YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Govt. Degree College Nagari
• Name of the Head of the institution	Dr. R. Venugopal
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	08577294613
• Mobile no	9440585464
• Registered e-mail	nagari.jkc@gmail.com
• Alternate e-mail	nagari.iqac@gmail.com
• Address	Near Mandapam
• City/Town	Nagari
• State/UT	Andhra Pradesh
• Pin Code	517590
2.Institutional status	
• Affiliated /Constituent	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**Sri Venkateswara University**
• Name of the IQAC Coordinator	**E. Murali Mohan Reddy**
• Phone No.	**9966054682**
• Alternate phone No.	
• Mobile	**9966054682**
• IQAC e-mail address	**nagari.iqac@gmail.com**
• Alternate Email address	**emmreddy@yahoo.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	**hhttp://gdcnagari.edu.in/userfiles/aqar_report_2019-20.pdf**
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	**http://gdcnagari.edu.in/page.php?type=academics&id=academic-calender**

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**Nil**	**2007**	**31/03/2007**	**30/03/2012**
Cycle 2	**B**	**2.48**	**2014**	**24/09/2014**	**23/09/2019**

6.Date of Establishment of IQAC	**02/08/2007**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of IQAC	[View File]

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)
Evaluation of ASAR
Regular meetings of the IQAC
Collection, analysis of feedback from stakeholders
Capacity building programmes for staff
The teachers are encouraged to participate in Refresher Courses, Orientation Programmes, Research, Seminars and Workshops etc. for the upgradation of knowledge base

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

Plan of Action	Achievements/Outcomes
To introduce Certificate Courses at-least one for each programme (BA.,B.Com& B.Sc.).	Five Certificate Courses are conducted
Preparation of SSR for 3rd Cycle Preparation & submission of AQAR for 2019-2020	Due to covid and the changes in the formats, the preparation of SSR was delayed. AQAR for 2019-2020 submitted successfully
Capacity building workshops/seminars/trainings to teaching and non-teaching staff on ICT/Digital initiatives	IQAC conducted various orientation and workshops for staff capacity building.
To encourage Staff participation in FDP, and to increase research activities viz., paper/book publishing, MRP etc.,	All the staff members actively participated in the FDP both in online and offline mode. The faculty members utilized most of their time in participating FDP programmes during this covid-19 pandemic time.
To encourage the faculty members to prepare e-content in their respective subjects	Few faculty members prepared the e-content for CCELMS and most of the faculty members gathered and utilized the e-content in their teaching process during the covid-19 pandemic.
To Conduct Student Induction Programme for the newly admitted first year students	IQAC in collaboration with all co-ordinators successfully organized the Student Induction Programme.
To organize Students' Capacity enhancement and skill development programmes	Various capacity building and skill development programmes are conducted for students.
To enhance and strengthen the campus WIFI connectivity and to take up certain civil works, campus white washing, etc.,	Campus Wi-Fi Connectivity was successfully implemented and certain minor repairs in the college was done. Proposals submitted for whitewashing and other civil works.

13.Whether the AQAR was placed before	No

statutory body?

- Name of the statutory body

Name	Date of meeting(s)
Nil	**Nil**

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	**28/01/2021**

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**132**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**869**

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**260**

File Description	Documents
Data Template	[View File](#)

2.3	**202**

Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**33**

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	**33**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**18**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**7.27**
4.3 Total number of computers on campus for academic purposes	**110**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Government College, Nagari is affiliated to Sri Venkateswara University, Tirupati and hence strictly adheres not only to the academic calendar specifying the duration of the semester, the date of commencement of classwork and closing of class work but also the

curriculum designed by university at UG and PG levels with an emphasis on teaching, learning and evaluation.

In the beginning of the semester itself department wise meetings will be conducted with respect to the distribution of syllabus, preparation of Annual Curricular Plans, Teaching Notes and Teaching Methodologies and the report of the same will be submitted to the Academic Co-Ordinator and the Principal.

For the newly joined students Bridge Courses will be conducted to fill the gap between Pre-University syllabus and University syllabus.

During the lockdown period of Covid -19, the college adopted Blended-Learning to meet the requirement of the students by effectively using the online platforms such as ZOOM, Google Meet.

The evaluation is done through both internal and external examinations. Special focus is levied on the moderate and slow learners through Remedial classes.

The curriculum is supplemented by Add on /Need based certificate courses and to enhance the competencies of the students.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://gdcnagari.edu.in/block.php?type=curricular%20transaction%20plan&id=10

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

The academic calendar issued by the affiliating University specifies the dates of commencement and end of the semester as well. The institution prepares the academic calendar by understanding the PO's and CO's so that the activities are planned accordingly. It further propagates the institute's vision and mission.

During the preparation of Academic Calendar, the BOS Chairman, Director and the Academic Co-Ordinator of the University takes into consideration the feedback on the activities of the previous academic year and bring in necessary changes. Then it will be placed before the Governing Body for approval. At this level the

suggestions and recommendations of the Governing Body are taken into account before finalizing it. At the college level, academic calendar is prepared in line with the affiliating Sri Venkateswara University. Later it will be circulated among the faculty and students at the very beginning of the semester itself. It will be placed in College Website, Notice Board, and Induction Manuals and in the prospectus of the Institution.

The institute has built in mechanisms to ensure syllabus completion and conduct of CIE within the time frame and accordingly the various measures are taken.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://gdcnagari.edu.in/page.php?type=academics&id=academic-calender

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

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

1.2 - Academic Flexibility

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

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

10

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

6

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

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

142

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

1.3 - Curriculum Enrichment

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

The College addresses to integrate different issues into the curriculum through various Value based programmes to the students for their overall development.

Environment and Sustainability:

Environmental Studies is introduced as a compulsory Foundation Course at UG Level for all I year B.A., B.Com. and B.Sc. students in CBCS pattern with an aim to sensitize the students towards diverse environmental issues and climate changes.

Human Values and Professional Ethics:

Human Values and Professional Ethics and Environmental Studies are incorporated into curriculum by the APSCHE and the affiliating University as compulsory foundation courses at UG level for all I year BA, B.Com, B.Sc students in CBCS pattern.

The Women Empowerment Cell conducts gender sensitization and equality programs at frequent intervals to boost confidence in the stakeholders.

Environmental Science:

All the students are trained to promote the conservation of Environment not only in the college campus but also in their communities.The college conducts number of programmes on environment, such as green audit, planting saplings etc. The college celebrates National & International Environment Days to create awareness on sustainability of nature.

These foundation courses help the students a lot to realize their responsibility in building a strong society and safe guarding the environment.

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

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

4

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

160

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	https://gdcnagari.edu.in/userfiles/file/SSS-Feedback-2020-2021.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://gdcnagari.edu.in/block.php?type=feedback&id=4

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

403

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

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

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

390

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

2.2 - Catering to Student Diversity

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

In the very beginning of the semester, the institution organizes Orientation Programmes /Induction programmes for freshers' both at

the college level and at the department level. Bridge Courses are conducted at the departmental level to give them enough exposure to the university curriculum and evaluation process.

With an intention to bridge the gap between slow learners and advanced learners, the institution assesses the learning levels of the students in the very beginning of the academic year based on their +2 marks followed by a test conducted by the respective departments.

Strategies adopted for slow learners:

Remedial classes are conducted with an aim to improve the academic performance of the slow learners. This practice helps the slow learners to improve subject knowledge and helps them catch up with their peers. Simple and standard lecture notes/course materials are being provided to the students on a regular basis.

Strategies for the advanced learners

- Special coaching classes are engaged for the top five students in each class to secure University ranks.
- Professional training/Employability training will be given through Skill Development Programmes such as JKC where they were taught Communicative English, Aptitude and Arithmetic.

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

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

Number of Students	Number of Teachers
869	33

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Teaching-learning methods adopted by the faculty members include Lecture Method, Interactive Method, Project-Based Learning, Computer-Assisted Learning, Experiential Learning etc. The Teaching – Learning activities are made effective through illustration and special lectures.

Lecture method:

This conventional method is commonly adopted by all the teachers, especially language teachers.

Interactive method:

The faculty members make learning interactive with students by motivating the students to participate in Group Discussions, Role-Plays, Quiz, News Analysis, and Educational games, questions and answers sessions on current affairs.

Experimental Learning:

The faculty members foster learning environment by engaging in rich experiential content of teaching through experience, demonstration, visual aids, periodical industrial visits, organizing exhibitions, presenting papers, analyzing case studies and participating and conducting quiz on theory topics.

Experimental/Laboratory method: Industrial Visits/Field Visits, Internship Programs, Projects

Participative Learning : Role Play, Group Discussion, Debate and Presentations have been used by the faculty.

ICT enabled learning

The institution adopts modern pedagogy in line with emerging trends to enhance teaching-learning process. The institution has installed Wi-Fi on the campus to support the educational activities of the inmates. All the departments provide instructional materials to the students for easy follow-up / understanding the concepts on the college website.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	nil

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

The institute is made available with ICT enabled tools for effective teaching-learning process. The institute have wi-fi facilities, virtual classrooms and digital classrooms. The faculty uses digital classrooms for teaching in the form of videos. The faculty uses virtual classrooms for educational videos. This virtual classroom is very much useful for science students for detailed explanation of the dissections.

Virtual Classrooms and Digital Classrooms: The College supports and encourage ICT enabled teaching. The students have the opportunity to listen and watch lectures on different topics by experts through virtual classroom. The digital classrooms are also in practice. The college is using LMS to promote e-learning and encouraging doing online courses.

The faculty uses laptop's and LCD projectors for their power point presentations. The teaching-learning process is in practice with practical sessions, use of OHP and LCD projectors for workshops and seminars.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

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

2.3.3.1 - Number of mentors

34

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	**No File Uploaded**
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

33

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

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

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

16

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

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

2.4.3.1 - Total experience of full-time teachers

124

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

2.5 - Evaluation Process and Reforms

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

As per the UGC guidelines, semester system has been introduced in the year 2015-2016. The internal assessment is made transparent in the college. In UG level 25 marks are allotted for internal assessment for all the courses. A calendar for Internal Assessment is compiled well in advance, as per norms of the university. The time-table is circulated to all the classes well in advance. The faculty strictly conduct the internal examinations, value the answer scripts and distribute them to the students giving them an opportunity to study their performance. Once the internal examination is completed, the marks are posted in the departmental marks register. After completion of the two internal examinations, best out of the two internal examinations is considered as per the instructions of the university. The final marks are uploaded in the university websites.

As a part of internal assessment, students are given assignments by their faculty members. The assignments are valued by the faculty and give necessary suggestions. This practice helps them a lot to perform better in internal and external exams as well.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	[nil](#)

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

The institutions conducts the examinations as per the rules and regulations of the Sri Venkateswara University, Tirupati. The grievances related to the examinations like spelling mistakes in the name, noting of absent in the marks list, change of wrongly mentioned question paper code etc. is accepted by the college. The

principal writes a remark and forward the application immediately to the university. University decision is final in this regard.

Immediate action is taken on exam related grievances such as improper seating arrangement, insufficient light etc. through online grievance Cell offered by the University. A WhatsApp group is being maintained by the examination branch of S.V.University, Tirupati to solve grievances related to the examinations quickly and maintain transparency.

File Description	Documents
Any additional information	[View File]()
Link for additional information	[nil]()

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The courses structured for the program focus on syllabus and outcomes measured in evaluation process. Outcomes determine what the student should understand and able to do at the end of the course.

The course outcomes are given to the students as well as the teachers along with the syllabus, practical, field work, co-curricular activities etc at the beginning of the semester.

The program outcomes, program specific outcomes of all running programs at UG level i,e, B.Sc. (MPCs, BZC, MPC), B. A (HEP),B.Com (CA, General) are displayed on the college website, notice boards of the departments, students hand book and oral announcements in the class rooms.

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional information	[http://gdcnagari.edu.in/block.php?type=learning-outcomes&id=2]()
Upload COs for all Programmes (exemplars from Glossary)	[View File]()

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

After completion of the graduation, the student is expected to possess certain qualities such as program outcomes and course outcomes. The course outcome assessment is based on internal examinations and Semester end examinations.

1. The assessment of internal examination is carried out twice in a semester. Each

and every examination is focuses on attaining the course outcomes.

2. The main criteria to assess/know whether the Course outcomes are attained

or not is the Semester End Examinations.

The descriptive examination pattern is used for attaining course outcomes

and program outcomes.

Each and every semester the student is assigned with course related work. The course assessment is done based on their performance.

During the semester, the performance of the students in examinations is used to compute the level of direct attainment of the course outcomes in each course.

The students are given feedback through online survey at the end of the program. The assessment of final attainment of program outcomes are based on student profiles like co-curricular, extra-curricular, placement and Higher Education.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://gdcnagari.edu.in/block.php?type=learning-outcomes&id=11

2.6.3 - Pass percentage of Students during the year

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

205

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	[nil](#)

2.7 - Student Satisfaction Survey

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

http://gdcnagari.edu.in/block.php?type=&id=4

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

110000

File Description	Documents
Any additional information	[View File](#)
e-copies of the grant award letters for sponsored research projects /endowments	[View File](#)
List of endowments / projects with details of grants(Data Template)	[View File](#)

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

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

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

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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://icssr-src.org/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

The Institution has created an eco system for innovation and research and gives incubation for creation and transfer of knowledge. Basically the institution offers UG courses. Among them the Department of Commerce is offering M.Com. The institution is following blended approach to improve the quality of teaching and learning. Most of the faculty has registered in MOOCs to enhance their knowledge in interdisciplinary subjects. The District Resource Centre of the College takes the responsibility of organizing various co-curricular activities to the students.

In addition to the regular courses, all the departments are encouraged to run Certificate Courses to create interest and enhance knowledge in the respective subjects. Other initiatives for creation and transfer of knowledge include special lectures by eminent academicians/senior visiting faculty, inter/intra collegiate cultural competitions, educational field trips, project work etc. A few lecturers applied for Major and Minor Research Projects and

completed successfully. Some of the lecturers have organized conferences and conducted workshops with the financial support from UGC and ICSSR. The Institution also encourages the students to contribute for the College magazine periodically. The Institution has created a very good human resource for transfer of knowledge in the following ways such as Faculty Forums and MOU's.

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

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

1

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

0

File Description	Documents
URL to the research page on HEI website	http://gdcnagari.edu.in/page.php?type=research&id=mrp
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	**No File Uploaded**

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

5

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

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

1

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

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

The institution-neighborhood network and service programmes are undertaken by its extension wings like NSS, NCC, Red Ribbon club,

Women Empowerment Cell (WEC), Consumer Club and Eco Club. The aim of the programs/activities is to stimulate a sense of social responsibility and to develop leadership qualities among the students.

The college has provided a platform for every student for his/ her overall development. The dept in-charges of the club and members of the club make a plan of action for the year and see that the programmes will be conducted on particulars days, so that all the students get a chance of involving themselves in social moments or activities which promote citizenship roles.

The students and the staff conduct rallies, awareness programs, workshops periodically. The institution also conducts these programs in collaboration with the social service organizations like STEP, Lions Club and Red Cross. The Women Empowerment Cell also conducts similar workshops, awareness campaigns in the college among students to motivate them for participation & spreading the message across the villages. In addition to the academics, the issues related to society develop their inner personality along with social responsibility and make the learning process holistic.

File Description	Documents
Paste link for additional information	http://gdcnagari.edu.in/services.php
Upload any additional information	View File

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

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

2

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

3.4.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

6

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

279

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

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

0

File Description	Documents
e-copies of related Document	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

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

4

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Government Degree College, Nagari is located in a sprawling campus of 17.16 acres and it facilitates 823 students and 47 staff members. The college has adequate physical facilities to meet the demands of existing and new courses being offered. The college is benefitted with the following physical facilities - spacious classrooms with ICT facilities like fully equipped laboratories, library with 19,764 books and INFLIBNET facility.

Classrooms

The college has 18 classrooms which are spacious, well ventilated. Out of them 10 classrooms are equipped with ICT facilities. The college has one virtual classroom.

Laboratories

There are 10 laboratories equipped with required facilities to meet the requirements of the programmes offered. The computer labs are equipped with 100 computers. The JKC / ELL lab has 20 computers and the Skill Development Centre has 30 laptops and 30 tablets for organising training programmes.

Departments

All the 15 departments are provided with computers, printers and LCD Projectors.

Virtual Class Room(1), Digital Classrooms(3)and MANA TV Roomswith afacility for the live telecast of online and also recorded video lessons released by, AP CCE, Vijayawada.

Girls Hostel: Attached girls hostel was established under UGC grants.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://gdcnagari.edu.in/infrastructure.php

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

Government Degree College, Nagari, aims at all-round development of its students in general and physical fitness in particular. The college provides all the supportive facilities on the campus to the students to equip themselves to participate in various sport activities. An open play ground with a radius of 10 acres is provided for the students to play all outdoor games in the college. The ground is also used to conduct self defence classes like meditation and yoga sessions for all the members of staff as well as students. Our students have represented at National level and Inter University level.

The gymnasium is provided with 9 station multi gym, joggers, cycles, bench press, weightlifting rods, and dumbbells. Our college hosted S.V. University Inter Collegiate (Phase-I) games tournament on 10 & 11th August 2015 in Volley Ball, Chess and Badminton.

The college provides the platform to tap innate talents of our students in the cultural activities. Cultural competitions are organized during annual days and youth festivals. The college has conducted essay writing, elocution and quiz competitions on the occasion of 'Yuvatarangam 2015 (Youth Festival), River Godavari Puskharam 2015, River Krishna Pushkaram-2016, Azadi 70 Yaad Karo Kurbani 2016'.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcnagari.edu.in/infra.php?type=infrastructure&title=physical-education

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

9

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://gdcnagari.edu.in/infra.php?type=infrastructure&title=ict-infrastructure
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0.46

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

4.2 - Library as a Learning Resource

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

Library is located in the ground floor for easy access of the stakeholders with a built-up area of 2880 Sq. ft. The objective of Centre for Learning is to realize the vision and mission of the institution by providing information services and access to bibliographic and full text digital as well as printed resources. It functions under the supervision of Library Advisory Committee (LAC) under the chairmanship of the Principal. The Centre for Learning is an integral part of the institution. The library consists of glass and steel racks with books arranged subject wise. Display boards are arranged to guide the users. Now the total collection of the library is 19,764 books, with reference books and textbooks, apart from the journals, magazines and newspapers. The library is 75% automated by using with e-Granthalaya version 3.0 Integrated Library Management Software. The library 7 sections namely Reading, Reference, Circulation, Digital Library, Periodical, Reprography and Stack area sections. The Centre for Learning has registered membership with N-LIST, NDL, to extend its services by providing e-resources to staff and students. The Centre for Learning facilitates off-campus (remote) access of subscribed e-resources such as NLIST, NDL, to its registered users.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://gdcnagari.edu.in/block.php?type=library&id=1

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-	B. Any 3 of the above

books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.13

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

25

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The institution updates the IT facilities through IQAC and a committee headed by the Principal, Vice-principal and a senior lecturer. The committee, IQAC and Department of Computer

Applications, Computer Science and JKC Mentor monitors and assists the stakeholders to utilize the internet facilities of the college.

- **The college has adequate computer facilities.**
- **CCTV camera surveillance facility is provided in the campus to ensure the safety and security of the students.**
- **All the departments and office are provided with sufficient computers with Wi-Fi and internet facility.**
- **The college has three digital/smart classrooms electrified seminar hall with more than 300 seating capacity to improve the quality of teaching learning process.**
- **Virtual class room & ELL/JKC lab are meant to view MANA TV programmes regularly for effective learning of the students..**
- **Wi-Fi is provided to pursue different online, MOOCS and SWAYAM courses.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://gdcnagari.edu.in/infra.php?type=infrastructure&title=wi-fi-facility

4.3.2 - Number of Computers

110

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	**No File Uploaded**

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

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

2.89

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

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

The institution follows the rules and regulations for the maintenance and augmentation of infrastructure as prescribed by the Govt of AP.

It is being done by the following committees:

1. **Stock Verifications Committee for Laboratories**
2. **Library Advisory Committee**
3. **Games and Sports Committee**
4. **Furniture Committee**
5. **Purchase Committee**

The above committees verify the equipment with stock register.

Laboratories: The request for the purchase of new equipment required is resolved by the department and is passed to the Principal. The Principal forwards the same to the Purchase Committee. All the purchases made are entered into the stock register which is checked annually by the Stock Verification Committee.

- **The maintenance of IT infrastructure in the college is done under the supervision of the Department of Computer Sciences.**
- **The requirement for purchase of new books for the library is resolved by the Library Advisory Committee and purchased by**

- the Purchase Committee.
  - ○ **The Physical Director maintains the gym and sports equipment in the college.**
  - ○ **The maintenance of other infrastructural facilities like RO water plant, campus cleaning, washrooms, electrical and plumbing works is done by the supporting staff under the supervision of the Principal.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://gdcnagari.edu.in/page.php?type=administration&id=procedures-and-policies

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

832

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

0

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

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

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

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

556

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

556

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	**B. Any 3 of the above**

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

44

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

17

File Description	Documents
Upload supporting data for student/alumni	[View File](#)
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

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

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

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	[View File](#)
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	[View File](#)

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

Our institution practices the custom of constituting the students union every year in the college with Principal and Vice-Principal as President and Vice-President respectively and with four student representatives. At the beginning of the academic year, students are nominated for the student union on the basis of merit. In the first step, students with good academic performance are nominated as class representatives. Among the class representatives, a few students get nominated as Chairman, Secretary, Joint Secretary and Lady Secretary of the Students Union.

Students participate in the curricular, co-curricular and extra-curricular activities that take place in the college. College management encourages student's active participation both in academic and administrative front. As a result Students have the representation in the following committees.

1. Student Grievance and Redressal Committee
2. Anti-Ragging Committee
3. Cultural Committee
4. College Magazine Committee
5. Women – Empowerment Cell
6. Internal Quality Assurance Cell(IQAC)
7. Project Monitoring Unit (PMU) of RUSA

Student Union plays a key role in organising occasions such as National festivals and Important Days, College Annual Day, Sports Day.

Student Union works for the best interests of the students as well as organisation and plays a key role in smooth functioning of the

system.

File Description	Documents
Paste link for additional information	https://gdcnagari.edu.in/page.php?type=administration&id=college-committees
Upload any additional information	View File

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

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

0

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Alumni Association of Government Degree College, Nagari got registered earlier in the year 2006. But as the registered documents found missing, Alumni of the college resolved to go for registration once again and as a result a new association of Alumni by name 'ALUMNI ASSOCIATION GOVERNMENT DEGREE COLLEGE NAGARI' got registered on 13th November, 2020, with registration number of 234 of 2020.

Even prior to the establishment/ registration of the Alumni Association, the alumni of the college are playing a key role in the development of the institution in all fronts. Alumni, being one of the stakeholders of the institution, extend all the possible support for well being and betterment of the students and development of the

institution. Dr. G. Neeraja, Alumna of this college, who is at present serving as Head of the Department of English, SPW College, Tirupati contributed Rs. 10,000 to the college to constitute an endowment prize. Alumni of the college, irrespective of having membership in the Alumni Association came forward to extend their services as Recourse Persons in Personality Development, to assist the college authorities in conducting sports events and competitions etc., without expecting any honorarium.

File Description	Documents
Paste link for additional information	https://gdcnagari.edu.in/block.php?type=alumni&id=3
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

VISION:

To impart quality education to the rural and economically backward students and transform them into ethically balanced futuristic minds with sound knowledge and profound skills.

Mission:

- To create a challenging and sustainable environment in the campus through learner-friendly student centric methods of teaching.
- To nurture the young creative minds through various supporting programmes.
- To inculcate strong morals, values and ethics and transform them into socially committed and responsible citizens.
- To assure physical fitness, stress free learning and mental

well-being of the students through sports and games.

The Principal delegates and decentralizes the work among the teaching and non-teaching staff of the institution.

Various committees have been constituted with faculty as conveners and members. Under the chairmanship of the Principal, the committees meetings will be held at regular intervals of time pass on resolutions and take necessary actions for the proper implementation of plans.

The following are the some of the committees:

1. College Planning and Development Council (CPDC)
2. Internal Quality Assurance Cell(IQAC)
3. Grievance Redressal Celll

The key factors adopted by our institution for good governance are

- Accountability and Transparency
- Decentralization and Collaborative Management
- Responsibility and Efficiency.

File Description	Documents
Paste link for additional information	http://gdcnagari.edu.in/page.php?type=about&id=vision-and-mission
Upload any additional information	View File

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

The institution practices decentralization and participative management in academic and administrative works for the effectiveness and smooth functioning. The Principal delegates and decentralizes the work among staff of the institution. As a part of decentralization the authorities and responsibilities are delegated to the Vice Principal, In-charge of the departments and coordinators of various committees.

Various committees have been constituted with faculty as conveners and members that play a significant role in academics, administration, planning and development. Under the chairmanship of

the Principal, the committees meetings will be held at regular intervals of time pass on resolutions and take necessary actions for the proper implementation of the plans.

The followings are some of the Committees and their functions:

CPDC (College Planning and Development Committee): This Committee will undertake necessary steps and actions for the overall planning and development of the institution. IQAC (Internal Quality and assessment committee) monitors and asses the Quality parameters of the institution at regular intervals of time.

The following committees are in the college for development of the institution: UGC Committee, Examination Committee, RUSA Committee, Eco club, Women Empowerment Cell, Grievance Redressal Committee, Research Development Committee, Special fee/ Additional special fee Committee, NAAC Committee, etc.

File Description	Documents
Paste link for additional information	https://gdcnagari.edu.in/page.php?type=administration&id=college-committees
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution developed and deployed Action Plan by following academic calendar based on the working days framed by affiliated S.V. University. Though the institution has no autonomy with regard to curriculum designing, but suggestions and recommendations are conveyed to the respective Board of Studies of the University by obtaining feedback reports from stakeholders.

- The IQAC of the college tries to maintain the quality of education by insisting 75 percentage of attendance, which is mandatory for every student to take the University examination and he/she should have appeared for at least one internal assessment exam.
- Sporadically IQAC meets with faculty members and analyzes the outcome by conducting remedial classes for slow learners in every subject.
- The students are provided physical, mental and financial support to uplift them in all aspects and their respects.

- Communication skills, analytical skills, soft skills, spiritual knowledge, yoga and meditation are taught by organising various programs in the college through JKC
- To empower women and to practice environmental protection, special programs are conducted from time to time in the institution.
- Established JKC Lab
- Installed of CC cameras.
- Three digital classrooms are established under RUSA funds.
- Installed Wi-Fi

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	nil
Upload any additional information	View File

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

Service Rules, Procedures and Recruitment

Direct Recruitment Committee:

The candidates are recruited through Andhra Pradesh Public Service Commission (APPSC). The posting orders are issued by CCE, AP, Vijayawada.

Departmental Promotions Committee (DPC)

The faculties are also recruited by transfers on promotions from the cadre of Junior lecturers duly possessing Ph.D/NET/SLET.

On Contract Basis

Faculty are also employed on contract basis, their services will be renewed annually.

Guest Faculty

The faculties are employed on hourly basis whose salaries are met from additional special fee of the institution.

Non-Teaching Staff

All Teaching and Non-Teaching staff are abide by Andhra Pradesh Subordinate Rules framed by the Government of AP.

Promotional policies of the faculty

As per UGC norms, through Career Advancement Scheme (CAS) the faculty is promoted to higher grade pay.

Grievance Redressal Mechanism

Complaints and suggestions boxes are placed at different locations of the college and students can drop their suggestions/complaints in a box. The Committee will hold a meeting periodically, examines the nature and pattern of grievances, records and redress it accordingly. The principal in turn pursue the issues and tries to solve, if not it will be submitted to CCE, AP, Vijayawada.

File Description	Documents
Paste link for additional information	http://gdcnagari.edu.in/page.php?type=administration&id=procedures-and-policies
Link to Organogram of the institution webpage	http://gdcnagari.edu.in/page.php?type=administration&id=organization-structure
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The college is Government institution and all the AP Government welfare schemes are applicable to teaching and non teaching staff.

Welfare measures that are in existence for teaching and non-teaching staff

1. The Government of Andhra Pradesh revise the pay scales to its employees once in 5 years applicable to non-teaching and teaching staff who are drawing state scales.UGC revises pay scales once in 10 years is applicable for the teaching staff drawing UGC scales.
2. There is a hike in Dearness Allowance (DA) twice a year. The House Rent Allowance (HRA) ranging from 10% to 30% of the basic pay is also provided.
3. Provision under A.P Revised Pension Rules

Employees appointed after 01.09.2004 comes under contributory Pension Scheme(CPS).

4. General Provident Fund (GPF)Employees appointed before 01.09.2004 comes have GPF account. An employee on completion of 20 years of service can avail withdrawal of 75% of GPF amount without repayment.

Other welfare measure by the Govt: Andhra Pradesh Group Insurance Scheme (GIS), Compassionate appointment, Employee Health Scheme (EHS), Medical reimbursement, Andhra Pradesh Government Life Insurance, Festival Advance, Casual leave, Special casual leave, Additional casual leave for women employee, Travel Grant, LTC (Leave Travelling Concession).

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

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

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

0

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

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

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

3

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

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

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

19

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

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

Academic Performance Indicators:

The institution has adopted the PBAS procedure developed by UGC for assessment of the performance ofthe teaching staff. The Academic Performance Indicator (API) forms supplied by the Commissionerate of Collegiate Education (CCE), AP. are distributed to each staff member at the end of the academic year by the IQAC. The IQAC scrutinize the filled in forms and evaluates them with the documentary evidences. The API scores are sent to Commissioner of Collegiate Education.

Faculty Assessment by Students: Assessment of teachers by students is conducted every year. The questionnaire helps the student to evaluate the faculty's teaching ability. The outcome of feedback is communicated to the respective teacher with appreciation and suggestions.

Departmental Assessment: The result of a particular subject is an indicator to evaluate the performance of the faculty, subject-wise and lecturer-wise result analysis is done at the departmental level after the results are declared. A.P.

External Academic Audit:

At the end of every year Administrative and Academic Audit (AAA) is conducted in our institution by the team of Academic advisors deputed by the CCE.

Non-teaching Staff:

The institution arranges workshops for the non-teaching staff to update their technical skills for e-office and computer literacy.

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

6.4 - Financial Management and Resource Mobilization

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

The Institution receives grants as Budget from AP state government in four quarters every year for maintenance, telephone, electricity, water and other miscellaneous expenditure. Special budget is also released for construction of buildings and toilets. The accounts related to salaries of the staff, scholarships reimbursement, quarterly budgets, expenditure are verified by the Inspection team appointed by Accountant General, AP. Audit objections, if any, are forwarded to the Commissioner of Collegiate Education A.P. The college has to rectify the errors in stipulated time limit.

The grants received by the college under XI plan and XII plan from University Grants Commission, New Delhi by the institution are utilized for construction of buildings, purchasing library books, ICT equipment and Minor Research projects.

The Regional Joint Director of Collegiate Education, Kadapa is the inspecting officer to this college. The Finance Committee of the office verifies the state budget receipts and expenditure and gives the report to the Principal.

Prior permission is taken from the commissioner of Collegiate Education A.P Vijayawada to utilize the amount from accumulated special fee fund. Stock verification committees are constituted by the Principal to physically verify the old stock and check whether current year purchases are entered into stock register.

File Description	Documents
Paste link for additional information	[nil](nil)
Upload any additional information	**No File Uploaded**

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

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

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The College has definite strategies for mobilization of funds and for optimal utilization of Resources.

Strategy adopted by the college for Resource Generation:

Fees: The major resource of funds is generated through admission and special fees collected during admissions. Another source of fund also generated from self financed courses.

Funding Agencies: The IQAC in coordination with the research committee for funding schemes of various agencies like UGC, RUSA, ICSSR, DST and Science Academy. The college was successful in organizing 06 National Seminars, 11 Workshops by funding from ICSSR, UGC and Science Academies. The Research Committee guides and encourages staff members to apply for funds under Major and Minor Research Project Schemes of various funding Agencies.

Salary: The salary of staff appointed for self-financed courses is disbursed through the funds generated from such courses.

Augmentation of Infrastructure: Adequate provisions for development of infrastructure are in place.

Purchases: Purchase Committee shall ask for requirements from all the departments and negotiate the rates with vendors and suppliers.

Repairs and Maintenance: The College follows the existing policy to carry out day to day repair and maintenance.

Laboratory Expenses: The Purchase committee follows standard protocols and procedures for the purchase of lab equipment.

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

6.5 - Internal Quality Assurance System

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

The IQAC of Government Degree& P.G. College, Nagari follows Quality Assurance Strategies and processes which envisages vision and mission of the college by primarily focusing on providing a need-based and value-based education, affordable to all economical classes based on Quality.

The following are the initiatives institutionalized as a result of IQAC initiatives during the last five years are:

- **Continuous Comprehensive Evaluation of the students.**

- **ICT based Teaching and Learning**

- **Professional Development of the staff through FDP and Staff Training Programs.**

- **Infrastructural Development of the Institution.**

- **Focus on Employability Skills across all programs.**

- **Innovative and the Best practices by eco-friendly means**

- **Community based social outreach programs**

The Principal and IQAC ensure that staff from every department attend the professional development programs, contribute in rendering Enhanced Quality in imparting Value-based education and also help in meeting the current needs of the students.

IQAC has contributed significantly in promoting Research in the college by obtaining financial assistance from the UGC, ICSSR, Science Academies, for providing necessary infrastructural support and research incentives.

JKC was established as an IQAC initiative which facilitated Pre-placement Training. Alumni was encouraged to provide career guidance and counseling for the outgoing students.

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

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

The teaching learning, infrastructural facilities and teaching outcomes are reviewed by IQAC. This practice has led to following accomplishments.

Structure and Methodology:

Teaching Learning Reform by IQAC 1: Extensive Use of ICT

IQAC suggested modernizing the teaching learning process through implementation of ICT methods.

- The college developed one virtual class room with interactive board and short throws LCD projector. Department and labs were provided with computers, laptops and internet facilities. Staff was trained in ICT based teaching and delivering of lectures.

- Library was partially automated with e-Granthalaya- Version 3.0.

Outcome: More than 50% of the syllabus is covered through ICT

method. The extensive use of ICT has made teaching learning process effective by generating and sustaining the interest of the students in the classroom. Students are encouraged to used ICT methods in class room presentation.

Reform 2: Continuous Assessment

IQAC has taken the following initiatives to improve Teaching Learning process by Comprehensive Continuous Evaluation method.

CBCS Pattern

Preparation of Study material and Question bank supplied at free of cost.

Remedial Classes.

Conduct of Internal Assessment Exams.

Student seminar presentation, Group Discussion, Quiz, Field trips.

Maintenance of Student progression and Marks register.

Result analysis.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

File Description	Documents
Paste web link of Annual reports of Institution	[nil](nil)
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Women Empowerment Cell (WEC) of GDC,Nagari is established to empower girl students and women staff torealize their potential and power in socio-economic and politicalspheres of life which results not only in women empowerment but alsoin the holistic development of the nation.To ensure a safe campus and a secured environment, the entire campus is under CCTV surveillance, First-Aid boxes are maintained. 'SHE teams' frequently visit our college and give counseling to the students. Separate rest rooms for women students and staff, waiting room for girl students are provided. An Awareness programme on women safety and respect was conducted in GDC,Nagari on 09-11-2020 chief guest, college principal Sri.Subramanyam addressed the students and explained about the safety measures to be taken by the students. WEC of the college organized Girl Child Day on 25th January, 2021 in the college. Speaking on the occasion, the president of the function Sri B. Subramanyam said Girl Child Day was initiated in 2008. International Women's Day" was celebrated on 6th March 2021. On this occasion some of the women staff were honored. Legal awareness programme was conducted in our college on 17-09-2021.Chief guest , Nagari Judge Smt. Arunasree gave many legal advices to the students.

File Description	Documents
Annual gender sensitization action plan	http://gdcnagari.edu.in/support-service-overview.php?service=15
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://gdcnagari.edu.in/infra.php?type=infrastructure&title=women-waiting-hall

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**B. Any 3 of the above**

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

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

a. Solid Waste Management:

Orientation was given to students/staff members to reduce waste generation by adopting right life styles and food habits. Solid wastes from college are collected through two types of collection bins, one for wet waste and another for dry waste.

The bio-degradable dry wastes and the wet wastes collected are dumped in the pit for preparation of natural manure at present.

b. Liquid waste management

The liquid waste generated in the chemistry; zoology laboratories are disposed off through proper channel.R.O. waste water is used for garden.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of bicycles/ Battery-powered vehicles** 3. **Pedestrian-friendly pathways** 4. **Ban on use of plastic** 5. **Landscaping**	**C. Any 2 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	**No File Uploaded**

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the	**C. Any 2 of the above**

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

The success of the College is emanated through its Core Values

manifested in molding the students into virtuous citizens of the nation and enabling them to realize their potential as the responsible youth in dispensing their fundamental duties. The College celebrates with great fervor the birth anniversaries and memorials of great Indian personalities like Mahatma Gandhi, Sardar Vallabhai Patel, Pandit Jawaharlal Nehru, Dr.Bhimrao Ambedkar, Sarvepalli Radha Krishnan, Lal Bahadur Shastri,A.P.J. Abdul Kalam. National festivals like Independence Day,Republic Day& Gandhi Jayanthi are celebrated with great enthusiasm. The birth anniversary of Sardar Vallabhhai Patel on October 31st to be celebrated as Rashtriya Ekta Divas (National Integrationday) every year. GDC, Nagari celebrates Ekta Divas where the day starts with the "Walk for Unity", event by the NCC &NSS volunteers paying tribute to the efforts made by Sardar Patel to unite India. Swachhtaabhiyan has been organized by GDC, Nagari on 2nd October, college staff members march & clean the campus. On 5th September, Dr.Radha Krishnan's birthday is celebrated as Teacher's Day, and 'Guru-shishya Parampara' is celebrated with utmost devotion by the students.NSS Day is celebrated on 24th September every year.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	**No File Uploaded**

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

The Institution addresses the need to integrate different constitutional obligations into the curriculum. College imparts holistic education through various Value based programs to the students reflecting the Core Values of Higher Education for their overall development.Right from its inception the Institution has been playing a major role in inculcating Universal Human Values among students which is one of the strengths of the Institution. The Class in-charges of all year students as Mentors conduct Value Education classes every week Ethical and spiritual Values are discussed, to mould the students as empathetic individuals. To inculcate moral and ethical values among the students, orientation programs, and National festivals are celebrated. 'Human Values and Professional Ethics' has been a part of curriculum at UG level for I & II year BA, B.Com, B. Sc students during the years 2016-2021. All the students are given enough inputs about the institutional ethics

informally and in formally arranged programs. The Institution renders meaningful efforts to enrich the curriculum for students to cater to the needs of the dynamic employment market by organizing Career guidance and Skill based Programs which improve their Communication, Managerial and Leadership skills to make them competent to the present market scenario.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

`B. Any 3 of the above`

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

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

All the national festivals are celebrated with enthusiasm. Programs are organized to commemorate the birth and death anniversaries of different great Indian personalities in the honour of their accomplishments and contributions to the progress of our Nation. All

these programs are carefully designed and executed by NCC and NSS, wherein all the staff take effective roles designated to them. Gandhi Jayanti, Rashtriya Ekta Diwas, Martyrs' Day etc are celebrated on the designated days, regularly every academic year. This is an opportunity to infuse the virtues of the great leaders into the young minds that help in transforming every child into a burning candle and illuminate the lives of the others.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

BEST PRACTICE I:

Title of the Practice:Floral Arrangements

This training of decoration, beautification, bouquet making is undertaken in the Institution.

1. Goal: The main object of this practice is to make students keep their homes clean, tidy andwell decorated. This best practice aims at making the women students aware of home decoration, beautification, bouquet making is the first priority and remains for lifelong. Hence, the women students are being trained up inthe technique and the methods of floral arrangement. It also creates and aesthetic sense in their households. This training also creates an opportunity for them to enhance their skill for entrepreneurship.

2. The Context: Since many of the students come from rural background and are poor, they may not be aware of many things that are related to urban richness, which have an entrepreneurial value. Beautification, decoration and housekeeping are such practices which can earn significant household income. Therefore it is thought that if these skills imparted to the students, they may benefit from the skills in future. Hence, it is decided to take up training the women

students in floral arrangement.

3. **Practice:** Directing the women students to collect various types of flowers available from their surroundings, both wild and grown in gardens. In response to this, the students bring many varieties of flowers. The women Faculty of the Women empowerment cell/Eco club trainthem the techniques of floral arrangement and bouquet making. The effective learning of these skills is reflected in the fact that stage decoration is entirely done by students with floral resources available on campus during various programs like anniversaries, seminars, workshopsorganized by the institution.

4. **Evidence of success:** The students are ever enthusiastic throughout their training period. All the floral arrangements made during the functions and the flower bouquets were handed over to the dignitaries, prepared by the students. Many of the officials and dignitaries visiting the institution appreciated the efforts of the students in creatingaesthetic floral decorations during various events.

5. **Problems occurred and resources required:** In the beginning the students were very slow in learning as they hail from a rural background. But women are naturally adept in learning flower arrangement techniques. This floral arrangement skill is taught in cities only and the art belong to urban areas. But the students have shown much patience and developed the flower arrangement skills.

6. **Note:** It is one of the efforts of the Women empowerment cell to create a dignified way of teaching a skill to women students to enhance the skill that has an entrepreneurial value.

Best Practice II Title of the Practice: Endowment/ Proficiency Prizes.

1. **Goal:** The endowment prizes allow gifted students to turn opportunity into action and make the absolute best use of their time to challenge themselves and excel.

2. **The Context:** Time & time again when a striving student faces a financial or logistical obstacle, the fund allows us to make a strategic investment that in turn enables the student to solve the problem and move forward in the most efficient and productive way.

3. **The Practice:** Government Degree College, Nagari every year announces endowment prizes for the students in each academic year and in each subject. All the faculty members of the college including Principal contribute maximum for these prizes.

4. **Evidence of Success:** The students were enthusiastic throughout the academic year. Each and every student strives hard to get the endowment prizes. By this the score of the students have been increasing every year. It has also created a healthy competition among the students.

5. **Problems occurred and resources required:** In the beginning the students were slow in their academics. But by different activities like Seminar, Quiz and above all the endowment prizes made them active and challenging.

File Description	Documents
Best practices in the Institutional website	http://gdcnagari.edu.in/page.php?type=institutional-best-practices&id=institutional-best-practices
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

GDC, Nagari has 40 years of ever expertise in educational excellence. Offering over 8 courses in diverse disciplines to choose from, the institution offers the students a wealth of educational and career opportunities. The institution covers the entire spectrum of education right from its inception and gives to the students a unique all round perspective of the holistic education process, not just in terms of preparing competent professionals for the country, but also to provide a firm grounding in human values to prove as well rounded and conscientious citizens and leaders. The students give effulgence to the college by expressing that themselves are the students of this college with pride and confidence. The college is incessantly organizing a number of outreach activities which relate to academic, social, cultural, community, training and international service, adventureall culminating in building a healthy society contributing to our nation building. 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. These activities encourage interpersonal interactions that are good for building a strong civil society. They also celebrate important days of national and international importance.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

- **Submissin of SSR for 3rd Cycle**
- **Preparation & submission of AQAR for 2020-2021**
- **Capacity building workshops/seminars/trainings to teaching and non-teaching staff on ICT/Digital initiatives/Research activities.**
- **To encourage Staff participation in FDP, and to increase research activities viz., paper/book publishing, MRP etc.,**
- **To start Faculty forum and conduct programmes**
- **To encourage the faculty members to prepare e-content in their respective subjects.**
- **To conduct extension and outreach programmes**
- **To Conduct Student Induction Programme for the newly admitted first year students**
- **To organize Students' Capacity enhancement and skill development programmes**
- **To introduce student fieldwork/study tours**
- **National/ prominent days to be observed**