

**Government of Andhra Pradesh
Commissionerate of Collegiate Education**

Academic & Administrative Audit (AAA) – 2023-2024

FORMAT – I (COLLEGE PROFILE)

PART- A

1. Name of the College and Address : Government Degree College,
Narasannapeta, Beside Junior College Road
URL of Website: WWW.gdcnarasannapeta.ac.in
E- Mail: narasannapeta.jkc@gmail.com
Phone number: 9490835595

2. Vision & Mission:

VISION

“Empower the student fit for changing requirements of the society through quality education”

MISSION

- To cater to the needs of the students hailing from rural, marginalized and weaker sections of the society to face the changing global scenario.
- To equip them with the fast advancing technology and to ensure quality education though value based with holistic teaching.

3. Name of the Principal, email, and mobile Number :

Dr.P.Latha, narasannapeta.jkc@gmail.com,9490835595

4. Name of the Vice-Principal, email, and mobile Number :

Smt.M.Shanthi Ham, narasannapeta.jkc@gmail.com, 9515879885

5. Name of the IQAC Coordinator, email, and mobile Number: :

Smt.M.Shanthi Ham, narasannapeta.jkc@gmail.com, 9515879885

6. * Name of the Academic Coordinator(for Autonomous Colleges), email, and mobile Number:

Dr.G.Ravi kumar, narasannapeta.jkc@gmail.com, 8309314490

7. Year of Establishment:1981

8. UGC 2(f) and 12 B status (certificates to be verified): Yes

9. Autonomous status – Yes/No, If yes, Since No

10. RUSA status : Completed

11. College land and Plan details /documents :

<https://www.gdcnarasannapeta.ac.in/pages.php?type=about&id=building-layout>

12. Affiliation status : Permanent / temporary (certificates to be verified)

Temporary

13. AISHE Status –

<https://www.gdcnarasannapeta.ac.in/pages.php?type=about&id=aishe>

14. NAAC Status -

a) Previous NAAC Cycle date and Month:29.12.2023

b) Date of Expiry:28.12.2028

c) Previous Grade and CGPA (certificates to be verified):B and 2.32

15. Status of peer team recommendations

| S. No | Recommendations made | Recommendations fulfilled/ To be fulfilled |
|-------|---|--|
| 1 | To take effective measures for raising enrolment and retention of students | To be fulfilled |
| 2 | To encourage faculty members to take up research project and for quality publications | To be fulfilled |
| 3 | To introduce PG programmes. Skill based certificate courses | To be fulfilled |
| 4 | Effective implementation of NEP2020 | To be fulfilled |
| 5 | The library may be automated and properly managed with reading room facility | To be fulfilled |
| 6 | Strengthening of sport facilities | To be fulfilled |
| 7 | To strengthen placement and career counselling cells | To be fulfilled |
| 8 | To provide good canteen and health care facilities | To be fulfilled |

| | | |
|----|---|-----------------|
| 9 | To take measures for improvement in communication skills | To be fulfilled |
| 10 | To take measures through local administration for proper approach road to college | To be fulfilled |

Action taken report to be attached

16. Previous Recommendations of Academic Audit of the CCE

| | |
|-------------------------|-------------------------------|
| No. of suggestions made | No of suggestions implemented |
| | |

Action taken report to be attached

17. NIRF Rank (if any) : No Year: 2023

18. Green Audit Report by Government Agency: HYM International Certification .Pvt.Ltd
Year: 2023

19. Awards & Achievements for the institution during the current Academic
Year with details: No

PART-B

1. No. of Programmes Offered by the College

| Year | 2022-23 | List of Programmes | 2023-24 | List of Programmes |
|----------------------|---------|--|---------|--|
| Number of Programmes | 6 | 1.B.A(H.E.P) 2.B.Com(General) 3.B.Sc(CBZ) 4.B.Sc(M.P.C) 5.B.Sc(M.P.C's 6.B.Com(Computers) | 4 | 1.B.A(Honours)(Economics) 2.B.Com(Honours)(General) 3.B.Sc(Honours)(Mathematics) 4.B.Sc(Honours)(Chemistry) |

2. No of Value Added Courses introduced (last two years)

| Year | 2022-23 | List of Courses | 2023-24 | List of Courses |
|---------------------|---------|--|---------|--|
| Value Added courses | 3 | 1.Graphic Designing 2.Basic in Yoga asanas 3.Tally Prime | 10 | 1.Green Space Gardening 2. Critical thinking Skills 3.Basics of Indian |

| | | | | |
|--|--|--|--|---|
| | | | | Constitution 4.Food Chemistry 5.Basics of Household wiring 6. Health benefits of nutritional food 7.Basics if Digital Marketing 8.Temple Tourism Guidance 9.Agricultural land Management 10. Computer Graphics |
|--|--|--|--|---|

3. Details of teaching faculty

| No of posts | Sanctioned | Working | Vacancies |
|-------------|------------|---------|-----------|
| Regular | 16 | 05 | 02 |
| PTL | Nil | Nil | Nil |
| Contract | 5 | 10 | 0 |
| Guest | 0 | 04 | 0 |
| Total | 21 | 19 | 02 |

4. Qualifications of teaching staff

| Teaching Staff | PG | M. Phil | Ph.D | NET/SET |
|----------------|----|---------|------|---------|
| Regular | 1 | 0 | 04 | 0 |
| PTL | 0 | 0 | 0 | 0 |
| Contract | 06 | 02 | 02 | 03 |
| Guest | 05 | 0 | 0 | 0 |
| Total | 13 | 02 | 06 | 03 |

5. Details of non- teaching faculty

| No of posts | Sanctioned | Working | Vacancies |
|-------------|------------|---------|-----------|
| 04 | 04 | 03 | 01 |
| Total | 04 | 03 | 01 |

6. Student strength particulars

a) During the last two years

| Year | 2022-23 | | | 2023-24 | | |
|-----------------|---------|-----|-----|---------|----|-----|
| No. of students | I | II | III | I | II | III |
| | 80 | 204 | 177 | 81 | 80 | 204 |

7. No of students appeared in the final year exams during the last two years

| Year | 2022-23 | | | 2023-24 | | |
|----------------|---------|----|-------|---------|----|-------|
| Programme wise | A | P | % | A | P | % |
| | 101 | 77 | 76.23 | 112 | 79 | 70.53 |
| B.Sc(MPC) | 24 | 15 | 62 | 26 | 16 | 61.1 |
| B.Sc (MPCs) | 13 | 09 | 69 | 15 | 09 | 60 |
| B.Sc(CBZ) | 17 | 12 | 70 | 24 | 18 | 81.81 |
| B.Com | 24 | 21 | 87 | 29 | 23 | 79.31 |
| B.A (HEP) | 23 | 20 | 87 | 18 | 13 | 72 |

8. Teacher – student ratio (Current Year): 1:20

9. Infrastructure details (Physical and Academic facilities of Criterion-IV)

- i. Total no of class rooms :06
- ii. Total no of laboratories :04
- iii. Total no of digital classrooms :03
- iv. Total no of virtual classrooms :01
- v. Total no of ICT enabled classrooms : 01
- vi. Total no of studios : 00
- vii. Total no of Computers, Student & Computers Ratio: 60,6:1
- viii. Total no of printers :05
- ix. Total no of scanners :01
- x. Total no of Xerox facility (at Depts & Office):01
- xi. Total no of Wi-Fi routers: 2
- xii. Internet Bandwidth :150MBPS
- xiii. Seminar halls :01
- xiv. Auditorium :00
- xv. Details of sports facilities : Yes (Volly ball, Kabaddi,Khokho etc.,)
- xvi. Gymnasium (No of stations) : 01
- xvii. Rooms for administration: 01
- xviii. Water – RO facility: Yes
- xix. Toilets for staff (Men/Women/Differently abled): 02
- xx. Toilets for students (Men/Women/Differently abled): 04
- xxi. Divyangnan friendly facilities (Ramps/Lifts/Softwares): 02
- xxii. No of fire extinguishers in the labs and corridors : 01
- xxiii. Solar energy details – LEDs , Green Audit Status Solar Panels Installed

- xxiv. Examination Cell: 01
- xxv. Library
 - No. of Books & Journals: 4000
 - Status of Automation : Yes
 - E-journals: Nil
 - Nlist subscription :Yes
 - Internet : Yes
 - Foot Fall
 - E-footfall
 - Xerox Facility (at Library) : Yes
- xxvi. Women's waiting hall: Yes
- xxvii. Grievance Reddressal Cell :Yes
- xxviii. Health Centre: Yes
- xxix. ELL
- xxx. JKC Lab
- xxxi. Computer Labs: Yes
- xxxii. Canteen Facility: Yes

10. Research :

❖ No of collaborations / Functional MoUs

| Year | 2022-23 | 2023-24 |
|---------------------------------|---------|---------|
| Number of collaborations / MoUs | 06 | 07 |
| No. of Follow up Activities | 06 | 07 |

❖ No of publications in UGC – CARE listed journals

| Year | 2022-23 | 2023-24 |
|------------------------|---------|---------|
| Number of Publications | 04 | 00 |

❖ No of start-ups

| Year | 2022-23 | 2023-24 |
|---------------------|---------|---------|
| Number of start-ups | 0 | 0 |

❖ No of patents

| Year | 2022-23 | 2023-24 |
|-------------------|---------|---------|
| Number of patents | 0 | 0 |

❖ No of Research Guides

| | | |
|---------------------------|---------|---------|
| Year | 2022-23 | 2023-24 |
| Number of Research Guides | 0 | 0 |

❖ No of Research Scholars

| | | |
|-----------------------------|---------|---------|
| Year | 2022-23 | 2023-24 |
| Number of Research Scholars | 0 | 0 |

❖ No of Major/ Minor Research Projects

| | | |
|---------------------|---------|---------|
| Year | 2022-23 | 2023-24 |
| Number of Major RPs | 0 | 0 |
| Number of Minor RPs | 0 | 0 |

❖ Incubation Centre with Research Facility: Yes/No

❖ Consultancy offered:

| | | |
|---------|---|-------------------|
| Area | Organization (MoU) | Revenue Generated |
| Tekkali | GDC(Tekkali), Student ,Faculty Exchange Program | No |

11.Policies prepared and implemented (Give Details): Nil

12.No. of Committees appointed (Provide links of meeting minutes & reports)

<https://www.gdcnarasannapeta.ac.in/userfiles/IQAC%20ACTION%20TAKEN%20REPORT%202023-2024.pdf>

13.Extension activities (Current year)

- a) No. of Extension activities in the Neighborhood for social and holistic development -YES
- b) No of Extension activities conducted through NSS/NCC/ RED CROSS/YRC- YES
- c) No of Extension activities in collaboration with government agencies : No
- d) No of Extension activities in collaboration with Non-Governmental Organizations : No

14.Feedback, Student Satisfaction Survey mechanism adopted : (Provide Link)

<https://www.gdcnarasannapeta.ac.in/userfiles/Sudent%20Satisfactory%20Survey%202023-24.pdf>

15. Alumni Association – involvement and activities :

No. of meetings conducted : 05

16. Awards and achievements-current year (to be verified -)

❖ Students

❖ Staff

17. Total no of scholarships and free ships (Current Year)____252_____

Total Amount in Rs:- _____

18.Total no of capacity building and skill development activities conducted by the college (Current Year)

| | |
|---------------|----|
| Teaching | 00 |
| Non –Teaching | 00 |

19.Trainings conducted by JKC for competitive exams during the last two years

Training:

| Year | 2022-23 | 2023-24 |
|-------------------------------|---------|---------|
| Number of students registered | 0 | 0 |
| Number of students trained | 0 | 0 |
| a. from your GDC | 0 | 0 |
| b. from other colleges | 0 | 0 |

Placements:

| Year | 2022-23 | 2023-24 |
|-------------------------------------|---------|---------|
| No. of companies visited the campus | 0 | 10 |
| Number of students Placed | 0 | 113 |
| a. from your GDC | 0 | 15 |
| b. from other colleges | 0 | 98 |

CSP:

| Year | 2022-23 | 2023-24 |
|--|---------|---------|
| Number of students Participated in CSP | 69 | 68 |
| a) B.A | 10 | 13 |

| | | |
|----------|----|----|
| b) B.Com | 25 | 18 |
| c) B.Sc | 34 | 37 |

Internship:

| Year | 2022-23 | 2023-24 |
|---|---------|---------|
| Number of students completed Internship | 106 | 115 |
| d) B.A | 23 | 19 |
| e) B.Com | 24 | 31 |
| f) B.Sc. | 59 | 65 |

Type of Internships:

| Year | 2022-23 | 2023-24 |
|----------------------------------|---------|---------|
| Total No of Physical Internships | 106 | 52 |
| Total No of Online Internships | 0 | 63 |
| Total No of paid Internships | 0 | 0 |

20. Student Support and Progression

A. Students Progression to Higher Education (Programme wise)

| Year | 2022-23 | 2023-24 |
|--------------------|---------|---------|
| Number of students | 08 | 04 |
| a) B.A | 02 | 01 |
| b) B.Com | 01 | 01 |
| c) B.Sc | 05 | 02 |

B. Employment (Programme wise)

| Year | 2022-23 | 2023-24 |
|--------------------|---------|---------|
| Number of students | 09 | 07 |
| a) B.A | 01 | 00 |
| b) B.Com | 01 | 00 |
| c) B.Sc | 07 | 07 |

C. Entrepreneurship (Programme wise)

| Year | 2022-23 | 2023-24 |
|------|---------|---------|
|------|---------|---------|

| | | |
|--------------------|---|---|
| Number of students | 0 | 0 |
| a) B.A | 0 | 0 |
| b) B.Com | 0 | 0 |
| c) B.Sc | 0 | 0 |

21. Grants/funds received from (in Lakhs/Rs.)

A. Government : 18000

B. Non-governmental bodies: NIL

C. Individuals/ Philanthropists : 2 Lakhs

D. CSR: NIL

E. Budget allocated for Infrastructure: NIL

F. Expenditure for Books & Journals : NIL

Budget Sanctioned Rs. ____0____ ; Utilized Rs. ____0____

22. Governance and Leadership

❖ Institutional Development Plan (Next two years)

- To develop the infrastructure in the classrooms, laboratories, gymnasium, Library and also to improve the sports facilities in the college.
- To increase the overall pass percentage of students in the university examinations by 10% over the next two years as a part of academic excellence.
- To improve the quality of teaching and learning by strengthening technology enhanced learning.
- To enhance research and innovation by encouraging faculty to publish research papers in peer reviewed journals and also UGC-CARE listed journals.
- To conduct more outreach programmes involving students in community service so as to sensitize them about the value of community service.
- To introduce certificate courses on Artificial Intelligence and Cyber security in collaboration with the department of computer science as a part of curricular enrichment.
- To encourage the faculty to participate in seminars, Conferences, Workshops, orientation/ refresher courses/FDPs in order to acquire quality and excellence in their teaching.
- To encourage students and faculty to make use of the e-books, journals, N-list and other online resources available in the library
- To strengthen the outgoing students by providing guidance and support to make their career choices by organizing career counseling lectures through career guidance cell.
- Enhancing the mentor- mentee system by providing academic and personal support to the students.

- To conduct more no of field trips/ Industrial visits/student seminars/student study projects to improve student performance as a part of experiential learning.
- To collect feedback on curriculum from the students to analyze and take necessary action system.
- To conduct more activities through NSS/NCC/ RRC/Eco club/Consumer club /UBA.
- To encourage student participation in extracurricular activities such as cultural events, sports and community service.
- To continue and improvise the institutional best practices in the next two years.
- To continuously monitor and evaluate the progress of the institutional plan through regular meetings and feedback mechanisms so as to make the necessary changes to ensure that the goals and objectives of the institutional plans for the next two years are met.

❖ Institutional distinctiveness in specified area

The Goal and motto of the Institution is to cater to the needs of the present generation in both academic and administration. The government and the Commissioner of Collegiate Education play a major role to achieve the Goal and motto of the college. The UGC, RUSA 1.0 and alumni of the college have helped the college financially to achieve its present status. The academic activities are carried about by using ICT tools and administration is carried by the E-Governance.

Achievements:

1. The Institution has ICT equipment in virtual classrooms, Digital Class rooms, Seminar hall and Mana TV for the Teaching – Learning process.
2. The mentors are assigned with a group of mentees and they create what Sapp group for Communicative different academic and administrative circulars. The class mentor communicates the assigned work to each class.
3. The Google class room is created by every faculty and the Timetable, syllabus copies, circulars, Schedule of internal/external examinations, special events etc., are communicated. The academic activities like assignments, quiz, study material etc., are also taken up in this Google class room.
4. OAMDC (Online Admission Module for Degree Courses) is the online process for Student admissions. Admission committee is nominated to carry over the admission status with the administrative staff as to provide assistance to the students regarding the registration in the portal and uploading their options.

5. The OTLP App committee registered the teaching faculty, upload the time table and mapping is done to the classes with the faculty. This app enables the faculty to upload the classes after their class work is done along with photography. The Leaves and ODs of the faculty are also recorded in the OTLP app.
6. Face Recognition Attendance Management System (FRS) has been introduced for both staff and students from the academic year 2022 – 2023.
7. In the jnanabhumi portal Registration of Candidates for Scholarships, University Examinations, Internal Marks, External Marks, Student attendance are done through this online portals.
8. The CCE has introduced F-Map an online process of fee collection.
9. According to NEP 2020 internship is mandatory for all the students at different stages for this the CCE has introduced an app called I-map to monitor the students registered, assigned work at the internship and their attendance.
10. AP CEJP is another app in which all the final year students are registered and their resumes are uploaded. This app helps different industries and organizations to get the resumes and to provide job opportunity to every student after completion of their course.
11. In the administration process any communication with the higher authorities is carried out through the e-office.
12. Feedback also collected from stake holders through online Goggle Sheets.
13. E-CEGRAM is Separate App, which has been generated by the CCE to upload the grievances of both student and staff in the online process

23. Contribution of IQAC

- ❖ Incremental changes during the last two years
 - Student Centric Programmes: organized Career Counseling Sessions and placement drives in collaboration with Skill Hub (APSSDC) and also facilitated our students to participate in various Job melas conducted across the district to enhance employability.
 - Curriculum Enrichment: Introduced certificate courses in certain departments to strengthen academic flexibility.
 - Research and Innovation: Encouraged the staff and students participate in Seminars, Webinars and Training

Programmes while promoting the publication of research papers. • Environmental Sustainability: In line with Eco- Friendly goals plastic free campus, tree planting drives and out-reach activities related to environmental awareness were taken up by the IQAC. • Alumni Engagement : The IQAC identified the need for clean drinking water as a priority and coordinated with the alumni who contributed an RO plant worth Rs.2 Lakhs which was successfully installed on the central location of the college campus for easy access. • Feedback and Quality Assurance: Implemented a Structured system for collecting and analyzing feedback from stake holders ensuring continuous institutional improvement.

24. Best Practices of Institution

1. Feel the warmth of a senior community
2. Care for the tree of life

25. Evaluative Reports of the Departments (Provide Links)

<https://www.gdcnarasannapeta.ac.in/userfiles/Sudent%20Satisfactory%20Survey%202023-24.pdf>

26. For Autonomous Colleges

A. Academic Council

- Last Academic Council meeting date
- Major decisions for enriching curriculum/Academics

B. Controller of Examinations

- Examination reforms proposed and implemented
- CIA
- Mechanism for addressing grievances
- Mechanism for transparency in setting up of Question papers
- Mechanism for appointing examiners
- Mechanism adopted to ensure the security of information
- CoE expenditure report with details

C. Board of Studies

- Mechanisms for updating curriculum
- Justification Reports for Curricular revamp

D. Governing Body

- Last G.B meeting date
- Major resolutions for administration

27. College Handbook (to be uploaded on the college website) :YES

28. College Magazine (to be uploaded on the college website) : YES

29. Monthly News Letters(to be uploaded on the college website):YES

- 30. Departmental meeting Minutes Registers (to be verified): YES
- 31. Reports of various committees (to be verified): YES
- 32. CPDC/Finance Committee Meeting Minutes Registers (to be verified): YES
- 33. Implementation status of Biometric Attendance and TLP Reports (to be verified): YES