



HAND BOOK



PRINCIPAL
Dr.P.LATHA



www.gdcnarasannapeta.ac.in



9490835595



College Road, Narasannapeta,
Srikakulam Dist *532001



PRINCIPAL MESSAGE

GOVT.DEGREE COLLEGE

NARASANNAPETA

SRIKAKULAM DIST-532001



Government Degree College, Narasannapeta was established in the year 1981. In the beginning the college was affiliated to Andhra University and recognized by the UGC under 2F and 12B in the year 1993. Later it is affiliated to Dr.B.R.Ambedkar University in the year 2010 which is newly established in our district.

The college is upgraded physically and technologically by the RUSA grants sanctioned in the year 2017. The college has good and dedicated staff and a systematic education programme in consonance with vision and mission. The principal of the college together with the staff members have been extending their relentless efforts with commitment and dedication to uplift the institution in the hearts of the public as well. The student performance at the exit level is far better than entry level because of the efforts put in by the experienced faculty. Local elite, parents, alumni have also their due share in this holistic task.

Sincerely,

Dr.P.Latha



9490835595



www.gdcnarasannapeta.ac.in

MEMBERS OF THE COLLEGE

Principal & Chairperson

Dr. P.LATHA

M.Sc., Ph.D

Convener

Smt. Shanti Ham

IQAC Co-Ordinator

Members

Sri. S.Parameswara Rao

M.Sc., M.Phil., B.Ed., APSET, PGDES

Dr.P.Trinadha Rao

M.C.A,M.Tech,Ph.D.

Dr.G. Puja Bharadwaj

M.Sc., Ph.D

Smt. K.Reyyamma

M.A



HAND BOOK – GOVERNMENT DEGREE COLLEGE, NARASANNAPETA

ABOUT COLLEGE :

Government Degree College Narasannapeta is located in the town of Narasannapeta Srikakulam district of the state of Andhra Pradesh, India. The College is established in the year 1981 with two UG courses BA and B.Com. Later, on public demand, in the year 2009 the science courses B.Sc MPC, MPCs and CBZ were also added. Narasannapeta is located 23 km from Srikakulam at 18.416'N and 84.0500'E.

The college is affiliated to Andhra University, Waltar from 1981 to 2010 and after that period the college is affiliated to Dr BR Ambedkar University, Etcherla, Srikakulam (Dist) from 2010 till date. It is a co-education institution with 5 under graduate programs with an intake of 330 .The College was given the status of 2f and 12B in the year 1993 under UGC.

The college is co-educational and the campus area is in 5.35 acres of land. With the Seminar Hall, Playground Gymnasium, Digital classrooms, Virtual classrooms, Library and Canteen. The college focuses on its vision to “Empower the student fit for changing requirements of the society through quality education” and Mission “To empower the students in a holistic way”. The distinctive feature of our college is its location, with a strong bond between a teacher and student and sustainable environment for both curricular and extracurricular.

Narasannapeta is a Major Panchayath and is renowned for its Gold and Silver business. Telugu is the local language here. Narasannapeta town is surrounded by a number of famous pilgrim attractions like the Sun God temple at Arasavilli, Srikurmam, Srimukhalingam, Sri Kotilingeshwara Swamy and Janardan Swami Temples.



Besides its religious prominence Srikakulam is also famous for its 'Khadi' a hand spun and woven fabric which was also promoted by Mahatma Gandhi as 'Swadeshi' which comes from Ponduru village, 47 km from Narasannapeta. Palasa which is 61 km from Narasannapeta is renowned for its biggest cashew market, processing export quality cashew kernels also known as white gold. Srikakulam is popularly known as a poor man's Ooty.

The college was accredit with B grade with CGP 2.25 in the second cycle accreditation in the year 2015 NAAC. 2 Crores under RUSA Rashtriya Uchchatar Shiksha Abhiyan.



VISION

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

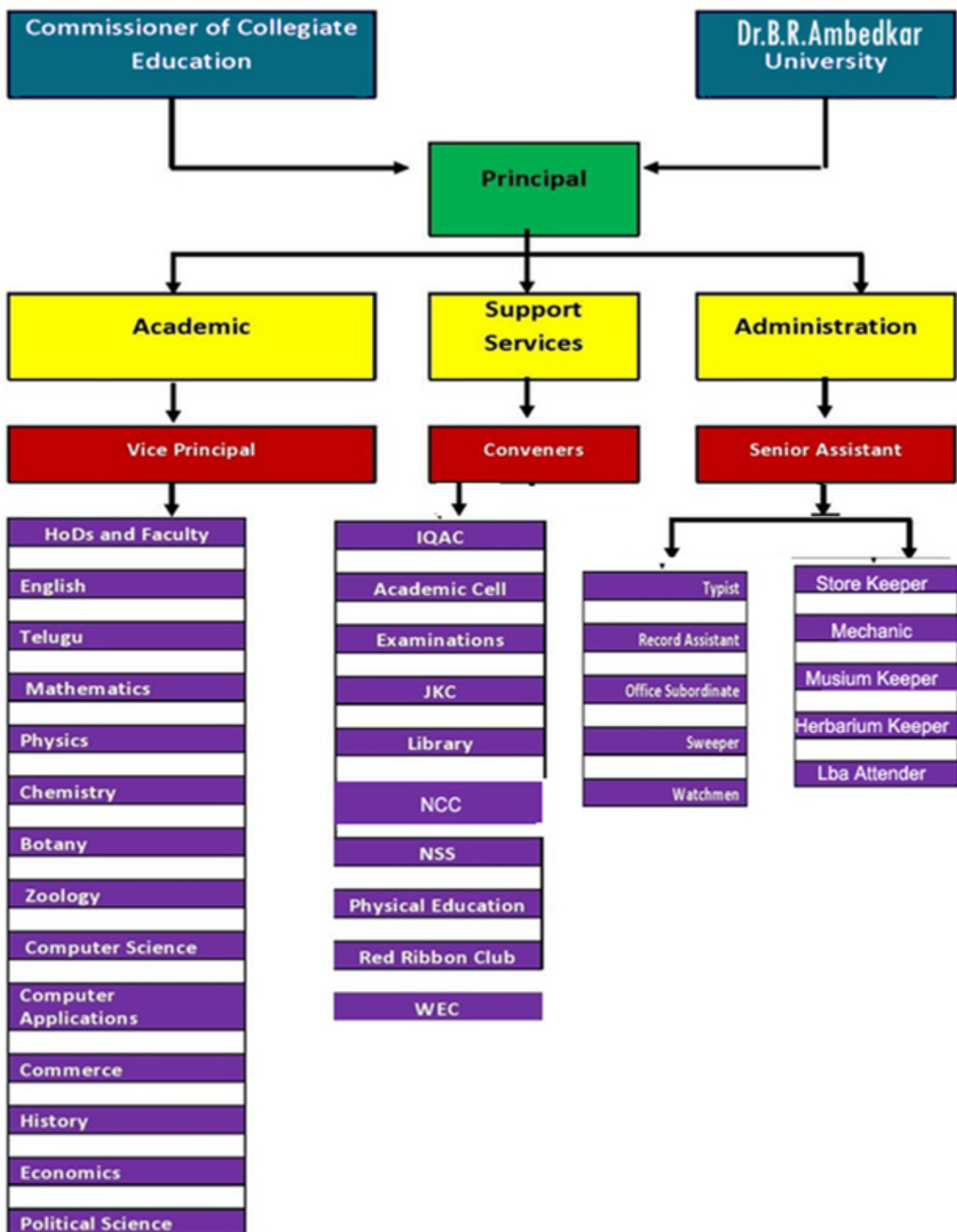
MISSION

“To empower the students in a holistic way”.

WHY SHOULD YOU JOIN THIS COLLEGE?

- Govt. Degree College, Narasannapeta has several distinctions to its credit.
- Situated in the serene natural surroundings far from the madding crowds and housed in the newly constructed and well – furnished buildings.
- Attained reputation for excellent track record in academic performance and campus discipline.
- Accredited by NAAC at level of B grade
- The Govt. Sanctioned a Jawahar Knowledge Centre (JKC) to our College. It trained two batches in the last year.
- Fortunate to have a band of dynamic, dedicated, well –experienced and highly qualified faculty.
- Implements well thought out instructional programmes supported by continuous evaluation mechanism.
- Possesses Well – equipped laboratories and library with over 4000 Volumes of Book.
- Huge playgrounds with recently leveled foot ball & Cricket courts. Volleyball, Basketball Facilities are also being made.
- Committed to the all round development of the personality of the budding youth through several curricular and extra –curricular activities such as literary meets, Seminars, guest lecturers, group discussions, Red Cross and NSS Units.
- To promote awareness among the students about the job opportunities and higher education avenues, a Career Guidance Cell functions in the College.
- Established an “Eco Club” in the College as part of environment Protection drive.
- With a view to improve proficiency in English language, English language laboratory was established.
- To promote empowerment awareness among the girl students “Women Empowerment Cell” was started in the College.
- Remedial coaching for SC&ST students is in progress.
- Separate Computer labs are established for B.Sc., and B.Com students





PREAMBLE

"WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a SOVEREIGN, SOCIALIST, SECULAR, DEMOCRATIC REPUBLIC and to secure to all its citizens;
JUSTICE, social, economic and political;
LIBERTY of thought, expression, belief, faith and worship;
EQUALITY of status and of opportunity; and to promote among them all
FRATERNITY assuring the dignity of the individual and the unity and integrity of the Nation;
IN OUR CONSTITUENT ASSEMBLY this 26th day of November, 1949, do HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION."

Article 51A: Fundamental duties

It shall be the duty of every citizen of India –

- To abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
- To cherish and follow the noble ideals which inspired our national struggle for freedom
- To uphold and protect the sovereignty, unity and integrity of India;
- To defend the country and render national service when called upon to do so;
- To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;
- To value and preserve the rich heritage of our composite culture;
- To protect and improve the natural environment including forests, lakes, rivers and wild life, and to have compassion for living creatures;
- To develop the scientific temper, humanism and the spirit of inquiry and reform;
- To safeguard public property and to abjure violence;
- To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavor and achievement.
- To provide opportunities for education by the parent the guardian, to his child, or a ward between the age of 6-14 years as the case may be.



THE PLEDGE



India is my country.

All Indians are my brothers and sisters.

I love my country, and I am proud of its rich and varied heritage.

I shall always strive to be worthy of it.

I shall give respect to my parents,
teachers and all elders and treat everyone with courtesy.

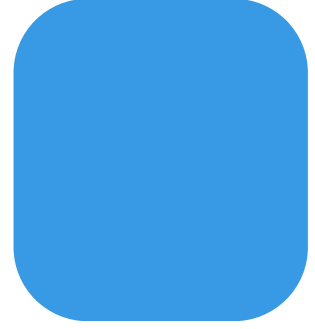
To my country and my people, I pledge my devotion.

In their well-being and prosperity alone lies my happiness.

CONTENTS	Page No
BIO DATA of the Student	9
Prayers	
About the Institution	
Courses Offered	
Code of Conduct	
Examination and Evaluation System	
Student's Responsibilities	
Note to Parents	
Faculty and Administrative Staff	
Placement	
College Day	
Units, Clubs & Cells	
Executive Bodies, Committees & Associations	
Scholarship	
Calendar	
Record of Absence	
Late Attendance Record	
Time Table	



BIO DATA



Name of the Student :

Admission No : Course:.....

Date of Birth : Blood Group :

Name of the Father :

Occupation : Mobile.No.....

Name of the Mother :

Occupation : Mobile.No.....

Address :

.....

.....

Mobile No: Ph.No:.....

Email:

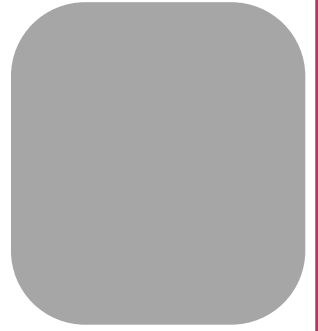
Declaration

The information given above is true to the best of my knowledge

Signature of the parent/Guardian

Signature of the student





ALUMNI REGISTRATION FORM

Name of the Student :

Admission No:..... Course:.....

Date of Birth:Blood Group:.....

Name of the Father:

Occupation:Mobile.No.....

Name of the Mother:

Occupation:Mobile.No.....

Address:

.....

.....

Mobile No : Ph.No:.....

Email:

Declaration

The information given above is true to the best of my knowledge

Signature of the parent/Guardian

Signature of the student



DEGREE COURSES OFFERED:

The college offers instruction in the following courses

- B.A ., History, Economics and Political Science(EM)
- B.Com. General(EM)
- B.Com. Computer Applications. (EM)
- B.Sc., Mathematics, Physics, Chemistry (EM)
- B.Sc., Mathematics, Physics, and Computer Science (EM)
- B.Sc., Botany, Zoology, and Chemistry(EM)

ELIGIBILITY CRITERIA:

A Candidate for admission into first year B.A B.Com /B.Sc., Degree Course must have passed Two year – Intermediate Education, or any Higher Secondary School Certificate Examination recognized by University as its equivalent.

HOW TO APPLY?

Students who want to admit into the Degree College have to apply in Mee Seva Services Center or at College Admission Center. The govt. has Created an OAMDC Online Admission Module for Degree Colleges Web portal

DOCUMENTS TO BE PRODUCED:

Attested copies of the following certificates should be submitted along with the application.

- Intermediate pass Certificate and Marks Memorandum issued by the Board of Intermediate Education of Govt. of A.P. or any equivalent body.
- SSC/SSLC/HSSLC/Matriculation/Pre- University Certificate.
- Transfer Certificate.
- Conduct Certificate from the Head of the Institution last studied.
- In case of SC, ST or BC Candidates latest Caste Certificate from an officer of Revenue Department not lower than the rank of MRO.
- PHC, Ex-Service Men, NCC, Sports and Games Certificate by those who claim reservation in respective categories.



DEGREE COURSESOFFERED:

The college offers instruction in the following courses

- B.A ., History, Economics and Political Science(EM)
- B.Com. General(EM)
- B.Com. Computer Applications. (EM)
- B.Sc., Mathematics, Physics, Chemistry (EM)
- B.Sc., Mathematics, Physics, and Computer Science (EM)
- B.Sc., Botany, Zoology, and Chemistry(EM)

ELIGIBILITY CRITERIA:

A Candidate for admission into first year B.A B.Com /B.Sc., Degree Course must have passed Two year – Intermediate Education, or any Higher Secondary School Certificate Examination recognized by University as its equivalent.

HOW TO APPLY?

Students who want to admit into the Degree College have to apply in Mee Seva Services Center or at College Admission Center. The govt. has Created an OAMDC Online Admission Module for Degree Colleges Web portal

DOCUMENTS TO BE PRODUCED:

Attested copies of the following certificates should be submitted along with the application.

- Intermediate pass Certificate and Marks Memorandum issued by the Board of Intermediate Education of Govt. of A.P. or any equivalent body.
- SSC/SSLC/HSSLC/Matriculation/Pre- University Certificate.
- Transfer Certificate.
- Conduct Certificate from the Head of the Institution last studied.
- In case of SC, ST or BC Candidates latest Caste Certificate from an officer of Revenue Department not lower than the rank of MRO.
- PHC, Ex-Service Men, NCC, Sports and Games Certificate by those who claim reservation in respective categories.
- Study Certificate for four consecutive years of study in any school or College in Dr.BRAU University area or nativity certificate by those who have not studied four years continuously in any institution and Migration Certificate in Case of the Candidates coming from the other University jurisdiction.
- One self addressed envelope with Rs.5 Stamps
- Two Passport Size Photos

Note: All the Original certificates must be submitted at the time of the Admission.



INSTRUCTION AND PRECAUTIONS:

- The college will retain all the original certificate of the candidates until the completion of their study.
- The candidates are advised to take number of Xerox copies of the original certificates. True copies of the certificates may be required for fee concessions and scholarship at a later stage.
- The Parent or guardian should necessarily accompany with every candidate at the time of admission
- Fee once paid will not be refunded whether the candidate attends the classes or not.

FEE STRUCTURE :

		Conventional Courses		Restricted Courses	
S.No	Name of the fee			B.Com	B.Sc
		BA/B.Com (Gen)	B.Sc(MPC)/(CBZ)	(CA)	(MPCS)
1	Tuition fee	500	500	500	500
2	Sp.fee	2775	2975	2775	2975
3	University fee	865	865	865	865
4	CPDC FEE	500	500	500	500
5	Add.Spl.Fee Restructured Courses	----	----	1400	3300
		4640	4640	6040	8140
TOTAL					

Note: The above fee from the academic year 2022-23





COLLEGE TIMINGS:

The College works from 10: 00 am to 5:00pm



ATTENDANCE REQUIREMENTS:

- A minimum of 75% attendance in each Semester is necessary to enable a student to write the university examination.
- Students who fall short of requisite attendance can seek condonation if they have put in at least 50% of the attendance and apply to the University through the Principal after paying the prescribed fee. Students with less than 50% attendance will lose the academic year.



RULES OF CONDUCT AND DISCIPLINE:

- Students should wear decent and proper dress.
- Students should be Punctual and regular to the College
- Students should assemble in the Class room prior to the entry of the lecturer.
- Students should maintain perfect order and strict silence inside the lecture halls/labs/reading room irrespective of the fact whether the teacher is present or not
- Unnecessary movement from desk to another desk within the class room/labs should be avoided. Movement outside the class rooms in between lectures should be minimum and for valid reasons only
- Students should not stay into other classes for any reason whatsoever
- Students should attend all examination, Seminars, quiz and Guest lecturers.
- Students should be polite and courteous towards the staff and the fellow students.
- Visitors are not permitted to meet their children/friends within the college working hours.
- Ø Students should pay all the fee due to the college or university in time
- Ø Ragging and eve teasing are banned and any violation will be viewed seriously
- Ø Students should co-operate to maintain the cleanliness in classroom, labs and the premises



IDENTITY CARD:

It is meant for identifying bonafide students of this college and is used for permitting the students to participate in various activities and programs of the College. Every student must compulsorily wear Identity card as long as he/she is in the college campus. It must be produced by the student whenever demanded by the member of the teaching or non-teaching staff of the college.

* He/ She must take proper care of his/ her Identity Card to avoid its misuse by other students and outsiders. In case the Identity card is lost, the matter should be immediately reported to the Principal and an application should be submitted for the issue of the duplicate Identity card which will be issued on payment of charges.



Academic Calendar for the Academic year 2022 -23

Academic Schedule for Semester V of the AY 2022-23 for 2020-24 Batch

1	Commencement of Internship for V Semester	5th December 2022
2	Closure of instruction / Internship	7th March 2023
3	Evaluation of V Semester Internship	9th March 2023 to 11th March 2023

Academic Schedule for Semester V of the AY 2022-23 for 2020-24 Batch

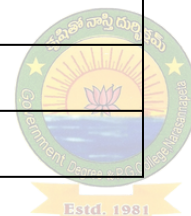
1	Commencement of Class work and Internship for VI Semester	113th March 2033
2	Practical Examinations	2nd June 2023 to 8th June 2023
3	Closure of instruction	10th June 2023
4	End Semester Examinations for Semester VI	13th June 2023 to 24th June 2023

Academic Schedule for Semester III of the AY 2022-23 for 2021-25 Batch

1	Commencement of Class work	17th November 2022
2	Practical Examinations	13th February 2023 to 17th February 2023
3	Closure of instruction	18th February
4	End Semester Examination for Semester III	21th February 2023 to 6th March 2023

Academic Schedule for Semester IV of the AY 2022-23 for 2021-25 Batch

1	Commencement of Class work and Internship for IV Semester	7th March 2023
2	Practical Examinations	8th June 2023 to 14th June 2023
3	Closure of Instruction	17th June 2023
4	End Semester Examination for Semesters IV	20th June 2023 to 30th June 2023
5	Short – term Internship (200 Hours)	1st July 2023 to 5th August 2023
6	Commencement of A.Y. 2023 -24	7th August 2023



Academic Schedule for Semester - I of the AY 2022-23 for 2022-26 Batch

1	Commencement of Class work for semester I	15th October 2022
2	Practical Examinations	20th January 2023 to 25th January 2023
3	Closure of instruction	28th January 2023
4	End Semester Examinations for	30th January 2023 to 13th February 2023
	Semester I	

Academic Schedule for Semester - I of the AY 2022-23 for 2022-26 Batch

1	Commencement of Class work for Semester II	14th February 2023
2	Practical Examinations	15th May 2023 to 18th May 2023
3	Closure of instruction	20th May 2023
4	End Semester Examinations for Semester II	23rd May to 6th May 2023
5	Community Service Project (200 Hours)	7th June 2023 to 8th July 2023
6	Commencement of A.Y.2023 -24	10th July 2023



Government of Andhra Pradesh

General Holidays and Optional Holidays for the Year 2023

ANNEXURE-I (G.O.Rt.No.2692, G.A (Poll.B) Dept., Dt:15.12.2022) General Holidays for the year 2023.

S. No	OCCASION/FESTIVAL	DATE	DAY	SAKA-ERA
1	2	3	4	5
1	BHOGI	14-01-2023	SATURDAY	PAUSA 24-1944
2	MAKARA SANKRANTI	15-01-2023	SUNDAY	PAUSHA 25-1944
3	KANUMA	16-01-2023	MONDAY	PAUSHA 26-1944
4	REPUBLIC DAY	26-01-2023	THURSDAY	MAGHA 06-1944
5	MAHA SIVARATRI / SHAB-E-MIRAJ	18-02-2023	SATURDAY	MAGHA 29-1944
6	HOLI	08-03-2023	WEDNESDAY	PHALGUNA 17-1944
7	UGADI	22-03-2023	WEDNESDAY	CHAITRA 01-1945
8	SRI RAMA NAVAMI	30-03-2023	THURSDAY	CHAITRA 09-1945
9	BABU JAGIVAN RAM'S BIRTHDAY	05-04-2023	WEDNESDAY	CHAITRA 15-1945
10	GOOD FRIDAY	07-04-2023	FRIDAY	CHAITRA 17-1945
11	DR.B.R. AMBEDKAR'S BIRTHDAY	14-04-2023	FRIDAY	CHAITRA 24-1945
12	RAMZAN (Eid-ul-Fitr)	22-04-2023	SATURDAY	VAISAKHA 2-1945
13	BAKRID (Eid -ul-Zuha)	29-06-2023	THURSDAY	ASHADHA 8-1945
14	MOHARRUM	29-07-2023	SATURDAY	SRAVANA 7-1945
15	INDEPENDENCE DAY	15-08-2023	TUESDAY	SRAVANA 24-1945
16	SRI KRISHNA ASTAMI	06-09-2023	WEDNESDAY	BHADRAPADA 15-1945
17	VINAYAKA CHAVITHI	18-09-2023	MONDAY	BHADRAPADA 27-1945
18	EID MILADUN NABI (Birthday of Prophet Mohammad)	28-09-2023	THURSDAY	ASHVINA 6-1945
19	MAHATMA GANDHI JAYANTHI	02-10-2023	MONDAY	ASHVINA 10-1945
20	DURGASTAMI	22-10-2023	SUNDAY	ASHVINA 30-1945
21	VIJAYADASAMI	23-10-2023	MONDAY	KARTIKA 1-1945
22	DEEPAVALI	12-11-2023	SUNDAY	KARTIKA 21-1945
23	CHRISTMAS	25-12-2023	MONDAY	PAUSA 4-1945

ANNEXURE-I (A) (G.O.Rt.No.2692, G.A (Poll.B) Dept., Dt:15.12.2022)

The following festivals occur on 2nd Saturday & Sunday during the year 2023.

S. No	OCCASION/FESTIVAL	DATE	DAY	SAKA-ERA
1	BHOGI	14-01-2023	SATURDAY	PAUSA 24-1944
2	MAKARA SANKRANTI	15-01-2023	SUNDAY	PAUSHA 25-1944
3	DURGASTAMI	22-10-2023	SUNDAY	ASHVINA 30-1945
4	DEEPAVALI	12-11-2023	SUNDAY	KARTIKA 21-1945

DR. K.S.JAWAHAR REDDY
CHIEF SECRETARY TO GOVERNMENT

ANNEXURE – II
(G.O.Rt.No.2692, G.A (Poll.B) Dept., Dt:15.12.2022)
Optional Holidays during the year 2023.

S.NO	OCCASION/FESTIVAL	DATE	DAY	SAKA-ERA
1	2	3	4	5
1	NEW YEAR	01-01-2023	SUNDAY	PAUSA 11-1944
2	BIRTHDAY OF HAZRATH ALI (R.A)	05-02-2023	SUNDAY	MAGHA 16-1944
3	SHAB-E-BARATH	07-03-2023	FRIDAY	PHALGUNA 12-1944
4	MAHAVIR JAYANTI	04-04-2023	TUESDAY	CHAITRA 14-1945
5	SHAB-E-QADAR	18-04-2023	TUESDAY	CHAITRA 28-1945
6	JUMATUL WADA	21-04-2023	FRIDAY	VAISAKHA 1-1945
7	BASAVA JAYANTHI	23-04-2022	SUNDAY	VAISAKHA 3-1945
8	SHAHADAT HAZRAT ALI (R.A)	24-04-2023	MONDAY	VAISAKHA 4-1945
9	BUDDHA PURNIMA	05-05-2023	FRIDAY	VAISAKHA 15-1945
10	RATHA YATRA	20-06-2023	TUESDAY	JYESHTA 30-1945
11	EID-E-GHADEER	06-07-2023	THURSDAY	ASHADHA 15-1945
12	9TH MUHARRAM (1441 HIJRA)	28-07-2023	FRIDAY	SRAVANA 6-1945
13	PARSI NEW YEAR'S DAY	16-08-2023	WEDNESDAY	SRAVANA 25-1945
14	VARALAKSHMI VRATHAM	25-08-2023	FRIDAY	BHADRAPADA 3-1945
15	ARBAEEN (CHAHALLUM)	05-09-2023	TUESDAY	BHADRAPADA 14-1945
16	HAZRATH SYED MOHAMMED JUVANPURI MEHDI'S BIRTHDAY	09-09-2023	SATURDAY	BHADRAPADA 18-1945
17	MAHALAYA AMAVASYA	14-10-2023	SATURDAY	ASHVINA 22-1945
18	VIJAYADASAMI (TIDHI DWAYAM)	24-10-2023	TUESDAY	KARTIKA 2-1945
19	YAZ-DAHUM-SHAREEF	26-10-2023	THURSDAY	KARTIKA 4-1945
20	KARTHIKA PURNIMA/ GURUNANAK JAYANTHI	27-11-2023	MONDAY	AGRAHAYANA 6-1945
21	CHRISTMAS EVE	24-12-2023	SUNDAY	PAUSA 3-1945
22	BOXING DAY	26-12-2023	TUESDAY	PAUSA 5-1945

ANNEXURE – II (A)
(G.O.Rt.No.2692, G.A (Poll.B) Dept., Dt:15.12.2022)
The following festivals occur on Sunday during the year 2023.

S.NO	OCCASION/FESTIVAL	DATE	DAY	SAKA-ERA
1	NEW YEAR	01-01-2023	SUNDAY	PAUSA 11-1944
2	BIRTHDAY OF HAZRATH ALI (R.A)	05-02-2023	SUNDAY	MAGHA 16-1944
3	BASAVA JAYANTHI	23-04-2022	SUNDAY	VAISAKHA 3-1945
4	CHRISTMAS EVE	24-12-2023	SUNDAY	PAUSA 3-1945

DR. K.S.JAWAHAR REDDY
CHIEF SECRETARY TO GOVERNMENT

INFRASTRUCTURE AND LEARNING RESOURCES

- The institution has adequate infrastructure for teaching – learning Process. class rooms, laboratories, computing equipment, Seminar Hall, Playground, Solar Panels for power generation and Panchayat Drinking water etc.,
- The college has 7 class rooms in 2017-18 academic years, later under RUSA 2.0. Five classrooms were additionally constructed. 6 laboratories ,3 digital class rooms, 1 virtual class room with ICT facilities, 1 seminar hall, Library, Gymnasium, 1 office room were renovated. One ladies rest room and principal's chamber were constructed.
- The institution has 2.85 acres of land playground for playing and practicing different sports and games. The college has one volley ball court, one kabaddi court, one kho-kho court, one hundred meter running track, two shuttle courts court. The gymnasium is well-equipped for boys and girls. There are separate washrooms for male and female faculty and students. The washrooms are provided with sufficient water supply. With clean and hygiene maintained in the college. Save drinking water is provided to all the staff and students through the RO-Plant.
- The solar energy is used as a renewable source of energy in the campus. There is a rain harvest pit and dry leaf compost areas.

Learning Resources:

- The institution has learning resource center with textbooks, references, news papers, e-resources, Braille books and Encyclopedia which facilitates both students and faculty. We have wifi connection with 100 mbps band width in the learning resource center. There are special room with IQAC and Examination Cell.



Student Support and Progression

Student Support: -

The motto of the college is to support students for their academic and professional growth. The college has career guidance cell which plays a major role in encouraging the students to aim for their career in a higher level as the college has a setback of dropouts and early girl child marriages.

Seminars and guest lectures are conducted to the students to motivate them for higher education and to develop skills for their professional development. Facilitating mechanisms like Grievance cell, and Redressed cell are the student supporting measures. The institution provides six programs making available bridge course, certificate course and add-on courses in relevant areas. The institution is well-structured and organized to guide the students. Students are benefited through scholarships, and other government and non-government schemes like Santoor scholarships etc.

Student Progression: -

The aim and vision of the institution is the progress of the students. Different means and methods are followed by the institution for the holistic development of the students. Programs like skill development, soft skill programs, analytical skills, and methodology and ICT skills are provided to appear for different competitive examinations. Analysis is done by mock test for the student to understand his capability. Basing on their outcome they are divided into slow and advanced learners. Special attention is given to the slow learners to reach the other edge.

Student Participation and activities: -

The institution encourages the students to participate in different curricular and co-curricular activities. Sports is the one of the most interesting activities taken up the students and they have participated state level kabaddi tournament. Even in the employment nearly 10 to 15 students have got employment in different government and private organization. Apart from all these the career advancement of the students towards higher education is also achieved 10 students have gone for higher education. The NSS and NCC take up a major role in plantation, maintenance of clean campus and taking up social activities in the adopted villages. The NSS Volunteers and NCC cadets have conducted blood donation camp and they have actively participated during the covid-19 pandemic.



Alumni Engagement: -

Six alumni members are working in the college in different capacities. There is an alumni association which contributes its support to the college. The alumni working in the college provide support to the students by giving refreshments, study material and encouraging them towards career development. 2.5 lakh worth R.O plant was donated by one of the alumni members.

Governance, Leadership and management

The Institution follows the Vision "Empower the student fit for changing requirements of the society through quality education." The knowledge and skill based education is imported to the students for the success in their life. The students are trained by giving them problem solving, leadership team work skills.

The staff council chaired by the principal is the effects body act college level to make different resolutions. The effective teaching methods and various assessment methods enable the students to understand his preparedness for the upcoming examinations. The students are given career guidance to achieve and set up values and goals which lead them towards success.

Value based education through digital resources for effective teaching learning process. Quality improvement strategies adopted by the institution like examination and evaluation schemes are followed the University.

The highly qualified and trained faculty is the main resource to have intellectually strong academic environment. The faculties undergo different faculty development programs refresher programs and attending state, National, Seminars, The state government funds the college to meet the required finances the RUSA and UGC are other funding agencies for the infrastructure, academic and equipment development.

Academic and Administrative audits have been done by RJD, CCE in the presence of principal. College has parent- teacher Association, parents of the two students are on the board of IQAC. Regular meeting of IQAC, feedback collected, analyzed and used for the improvement. Collaborative quality initiatives with other Institutions, participation in NIRF, AISHE, any other quality audit recognized by the state, national or international agencies. ISO certification Providing Educational Services, Implementation of Energy Saving Practices, Implementation of Greenery and Environmental Promotion activities. The internal and external check, certifications and accreditation promote stack holders, trust the quality esurience adopted by the Institution.



Institutional Plan for 2022-23

June-2022

- Admissions Process: Committees, Applications, Prospectus, press note.
- Preparation of Academic Records /Time –Table/Attendance Registers.
- Class In-charge Lecturers –Action Plan.
- Preparation of Budget Projections- Priorities.
- Preparation of AnnualCurricular Plan
- Conducting of staff meetings.
- Result Analysis of 2021-22
- Staff Council Meetingand formation of committees.
- International Day of Yoga – /NSS/YRC/RRC

July-2022

- Orientation program to 1st year students
- IQAC Activities Plan Report.
- RRC – Seminar on Drug Abuse & Drug trafficking.
- NSS Enrollment & Campus Clean.
- Preparation of DRC,MANA TV, JKC, UGC, RUSA, WEC, CGC, NSS, RRC, YRC and other organs ACTION PLANS.
- IQAC Action plan & AQAR Preparation.

August -2022

- Independence Day celebrations/ Academic Festival.
- Review on IQAC Activities and Report.
- Staff council meeting.
- Medical test to I year students on eyes, teeth& blood grouping &
- Gynic to girl students.



GOVERNMENT DEGREE COLLEGE, NARASANNAPETA, SRIKAKULAM (Dist.)

September -2022

- Teachers Day, International literacy day Celebrations.
- Online submission of IQAC Report (2021-22)
- Hindi Divas Day celebrations.
- NSS Formation Day celebrations.
- Women Empowerment Cell – Awareness Camp to Women Students by DSWO & MDO.
- Organization of District level DRC Program by DRC unit.
- First internal assessment examinations for I, III & V semester of I, II, & III-year degree courses- from

October- 2022

- Organizing Blood Donation camp (NSS, NCC, RRC, YRC)
- .Gandhi Jayanthi celebrations & International Non-Violence Day Celebrations.
- National Integration Day- competitions.
- World Human Rights Day Celebrations.
- World Students Day (Dr.A.P.J Abdul Kalam's Birth Anniversary)
- Staff council meeting.
- NSS Special Camp in Villages.
- Consumer Awareness Program.
- Receipt of examination applications from I, III & V Semester students for University end examinations

November- 2022

- Moulana Abul Kalam Azad National Education Day Celebrations.
- NCC Day celebrations.
- JKC Campus Drive.
- Academic Audit – Review meeting on Pro formats
- Second internal assessment examinations for I, III & V semesters of the I, II & III year degree courses from
- Commencement of Practical examinations I, III & V semesters
- Commencement of University examinations I,III & V semester theory examinations



GOVERNMENT DEGREE COLLEGE, NARASANNAPETA, SRIKAKULAM (Dist.)

December-2022

- 1.World AIDS Day Awareness Program– Rally.
- 2.Staff council meeting
- 3.Commencement of II, IV & V Semester classes

January - 2023

- 1.JKC/ UGC/ RUSA Works Review.
- 2.Review of Study Projects, field trips, educational tours.
- 3.Republic Day Celebrations.
- 4.Organizing Campus Drive by JKC.
- 5.National youth day, National Voters day Celebrations.
- 6.Planning for Admissions for the academic year 2023-24

February 2023

- National Science Day
- Career Guidance Cell – Orientation on Entrance Exams.
- Commencement of UG Practical Exams.
- Review of IQAC Report & Pro forma of API
- Planning for Admissions for the academic year 2023-24
- First internal assessment examinations for II, IV & VI semesters
- Receipt of examination applications forms from II, IV & VI semester students for university examinations

March-2023

- International Women's Day Celebrations.
- Stock Verification for 2022-23
- Planning for Admissions for the academic year 2023-24
- Sports day celebrations
- College Day Celebrations.



National Assessment and Accreditation Council (NAAC)
Teaching–Learning and Evaluation
Student Satisfaction Survey on Teaching Learning Process

Guidelines for Students :

NAAC (National Assessment and accreditation council) is conducting a Student Satisfaction Survey regarding Teaching – Learning and Evaluation, which will help to upgrade the quality in higher education. A student will have to respond to all the questions given in the following format with her/his sincere effort and thought. Her/his identity will not be revealed.

Following are questions for online studentsatisfaction survey regarding teaching learning process.

1. How much of the syllabus was covered in the class? 4 – 85 to 100%
 1. – 70 to 84%
 2. – 55 to 69%
 3. – 30 to 54%
 4. –Below 30%
2. How well did the teachers prepare for the classes?4 –Thoroughly
 1. – Satisfactorily
 2. – Poorly
 3. – Indifferently
 4. – Won't teach at all
3. How well were the teachers able to communicate?
 - 4 – Always effective
 - 3 – Sometimes effective
 - 2 – Just satisfactorily
 - 1– Generally ineffective
 - 0– Very poor communication
4. The teacher's approach to teaching can best be described as 4– Excellent
 - 3 – Very good 2 – Good
 - 1 – Fair
 - 0– Poor
5. Fairness of the internal evaluation process by the teachers. 4 – Always fair 3 – Usuallyfair
 - 2 – Sometimes unfair 1 – Usually unf. air
 - 0– Unfair
6. Was your performance in assignments discussed with you? 4 – Every time
 - 3 – Usually
 - 2 – Occasionally/Sometimes
 - 1 – Rarely
 - 0– Never



