

S.V.K.P & Dr. K.S. RAJU ARTS & SCIENCE COLLEGE
PENUGONDA - 534 320, W. G. Dt., A. P.

(NAAC REACCREDITED 'B' and ISO 9001:2008 Certified Institution)



ANNUAL QUALITY ASSURANCE REPORT
(AQAR) OF THE IQAC
(2012-2013)

Dr. N. SURYANARAYANA RAJU
Convener, IQAC

Dr. K. V. NARASIMHA RAJU
Chairperson, IQAC &
PRINCIPAL

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

I. Details of the Institution

1.1 Name of the Institution

Sri Vasavi Kanyaka Parameswari & Dr. Kalidindi
Suryanarayana Raju Arts & Science College

1.2 Address Line 1

Canal Road

Address Line 2

Dist. West Godavari

City/Town

Penugonda

State

Andhra Pradesh

Pin Code

534 320

Institution e-mail address

Svkp_penugonda@rediffmail.com

Contact Nos.

08819 - 246126, 246926

Name of the Head of the Institution:

Dr. K. V. Narasimha Raju

Tel. No. with STD Code:

08819 - 246926

Mobile:

9440593941

Name of the IQAC Co-ordinator:

Dr. N. Suryanarayana Raju

Mobile:

9440778194

IQAC e-mail address:

svkpiqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879): **13028**

1.4 Website address:

svkpandksrajucollege.org.in

Web-link of the AQAR:

svkpandksrajucollege.org.in/AQAR201213.doc

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B ⁺⁺	80.70	2006	5 years
2	2 nd Cycle	B	2.67	2011	5 years
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

14/06/2005

1.7 AQAR for the year (*for example 2010-11*)

2012-13

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

- i. AQAR 2011-12 submitted to NAAC on 17-02-2013.
- ii. AQAR --
- iii. AQAR --
- iv. AQAR --

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)

Computer Application

1.11 Name of the Affiliating University (for the Colleges)

UG Courses – Adikavi Nannayya
University
PG Courses - Andhra University

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

Autonomy by State/Central Govt. / University	<input type="text" value="-"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (<i>Specify</i>)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="3"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="9"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="16"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>

2.11 No. of meetings with various stakeholders: 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

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

- Academic requirements of staff and students are being discussed in the IQAC meeting and suitable remedial measures are taken up to accomplish them.
- Three Certificate courses (Tally, Communicative English and Web designing) are sanctioned by UGC.
- One UGC Minor Research project was sanctioned in Telugu department.

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
<ul style="list-style-type: none"> • To adopt more innovative Teaching learning methods. • To conduct Guest lectures • To provide remedial coaching to the academically back ward students • To submit proposal for UGC Major/ Minor Research projects. • To organise National /State level Seminar/Conference/Work shop. • To conduct various community services through NCC and NSs Units. • To conduct Orientation programmes/ Workshops/Training programmes for students. 	<ul style="list-style-type: none"> • Many teachers use e-class rooms and seminar hall for PPT presentations and online classes. • Thirty six Guest lectures are arranged in different subjects by inviting eminent /subject experts. • Remedial classes conducted in all departments. • One UGC Minor Research project was sanctioned to Dr. R. Rama Mohana Rao in Telugu department. • UGC National Seminar on The influence of Tagore on Modern Telugu Literature on 10th & 11th January, 2013. • NSS Unit of our college extending their services to nearby villages. • Two Workshops and one Orientation programme were conducted in association with Career guidance cell.

* Attached the Academic Calendar of the year as **Annexure-II & Annexure-III**

2.16 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

- | |
|---|
| <ul style="list-style-type: none"> • Annual plan is prepared and has been presented in Board of Management for execution of the activities. • Different committees are being formed for various programmes to execute the same. |
|---|

Part – B

Criterion – I

I. 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	-	-	-	-
PG	6	-	6	-
UG	13	2	7	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	3	-	3
Others	-	-	-	-
Total	19	5	13	3
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6
Trimester	-
Annual	15

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

**Please provide an analysis of the feedback in the Annexure*

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

- The svllabus of the courses is revised by affiliating Universitv.

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

- The Institution introduced new courses: 1. B.Com. (Computers) 2. B.A. (Journalism)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
65	52	13	-	-

2.2 No. of permanent faculty with Ph.D.

11

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
4	1	-	-	-	-	-	-	4	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

36	1	-
----	---	---

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	5	2
Presented papers	1	2	-
Resource Persons	-	-	2

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

- Teachers use e-class rooms and seminar hall for PPT presentations and online classes.
- Guest lectures are arranged in different subjects by inviting eminent /subject experts.
- Seminars are organised for students.

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

235

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

NA

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

6	5	2
---	---	---

2.10 Average percentage of attendance of students

85%

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.Sc.	250	-	125	4	19	59.20
B.A.	35	-	5	8	5	51.40
B.Com.	88	-	54	5	6	73.90
MBA	52	-	50	-	-	96.15
MCA	46	-	42	-	-	91.30
M.Sc. Org Chem	34	-	22	-	-	64.70
M.Sc. Zoology	9	-	9	-	-	100
M.Sc. Botany	7	-	7	-	-	100
M.Sc. Biotech	7	-	7	-	-	100

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

- As per University Norms the syllabus is formulated and teaching plans are prepared for the Academic year/Semesters.
- Evaluation of teaching performance of the teachers is done once in a year on 'Ten-point scale'. After the analysis the strengths and weaknesses are made known to the teachers.
- Mentors are allotted for each class to monitor the performance and analyse the difficulties of students in the academic activities.
- Internal/External marks are analysed and remedial classes are conducted for the academically backward students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	3
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	11
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	16	2	1	-
Technical Staff	37	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- Conducting awareness programmes to enlighten the faculty with regard to UGC and DST Research projects.
- Encouraging staff to contributing articles to Journals of National / international repute.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	2	1	1
Outlay in Rs. Lakhs	1.30	2.10	1.00	1.30

3.4 Details on research publications

	International	National	Others
Peer Review Journals	4	5	-
Non-Peer Review Journals	--	-	-
e-Journals	-	-	-
Conference proceedings	-	6	-

3.5 Details on Impact factor of publications:

Range Average 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	2012-13	UGC	2,30,000/-	90,000/-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	2,30,000/-	90,000/-

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

ii) Without ISBN No.

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

3.11 No. of conferences
organized by the Institution

Level	International	National	State	University	College
Number	-	1	-	-	-
Sponsoring agencies	-	UGC	-	-	-

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	-
	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
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

2

2

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)

JRF - SRF - Project Fellows - Any other -

3.21 No. of students Participated in NSS events:

University level 3 State level -
National level 1 International level -

3.22 No. of students participated in NCC events:

University level - State level -
National level 5 International level -

3.23 No. of Awards won in NSS:

University level 1 State level -
National level - International level -

3.24 No. of Awards won in NCC:

University level 1 State level -
National level - International level -

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="4"/>	Any other	<input type="text" value="2"/>

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

- On the occasion of National Blood Donation Day, Dr. K. S. Raju Memorial Blood Donation Camp was conducted on 1-10-2012 in collaboration with Red Cross Blood Bank. Nearly 51 NSS volunteers participated in the camp and donated blood.
- Ten NSS volunteers extended their services in maintaining the queues of the temple visitors during Subrahmanya Shasti Celebrations at Penugonda on 18-12-2012.
- On the occasion of National Youth Day on 12-1-2013, Blood grouping programme was conducted in collaboration with the Department of Biotechnology of our college.
- During Special Camp at Vadali, Ramannapalem and Tamarada villages from 2-2-2013 to 8-2-2013, Free Veterinary Camp, Eye Camp and Blood grouping programme were conducted.
- Manavatha Voluntary Organisation has been providing three mortuary freezer boxes and Santhi Ratham Van for the needy people in the nearby villages in collaboration with NSS Unit 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	18 acre	-	-	18 acre
Class rooms	40	-	-	40
Laboratories	38	-	-	38
Seminar Halls	2	-	-	2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	2	UGC	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	10.91	UGC	-
Others	-	-	-	-

4.2 Computerization of administration and library

- Office computerization up to 80%.
- Library computerization up to 80%.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15,075	20,23,788	315	44,523	15,390	20,68,311
Reference Books	15,994	21,65,459	79	12,291	16,073	21,77,750
e-Books	-	-	-	-	-	-
Journals	92	97,497	-	-	92	97,497
e-Journals	-	-	-	-	-	-
Digital Database	2	30,000	-	-	2	30,000
CD & Video	151		-	-	151	
Others (Placement Cell)	122	24,000	31	7,500	153	31,500

4.4 Technology up gradation (overall)

	Total Computers	Computers in Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	268	100	30	5	30	10	25	68
Added	20	-	-	-	-	-	-	20
Total	288	100	30	5	30	10	25	88

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

- Training to teachers on web browsing.
- Training to students on computer basics.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.56
ii) Campus Infrastructure and facilities	0.64
iii) Equipments	10.91
iv) Others	0.24
Total :	12.35

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

At the beginning of the academic year the IQAC makes special emphasis on the various support services available to the students and enlighten the students regarding the functioning of support services in the campus.

5.2 Efforts made by the institution for tracking the progression

- By involving the students in all the activities of the Institution.
- By encouraging the campus recruitment drives.
- By conducting remedial classes for the academically backward students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1292	321	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No	%	Women	No	%
	887	55		726	45

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
593	318	3	725	0	1639	551	330	1	731	0	1613

Demand ratio 1:1.2 Dropout % 1%

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

Career guidance and placement cell helps students in appearing for various competitive examinations by conducting interactive sessions on career opportunities and Institutions of higher learning. In addition to that each Department is providing additional curriculum to appear for competitive examinations.

No. of students beneficiaries

150

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="1"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="3"/>

5.6 Details of student counselling and career guidance

- Organized Work shop on “Soft Skills” for all JKC registered students of both UG & PG by Mr.R.V.DATTU, Soft Skills Specialist, IEG-JKC, Hyderabad on 30-08-2012.
- Organized an awareness program on “LEAN SIX SIGMA” certification for II MBA, II MCA and III MCA students on 01-09-2012.
- Arranged Guest lecture for both UG and PG students in connection with 150th Birth Anniversary of Swami Vivekananda during Rath Yathra visited our college on 26.11.2012.
- An Orientation Program is arranged on “Personality Development & Career Guidance “ for final year U.G & P.G students by Department of youth Service, W.G.Dt. Eluru on 11-11-2012.
- Conducted Two days MTA workshop on Microsoft .NET for II MCA Students by IEG-JKC ,Hyderabad on 27-02-2013 & 28-02-2013.
- Miss. M. Naga Vani, IT Associate from IEG-JKC , Hyderabad taken classes for JKC registered students of both UG & PG

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	48	8	7

5.8 Details of gender sensitization programmes

Women’s Development Cell sensitizes the students to develop a healthy relationship with the opposite gender. It acts rigorously to check the transgressions of the code of conduct of the students. This cell creates an awareness of the socio cultural, political and biological complexities of the issue. It enhances the understanding of the other gender.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	6	6,000/-
Financial support from government	1535	1,50,85,634/-
Financial support from other sources	20	30,000/-
Number of students who received International/ National recognitions	-	-

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

5.13 Major grievances of students (if any) redressed: 2

- Student bus passes are arranged in the College campus.
- Special dining zone is arranged for day scholars.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

- To enrich and stimulate creativity in young minds.
- To nurture a spirit of tolerance in the youth of the multicultural society.
- To impart knowledge and skills through scientific temper.
- To promote Value based Education

MISSION

- To empower the Socially, Economically and Educationally marginalized sections of the rural society of the region.
- To augment a new generation of students for contributing to the future knowledge economy.
- To sensitise the students towards Social Awareness and Gender equality.

6.2 Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

- Forwarding proposals for designing curriculum according to the needs.
- Faculty members participate in Board of studies meeting while formulating syllabus in the affiliating University.

6.3.2 Teaching and Learning

- Teachers use e-class rooms and seminar hall for PPT presentations and online classes.
- Guest lectures are arranged in different subjects by inviting eminent /subject experts.
- Class room seminars and students participation are encouraged to develop their academic and social skills.

6.3.3 Examination and Evaluation

Examination and evaluation are followed according to the norms of the affiliating University. Besides this we follow various other evaluation methods such as Unit tests, Half yearly, Pre-final examinations, student seminars, assignments, Project works and so on.

6.3.4 Research and Development

- Encourage faculty to apply for Minor and Major Research Projects.
- To publish the research works in National and International journals.
- To contribute articles in the text books with ISBN number.
- Encourage faculty to increase the research qualification leading to M.Phil/Ph.D

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Strengthening the learning resources by purchasing the Reference books and journals from the UGC grant.
- Infrastructure and Instrumentation is also upgraded.

6.3.6 Human Resource Management

- Optimum utilisation of manpower for both UG & PG through multi - disciplinary approach.

6.3.7 Faculty and Staff recruitment

- Aided recruitment as per the State Govt. Norm.
- Unaided recruitment is made on the basis of merit and skills, whenever vacancy arises.

6.3.8 Industry Interaction / Collaboration

- Conduct Industrial visits having collaboration with the nearby Industries.
- Obtaining MOU's for the benefit of students and Institution.

6.3.9 Admission of Students

- Merit cum Reservation basis of Government of Andhra Pradesh.
- For PG Courses admission process followed by AUCET/ICET counselling.

6.4 Welfare schemes for

Teaching	EPF for un-aided staff
Non teaching	EPF for un-aided staff
Students	Group Insurance and Poor boys fund.

6.5 Total corpus fund generated

Rs. 68,68,006/-

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	ISO & C.C.E	No	-
Administrative	Yes	ISO & C.C.E	No	-

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?

- Through inviting suggestions and recommendations from the members of Board of Studies, inducting new syllabus according to the needs of present academic requirements and periodically bringing appropriate reforms.

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

N.A.

6.11 Activities and support from the Alumni Association

- The NSS activities of the college in the surrounding villages are supported by Alumni.
- The Alumni supports in placements of college students in different Organisations.

6.12 Activities and support from the Parent – Teacher Association

- Parent-Teacher Association meetings are conducted from time to time and the resolutions made in them are followed for effective implementation of the academic plan.

6.13 Development programmes for support staff

- Training /Orientation Programmes are conducted by the college to impart skills to staff and equip them to perform better in discharging their duties effectively.

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

- Awareness programmes are conducted and clean & green activities are taken up against the use of plastics and deforestation under the supervision of eco club.

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 Institution thought of continuing the practice of conducting Basic English Grammar and spoken English Classes for the Degree students coming from rural areas.
- The teachers introduced the skill of drafting question banks. This has helped ease the burden of the students and improve the pass percentage.
- Provide guidance for personality development to the students.
- Career oriented courses like Tally Web designing and Communicative English are offered.

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

- The institution made a policy to depute as many students as possible to various college of learning / training programmes to expose students to new learning/ training of skills
- The institution planned to organize various workshops.

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

- The Institution is always a forerunner for introducing innovations in all aspects of teaching and learning process.
- Conducting of Basic English Grammar and spoken English classes for the degree students coming from rural areas.
- Organizing workshops to enhance the knowledge of students
- Extensive remedial teaching is given for academically weaker students.

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

- Periodically a team of teachers and students visit nearby villages to enlighten the villagers regarding – Energy Conservation , Water Harvesting.
- Plantation has been taken by the institution in the campus

7.5 Whether environmental audit was conducted? Yes No

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

- The Institution has been striving hard to enhance the internet facilities to students year by year thereby making students computer friendly.
- Encouraging the teachers to make best use of technological devices such as LCD's.
- Manavatha Team has been providing dead body freezer box for the needy people in the nearby villages.

8. Plans of institution for next year

- Establishment of Central Instrumentation Centre.
- To apply for UGC Vocational courses.
- Special skills for advanced learners.
- Staff members are encouraged to apply for UGC Minor/Major Research Projects.
- Proposed to apply for financial assistance from UGC to conduct Seminars/Conferences.
- Proposed to take up Career Guidance Programmes and approach various agencies for an increased number of Campus Interviews.
- To conduct work shop on Soft Skills.
- To conduct various community services through NCC and NSS units of our college.

Name *Dr. N. SURYANARAYANA RAJU*

Name *Dr. K. V. NARASIMHA RAJU*

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

ANDHRA UNIVERSITY
ACADEMIC CALENDAR FOR UG COURSES
FOR THE ACADEMIC YEAR 2012-2013

Annexure II

Admission Schedule

Sale of Admission Applications and Registration	02-05-2012
Last date for sale and registration of admission applications (Including instant intermediate candidates)	28-06-2012
Display of 1 st list	30-06-2012
Closing of Admissions (*) for general category With late fee of Rs.300/-(payable to A.U.)	18-07-2012 19-07-2012 to 30-07-2012
Closing of Admissions (*) for general category With late fee of Rs.1000 /-(payable to A.U.)	02-08-2012 to 22-08-2012

01.	Re-opening Day and Commencement of classes for II & III year	07-06-2012
02.	Anti-Ragging Counseling and Instructions to senior students	13-06-2012
03.	Commencement of Classes for I Year	05-07-2012
04.	Review sessions on Anti-Ragging Counseling and Instructions to senior students.	09-07-2012
05.	University Administration will hold, meetings with all the Principals of affiliated UG College (District wise)	In the month of August & November
06.	Dasara Holidays	22-10-2012 to 24-10-2012
07.	Half yearly exams	29-10-2012 to 03-11-2012
08.	To Create awareness on employability skills career orientation counseling classes will be conducted every month at the convenience of the colleges concerned.	
09.	Christmas Holidays	24-12-2012 & 25-12-2012
10.	Pongal holidays	14-01-2013 To 17-01-2013
11.	a) Last date for instruction of English practicals (Ist & IInd years)	21-01-2013
	b) Last date of instruction (common for all exams)	14-02-2013
12.	Hope examinations.	Left to the discretion of the respective colleges
13.	Submission of attendance particulars & information of ineligible Candidates to the Controller of Examination and Academic Cell.	15-02-2013
14	Job fares will be conducted as per the convenience of the colleges and the employing agencies; suitable dates will be fixed for campus interviews.	
15.	Academic audit inspections of departments will be conducted according to convenience of the college administration/authorities	

16.	Practical Examinations(English)	25-01-2013 to 07-02-2013
17.	Practical Examinations (Others)	15-02-2013 to 28-02-2013
18.	Commencement of Examinations (Theory)	04-03-2013
19.	Commencement of Summer Vacation	12-04-2013 to 05-06-2013
20.	Reopening day for the next academic year	06-06-2013

(*) In case of students passing Intermediate at the instant examination, the admission shall be closed within 7 days from the date of publication of results without fine

Note:

All general admissions will be closed by 18-07-2012

With late fee of Rs. 300/- : 19-07-2012 to 30-07-2012

(D.D. Payable to A.U. in favour of Registrar)

With late fee of Rs. 1000/- : 02-08-2012 to 22-08-2012

(D.D. Payable to A.U. in favour of Registrar)

- I) Submission of hard and soft copies (CD) of student general admission particulars to the Controller of Examinations and CDC, Andhra University on or before 23-07-2012 itself.
- II) The Principals of the respective colleges have to send the lists of candidates admitted into their colleges in soft & hard copies (with a late fee of Rs. 300/-) on or before of 30-07-2012 (with late fee of Rs. 1000/-) on or before 22-08-2012

1. The lecturer will be relieved for spot or related to any University work up to a maximum of 15 days in an academic year.
2. The Principals are required to conduct the half yearly examinations and ensure that the valued scripts are returned to the students on the dates mentioned and the same should be reported to the CDC.
3. All the Colleges should follow the Academic Calendar strictly and the same should be reported to CDC and Academic Cell.
4. The attendance particulars of the students should be submitted every month and consolidated statement should be submitted to the Controller of Examinations and to Academic Cell on or before 15-02-2013 and information of ineligible candidates consolidated attendance particulars should be submitted on or before 19-02-2013 without fail to the Controller of Examinations and Academic Cell.

5. 75% of minimum attendance required to sit for the examination. This should be strictly observed.
6. A Condonation fee of Rs.500/- will be collected for shortage of attendance between 66% and 75%, (on Medical grounds)

Examination Schedule Particulars:

English Practicals	25-01-2013 to 07-02-2013
Other Practicals	15-02-2013 to 28-02-2013
Theory	04-03-2013 onwards
Publication of Results	At the end of April, 2013

Schedule for the Payment of University Examination Fee

A	Last date for submission of Examination Applications	25-10-2012
B	Last date for Submission of examination application with penal fee of Rs. 500/-	12-11-2012
C.	Last date for submission of examination application with penal fee of Rs. 2000/- (before the 10 days of commencement of examinations)	

LIST OF WORKING DAYS/HOLIDAYS FOR UG COURSES FOR THE ACADEMIC YEAR

2012-2013

REOPENING: 07-06-2012

Month	2012-2013	No. of Holidays	No of working days	Total
June, 2012	09, Second Saturday 10,17,24,Sundays	04	20	24
July, 2012	1,8,15,22,29 Sundays 14, Second Saturday	06	25	31
August, 2012	5,12,19,26 Sundays 10 Sri Krishnastami 11 Second Saturday 15 Independence Day 20 Ramzan	08	23	31
September, 2012	2,9,16,23,30 Sundays 08 Second Saturday 19 Vinayaka Chaviti	07	23	30
October, 2012	02 Gandhi Jayanthi 7,14,21,28 Sundays 13 Second Saturday Dasara Holidays 22-10-2012 to 24-10-2012 27-10-2012 Bakrid	10	21	31
November, 2012	4,11,18,25, Sundays 10 Second Saturday 13-11-2012 Deepali	06	24	30
December, 2012	2,9,16,23,30 Sundays 08 Second Saturday 24-12-2012 & 25-12-2012 Christmas Holidays	08	23	31
January, 2013	6,13,20,27, Sundays 12 Second Saturday Pongal Holidays 14-01-2013 to 17-01-2013 26 Republic Holiday	10	21	31
February, 2013	3,10,17,24, Sundays 09 Second Saturday	05	23	28
March, 2013	3,10,17,24,31, Sundays 09 Second Saturday 10 Maha Siva Ratri 27 Holi	08	23	31
April, 2013	7, Sunday 5 Babu Jagajeevan Ram Jayanthi & Good Friday	02	09	11
Total:		74	235	309

Summer Vacation from 12-04-2013 to 05-06-2013 and colleges will re-open on 06-06-2013.

*Regarding the dates of the festivals the dates announced by the State Government be followed.

ANDHRA UNIVERSITY

Proposed P.G. Academic Calender-2012-13 (Semester System)

Arts & Science

1.	Reopening of the University Colleges/A.U.P.G. Centers and Affiliated Colleges and Commencement of Classes for III & V Semester students (where present)	29-06-2012
2.	Constitution and meeting of University/College Hostel/Departmental Anti-ragging Committees	29-06-2012
3.	Anti-ragging Counseling and Instructions to Senior Students	30-06-2012
4.	Commencement of Classes for 1st Semester P.G. students	02-07-2012
5.	Nomination of teacher counselors to junior students	03-07-2012
6.	Orientation Classes and exposure to campus facilities to juniors (3 days)	03-07-2012 to 05-07-2012
7.	Anti-Ragging Counseling and Instructions to juniors.	05-07-2012
8.	Closure of admission for various courses	09-07-2012
9.	Review sessions on Anti-Ragging Counseling and instructions to Senior students	16-07-2012
10.	Last date for submission of Master list of newly admitted 1 st Semester Students of 2012-2013 as per the Performa prescribed by the University	20-07-2012
11.	I Mid semester examinations for I, III & V Semester candidates	27-08-2012 to 29-08-2012
12.	Dates for payment of examination fees and submission of examination applications for the students of I,III & V Semesters	27-08-2012 without fine 05-09-2012 with fine
13.	Academic audit inspection of Academic Departments	15-10-2012 to 17-10-2012
14.	Closure of instruction and last date for submission of galleys for III,V Semesters	20-10-2012
15.	II Mid exams for I, III & V Semesters	Three days between 11-10-2012 and 20-10-2012
16.	DASARA Holidays	22-10-2012 to 24-10-2012
17.	Commencement & Closure of I, III & V Semester P.G. Examinations	29-10-2012 to 09-11-2012
18.	Commencement of Classes for II, IV & VI Semesters	12-11-2012
19.	Career orientation and employability counseling finishing school (Orientation during evenings and holidays)	12-11-2012 to 12-04-2013
20.	*CHRISTMAS/ Pongal Vacation	24-12-2012 to 15-01-2013
21.	I Mid Semester examinations for II, IV & VI Semester candidates	06-02-2013 to 09-02-2013

22.	Academic audit inspection of Academic Departments	18-03-2013 to 20-03-2013
23.	II Mid for II, IV & VI Semesters	Any three days during 11-03-2013 to 20-03-2013
24.	Payment of Examination fee and submission of application forms for II, IV & VI Semester students	26-01-2013 without fine 04-02-2012 with fine
25.	Closure of Instruction and last date for submission of galleys for II, IV & VI Semester Students	15-04-2013 (Arts) 08-04-2013 (Science)
26.	Completion of P.G. Practical examinations for II, IV & VI Semester students	Prior to the commencement of P.G. Theory examinations March/April 2013
27.	Commencement & Closure II, IV & VI Semester (theory) examinations.	19-04-2013 to 01-05-2013 (including viva-voce)
28.	Summer Vacation	02-05-2013 to 19-06-2013
29.	Reopening of the University College/P.G. Centers/Affiliated Colleges having P.G. Course for the Academic year 2013-2014.	20-06-2013
<p>Note : Job fair will be conducted as per mutual convenience of the University and the employing agencies. The Placement Officers of different streams like Sciences, Arts, Management, Engineering, Law, Pharmacy etc., will be in continuous contact and follow up with employing industry and Organizations and will fix suitable dates for campus interviews.</p>		