

# ANNUAL QUALITY ASSURANCE REPORT

2013-2014

*Submitted to*  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL  
(NAAC)**  
BANGALORE



*by*  
**THE BAPATLA COLLEGE OF ARTS AND SCIENCES**  
BAPATLA

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**THE BAPATLA COLLEGE OF ARTS AND SCIENCES**  
**The Annual Quality Assurance Report (AQAR) of the IQAC**

**Part – A**

**1. Details of the Institution**

1.1 Name of the Institution	:	The Bapatla College of Arts and Sciences
1.2 Address Line 1	:	Karlapalem Road
Address Line 2	:	Bapatla
City/Town	:	Bapatla
State	:	Andhra Pradesh
Pin Code	:	522101
Institution e-mail address	:	bcasbapatla@gmail.com
Contact Nos	:	08643 224244, 9985273988, 995996633
Name of the Head of the Institution	:	Smt. M.Sarah Niveditha
Tel. No. with STD Code	:	08643 224244
Mobile	:	9985273988, 995996633, 9866401589
Name of the IQAC Co-ordinator	:	Smt. K. Nirmala
Mobile	:	9866401589
IQAC e-mail address	:	iqacbcas@gmail.com
1.3 NAAC Track ID	:	APCOGN 13437
1.4 NAAC Executive Committee No. & Date:	:	31/03/2007/367
1.5 Website address	:	www.bcasbapatla.ac.in
Web-link of the AQAR	:	www.bcasbapatla.ac.in

**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	A	851	2007	2012
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC DD/MM/YYYY	14/06/2007
1.8 AQAR for the year	2013-2014

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

- i. AQAR 12/08/2009 (DD/MM/YYYY)
- ii. AQAR 16/09/2010 (DD/MM/YYYY)
- iii. AQAR 09/08/2011 (DD/MM/YYYY)
- iv. AQAR 03/09/2012 (DD/MM/YYYY)
- v. AQAR 28/08/2013 (DD/MM/YYYY)
- vi. AQAR 20/08/2014 (DD/MM/YYYY)

### 1.10 Institutional Status

University	State	<input checked="" type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input checked="" type="checkbox"/>
Affiliated College			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>		
Constituent College			Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>		
Autonomous college of UGC			Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>		
Regulatory Agency approved Institution (eg. AICTE, BCI, MCI, PCI, NCI)			Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>		
Type of Institution			Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
			Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status			Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input checked="" type="checkbox"/>			Totally Self-financing	<input type="checkbox"/>		

### 1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		<input type="checkbox"/>
Others (Specify)	<input type="text" value="--"/>								

1.12 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University	-		
University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (Specify)	-
UGC-COP Programmes	-		

## 2. IQAC Composition and Activities

2.1	No. of Teachers	5
2.2	No. of Administrative/Technical staff	1
2.3	No. of students	2
2.4	No. of Management representatives	1
2.5	No. of Alumni	1
2.6	No. of any other stakeholder and community representatives	2
2.7	No. of Employers/ Industrialists	1
2.8	No. of other External Experts	1
2.9	Total No. of members	14
2.10	No. of IQAC meetings held	4

2.11	No. of meetings with various stakeholders:	No.	02	Faculty	03
	Non-Teaching Staff		02	Alumni	01
				Others	-

2.12 Has IQAC received any funding from UGC during the year? Yes No  No  -

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

#### 2.14 Significant Activities and contributions made by IQAC

1. Encouragement to staff to attend various academic development programmes like seminars, workshops, Refresher courses, training programmes etc.
2. Encouraging staff towards research programmes by applying Minor Research Projects.
3. Involving in conduct of student organized seminars.
4. Conducted student projects.
5. Encouraged student to participate in various cultural activities at university level and in youth festival.
6. Involved students in several social service activities like tree plantation, blood donation camps, awareness campaigns, Karthika Pournami, campus cleaning through NSS, Eco club, Red ribbon club and NCC.
7. Encouraged departments to conduct field trips.
8. Conducted Home exams at regular intervals.
9. Coordinated various science departments in procuring more equipment.
10. Feedback from students, parents and alumni, its analysis and implemented their suggestions for the college development.
11. Automation of Library.
12. To organize guest lectures in various departments.
13. Conducted Special Camp by NSS unit.
14. Assisted in organizing National Integration Camp (NCC)
15. To assist students to get employment.
16. Coaching for PG entrance examination.
17. Supported students to participate in various sports and games events at college, district and inter university level.
18. Conducted a certificate course in Tally for students and unemployed youth by Department of Commerce.
19. Special lectures were arranged in communication skills in English by professionals.

#### 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

	<b>Plan of Action</b>	<b>Achievements</b>
1.	Home exams	Home exams were conducted at regular intervals; pre-final exams were conducted, evaluated.
2.	Encouragement to staff to attend various academic development programmes like seminars, workshops, Refresher courses, training programmes etc.	Many staff members were attended and presented papers in seminars, workshops, refresher courses, short term courses. List enclosed.
3.	Minor Research Projects.	Dr. Ch. Atchyutha Rao, Lecturer in Physics and Dr. A. Jaya Prasanthi, Lecturer in Chemistry were applied for Minor Research Project. Dr. Ch. Atchyutha Rao was sanctioned with a minor research project worth of Rs.500000 by UGC.
4.	Student organized seminars	Student organized seminars were conducted by students in Botany, Chemistry, Telugu, English and Hindi subjects.
5.	Student projects	Many student projects were done in all departments.
6.	Encouraged student to participate in various cultural activities.	Our students were encouraged to participate in various cultural activities. Our student had participated and won many prizes in university level cultural events and in youth festival.
7.	Social service activities	Social service activities are part of curriculum. Volunteers of NSS, Eco club, Red ribbon club and cadets of NCC were participated in various activities like <ul style="list-style-type: none"> <li>1. Tree plantation,</li> <li>2. Blood donation,</li> <li>3. Campus cleaning,</li> <li>4. Awareness about Blood donation, AIDS.</li> <li>5. Assistance to govt. Officials in events like Traffic control, Karthika Poornima. etc.</li> </ul>
8.	Field trips	Field trips were conducted by Department of Botany, Zoology and History.
9.	Guest lectures	Majority of the departments were conducted guest lectures with eminent Professors for the benefit of student community.
10.	Procuring more equipment	More equipment was procured by various departments according to their curriculum and as per requirement.
11.	Feedback	Feedback was collected from students, parents and alumni

		regarding teaching, learning, infrastructure, facilities provided, maintenance of buildings, toilets, drinking water facility. The opinions were analysed, precautions were taken where ever there is a gap.		
12.	Automation of Library	New books were purchased. Automation of Library is almost completed.		
13.	Special Camps	A special camp was organized by our NSS unit at Chengalraya thota, a panchayat nearby Bapatla town. Details of this camp and day wise activities were enclosed.		
14.	Sports and games			
	<b>Event</b>	<b>Participants</b>	<b>Class</b>	<b>Result / Place</b>
	Acharya Nagarjuna University Inter Collegiate Cross Country Championship for Men and Women held at KVR & MKR College, Khajipalem on 19 <sup>th</sup> and 20 <sup>th</sup> September 2013.	<b>Men</b> 1.Y.Siva Prasad 2.D.Gopi 3.B.Koteswara Rao 4.B. Gopi 5. P.Sankara Reddy 6. K. Devadanaiah 7. M.Ratna Reddy 8. D. Rajesh 9. S. Nancharaiah 10. B.Sita Ram	III B.Com II B.Com II B.Com II B.Com II B.Com I B.Com II B.Com III B.Com III B.Sc II B.Com	<b>II Place</b>
	Acharya Nagarjuna University Inter Collegiate Cross Country Championship for Men and Women held at KVR & MKR College, Khajipalem on 19 <sup>th</sup> and 20 <sup>th</sup> September 2013.	<b>Women</b> 1.G.SriLakshmi 2.P.Usha Rani 3.Ch.Prasanthi 4.J.HemaLatha 5.S.Gayatri 6.M.Prasanthi	II B.Com II B.Sc II B.Sc II B.Com II B.Sc II B.Sc	<b>III Place</b>
	<b>Kabaddi</b> Youth Festival organized by Govt. Degree College, Chebrole on 15 <sup>th</sup> and 16 <sup>th</sup> November 2013.	1.M.Raju 2.Y.Sudheer 3.P.Kesava Reddy 4.M.Suresh kumar 5.J.Rosaiah 6.M.Jeeven Kumar 7.P.Devadanam 8. N.Gopaiah 9.M.VenkataSatyanarayana 10.U.Venkatesu 11.U.BalaTrinadh	III BA III B.Com II B.Sc II BA I B.Com I B.Sc III B.Com II B.Sc III B.Com III B.Com II B.Com	<b>Winners</b>
	<b>Volley Ball</b> Youth Festival	1.G.Venkanna Tirupathi Reddy	III BA II BA	<b>III Place</b>

	organized by ANUCollege of Arts, Sciences and Law, ANU on 20 <sup>th</sup> and 21 <sup>th</sup> December 2013.	2.R.Tirupathi Reddy 3.A.Bharath Reddy 4.O.SamaraSimhaReddy 5.B.Venkateswara Reddy 6.M.Yatendra Reddy 7.D.Srinivasa Reddy 8.B.Ashok Reddy 9.N.Kishore Babu 10.K.Chaitanya Reddy 11.K. Bala Raja Reddy 12.M. Srinivasa Reddy	II BA II B.Com II BA. II BA I BA I BA III B.Com III BA III BA III BA	
	<b>Soft Ball</b> Youth Festival organized by RVR & JC College , Chowdavaram on 9 <sup>th</sup> November 2013.	1.B.Veera sekhar 2.A. Anji Reddy 3.A.Murali Krishna Reddy 4.V. Udaya Bhaskara Reddy 5.A. Veerkota Durga Reddy 6.A. Vigneswara Reddy 7.N.Srinivasa Reddy 8.T.Subhash 9.U. Govardhan 10.N.Manikanteswara Reddy 11.P.Yedukondala Reddy 12.S.Narendra 13.K.NagendraSrikanth 14.S Manisekhara Reddy	III B.Com II BCA II B.Sc II BCA II B.Sc I B.Sc I BCA II B.Com III B.Sc II B.Sc IBCA I B.Com II B.Com III B.Sc	<b>IV Place</b>
<b>Athletics</b> <b>Organized by ANU College of Physical education on 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> December2013.</b>				
	<b>10000 m Run</b>	D.Gopi B. Gopi G.SriLakshmi	II B.Com	<b>III Place</b> <b>II Place</b> <b>II Place</b>
	<b>Half Marathon</b>	B. Gopi		<b>I Place</b>
	<b>4 x 100 m Run</b>	M. Ratna Reddy	I BCA	<b>III Place</b>
		S. Nancharaiah	III B.Sc	<b>III Place</b>
		P.Sankara Reddy	II B.Com	<b>III Place</b>
		S. Manisekhara Reddy	III B.Sc	<b>III Place</b>
		G.SriLakshmi	II B.Sc	<b>III Place</b>
		Ch.Deepika	II BA	<b>III Place</b>
		V.Gouthami	II B.Com	<b>III Place</b>
	<b>Shot put</b>	P.Veeralkaiah	II B.Com	<b>II Place</b>
	<b>Discus throw</b>	P.Veeralkaiah	II B.Com	<b>II Place</b>
		N. Venkatesh	I B.Sc	<b>III place</b>
	<b>High jump</b>	G. Sri Lakshmi	II B.Sc	<b>II Place</b>
15.	Employment	To get good employment a certificate course in Tally was conducted, information about various campus selections were informed to students through placement cell. Some of our students got employment in companies like Dr. Reddy Labs, Wipro company.		



16.	Improve communication skills	To improve communication skills in English we have conducted special training programmes for students with experts. Some of them had improved their skills and got appointments in several software companies like Infosys, Dr.Reddy Labs
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\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The management examined the AQAR and suggested some solutions for overall development.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG		01	01	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
<b>Total</b>		01	01	

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	Core

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

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

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

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

University looks after the revision or update of syllabus

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

New group: Computers-Mathematics-Multimedia introduced during the year 2013-14

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
25	25	-	-	-

2.2 No. of permanent faculty with Ph.D.

07

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

10

05

35

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops		15	
Presented papers		10	
Resource Persons			

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

<ul style="list-style-type: none"> <li>a. Using PPTs.</li> <li>b. Video lessons.</li> <li>c. Counselling for students in academic issues.</li> <li>d. Adopting tutor method.</li> <li>e. Remedial coaching for slow learners.</li> <li>f. Conducting Student projects.</li> <li>g. Conducting seminars.</li> <li>h. Arranging Guest Lectures.</li> <li>i. Conducting field trips.</li> <li>j. Home exams at regular intervals.</li> <li>k. Involving students in cultural programmes and Youth festivals.</li> <li>l. Encouraging students to participate in games and sports.</li> <li>m. Conducting training classes in Communication skills</li> <li>n. Conduct of certificate course in Tally.</li> </ul>
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2.7 Total No. of actual teaching days during this academic year 204/232

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

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

2.10 Average percentage of attendance of students 76%

2.11 Course/Programme wise distribution of pass percentage:

<b>Title of the Programme</b>	<b>Total no. of students appeared</b>	<b>Passed</b>	<b>Pass %</b>
<b>I B.Sc</b>	232	46	20
<b>II B.Sc</b>	161	46	29
<b>III B.Sc</b>	170	104	61
<b>I B.A</b>	34	6	18
<b>II B.A</b>	43	14	33
<b>III B.A</b>	29	16	55
<b>I B.Com</b>	110	49	45
<b>II B.Com</b>	162	48	44
<b>III B.Com</b>	137	107	75

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

IQAC will conduct review meetings and monitor the progress in the teaching and learning process. Feedback will be taken from the students about the teaching and learning in the class room. Various activities will be informed time to time to both students and staff.

#### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	04
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	03
Others	01

#### 2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
Administrative Staff	-	31	-	-
Technical Staff	-	02	-	-

### Criterion – III

#### 3. Research, Consultancy and Extension

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

IQAC promotes research work in the campus. Two staff members have got their Ph.D degree in this academic year. Some are already submitted their research thesis for award of Ph.D. Some are pursuing Ph.D. Staff are being encouraged to apply for minor research projects.

##### 3.2 Details regarding major projects

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

##### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	01	01	--
Outlay in Rs. Lakhs		500000		

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	02	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	01		

##### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

##### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations (*please see next page*)

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-			
Minor Projects	18 Mon	UGC	Rs. 500000	Rs. 485000
Interdisciplinary Projects	-			
Industry sponsored	-			
Projects sponsored by the University/ College	-			
Students research projects <i>(other than compulsory by the University)</i>	-			
Any other(Specify)	-			
Total	-			

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	01
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs: Rs. 500000

From funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
01				01		

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

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
 National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
 National level  International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="01"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="01"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

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

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

1. Participated in Tree plantation programmes
2. Participated in awareness programmes like AIDS, Blood donation, importance of water.
3. Assisted State Govt. officials in Karthika Poornima programme at Suryalanka beach.
4. Participated in University level Youth festival and Cultural Programmes.
5. Participation in National level events in sports.



## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	28.80 Acres	-	Management	
Class rooms	40	-	Management and UGC	
Laboratories	20	-		
Seminar Halls	01	-		
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	02			
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.1,50,000		UGC	
Others				

#### 4.2 Computerization of administration and library

Completed

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	41,689	2943476	516	1,26,003	42,154	30,69,479
Reference Books	4,600	3,27,608	51	14,000	4651	3,41,608
e-Books	-	-	-	-	-	-
Journals	-	-	40	17,450	40	17,450
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	125	-	20	-	145	-
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	<b>Total Computers</b>	<b>Computer Labs</b>	<b>Internet</b>	<b>Browsing Centres</b>	<b>Computer Centres</b>	<b>Office</b>	<b>Departments</b>	<b>Others</b>
Existing	120	3	Yes	02	02	8	15	-
Added	20	-	-	-	-	-	-	-
<b>Total</b>	<b>140</b>	<b>03</b>		<b>02</b>	<b>02</b>	<b>08</b>	<b>15</b>	<b>-</b>

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

Training programmes were conducted to staff for smooth and quick administration. All the systems are connected with network. All systems are provided with high speed broad band internet connection.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs.2 Lakhs
ii) Campus Infrastructure and facilities	Rs.2.5 Lakhs
iii) Equipments	Rs.1 Lakh
iv) Others	Rs.1 Lakh
<b>Total :</b>	<b>Rs.6.5 Lakhs</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Students are informed with time to time notices about various schemes that are available for their academic development.

#### 5.2 Efforts made by the institution for tracking the progression

- Various notices regarding admissions into various courses, placement information are displayed in college notice board and also in the library.
- Students are being informed about placements through Placement Cell of the College.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1390	-	-	-

#### (b) No. of students outside the state

-

#### (c) No. of international students

-

Men

No	%
953	69

Women

No	%
537	39

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
473	275	38	604		1390						

Demand ratio: 1:1.5      Dropout % : 5

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

Students are supported with coaching for PG CET.  
Coaching in Communication skills.

No. of students beneficiaries

200

### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc  State PSC  UPSC  Others

### 5.6 Details of student counselling and career guidance

- Counselling will be given to students at the time admission to choose proper group.
- Counselling will be given to slow learners to overcome their problems. Special attention will be paid to such slow learners.
- Career guidance will be given to aspirant students.

No. of students benefitted

300

### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	15	8	01

### 5.8 Details of gender sensitization programmes

1. Display boards are arranged in the campus about problems and punishment to prevent eve teasing and ragging in the campus.
2. Students are educated to prevent eve teasing in the campus.
3. Discipline committee will monitor the campus regularly to prevent such incidents.
4. Women empowerment cell established in the campus to take care about women students problems.

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	876	Rs.30,59,775.00
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_ - \_\_\_\_\_

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

**Vision:** The college motto is *Vidyaya amrutha masnutha* which means through education one can achieve eternity. Bapatla College of Arts and Sciences will support outstanding vision and concepts of masterminds and make use of them for further development of people & Society

**Mission:** The core objective of Bapatla College of Arts and Science is to fulfill the educational needs of its community, country and the globe. It will go on executing activities for further Development of society (community) and the globe in every way possible. The college will work out strategies to catch up with the spirit of community and the country in the global concept.

#### 6.2 Does the Institution has a management Information System

- The institution has computerized admission system, student data base and profile maintained.
- Library automation.

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

##### 6.3.1 Curriculum Development

As the Bapatla College of Arts and science is an affiliated college to Acharya Nagarjuna University it has to follow the curriculum designed by the university.

##### 6.3.2 Teaching and Learning

- Orientation classes are conducted to staff to motivate them to give their best quality in teaching.
- Staff members are encouraged to participate in National level seminars, workshops, training classes to update their knowledge.
- Staff is provided with good library, laboratories, High speed internet facility.

### 6.3.3 Examination and Evaluation

Home examinations are conducted at regular intervals and results are monitored. More concentration will be given on slow learners.

### 6.3.4 Research and Development

Minor research projects and student projects are encouraged to improve research culture.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

Xerox machines, internet browsing facility provided.

### 6.3.6 Human Resource Management

Various activities were conducted by volunteers of NCC and NSS

### 6.3.7 Faculty and Staff recruitment

As the government has banned new recruitments, the management is appointing staff according to need on temporary basis only.

### 6.3.8 Industry Interaction / Collaboration

-

### 6.3.9 Admission of Students

1. Details of courses offered by the college are kept in college web site with procedure of admission.
2. Process of admission is automated.

6.4 Welfare schemes for Teaching	Staff welfare Society is functioning in the college.
Non teaching	Staff welfare Society is functioning in the college.
Students	Hostels, bus pass, medical facility are provided.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes  No

(Financial audit was done for the year 2010 – 2011 by CCE, Hyderabad)

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Committee appointed by CCE, Hyderabad	Yes	IQAC
Administrative	-	-	-	-

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes  No

For PG Programmes Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

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

NA

6.11 Activities and support from the Alumni Association



1. Campus selections.
2. Organized free medical camp.
3. Suggestions for overall development.

#### 6.12 Activities and support from the Parent – Teacher Association

Parents – teacher association meetings were conducted to discuss student's progress, steps taken for the academic improvement of students.

#### 6.13 Development programmes for support staff

1. Conducted workshop on teaching methods.
2. Training on ICT.

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

1. Tree plantation in the campus.
2. Rain water harvest pits are constructed.
3. Maintaining compost pit.
4. Maintaining campus clean.
5. Using LCD monitors in Computer labs.
6. Installing solar power panels for renewable energy source.

## Criterion – VII

### 7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. Introduced Bachelor's degree in Multimedia course. As multimedia field providing good employment, there is good demand for this course.
2. Conducted training course in Tally package. Good numbers of students joined in this course and get benefited.
3. Arranged special training classes in communication skills. Many students have improved their communication skills to some extent by this training.

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

1. Home exams were conducted Time to time.
2. Got one minor research project in Physics.
3. Students organized seminars were conducted.
4. Student projects were done.
5. Staff and students were involved in various social service activities.
6. Field trips were conducted.
7. Guest lectures were arranged with experts.
8. New equipment was procured.
9. Special camp by NSS Unit and National Integration Camp was organized.

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

<b>1</b>	Title of the Practice	:	<b>Course in Spoken English</b>
<b>2</b>	Goal	:	<b>To make the students to speak in English</b>
<b>3</b>	The Context	:	<b>Spoken English is essential now a days to get better placement or job. This is essential to communicate once views.</b>
<b>4</b>	The Practice	:	<b>Many classes, seminars were conducted.</b>
<b>5</b>	Evidence of success	:	<b>Students become successful to communicate in English to some extent</b>
<b>6</b>	Problems Encountered and Resources Required	:	<b>Majority of the students are from rural back ground so, it was very difficult to bring them in to stream. More practice is required.</b>
<b>7</b>	Notes (Optional)	:	--

1.	Title of the Practice	<b>Certificate course in Oils and fats Certificate course in Water technology</b>
2.	Goal	<b>To encourage cottage industry and mineral water plant.</b>
3.	The Context	<b>To develop awareness among public about soaps, drinking water.</b>
4.	The Practice	<b>Many classes are conducted, practical training with the support of local, private funding agencies.</b>
5.	Evidence of success	<b>Students getting jobs in local oil companies and some had started mineral water plants with the financial support from banks.</b>
6.	Problems Encountered and Resources Required	<b>This is completely self financed course so some expensive for students.</b>
7.	Notes (Optional)	--

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

#### 7.4 Contribution to environmental awareness / protection

- |   |
|---|
| <ol style="list-style-type: none"> <li>1. Creating environmental awareness among students.</li> <li>2. Waste material management.</li> <li>3. Rain water harvest to improve ground water table in the campus.</li> <li>4. Tree plantation.</li> </ol> |
|---|

7.5 Whether environmental audit was conducted?    Yes        No   

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

--
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#### 8. Plans of institution for next year

- |  |
|--|
| <ol style="list-style-type: none"> <li>1. To Introduce Certificate courses (Add on Courses)</li> <li>2. To conduct coaching to entry in services.</li> </ol> |
|--|

Name    Smt.K. NIRMALA

Name    Smt.M. SARAH NIVEDITHA

\_\_\_\_\_  
Signature of the Coordinator, IQAC

\_\_\_\_\_  
Signature of the Chairperson, IQAC

**Annexure 1**  
**THE BAPATLA COLLEGE OF ARTS & SCIENCES:: BAPATLA**  
**ACADEMIC CALENDER 2013-2014 AND LIST OF HOLIDAYS**

06.06.2013	:	Thursday	College Re-opens for the Academic Year 2013-2014
08.06.2013	:	Saturday	Second Saturday
10.06.2013	:	Monday	Commencement of Teaching for II, III Degree & Sr.Inter Courses
03.07.2013	:	Wednesday	Commencement of Teaching for Jr.Inter Course
10.07.2013	:	Wednesday	Commencement of Teaching for I Degree Course
13.07.2013	:	Saturday	Second Saturday
09.08.2013	:	Friday	Ramzan
10.08.2013	:	Saturday	Second Saturday
15.08.2013	:	Thursday	Independence day
28.08.2013	:	Wednesday	Janmasthanmi
07.09.2013 to 13.09.2013	:	Saturday to Friday	Ist Term Examinations
09.09.2013	:	Monday	Vinayaka Chathurdhi
14.09.2013	:	Saturday	Second Saturday
02.10.2013	:	Wednesday	Gandhi Jayanthi
10.10.2013 to 17.10.2013	:	Thursday to Thursday	1st Term Dusshera Vacation
02.11.2013	:	Saturday	Deepavali
09.11.2013	:	Saturday	Second Saturday
14.11.2013	:	Thursday	Moharram
14.12.2013	:	Saturday	Second Saturday
17.12.2013	:	Tuesday	Karthika pournami
23.12.2013 to 27.12.2013	:	Monday to Friday	Christmas Holidays
01.01.2014	:	Wednesday	New Year's Day
11.01.2014	:	Saturday	Second Saturday
13.01.2014 to 18.01.2014	:	Monday to Saturday	Pongal Holidays
20.01.2014 to 28.01.2014	:	Monday to Tuesday	Pre-Public Examinations
24.01.2014	:	Thursday	Milad-Un-Nabi
26.01.2014	:	Sunday	Republic day

05.02.2014	:	Wednesday	Commencement of Practical Exams for 2013-2014
08.02.2014	:	Saturday	Second Saturday
25.02.2014	:	Tuesday	Last date for institution computing attendance
28.02.2014	:	Friday	Maha Sivarathri
08.03.2014	:	Saturday	Second Saturday
27.03.2013	:	Wednesday	Holi
31.03.2014	:	Monday	Last working day

*merivedi ta*

**PRINCIPAL**

## **Annexure II**

### **THE BAPATLA COLLEGE OF ARTS AND SCIENCE, BAPATLA ANALYSIS OF FEEDBACK FROM STUDENTS FOR THE YEAR 2013-14**

- Majority of the students are satisfied with teaching method and communication of the teacher.
- Students are satisfied with the content taught by their teachers and class discipline
- Students are being motivated by some of the teachers.
- Students are happy with the classroom tests conducted by the teacher.
- Majority of the students are not feeling burden to do assignments and project work given by teachers.
- They are satisfied with the notes of material provided by the teacher.
- Some of students have expressed that more teaching aids to be used by the teacher in the class.
- Some students are not happy with the project works the requesting to give more project works.
- Students are satisfied with the facilities like drinking water, ladies waiting hall, toilets, play ground, library etc.
- Some students requested to arrange tube lights in class room to get more light during winter season. The college had provided the same.

\*\*\*\*\*

## Annexure III



**National Cadet Corps**  
115 Coy / 22 (A) Bn  
**The Bapatla College of Arts & Sciences**  
Bapatla - 522101



Accredited by NAAC with 'A' Grade

nccbcas@gmail.com

**Ch.Manikya Rao**  
Incharge Officer

Date: 15/6/2014

### Annual report of NCC Coy for the year 2013-14

I am herewith submitting the various activities conducted by our college Coy for the year 2013-14 as appended below,

Sl No	Date	Activity	Location
1	15-08-2013	Independence day Celebrations	BCAS Campus
2	17-11-2013	Cadets participated as volunteers for Karteeka Pournamy event	Suryalanka Beach
3	22-11-2013	NCC Day Celebrations	BCAS Campus
4	22-11-2013	Rally by Cadets	Bapatla Town
5	01-12-2013	AIDs Day Rally	Bapatla Town
6	04-01-2014	Fund raising camp in connection with Armed Forces Flag Day	Bapatla Town
7	10-01-2014 to 21-01-2014	Conduct of National Integration Camp(NIC)	BCAS Campus
8	26-01-2014	Republic day Celebrations	BCAS Campus

### **Achievements:**

1. Sgt.Ch.Prasanthi, II B.Sc participated in Republic day Parade at Secunderabad (26-01-2014).
2. Sgt.P.Amarendra, II B.Sc rewarded with Rs.3500 as a First Best Cadet (2013-14) of the Guntur Group by the Cadet Welfare Society.
3. Cadets of our Coy participated in NICs in 2013-14 at Nagaland, Noida and Bihar.
4. Our cadets had participated as Volunteers in Medical Camps organized by BCAS Alumni Association on 30-06-2013.

  
Signature



## National Cadet Corps

115 Coy / 22 (A) Bn

The Bapatla College of Arts & Sciences

Bapatla - 522101

Accredited by NAAC with 'A' Grade

nccbcas@gmail.com



Ch.Manikya Rao  
Incharge Officer

Date: 16/6/2014

### NATIONAL INTEGRATION CAMP -III

(10-01-2014 to 21-01-2014)

The Bapatla College of Arts and Sciences ,Bapatla NCC coy has conducted National Integration Camp -III from 10-01-2014 to 21-01-2014 in our college campus . In this camp 16 NCC directorates were participated from all over India. About 600 NCC Cadets throughout the India participated in this camp. Among the 600 cadets 360 are from Andhra Pradesh and remaining 240 cadets from other directorates of all over India were took part in this camp.

**Colonel. Narendra Babu K.S.**, Group Commander, Guntur acted as Camp Commandant. **Colonel. K.M. Rai**, Commanding Officer 22(A) BN. NCC Tenali, Guntur Group acted as Deputy Camp Commandant and **Colonel. Yogesh Sumnol**, Commanding Officer 25(A) BN. NCC Guntur acted as the Training Officer for this camp.

**Colonel. Joginder Kumar S.M.** visited the camp and addressed to the cadets about life skills and explained how to overcome from troubles and difficulties.

**Lt.Colonel. Nagi** , Commanding Officer of 23(A) BN. NCC Chirala also visited the amp and gave a guest lecturer on personality development and social service.

On 18-01-2014 Deputy Director General of NCC, Andhra Pradesh **Air Commodore. Suresh Bhadyal** visited the camp and address all the cadets and interacted with the cadets and enquired about the facilities which were provided in the camp. He also visited the mess hall, hostel and felt satisfaction about the hygienic facilities in the camp.



Sri. **S. Suresh Kumar I.A.S**, District Collector and First Class Magistrate had attended as the chief guest for the valedictory function on 20-01-2014 and he enjoyed the various cultural activities performed by the NCC cadets in the camp . In the valedictory function. Our beloved President of Bapatla Education Society Sri. **Muppalaneni Seshagiri Rao** , Secretary Sri. **Manam Nageswara Rao**, Smt. **M. Sarah Niveditha**, Principal of the college, teaching, non teaching staff members were also participated in the valedictory function.

  
Signature

## Annexure IV



Email: nssbcasbapatla@yahoo.com

# NATIONAL SERVICE SCHEME

## The Bapatla College of Arts and Sciences

Accredited by NAAC with 'A' Grade  
Bapatla -522121



Not me but You

**K.SrinivasaRao**

17-November 2013

Lecturer in Physics  
Programme Officer

### Report on KARTHEEKA POORNIMA at Suryalanka Beach, Bapatla

\*\*\*\*\*

I am here with submitting a brief report on participation in Karthikapoornima programme at Suryalanka beach, Bapatla by our NSS volunteers.

More than Two lakhs of people will visit Suryalanka beach, Bapatla for Punyasnamam on Karthikapoornima every year. The State government officials (MRO) had requested our NSS unit to help them in various activities in connection with Karthikapoornima. So, about 90 NSS volunteers of Bapatla College of Arts and Sciences, Bapatla and M/S. K.Suresh Babu, Lecturer in Physics, Srikanth, Lecturer in Economics participated in this programme. NSS volunteers assisted the officials in supply of Drinking water to the visitors, controlling the crowd, searching and handing over of missing children to their respective parents. All these activities were supervised by the Surpanch of Adavi grama panchayat, MRO, Bapatla, Circle Inspector and Station House Officer of Bapatla circle.

Services by our NSS volunteers were well appreciated by the Surpanch of Adavi grama panchayat, MRO, Bapatla, Circle Inspector and Station House Officer of Bapatla circle.

*Srinivasa Rao*

Principal

*K. Srinivasa Rao*

Signature



Email:nssbcasbapatla@yahoo.com

# NATIONAL SERVICE SCHEME

## The Bapatla College of Arts and Sciences

Accredited by NAAC with 'A'Grade

Bapatla -522121



Not me but You

Sub: Programmes conducted by NSS Unit of BCAS for the academic year 2013-14

\*\*\*\*\*

The following programmes were conducted by our NSS unit during the academic year 2013-14

S.No.	Name of the Programme	Place	Date
1	Campus cleaning	Our campus	11-10-2013
2	Kartheeka Poornima Camp	Suryalanka Beach	17-11-2013
3	Special Camp	Chengalaraya thota	29-01-2014 to 04-02-2014

*Manivedita*

Signature of Principal

*K. Srinivas*

Signature of Programme Officer

### Annexure - V

<b>1</b>	Title of the Practice	:	<b>Course in Spoken English</b>
<b>2</b>	Goal	:	<b>To make the students to speak in English</b>
<b>3</b>	The Context	:	<b>Spoken English is essential now a days to get better placement or job. This is essential to communicate once views.</b>
<b>4</b>	The Practice	:	<b>Many classes, seminars were conducted.</b>
<b>5</b>	Evidence of success	:	<b>Students become successful to communicate in English to some extent</b>
<b>6</b>	Problems Encountered and Resources Required	:	<b>Majority of the students are from rural back ground so, it was very difficult to bring them in to stream. More practice is required.</b>
<b>7</b>	Notes (Optional)	:	--

<b>1</b>	Title of the Practice	<b>Certificate course in Oils and fats Certificate course in Water technology</b>
<b>2</b>	Goal	<b>To encourage cottage industry and mineral water plant.</b>
<b>3</b>	The Context	<b>To develop awareness among public about soaps, drinking water.</b>
<b>4</b>	The Practice	<b>Many classes are conducted, practical training with the support of local, private funding agencies.</b>
<b>5</b>	Evidence of success	<b>Students getting jobs in local oil companies and some had started mineral water plants with the financial support from banks.</b>
<b>6</b>	Problems Encountered and Resources Required	<b>This is completely self financed course so some expensive for students.</b>
<b>7</b>	Notes (Optional)	--

## **8. Contact Details**

Name of the Principal : **Smt. M.Sarah Niveditha**  
Name of the Institution : **Bapatla College of Arts and Sciences**  
City : **Bapatla**  
Pin Code : **522101**  
Accredited Status : **“A”**  
Work Phone : **08643224244**  
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