-2014

01	Reopening of colleges	19-06-2013
02	Commencement of teaching for II and II year Courses	19-06-2013
03	Commencement of teaching for I year Courses	10-07-2013
04	Last date for admission of I year Courses	31-08-2013
05	Last date of transfers (Including students from other State Universities and the Universities within A.P. in respect of restructured/vocational courses at degree level. The last date prescribed by the Universities is not for submission of admission application on transfer from other universities. The admission on transfer from Universities as mentioned above will not be permitted without established equivalency of syllabi, since these courses are not covered under common core scheme. Before the last date of transfer. Equivalency of syllabi has to be obtained from the University. After last date no application s entertained.)	15-09-2013
06	Submission of list of transferred candidates to the A.C.E., A.N.U.	31-09-2013
07(a)	Last date for submission of details of Optional papers offered by the colleges in third year (the list may be submitted to the Coordinator, UG Exams and ACE, ANU)	31-09-2013
(b)	Submission of Staff particulars (Degree college service only) fir valuation purpose to the Coordinator, UG Exams, ANU (Theory and Practical with cadrewise experience).	30-11-2013
08	Last date for submission of master list of newly admitted I year student of 2013-2014 as per structure prescribed by University along with ICR forms to ACE, ANU.	30-09-2013
09	Dasara vacation	11-10-2013 To 16-10-2013
10	Dates for payment of Examination fees and submission of Examination Application by the students of 2013-2014 to the colleges.	13-10-2013

11	Dates of submission of gallsies of I, II and III year students to the ACE, ANU by the Colleges (The exact dates for individual Colleges will be sent by the A.C.E.)	15-11-2013 To 30-11-2013
12	Last date for submission of question paper account for all years to Coordinator, UG Exams, ANU.	30-11-2013
13	Christmas Break	23-12-2013 To 27-12-2013
14	Pongal Break	13-01-2014 To 18-01-2014
15	Commencement of practical examinations for 2013-2014	05-02-2014
16	Last date for instruction and computing attendance (All the colleges are requested to send the condonation particulars to the Addl. Controller of Examinations along with condonation amount if any collected from the students)	26-02-2014
17	Commencement of Examinations for 2013-2014	04-03-2014
18	Closure of colleges (last working day) (Number of actual teaching days on which classes such as tutorials, seminars and practicals are held or conducted is not less than 180 in an academic year excluding holidays, vacation time set apart for completing admission and time required for conduct of examinations.)	31-03-2014
19	Re-opening of the colleges for the academic year 2014-2015	18-06-2015

The academic calendar was provided by the affiliating university, Acharya Nagarjuna University, Gunter.

## Annexure – II

### ANALYSIS OF FEED BACK

IQAC collected feed-back from the students every month and analysed the data

- Majority of the students are satisfied with teaching methodologies of the teacher. (Approximately 88% on average)
- They are satisfied with the study materials provided by the teacher.
- Students are happy with the classroom tests and evaluation.
- Majority of the students are not feeling burden to take up assignments and project work given by teachers.
- Some of students have expressed that more teaching aids (visual/audio) are to be used by the teacher in the class.
- Some students requested for more study tours.
- Students are satisfied with the facilities like drinking water, toilets, playground, library, gymnasium, canteen etc.
- Students who joined the Career Oriented Programme “Communicative English” are satisfied with the course.

According to the feedback of the students, the students are satisfied with regards to the teaching-learning process, administration and the facilities available.

## **Best Practice**

### **Title of the Practice: Mentoring and monitoring of students**

#### **1. Objectives of the Practice**

- (a) To minimize dropouts through individual counseling,
- (b) To ensure the participation of students in academic activities,
- (c) To enhance skills through activities

#### **2. Goal:**

*To render personal/individual attention and counseling to the students and monitoring them periodically*

#### **3. The Context:**

o Students undergo problems of stress and strain, because a lot of them are from the rural background. Many have low family and social backgrounds. Some of them are to work at home to do the domestic chores and help their parents. Hence they are unable to concentrate on studies. They need to complete graduation but due to their family conditions are unable to attend classes regularly. College statistics reveal increasing number in dropouts.

o Ours is a government college and in each class the number of students is about thirty. Hence it is not possible for a teacher to attend each student personally for counseling.

o Hence it is decided to go for a 'ward counselor' who can work for the students.

o The teachers act as mentors for the students.

o Mentoring is required for students to achieve emotional stability and to promote clarity in thinking and decision making for overall progress.

#### **4. The Practice:**

o The practice is that of creating an efficient ward counseling system. Each teacher is assigned a group of students. He/she gives to each student ward counseling sheet of paper where in the students fill their data and in turn submits it back to the teacher.

- o In these counseling sheets, the required data is asked for. During the course of year, the mentor teacher consolidates the individual sheets and draws findings accordingly.
- o Thus each mentor comes to know of the problems of the students on the whole.
- o The mentor can identify those students who are down with stress and strain, emotional worries etc.

### **5. Evidence of Success**

- o This practice enables the mentor to reduce the drop outs to some extent during the year. It enhances the percentage of attendance, performance at the examinations, participation in various activities like quizzes, assignments, seminars, debates etc. the wards become more and more confident of themselves.
- o It also envisages a healthy rapport between the ward and the mentor.

### **6. Problems encountered and Resources required:**

- o This practice requires well-committed, honest teaching staff members; who need are desirous of helping students beyond teaching hours.
- o Now-a-days; completion of the syllabus and making the students participate in the curricular activities have become a tough task.
- o If a teacher can overcome his/her rigidity and develop a soft corner and sympathy for the student community, this system will make wonders.

### **7. Details of the Institution:**

Name of the Principal: D. Narapa Reddy  
 Name of the institution: YA Govt. College for Women  
 City: Chirala, Prakasam (Dist), AP  
 Pin code:  
 Accreditation status: B  
 Website: [www.yagdcwchirala.com](http://www.yagdcwchirala.com)  
 E-mail: [yagdcwchirala@gmail.com](mailto:yagdcwchirala@gmail.com)

