The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution   The Bapatla College of Arts & Sciences, Bapatla

Address Line 1   : Karlapalem Road

City / Town   : Bapatla

State   : Andhra Pradesh

Pin Code   : 522101

Institutional e-mail address   : bcasbapatla@gmail.com

Contact No.   : 9441494070

- Name of the Head of the institution : Dr. K. L. Swaroop

- Designation   : Principal

- Does the institution function from own campus   : Yes

- Phone no./Alternate phone no.   : 08643 - 224066

- Mobile no.   : 9441494070

- Registered e-mail   : bcasbapatla@gmail.com

- Alternate e-mail   : iqacbas@gmail.com

- Address   : Karlapalem Road

- City/Town   : Bapatla

- State/UT   : Andhra Pradesh

- Pin Code   : 522101

2. Institutional status:
- Affiliated / Constituent : Affiliated
- Type of Institution : Co-education/Men/Women : Co-education
- Location : Rural/Semi-urban/Urban : Semi-Urban
- Financial Status : Grants-in aid/ UGC 2f and 12 (B).
  (please specify)

- Name of the Affiliating University : Acharya Nagarjuna University
- Name of the IQAC Co-ordinator : Dr. Ch. Manikya Rao
- Phone no. : 9440128555
  Alternate phone no : 08643-224066
- Mobile : 9440128555

- IQAC e-mail address : iqacbcas@gmail.com

- Alternate Email address : cmrao1998@gamil.com

3. Website address AQAR : AQAR_2018_19.pdf

    Web-link of the AQAR: (Previous Academic Year): AQAR_2017_18.pdf

4. Whether Academic Calendar prepared during the year? Yes/No....., if yes, whether it is

uploaded in the Institutional website: Yes   :   Academic Calender 2018-19

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	A	851	2007	From 2007 to 2012
2nd	A	3.02	2015	From 2015 to 2019
3rd	---	---	---	---
4th	---	---	---	---
5th	---	---	---	---

6. Date of Establishment of IQAC: 14/06/2007

7. Internal Quality Assurance System

7.1 Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
1) Conduct a workshop to staff by IQAC at institutional level about using of ICT .	One day: 10-07-2018	45
2) Workshop on Preparation of PPT's	One day: 07-08-2018	45

> *Note: Some Quality Assurance initiatives of the institution are:*
> *(Indicative list)*
> - *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
> - *Academic Administrative Audit (AAA) conducted and its follow up action*
> - *Participation in NIRF*
> - *ISO Certification*
> - *NBA etc.*
> - *Any other Quality Audit*

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount in Rs.
UGC	RUSA	MHRD	2019	1,00,00,000/-
State Government	Staff Salaries	Govt. Of A.P	2018-19	Rs. 2,72,00,000/-
State Government	Scholarships	Govt. Of A.P	2018-19	Rs. 45,34,222 /-

9. Whether composition of IQAC as per latest NAAC guidelines: **Yes**

*upload latest notification of formation of IQAC : **Yes**

10. No. of IQAC meetings held during the year: **04**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website……. : **Yes**

  (Please upload, minutes of meetings and action taken report)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? : **No**

    If yes, mention the amount: --- Year: ---

12. Significant contributions made by IQAC during the current year (maximum five bullets)

    * Conduct student satisfactory survey

    * Collection of ASAR (Annual Self Appraisal Report) from the staff.

    * Uploaded students results to the CCE website.

    * NIRF and AISHE uploaded.

    * Conduct of faculty club classes.

13. 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
a) Applying for RUSA funding	a) Sanctioned the amount of Rs. 2,00,00,000/-from SPD RUSA, A.P
b) Encouraging the faculty members to apply for Major and Minor research projects.	b) Faculty members are prepared Minor Research Projects to submit to SERO UGC.
c) Requesting the in charges of all departments to arrange guest lecturers with eminent persons.	c) Dept. Of Telugu Conducted two Guest Lectures on 29-08-18 "Protection of telugu language" and On 28-09-18 " Joshua literature" 2) Dept. of Statistics conducted guest lecture on 12-12-2018 " Role of Statistics in Agricultural field and Career guidance " by Dr. V.Srinivasa Rao Assoc.Prof. Agriculture Col. Bapatla 3) Dept. of Electronics conducted guest lecture on 19-01-2019 " Fiber optic communication system" by Dr.K. Rama Krishna Assoc.Prof. Bapatla Engineering College, Bpalta.
d) To conduct awareness meeting to the incharges of all departments for applying Seminars, Workshops and collect the funds from different funding agencies.	d) Nil

14. Whether the AQAR was placed before statutory body?   : YES

Name of the statutory body: IQAC Committee ,Staff Council .

Date of meeting(s): 08-11-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to Assess the functioning?

No   Date: ---

16. Whether institutional data submitted to AISHE: **Yes**

Year: 2018-19   Date of Submission: 19-01-2019

17. Does the Institution have Management Information System?   **: No**

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

Part-B

CRITERION I – CURRICULAR ASPECTS
1.1 Curriculum Planning and Implementation
1.1.1   Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words
1) Our institution is affiliated to Acharya Nagarjuna University, Guntur   2) We are strictly following and implementing the curriculum and syllabus of Acharya Nagarjuna University based on CBCS.   3) First we prepare the academic plane for semester wise according to curriculum and syllabus and we divide the syllabus for each week of every month.   4) In addition to the division of the syllabus, we conduct student seminars, quiz and given assignments on ICT.   5) Students are entrusted subject wise project work to improve their skills in subject in-depth.   6) Field trips are conducted by the departments to improve the practical knowledge to the students.   7) All departments arranged guest lectures by the eminent and learned scholars for the benefit of the students.   8) Awareness programmes like Anti Ragging, Road safety awareness, women trafficking, House harassment, legal awareness to the students.

9) Bridge courses are conducted in each subject for first year degree students to aware connectivity between intermediate and first year degree.

10) We provide handouts to the students at improve their learning skills.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year : **Nil**

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
Nil	Nil	Nil	Nil	Nil

1.2 Academic Flexibility : Nil

1.2.1 New programmes/courses introduced during the Academic year : **Nil**

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
Nil	Nil	Nil	Nil

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year : **Nil**

Name of Programmes adopting CBCS	**UG**	**PG**	Date of implementation of CBCS / Elective Course System	**UG**	**PG**
Nil	Nil	Nil	Nil	Nil	Nil

Already adopted (mention the year) : **2015**

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year   : **Nil**

	Certificate	Diploma Courses
No of Students	Nil	Nils

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year :

Value added courses	Date of introduction	Number of students enrolled
1) Human Values and Professional Ethics (HVPE) for SEM-I of First year B.A/ B.Sc/ B.Com/ BCA	1) 12-06-2018 ,Tuesday	1) 490
2) Environmental Sciences (ES) for SEM-I of First year B.A/ B.Sc/ B.Com/BCA	2) 12-06-2018 ,Tuesday	2) 490
3) Communication and Soft Skills(CSS) for SEM-III of Second year B.A/B.Sc/B.Com	3) 06-06-2018, Wednesday	3) 461
4) Analytical Skills for SEM-IV of Second year B.A/B.Sc/B.Com	4) 27-10-2018, Saturday	4) 461

1.3.2 Field Projects / Internships under taken during the year : **2018-19**

Project/Programme Title	No. of students enrolled for Field Projects / Internships
1) Mathematics- Vedic Mathematics	1) 15
2) Mathematics- Central Differences	2) 15
3) Mathematics- System of Linear Equations	3) 15
4) Mathematics- Laplace Transforms	4) 10
5) Commerce – Bank Deposits	5) 49
6) Computers - Pharmacy Management System	6) 05
7) Computers – E-Gift Shopy	7) 05
8) Computers- Crime file Management System	8) 05
9) Computers- Online Event Management System	9) 05
10) Computers- Search me Every thing	10) 05
11) Zoology - Evaluation of Environmental issues in fish market at Guntur city.	11) 20
12) Zoology – Maintenance of water quality parameters in local fish market in Bapatla	12) 15

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) **Students**	2) Teachers	3) Employers	4) Alumni	5) **Parents**
Yes	**Yes**	**No**	**No**	**Yes**

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

1) As our institution has many co-curricular activities like NCC, NSS, Red – Ribbon club, consumer's club , Women empowerment cell, Eco club, Swatcha bharat programme etc.

2) Feedback mechanism adopted subject wise to gain the knowledge for development of subject skills, job skills and for create awareness about the higher studies. Analyse   the feedback for improvement, implementation and development of the institution .

3) Feedback has taken from the NCC cadets to know the objectives of NCC like to Create Leadership qualities, Patriotism, Ethical values, Physical and mental fitness   and disaster management and overall Personal development .

4) Feedback has taken on NSS to know the objectives and motto of NSS like to develop

    Social awareness, Social responsibility, Leadership qualities, Self-helfness, Cultural awareness, Social dynasty and awareness on environment.

5) In other co-curricular activities also we have taken feedback and analyzed the objectives

    For implementing and overall development of the institution.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year : <u>2018 - 19</u>

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
1) B.A (Eco)	60	39	39
2) B.Com (EM)	60	25	25
3) B.Com (TM)	120	54	54
4) B.Sc MPC TM	36	33	33
5) B.Sc CBZ TM	24	07	07
6) B.Sc MPC EM	72	75	75
7) B.Sc CBZ EM	40	40	40
8) B.Sc Mat.Phy.Comp EM	48	50	50
9) B.Sc Mat.Ele. Comp EM	36	35	35
10) B.Sc Mat.Stat.Comp EM	24	24	24
11) B.Sc Mat.Comp.Multimedia EM	50	29	29
12) B C A	40	40	40
13) B.Com C A	40	39	39

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data) : 1: 28

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	**1590**	-----	**57**	----	**57**

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
57	**30**	Virtual and Digital lab	2	0	0

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

1) In our college we maintaining mentoring system for overall assessment of the each student.

2) The objectives of the mentoring system in our college is to collect the detailed information of the student at the time of the admission.

3) We collect the consolidate attendance of the students for every month. If any student have

Shortage of monthly attendance, we inform the same to their parents and we conduct the

Counselling to them in the presence of the parents and make them to attend the college Regularly.

4) The main objective of the mentoring system is to develop the students in academics. We

Collect the students marks of their concerned subjects from the departments and if any

Student found getting lower percentage of marks in academics, personally we call them

Call them and know their difficulties to understand the subject and then we will conduct

The remedial coaching to them to improve their knowledge in the subject.

5) We conduct the special counselling for meritorious students to pursue higher education and

Preparing for competitive examinations to enable them to settle in their future lives in Comfortable manner.

6) The ward counsellor collect the grievances from the students and the same is informed to the grievance cell. The convener of the grievance discussed the problems faced by the Students in the college with principal and solve them.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
1590	**57**	**1 : 28**

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
72	Govt. Aided-18 Full Time Unaided-39	15	00	12

2.4.2 Honours and recognitions received by teachers : 01
(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018 - 19	Dr. K L Swaroop	Principal	Excellence award received from Achary Nagarjuna University in Physical Education

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.Sc B.Com B.A	30 20 10	Sem-I,III,V	03-Nov -2018	05-Dec-2018
B.Sc B.Com B.A	30 20 10	Sem-II,IV,VI	29-March-2019	02-May-2019

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

I) Student Seminars :-

    1) Each student given a topic.

    2) Collect the information from ICT based or from reference books.

    3) Prepare synopsis or PPT's for the given topic.

    4) During the presentation of the given topic the concerned faculty member observe whether the content is suitable to the subject or not.

    5) Faculty member observe his presentation skills like eye contact, modulation, clarity of Language, using black board etc.

    6) At the time of the presentation of the topic students will pose relevant questions for Clarification.

    II) Assignments : - After the completion of the first mid examination ,

    1)   Students are divided into three groups according to their academic performance. They are Poor, Moderate, Advanced learners.

    2)   a) Imposition was given to academically poor students.

        b) For moderate students some subject topics will be given to them to learn properly in Stipulated time.

        c) Faculty members advised the advanced learner students to collect the additional Information related to the topic from the internet or reference books.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

1) Prepared academic calendar every academic year on the basis of university academic   Calendar.

2) We prepared scheduled for conducting monthly examinations, Mid-term examinations, Internal practical examination for the evaluation of the students.

3) We conduct co-curricular activities like Orientation class for freshers, Anti-Ragging Awareness programme, Legal literacy Day, Army Flag day, Literacy day, National Integration day.

4) We observe the following Ozone day, international important days like International Literacy day, International Youth day, International Yoga day, Ozone day.

5) Schedule has been given to NSS Programme like Social Awareness Programmes,

6) Schedule has been given to NCC for conducting activities like NCC day and Swatch Bharat programme on last Saturday of every month.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes
for all programs offered by the institution are stated and displayed in website of the institution
(to provide the web link)

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
1	1) B.A	24	08	33 %
2	2) B.Com	62	30	48 %
3	3) B.Sc MPC	33	15	45 %
3	4) B.Sc CBZ	47	30	64 %
3	5) B.Sc Maths Ele. Comp	19	05	26 %
3	6) B.Sc Maths. Phy. Comp	23	08	35 %
3	7) B.Sc Maths. Stat. Comp	16	09	56 %
5	8) B C A	30	15	50 %

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as web link)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research : Nil

3.1.1 <u>Research funds sanctioned and received from various agencies, industry and other organisations</u>

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	0	0	0	0
Minor Projects	0	0	0	0
Interdisciplinary Projects	0	0	0	0
Industry sponsored Projects	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students Research Projects *(other than compulsory by the College)*	0	0	0	0
International Projects	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	0	0

3.2 Innovation Ecosystem : Nil

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights **(IPR)** and Industry-Academia Innovative practices during the year : **0**

Title of Workshop/Seminar	Name of the Dept.	Date(s)
0	0	0

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year   : **Nil**

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Nil	Nil	Nil	Nil	Nil

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year: **Nil**

Incubation Centre	Name	Sponsored by
Nil	Nil	Nil

Name of the Start-up	Nature of Start-up	Date of commencement
Nil	Nil	Nil

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards : **Nil**

State	National	International
Nil	Nil	Nil

3.3.2 Ph. Ds awarded during the year *(applicable for PG College, Research Centre)*: **Not Applicable**	
Name of the Department	No. of Ph. Ds Awarded
N A	N A

3.3.3 Research Publications in the Journals notified on UGC website during the year : 2018-19

	Department	No. of Publication	Average Impact Factor, if any
National	1) Chemistry 2) Physics 3) English 4) Telugu	1)----06 2)----02 3)----02 4)----01	
International	5) Chemistry 6) Physics 7) Mathematics 8) English 9) Telugu	1)----03 2)----05 3)----01 4)----02 5)----04	Chemistry – 5.153 Chemistry -- 4.0137 Telugu – 5.49

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year : 23

Department	No. of publication
1) Physics	1) Physics -- 07
2) Chemistry	2) Chemistry -- 07
3) English	3) English -- 04
4) Telugu	4) Telugu -- 04
5) Mathematics	5) Mathematics -- 01

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index : 23

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations
1) "Luminescence Properties f Dy3+-Doped Alkali Lead Alumino Borosilicate Glasses" 2) "Spectral And Luminescence Properties of Sm3+	1)Dr.K. Vijaya Babu, Lect. In Physics "	1)Elsevier Ceramics International 2) Elsevier Materials Today	2018 2018	Ceramics International 44 (2018) 9080–9090 2) Materials Today:		

Doped Sodium Lead Alumino Borosilicate Glasses"	"			Proceedings 5 (2018) 26440–26449
3) "Studies on Spectral and Photo Luminescence Properties of Sm3+ Ions in Sodium Lead Alumino Borosilicate Glasses"		3) Journal Of Emerging Technologies And Innovative Research (Jetir)	2018	3) Jetir November 2018, Volume 5, Issue 11 www.Jetir.Org (Issn-2349-5162
4) Optical And Luminescence Properties of Manganese Doped Sodium Lead Alumino Borosilicate Glass System"	"	4) International Journal Of Engineering Science Invention	2018	4) Issn (Online): 2319 – 6734, Issn (Print): 2319 -- 6726 (2018) 54 - 63
5) "Spectroscopic Features of Mn2+- Doped Sodium Lead Alumino Borosilicate Glass System"	"	5) International Journal For Research In Engineering Application & Management (Ijream)	2018	5) 2454-9150 203-209
6) "Investigations on Structural, Optical and Magnetic Features of Vanadyl Ions In PbO–CaO–ZnO–B2O3 Glasses"	"	6) Phys. Chem. Glasses: Eur. J. Glass Sci. Technol. B,	2018	6) 59 (2018) 140-19
7) Influence of alkaline earth modifiers on luminescence characteristics of Dy3+ ions in lead zinc antimonate glasses.	7)Dr.K.Sriniva sa Rao, Lect. In Physics	7) Journal of Engineering Research and Application.	2018	7) www.ijera.com (ISSN : 2248-9622) Vol. 8, Issue 6 (Part -III) June 2018, pp 07-12.
8) Formulations and Analytical Method Developments for Poor Soluble Drugs: A Review on Applications of Nano Chemistry.	8)Dr.R.Sreeniva sa Rao, Reader in Chemistry.	8) International Journ Impact Factor: 5.153.al of Research in Advent Technology.	Special Issue, December 2018,	8) ISSN No. 2279-543X. Page:72-76
9) Dissolution Test Method by HPLC for Rosicillion 250 mg Caplets.	"	9) International Journal of Scientific Research and Review.	Volume 8, Issue 8, 2019 Page: 116-121	9) E-ISSN: 2321-9637
10) Structural and spectroscopic				

characterization, reactivity study and charge transfer analysis of the newly synthetized 2-(6-hydroxy-I-benzofuran-3-yl) acetic acid.	"	10) Journal of Molecular Structure	Volume 8, Issue 8, 2019 Page: 116-121	10) ISSN NO: 2279-543X.		
11) Synthesis, characterization and computational study of the newly synthetized sulfonamide molecule	"	11) Journal of Molecular Structure .	2018	11) ISSN NO: 0022-2860		
12) Synthesis, characterization and computational study of the newly synthetized sulfonamide molecule.	"	12) Journal of Molecular Structure.	2018	12) 1153 (2018) 212-229. ISSN NO; 0022-2860.		
13) "Synthesis, conformational, characterisation and reactivity study of 1,7-bis(4-bromophenyl) heptane-1,7-dione".	"	13) Journal of Molecular Structure.	2018	13) 1175 (2019) 269-279 ISSN NO: 0022-2860.		
14) Sustainable Method Development for the Removable of Lead from Polluted Water by using Bio-Sorbents Extracted from Senna Articulate.	14)Dr.K. Jaya Prasanthi Lect. In Chemistry.	14) International Journal for Research in Engineering Application and Management (IJREAM)	April-2018	14) ISSN NO : 2454 – 9150.		
15) The Emergence of Chetan Bhagat.	15)Dr.A.V Rajya Lakshmi, Lect. In English.	15) VEDA'S Journal of English Language and Literature.	Nov-2018	15) ISSN NO : 2349-9753, Vol- 5 , Spl Issue: 3.		
16) Skills and it's impact on employability.	"	16) Veda Publications (print).	Feb-2019	16) ISBN 978-93-87844-10-0.		
17) English language teaching in india : the problems and prospects.	17)Dr.P. Ananda Rao, Lect. In English	17) JOELL-Journal of English Language and Literature.	Nov-2018	17) ISSN NO : 2349-9753, Vol- 5 , Spl Issue: 3.		
18) English Language teaching Approaches methods and techniques for Indian Students.	"	18) Bhavaveena Special Edition UGC Approved Journal No.	Nov-2018	18) ISSN NO: 2456-4702.		

Title of the paper	Name of the author	Title of the journal	Year	ISSN/ISBN
				42500.
19) Pothana Bhakthi-Samajika Drukpadam.	19)Dr.G. Jansi Vani, Reader in Telugu	19) International Journal of Academic Research.	Apl-2018	19) ISSN NO: 2348-7666, Vol. 5, Issue 4.
20) Appakaviamlo Niyathaprasalu – Sameeksha.	"	20) International Journal of Creative Research Thoughts.	Apl-2018	20) ISSN NO: 2320 -2882, Vol. 6, Issue 2.
21) Telugu Tamila Janapadallo Desigu Raju Kadha.	"	21) Vysapadmalu.	Sep- 2018	21) ISBN NO: 978-93-87540-43-9.
22) Kandukuri Sthree Neethulu.	"	22) Bhava Veena International Journal of Telugu Literary, Culture and Language Study.	Jan- 2019	22) ISSN NO: 2456-4702 Vol. 16, Issue I (1).
23) Heat transfer analysis of Magneto Casson fluid over a vertically rotating cone	23) Dr.Ch.Manikya Rao, Lect. In Mathematics	23) International Journal of Scientific Research and Review.	2019	23) ISSN NO: 2279-543X Volume 8, Issue 4,

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) : 07

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
1) "Luminescence Properties f Dy3+-Doped Alkali Lead Alumino Borosilicate Glasses" .	1) Dr.K. Vijaya Babu, Lect. In Physics.	1) Elsevier Ceramics International.	2018	1) Ceramics International 44 (2018) 9080–9090.		
2) "Spectral And Luminescence Properties of Sm3+ Doped Sodium	"	2) Elsevier Materials Today.	2018	2) Materials Today: Proceedings 5		

Lead Alumino Borosilicate Glasses".				(2018) 26440–26449.
3) "Studies on Spectral and Photo Luminescence Properties of Sm3+ Ions in Sodium Lead Alumino Borosilicate Glasses".	"	3) Journal Of Emerging Technologies And Innovative Research (Jetir).	2018	3) Jetir November 2018, Volume 5, Issue 11 Www.Jetir.Org (Issn-2349-5162.
4) "Optical And Luminescence Properties of Manganese Doped Sodium Lead Alumino Borosilicate Glass System".	"	4) International Journal Of Engineering Science Invention.	2018	4) ISSN: (Online): 2319 – 6734, ISSN: (Print): 2319 -- 6726 (2018) 54 – 63.
5) Sustainable Method Development for the Removable of Lead from Polluted Water by using Bio-Sorbents Extracted from Senna Articulate.	5)Dr.K. Jaya Prasanthi, Lect. In Chemistry	5) International Journal for Research in Engineering Application and Management (IJREAM).	Apl-2018	5) ISSN NO : 2454 - 9150 Imapct Factor: 4.0137.
6) Appakaviamlo Niyathaprasalu – Sameeksha.	6) Dr.G. Jansi Vani, Reader in Telugu	6) International Journal of Creative Research Thoughts.	Apl-2018	6) ISSN NO: 2320 -2882, Vol. 6, Issue 2 Impact factor: 5.97.
7)) Formulations and Analytical Method Developments for Poor Soluble Drugs: A Review on Applications of Nano Chemistry.	7)Dr. R. Sreenivasa Rao, Reader in Chemistry	7) International Journ al of Research in Advent Technology.	Special Issue, December 2018	7) ISSN No. 2279-543X. Page:72-76 Impact Factor: 5.153.

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	**10**	**20**	**00**	**00**
Presented papers	**04**	**04**	**00**	**00**
Resource Persons	**00**	**00**	**01**	**00**

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers **co-ordinated** such activities	Number of students participated in such activities
NCC Activities: 1) International Yoga Day conducted in the college campus on 21-06-2018 2) Independence day Celebrations on 15-08-2018 3) Conducted a rally on environment 01-09-2018 4) Conducted tree plantation program 28-10-2018 in the college campus 5) Cadets are participated voluntarily in Karteeka poornima programme at Suryalanka beach on 03-11-2018 6) Cleaning the Statues of Famous personalities in Bapatla town on account of Swatcha Bharat Programme on 30-11-2018 7) Awareness programme conducted on International AIDS Day on 01-12-2018 8) Clean and Green Programme in the college campus on 06-12-2018 9) Conducted Road Safety Awareness Rally in bapatla town on 04-01-2019 10) Republic Day Celebrations on 26-01-2019 11) NCC Day Celebrations in the college campus 08-02-2019	1) NCC Unit along with 22A.BN NCC Staff 2) NCC Unit 3) NCC Unit along with Bapatla Municipal Commissioner 4) NCC Unit along with 22A.BN NCC Staff 5) NCC Unit along with Revenue & Police department of Bapatla 6) NCC Unit 7) NCC Unit along with District AIDS awareness programme co-ordinator. 8) NCC Unit along with teaching staff members. 9) NCC Unit along with Circle Inspector of Police Sri. K. Vinaykumar of Bapatla town 10) NCC Unit 11) NCC Unit with the management & Deputy Superintendent of Police (DSP) of Bapatla Sri. A. Srinivasa Rao as a chief guest _____	Lt. Dr. Ch. Manikya Rao NCC Officer " " " " " " " " " " " _____	1) 400 Cadets 2) 150 Cadets 3) 150 Cadets 4) 100 Cadets 5) 60 Cadets 6) 90 Cadets 7) 120 Cadets 8) 100 Cadets 9) 100 Cadets 10) 145 Cadets 11)140 Cadets
NSS Activities: 1) National Disaster – Precautions 20-06-2018 to 21-06-2018 in the college campus 2) International Yoga Day in the college campus 21-06-2018	1)HRD & RED – Cross ------- -------	NSS Programme officers Dr.K.Subba Rao	1)80 2) 100 3) 25

			Sri. P. Irmia Sri. K. Suneel Raju	
3) Survey on ODF at Adarsh Nagar, Kanakadri Nagar, Ram Nagar Bapatal Rural on 12-06-2018	-------			4) 60
4) Education and uses at HRD Bapatla on 05-08-2018	5)Bapatla Lions Club			5) 50
5) ANU Campus cleaning at Acharya Nagarjuna University on 17-08-2018				
6) Awareness programme on Cyclones and Precautions at Tummalapalem village on 27-09-2018	6) National Disaster Relief Force (NDRF)			6) 60
7) BLOOD donation camp at college campus on 21-10-2018	7) RED - Cross & Govt. General hospital Bapatla			7) 20
8) Awareness class On road safety at college campus on 03-11-2018	8) RTO Bapatla			8) 150
9) Camp on Karteeka poornima at Suryalanka beach 03-11-2018	9) Revenue & Police department of Bapatla			9) 80
10) Awareness programme on international AID Day on 01-12-2018	10) District AIDS awareness programme co-ordinator			10) 200
11) International Mother tongue day at college campus on 21-02-2019	11) Lions Club of Bapatla			11) 25
12) Janma Bhoomi Maavuru – 2018 programme at Adarsh Nagar, Kanakadri Nagar, Ram Nagar Bapatal Rural from 02-01-2019 to 11-01-2019 .	12)AP Government progrmme			12) 60

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year : Nil

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Nil	Nil	Nil	Nil

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swatch Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities
a) Swatch Bharat Programme. b) International AIDS Day	a) NCC Unit. b) NCC Unit	a)Cleaning the Statues of famous personalities b) Awareness on AIDS	a)NCC Officer b) NCC Officer along with District AIDS Awareness Programme Co-ordinator.	a) 100 NCC cadets b) 150 NCC Cadets
c) Road safety awareness programme in	c) NCC Unit	c) Conducted a short term meeting at cross roads of Bapatla town and human	c) NCC Officer, some faculty	c) 100 NCC Cadets

Bapatla town with the cooperation of Police department		garlanding .	members and Police officials	d) 60 NSS Volunteers
d) Awareness programme on Cyclones and Precautions at Tummalapalem village on 27-09-2018.	d) NSS Unit	d) Conducted Awareness programme on Cyclones and Precautions	d) NSS Officers and National Disaster Relief Force (NDRF)	
e) Janma Bhoomi Maavuru – 2018 programme at Adarsh Nagar, Kanakadri Nagar, Ram Nagar Bapatal Rural from 02-01-2019 to 11-01-2019	e) NSS Unit		e) AP Government progrmme	e) 60 NSS Volunteers
f) International Mother tongue day at college campus on 21-02-2019	f) NSS Unit	f) Conducted a programme on the importance of Mother tongue day.	f) NSS Officer along with Lions Club of Bapatla	f) 25 Volunteers

3.5 Collaborations :   Nil

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year :   **Nil**

Nature of Activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	Nil

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year :   **Nil**

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	participant
Nil	Nil	Nil	Nil	Nil

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year : **Nil**

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Nil	Nil	Nil	Nil

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
9.25 Lacs	**8.97 Lacs**

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	2,00,000 sft	0
Class rooms	85,000 sft	0
Laboratories	24,045 sft	0
Seminar Halls	ONE	0
Classrooms with LCD facilities	TWO	0
Classrooms with Wi-Fi/ LAN	TWO	0
Seminar halls with ICT facilities	ONE	0
Video Centre	TWO	0
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	03	0
Value of the equipment purchased during the year (Rs. in Lakhs)	56 Lacs	0
Others	0	0

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS} : Nil

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Nil	Nil	Nil	Nil

4.2.2 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	**44639**	**3549722**	**36**	**4510**	**44675**	**3554232.00**
Reference Books	**4833**	**388487**	**07**	**1230**	**4838**	**389717.00**
e-Books	**0**	**0**	**0**	**0**	**0**	**0**
Journals	**0**	**0**	**0**	**0**	**54**	**6823**
e-Journals	**0**	**0**	**0**	**0**	**0**	**0**
Digital Database	**0**	**0**	**0**	**0**	**0**	**0**
CD & Video	**198**	**0**	**0**	**0**	**198**	**0**
Library automation	**0**	**0**	**0**	**0**	**0**	**0**
Weeding (Hard & Soft)	**0**	**0**	**0**	**0**	**0**	**0**
Others (specify)	**0**	**0**	**0**	**0**	**0**	**0**

4.3 IT Infrastructure

4.3.1 Technology Up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	**110**	**03**	**ONE**	**01**	**01**	**11**	**10**	**40 MBPS**	
Added									
Total									

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

40 MBPS /GBPS

4.3.3 Facility for e-content : **Nil**

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Nil

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc : **Nil**

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
0	0	0	0

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2 Lacs	**1.13 Lacs**	**7.2 Lacs**	**9Lacs**

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. *(maximum 500 words)* (information to be available in institutional Website, provide link)

Facilities – Laboratory, Library, Sports Complex, Computers, Classrooms ect.

We are following certain procedures and policies for maintaining and utilizing academic

And support facilities like Laboratory, Library, Sports complex, Computers, Classrooms ect,

For the benefit of the students community of the college.

1) Procedure of maintaining and utilizing of Laboratory by following the safety measures like wearing aprons , using fire extinguishers and demonstrate the safety methods to the Students.

2) Procedure of maintaining and utilizing the Library:

   a) The college library access timings is 8 AM to 6 PM in all working days.

   b) Users register has been maintained in the library to note the arrival and departure Timings of the students and staff members.

   c) Stock register has been maintained for the purpose of , to note all Periodicals , Journals, Magazines and Academic and non academic books.

   d) In our library Access register has been maintained for easily identification of the Various books to the users.

   e) Separate book issue registers has been maintained for students and staff members. For every student five library book issue cards will be issued to borrow books from The library.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	**ALUMNI**	**33**	**Rs. 1,72,400 /-**
Financial support from other sources			
a) National	**Fee Reimbursement**	**946**	**Rs. 45,34,222 /-**
b) International	0	0	0

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
1) Online course in Reasoning, Aptitude, Arithmetic and Soft Skills by Andhra Pradesh State Skill Development Corporation (APSSDC). 2) Training Programme on	1) 01-08-2018 (45 days)	1) 58 2) 35	1) Andhra Pradesh State Skill Development Corporation (APSSDC)

| Amazon Web Services (AWS) for Computer Science Students. | 2) 26-09-2018 to 01-10-2018. | 3) 45 | 2) APSSDC |
| 3) Certificate Course in TALLY for Commerce Students. | 3) 10-01-2019 to 22-02-2019 | | 3) APSSDC |

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year : **0**

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018-19	0	0	0	0	0

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year   : 2018 - 19

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
05	05	60

5.2 Student Progression

5.2.1 Details of campus placement during the year : **2018 - 19**

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
1) Hinduja Global Services 2) BENEW SMART Mobil Stores 3) NOVVAU MEDICAMENT 4) HGI	10	2 Members 4 Members 7 Members 8 Members	0	0	0

5.2.2 Student progression to higher education in percentage during the year :					
Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018 - 19	30	Bapatla College of Arts & Scinence, Bapatla	B.Sc (M.P.C), B.Sc(M.Stat.Comp) B.Com	Acharya Nagarjuna University, Guntur Bapatla Engineering College Bapatla KVR, KVR& MKR College Khazipalem. VRS&YRN College, Chirala	M.C.A, M.Sc (Chemistry) M.Com

5.2.3. Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	0	0
SET	0	0
SLET	0	0
GATE	0	0
GMAT	0	0
CAT	0	0
GRE	0	0
TOFEL	0	0
Civil Services	0	0
State Government Services	0	0
Any Other	84 Members were selected for Army in 2018	CHE/GU/GD/251118/5001 5003, 5004, 5006, 5007, 5008 5009, 5010, 5015, 5016, 5018, 5022, 5024, 5026, 5029, 5030, 5031, 5032, 5034, 5035, 5038, 5042, 5044, 5045, 5047, 5051, 5052, 5054, 5055, 5056, 5063, 5064, 5066, 5068, 5069, 5070, 5072, 5073, 5074, 5075, 5076, 5077, 5078, 5079, 5082, 5083, 5085, 5086, 5087, 5088, 5090, 5091, 5093, 5094, 5095, 5097, 5101, 5102, 5103, 5106, 5110, 5112, 5113, 5114, 5115, 5116, 5117, 5118, 5121, 5122, 5125, 5126, 5127, 5129, 5132, 5134, 5135,

			5138, 5139, 5141, 5142, 5146, 5147, 5149.

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year: **2018 – 19**

Activity	Level	Participants
1) Cross- Country Inter-Collegiate (Men & Women) on 28-08-2018 at BCAS Bapalta	1) Acharya Nagarjuna University Level	100

5.3 Student Participation and Activities

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

1) **G.Bhavani Sankar , I B.Com Student Climbing of Mountain "KILI MANJARO" in South Africa on 23-08-2018.**

2) **G.Bhavani Sankar , I B.Com Student Climbing of "MOON " (4,650 mts) Mountain in Himachal Pradesh organized by Adventures Nation Society , India on 23-10-2018**

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2018 - 19	1) Winner	1)Acharya Nagarjuna University Inter-Collegiate (Men) at BCAS, Bapatla on 28-08-2018	1)Cross-Country			1) D. Sai Gopinath & team
	2) Runners - up	2)ANU Inter-Collegiate (Women) at BCAS,Bapatla on 28-08-2018	2)Cross-Country			2) S. Shanmukha & team
	3) 1 st Place	3)ANU Inter-Collegiate Athletic Meet held at Acharya Nagarjuna University on 29-10-2018 to 01-11-2018	3) Hammer			3) D. Sivaji
	4) 1 st Place	4) "	4) Long Jump & Triple Jump			4) Sk. Siraz
			5) 800 Meters			5) V. Ramya

5) 2 nd Place	5) "	& 21 KM			
6) 2 nd Place	6) "	6) 100 Meters			6) P. Venkatamma
7) 2 nd Place	7) "	7) 4 x 400 Meters Relay (Men)			7) D. Sai Gopinath & team
8) 3 rd Place	8) "	8) 5 KM			8) T. Devi Vyshnavi
					9) A.Sankari
9) 3 rd Place	9) "	9) 1500 Meters			10) Sk. Mubeena Begum
10) 3 rd Place	10) "	10) 100 Meters			
11) 3 rd Place	11) "	11) 5000 Meters			11) D. Gopinadh
12) 3 rd Place	12) "	12) 21 KM			12) D. Gopinadh
13) 3 rd Place	13) "	13) Kabaddi			13) Ch.S.Narendra Kumar & team

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

We form a student council with students and faculty members. The following activities are Taken by the students council.

1) Awareness programme on discipline and Anti-Ragging for fresher's.
2) Conducted a awareness programme on Eco – friendly campus.
3) Conducted a meeting with student's parents to increase admissions in the college.
4) Mobilization of students to conduct the various events in the college like, Teacher's day, Independence day, Republic day, Aids awareness day, Ozone day, Science day, Sports day and different cultural events etc.
5) Conduct Social awareness programme like Voters day, Human Rights and Consumers day etc.
6) Conducted awareness programme on Road safety and traffic rules with the help of NCC and NSS units.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): **Yes**

Alumni association of BCAS is very supportive to the student community. They are

Supporting the students by

a) Giving scholarships to poor students and meritorious students.

b) Providing academic books to needy students.

c) Conducting TALLY Certificate course for B. Com students.

d) Conducting Seminars on Personality development, Career development and Job opportunities.

e) In every academic year Alumni conduct blood donation camps in the college campus.

f) Alumni association is supporting to develop students strength in the institution.

g) Alumni association is giving academic prizes for meritorious students in class wise and Subject wise.

h) Association encourage the students in sports and games by providing financial assistance Where ever the students are participated in sports and games at inter university level competitions.

i) With the support of NSS and NCC students the Alumni association conduct Social Awareness camps in nearby villages of the college. The members of the Alumni who Are in the said villages are also actively participated in the camps by providing facilities Like accommodation, caring , providing snacks and drinking water.

5.3.2 No. of ~~registered~~ enrolled Alumni: **10**

5.3.3 Alumni contribution during the year (in Rupees) **: Rs. 1,72,400 /-**

(One lakh seventy two thousand four hundred rupees only)

5.3.4 Meetings/activities organized by Alumni Association **: 03**

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

We have active and visionary decentralized different committees in our college. Significant

Activities are being done by the committees, i.e. Eco-Club and Women Empowerment cell.

Eco – Club :-

1) We are maintaining clean campus by cleaning campus every day regularly.

2) Various kinds of shady and fruit saplings are planted in our campus.

3) These saplings are protecting by the members of the Eco-Club.

4) Conducted Ozone – Day with the co-ordination of department of Chemistry on the occasion of Ozone day we conducted students Seminars on "Affect on Environment by Ozone layer depletion - Protection on Ozone layer ".

5) A rally was conducted with the students and faculty members in the Bapatla town.

6) Eco – Club conducted a Seminar on " Effect of Pollution on Human health".

7) Awareness programme was conducted to the students on " Global Warming – Effect on Bio-Diversity

"

Women Empowerment :-

The following activities are conducted by the Women – Empowerment cell.

1) Awareness programme was conducted on " Gender Equality " to the first year degree students.

2) Self protection classes like Karate for girl students are conducting in the campus.

3) Yoga classes are conducting for all boy students to get relief from the mental stress.

6.1.2 Does the institution have a Management Information System (MIS)? Yes/No/Partial: **NO** ------	

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each)**:**

6.2.1	Curriculum Development	: Annual Curricular Plan is prepared and followed. Seminars, Workshops , Guest lecturers were conducted. Project works encouraged and supervised.
6.2.2	Teaching and Learning	: Classes were conducted regularly. Extra classes were conducted for slow learners. Teachers were allowed to attend and participate National, International Seminars, and workshops for enrichment of knowledge. Using of ICT in classroom teaching.
6.2.3	Examination and Evaluation	: Home exams, Mid-term exams and pre-final exams were conducted regularly. The answer scripts were evaluated and performance of each student is monitored.
6.2.4	Research and Development	: Staff were encouraged and supported to apply for Research projects. To inculcate research students were allotted Project works and supervised. Staff and students were provided with required stationary.
6.2.5	Library, ICT and Physical Infrastructure / Instrumentation :	: Library is well equipped with required books, journals and free internet browsing centre. All the details of the books in the library digitized. Well –equipped laboratories were developed. Well ventilated spacious class rooms are available with lights and fans. Ramps , waiting halls , washrooms were provided in the campus.

6.2.5   Human Resource Management   : Students were well guided/ counselled during admission. Students were provided with good facilities like spacious class rooms with fans and lights, well equipped laboratories, R. O drinking water facility, free internet, free browsing centre, Washrooms , waiting hall. Students problems regarding examinations well attended. Counselling will be given for needy students. Grievances of the students are solved without delay.

Industry Interaction / Collaboration : **Nil**

6.2.7   Admission of Students   :
                     1) Details of courses offered by the college are kept on College website with procedure of admission.
                     2) Process of admission is automated.

6.2.2   :   Implementation of e-governance in areas of operations: **Yes**
- ❖ Planning and Development
- ❖ Administration
- ❖ Finance and Accounts
- ❖ Student Admission and Support
- ❖ Examination

6.3 Faculty Empowerment Strategies :

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year : 0

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018 -19	0	0	0	0

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year : **01**

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2018-19	----	Workshop on "Interpersonal Relations at Workplace" by Dept. of English , Bapatla Engineering College, Bapatla	17-04-2018 to 20-04-2018		20 Non-teaching staff members are participated

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year : 2018 - 19

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
"Shot Term Course in Research Methodology" at Andhra University Visakhapatnam	Dr. Ch. Atchyutha Rao, Lecture in Physics	One week From 16-07-2018

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment): **Nil**

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
0			

6.3.5 Welfare schemes for :

Teaching	Employees Co-operative Society is functioning in the college.
Non teaching	Employees Co-operative Society is functioning in the college.
Students	Hostels, bus pass, medical facility, free medical camps are provided.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly
 (with in 100 words each**)**

1) We are applying to UGC for getting funds in different schemes announcing by UGC to time to time.

2) We allocate funds to the library and needy departments.

3) We call for Quotations for purchasing books and lab equipment.

4) We find out the least quotations and placed the order for books and lab equipment etc.

5) After receiving the equipment we verify them and preserve the bills to prepare annexers.

6) We conduct external audit by the charted accountant.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III) : **Nil**

Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
Nil	Nil	Nil

6.4.2 Total corpus fund generated   : **Nil**

6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	**Yes**	**CCE**	**Yes**	IQAC
Administrative				

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

Parent – Teachers Association (Parents meeting) with faculty in various disciplines like
a) Attendance
b) Evaluation and Scholarships.
c) Employment opportunities etc.

6.5.3 Development programmes for support staff (at least three)

Supporting staff – Non clerical staff working in Labs, Library, Physical Education and Office Programmes like
1) Conduct of M. S Office
2) Basic English
3) Basic Mathematics
4) Maintenances of Labs, Issue of books etc.

6.5.4 Post Accreditation initiative(s) (mention at least three): 2018-19

I) SKILL DEVELOPMENT CENTRE:

1) Our college Skill development centre has started in 2017 November to give training to the degree students to develop their overall personality and to face the academic challenges.

2) We started skill development orientation course with the collaboration of Andhra Pradesh State Skill Development Corporation (APSSDC) during the academic year 2018 – 19 . We

have given a training in Reasoning, Aptitude, Arithmetic and Soft Skills to 58 (Fifty Eight) students for 45 days. Duration of the course is 45 days that is from 01-08-2018 onwards.

3) We also have given training on AMAZON WEB SERVICES for Computer sciences students. 35 students were participated in this training program. The duration of the program is One week (7 days), i.e. from 26- 09- 2018 to 01- 10- 2018.

4) After completion of the training program placement drive was conducted by HINDHUJA GLOBAL SERVICES, BENEW SMART MOBILE STORES, NOVVAN MEDICALS and HGI Companies. In this placement drive 21 students were selected.

5) A 45 days certificate course in TALLY program was conducted for commerce students from 10 – 01 – 2019 to 22 – 02 – 2019 (45 days). 45 Commerce students were participated in this program.

II) SPORTS :

1) We have UGC standards 400 meters track.

2) We have Football play field including Cricket play field.

3) Three Volleyball courts and Two ball badminton courts.

4) One Kho – Kho field.

5) One Kabbadi play field.

6) One Net ball court.

7) One Recreation room for boys and girls.

8) We have Indore Stadium with three standard wooden badminton courts.

9) We have modern fitness centre for boys and girls.

10) We have Yoga centre for both boys and girls.

The college has provided an opportunity to the public to utilize the 400 meters track for walking and running. Many students of the town using this opportunity (Using this track) for appearing Police and Army recruitment.

We allocate funds for the maintenance of the play field from the sports fees fund. The college has provided an opportunity to use the play field to the public free of cost.

6.5.5			
a. Submission of Data for AISHE portal : (Yes /No) : **Yes**			
b. Participation in NIRF : (Yes /No) : **Yes**			
c. ISO Certification : (Yes /No) : **No**			
d. NBA or any other quality audit : (Yes /No) : **No**			
6.5.6 <u>Number of Quality Initiatives undertaken during the year :</u>			
Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants
2018-19	1) Conducted a workshop to staff by IQAC at institutional level about using of ICT.	10-07-2018	10 am to 4.00 pm	45
	2) Conducted a workshop to non-teaching staff by IQAC at institutional level about M.S Office	11-07-2018	10 am to 4.00 pm	25

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year) : We conducted the following awareness programmes to students.

Title of the programme	Period **(from-to)**	Participants	
		Female	Male
1) Awareness programme on Eve teasing and Women trafficking by the Police department.	1) 23-11-2018	200	200
2) Bhavita for women by Sri. P. Sundara Kumar IAS (Rtd)	2) 26-09-2018	225	150
3) Sthri Sakthi - Melukolupu in College Campus	3) 23-01-2019	3500	500

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: **Nil**
Percentage of power requirement of the College met by the renewable energy sources

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7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	**Wheel Chairs**	
Provision for lift	**No**	
Ramp/ Rails	**Yes**	
Braille Software/facilities	**Yes**	
Rest Rooms	**Yes**	
Scribes for examination	**Yes**	
Special skill development for differently abled students	**Yes**	
Any other similar facility	**No**	

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018 - 19	**Location Advantages** : For the students available in the college a)Extended timings for library b)Using Computer labs c) Gym and Sports (Indore stadium open for students) d)Social activities (Social Services) e)Meditation, Yoga, Karate. **Location Disadvantages** : Not available the above facilities to the students those who are not available in the college.	00	00	00	00	00

7.1.5 Human Values and Professional Ethics   : **Nil**

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Nil	Nil	Nil

7.1.6 Activities conducted for promotion of universal Values and Ethics		
Activity	Duration (from-------to-------)	Number of participants
Conducted programmes like on 1) Literacy Day 2) Ozone Day 3) World Food Day 4) Costal Clean Day 5) National Unity Day 6) World AIDS Day 7) Human Rights and Sadbhavana Divas	1) 08-09-2018 2) 16-09-2018 3)16-10-2018 4) 21-10-2018 5) 31-10-2018 6) 01-12-2018 7) 10-12-2018	1) 300 2) 150 3) 350 4) 250 5) 500 6) 400 7) 500

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

1) Regular Plantation and Protecting
2) Rain harvesting management.
3) Plastic free campus.
4) Regular removal of E- waste.
5) Good drainage facility.
6) Prevention of using mobile phones by the students in the campus.

7.2 Best Practices

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the
institution as per NAAC format in your institution website, provide the link

1) Ward System

1	Title	Ward System
2	Goal	Welfare of the Students
3	The Context	Some of the Students are facing difficulty in studies due to family problems. If a teacher became familiar with family background he can help them to concentrate on studies to some extent.
4	The Practice	Each lecture is allotted about 15 – 20 students and details are collected in a prescribed proforma and each student attendance , progress is monitored regularly.
5	Evidence of Success	Some of the students have overcome their problems and concentrated on studies. Some of the

		students regular to the classes.
6	Problems Encountered and Resources Required	----
7	Notes (Optional)	----

1) Student Study Circles

1	Title	Student Study Circle
2	Goal	To make the Student to familiar with topic
3	The Context	Spoken English is essential now a days to get better placement or Job. This is essential to communicate one's views.
4	The Practice	Students are divided into small groups with 8 – 10 members with at least one meritorious student. The student who is familiar with that particular topic will explain the same to the remaining students and make them familiar with that topic.
5	Evidence of Success	Students learnt the topics in which they are weak.
6	Problems Encountered and Resources Required	Notes or Material
7	Notes (Optional)	----

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the web link of the institution in not more than 500 words

1) Our college is one of the reputed institutions in Andhra Pradesh .It was located in

the town and nearer to APSRTC bus station. The college has transport accessibility to all

surrounding villages.

2) The college has a nice and big campus with 28 Acres, well equipped hostels for both boys and girls.

We have very good and big library which has all kinds of reference books , Academic books,

Journals, Periodicals and daily news papers and spacious reading rooms for both boys and girls.

A separate reading rooms for staff members. Our library has Internet fecility.

4) We have well equipped laboratories and spacious class rooms.

5) Spacious play-ground with 400 meters track and we have Indore Stadium with Gym facility.

6) We have well experienced faculty members with Ph. D.

7) Faculty members maintain good rapport with students and friendly atmosphere

   Prevailed in the campus.

8) The college has NCC unit with intake of 150 Cadets including girls Cadets. NCC

   Cadets attending regular camps like Annual Training Camp(ATC), Combined Annual

   Training Camp(CATS), Inter Battalion Groups Competitions(IGC) , Local Republic day
   Camp(LRDC) and Independence day Camp (IDC) etc.

9) The college has three NSS units. Each unit has 100 Volunteers , all together we have

   300 Volunteers.

8. **Future Plans of action for next academic year (500 words)**

I) ACADEMIC:

The following activities are planning to conduct in the academic year 2019 – 20

1) We are planning to conduct workshops and Seminars in different subjects.
2) In our college we have 12 Ph.D's and we are applying for Major and Minor Research projects in various subjects.
3) We are planning to introduce certificate courses like Karate for girls and Yoga for boys.

II) SPORTS AND GAMES :

1) We are planning to conduct Acharya Nagarjuna University Inter-Collegiate sports and games competitions in our college campus.
2) We are planning for prepare four hundred meters running track and opening of Indore stadium for the purpose of students use.
3) We are planning to arrange the fled lights to the Indore stadium for the purpose of conduct and practice games in the night time.

Name _____   *Name _____*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

_____***_____

Abbreviations:

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

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For Communication with NAAC

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