

# ANNUAL QUALITY ASSURANCE REPORT

2015-2016

*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 224066, 9985273988, 9959956633
	Name of the Head of the Institution	:	Smt. M.Sarah Niveditha
	Tel. No. with STD Code	:	08643 224066
	Mobile	:	9985273988
	Name of the IQAC Co-ordinator	:	Sri.B.Ratneswara Rao
	Mobile	:	9951981976
	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 (Cycle -1) EC(SC)/06/RAR/097 May01,2015 (Cycle -2)
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	A	3.02	2015	2020
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC

14/06/2007

DD/MM/YYYY

1.8 AQAR for the year

2015-2016

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)
- vii. AQAR 29/06/2015 (DD/MM/YYYY)
- viii. AQAR 31/03/2016 (DD/MM/YYYY)

### 1.10 Institutional Status

University  State  Central  Deemed  Private   
 Affiliated College Yes  No   
 Constituent College Yes  No   
 Autonomous college of UGC Yes  No   
 Regulatory Agency approved Institution Yes  No   
 (Eg. AICTE, BCI, MCI, PCI, NCI)  
 Type of Institution Co-education  Men  Women

Financial Status	Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input type="checkbox"/>
	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self	<input checked="" type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		
Financing						

### 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"/>		
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	<input type="text" value="-"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	Any other (Specify)	<input type="text" value="-"/>
UGC-COP Programmes	<input type="text" value="-"/>		

## 2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="8"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="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	17
2.10	No. of IQAC meetings held	10

2.11	No. of meetings with various stakeholders:	No.	01	Faculty	07
	Non-Teaching Staff		01	Alumni	01
				Others	-

2.12 Has IQAC received any funding from UGC during the year? Yes  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 organize and attend various academic development programmes like short term training programmes, seminars, workshops, training programmes.
2. Encouragement to staff towards research programmes by applying Minor and Major Research Projects.
3. Conducted student organized seminars.
4. Conducted student projects.
5. Encouraged students to participate in various cultural activities at university level and in youth festival.
6. Involved students as volunteers in several social service activities like Swachha Bhaarith, tree plantation, awareness campaigns on Health and Hygiene, AIDS , Nutrition, Law, Environment, campus cleaning through NSS, Eco club, Red ribbon club and NCC.
7. Conducted cleaning programme at Surya lanka beach on the occasion of Karthika poornima by NSS volunteers and NCC cadets.
8. Encouraged departments to conduct field trips.
9. Conducted Home exams as per schedule.
10. Coordinated science departments in procuring more equipment as per syllabus.
11. Feedback from students, parents and alumni, and implemented their suggestions for the college development.
12. Organized guest lectures in all departments.
13. Conducted Special Camps by NSS units.
14. Assisted in organizing National Integration Camp (NCC) in our campus.
15. Assistance was provided to students to get employment.
16. Coaching was given for PG entrance examination.
17. Supported students to participate in various sports and games events at college, district and at university level.
18. Conducted a certificate course in Tally for students and unemployed youth in collaboration with Andhra Bank and Department of Commerce.
19. Special lectures were arranged in communication skills in English by professionals.
20. Workshops were conducted to educate students how to face campus selections and personality development.

## 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>
	To organize a National Seminar	<b>Department of Physics had organized a One Day UGC sponsored national Seminar on “Optoelectronic device materials” on 20<sup>th</sup> June 2015.</b>
	To provide required equipment.	<b>Departments like Chemistry, Zoology were provided required equipment as per the syllabus.</b>
	To encourage student organized seminars.	<b>All the departments were conducted Student organized seminars.</b>
	To conduct home exams.	<b>Home exams were conducted as per schedule; I Mid, II Mid exams were conducted for I year students, pre-final exams were conducted, papers evaluated and results were recorded.</b>
	To Organize Guest Lectures.	<b>All the departments have arranged Guest Lectures in the subjects of concern with eminent Professors and Teachers for the benefit of students.</b>
	To organize NSS Special camps.	<b>Our NSS units have organized special camps at Adarsh Nagar, Kanakadri Nagar and Hanumantha Nagar villages. In this camp our volunteers have taken up the following activities Campus cleaning in the local schools, Tree plantation, House hold survey, Swachha Bharath, Awareness programmes on Education, Health and Hygiene.</b>
	To support staff to apply for Minor/Major Research Projects.	<b>Dr.R.Sreenivasa Rao, Reader in Chemistry , Dr.P.PremChandu, Reader in Library science, Dr.Ch.Manikya Rao, Lecturer in Mathematics, Dr.K.Jaya Prasanthi, Lecturer in Chemistry, Mr.B.Ratneswara Rao, Lecturer in Botany were applied for Minor Research Projects to UGC.</b>

	To organize special coaching classes to improve Communication Skills.	<b>Special coaching classes were conducted by English department and placement cell to improve students communication skills.</b>
	To organize workshop to develop skills to face campus interviews.	<b>JKC Unit of our college has organized a workshop on “Job opportunities” in association with Aditya Competitions on 16<sup>th</sup> December 2015.</b>
	To organize social service activities extensively.	<p><b>Social service activities are part of our curriculum. Volunteers of NSS, Eco club, Red ribbon club and cadets of NCC were participated in various activities like</b></p> <ol style="list-style-type: none"> <li><b>1. Swachha Bhaarath programme.</b></li> <li><b>2. Tree plantation</b></li> <li><b>3. Campus cleaning</b></li> <li><b>4. Awareness about Blood donation</b></li> <li><b>5. Awareness programme on AIDS.</b></li> <li><b>6. Assistance to govt. Officials in Traffic control</b></li> <li><b>7. Assistance to govt. Officials in Karthika Poornima.</b></li> <li><b>8. Cleaning programme at Suryalanka beach after karthika poornima.</b></li> <li><b>9. Literary campaign by English and Telugu departments.</b></li> <li><b>10. Awareness about casting of Vote by Political science department.</b></li> <li><b>11. Environmental awareness programme on International Ozone day by Botany department.</b></li> <li><b>12. Charity : our students and staff donated</b> <ol style="list-style-type: none"> <li><b>a) Rs. 12,000 to a student who met with an accident for hospital charges.</b></li> </ol> </li> </ol>



		<p>b) Rs. 6,000 to a former student for eye operation.</p> <p>c) Rs. 6,000 to a voluntary organization called “ Air for Seva”.</p>
	To support and encourage Cultural events/Competitions	<p><b>Cultural activities are part of our college regular activity. Our students are being encouraged to improve their talent in various cultural activities. Our students are encouraged to participate in cultural competitions not only at our institution level but also at University level and in Youth festivals. All the participants were provided TA/DA to attend events.</b></p>
	To provide coaching for PGCET	<p><b>Department of Chemistry, Botany, Zoology, Physics, Politics, and Economics have provided coaching to students for ANU PGCET 2016.</b></p>
	To conduct Field Trips.	<p><b>Department of Zoology, Botany had conducted a field trip. Dept. of Political science, History, Telugu were also conducted field trips.</b></p>
	To inculcate research among students.	<p><b>Many of the students were conducted student study projects and submitted reports in their respective subjects with the guidance of staff. These students were provided with required stationery and guidance by staff and the college.</b></p>
	Feedback from students	<p><b>Feedback was collected from the students, parents in the prescribed format, analysed and required action was taken as per the suggestions.</b></p>
	To observe National important days/events.	<p><b>1. Department of Physical Education has organized International Yoga day on 20-06-2015.</b></p> <p><b>2. NCC cadets were participated in</b></p>

		<p><b>International Yoga Day Celebrations on 21-06-2015 at Women's Engineering College, Bapatla.</b></p> <ol style="list-style-type: none"> <li><b>3. Independence day was celebrated on 15 – 08 - 2015. Sri M.Seshagiri Rao was the chief guest.</b></li> <li><b>4. Teacher's day was celebrated on 4<sup>th</sup> September 2015 as 5<sup>th</sup> September is fall on Holiday on account of Janmastami.</b></li> <li><b>5. Campus cleaning programme was organized by NSS units in connection with Swachha Bharath programme on 11<sup>th</sup> September 2015. Campus cleaning, tree plantations were done. Students, staff were participated in this programme.</b></li> <li><b>6. Eco club has organized a seminar on 16<sup>th</sup> September 2015 on the occasion of International Ozone Day. Dr.K.Subba Rao, Dr.RajyaSri Lecturers, BCAS were the speakers.</b></li> <li><b>7. Department of Political Science has celebrated "Ambedkar Jayanthi – Rajyaanga Dinosthavam" on 26<sup>th</sup> November 2015. A seminar has arranged on occasion.</b></li> <li><b>8. Human rights Day was celebrated on 10<sup>th</sup> December 2015 by Department of Political Science. Mr. Poulas, Lecturer in Politics had explained about various human rights.</b></li> <li><b>9. Republic Day celebrations are celebrated in the campus on 26<sup>th</sup> January 2016.</b></li> <li><b>10. Swachha Bharath pledge was taken by the students and staff on 30<sup>th</sup> January 2016 as</b></li> </ol>
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		<b>per the instructions of UCG.</b>			
	To conduct certificate course in Tally	<b>Certificate course in Tally was conducted by Commerce department in association Computer Science department. This programme was sponsored by Andhra Bank. 35 students were benefited with this programme.</b>			
	Encouragement to Sports and Games.	Details are as follows,			
	<b>S.No.</b>	<b>Event</b>	<b>Venue</b>	<b>Name of the Participants</b>	<b>Result / Achievement</b>
	1.	Ball Badminton (State Level)	Nidadavolu, East Godavi District, A.P.	Mas.P.Naga Babu Ms.Sk.Jani Basha	Gold Medal Gold Medal
	2.	Cross-Country (Men) (State Level)	Proddutur, YSR Kadapa District, A.P.	Mas.N.Jaya Prakash Narayana Mas.K.Thriupal Mas.A.Sudhakar Mas.N.Venu	Silver Medal
	3.	Cross-Country (Women) (State Level)	Proddutur, YSR Kadapa District, A.P.	Mas.S.Thriupathamma	Gold Medal
	4.	Ball Badminton (National Level)	Pataliputra Stadium, Patna, Bihar	Mas.P.Naga Babu	Gold Medal
	5.	Cross-Country (National Level)	Shivaji Stadium, Pune, Maharashtra	Mas.K.Thirupal Ms.S.Thirupathamma	--
	6.	Weight Lifting & Power Lifting (National Level)	Haryana	Mas.R.V.Rahul	Two Gold Medals
	7.	Weight Lifting & Power Lifting	New Delhi	Mas.R.V.Rahul	Two Gold &

	(National Level) Open			One Silver
8.	Cross-Country (South-West Inter University)	Mangalore University, Karnataka	Mas.K.Thirupal Ms.S.Thriupathamma	--
9.	Volley Ball (South-West Inter University)	Andhra University, Waltair, A.P.	Mas.K.Gopichand	--
10.	Kabaddi (South- West Inter University)	Kuvempu University, Shimoga, Karnataka	Mas.D.Vijay Mas.Sk.Abdul Mas.D.Durga Reddy Mas.P.Chennakesavulu	--
11.	Athletics (All India Inter University)	Punjab University, Patiala, Punjab	Mas.S.Thriupathamma	--

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body



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	04	0	03	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
<b>Total</b>	04	0	03	

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4 (B.A.,B.Sc.,B.Com., BCA)
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.

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## 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.

11

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

-

-

38

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	03	20	0
Presented papers	03	12	0
Resource Persons	-	01	-

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

- a. Using PPTs.
- b. Video lessons.
- c. Counselling for students in academic issues.
- d. Adopting tutor method.
- e. Remedial coaching for slow learners.
- f. Conducting Student projects.
- g. Conducting seminars.
- h. Arranging Guest Lectures.
- i. Conducting field trips.
- j. Home exams at regular intervals.
- k. Involving students in cultural programmes and Youth festivals.
- l. Encouraging students to participate in games and sports.
- m. Conducting training classes in Communication skills
- n. Conduct of certificate course in Tally.

2.7 Total No. of actual teaching days during this academic year 195/213

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 03

2.10 Average percentage of attendance of students 76%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Passed	Pass %
<b>I B.Sc</b>	204	72	35
<b>II B.Sc</b>	197	86	44
<b>III B.Sc</b>	154	104	68
<b>I B.A</b>	41	04	10
<b>II B.A</b>	34	10	29
<b>III B.A</b>	39	34	87
<b>I B.Com</b>	83	33	40
<b>II B.Com</b>	87	35	40
<b>III B.Com</b>	140	111	79
<b>I BCA</b>	15	2	13
<b>II BCA</b>	11	2	18
<b>III BCA</b>	20	15	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

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

## 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	13	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 member have got their Ph.D degree in this academic year. Some are pursuing Ph.D. Staff are being encouraged to apply for minor and major research projects. Students are encouraged to do project works with the support of staff.

##### 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	--	02	02	--
Outlay in Rs. Lakhs		500000+350000		

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	5	
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.350000	Rs. 485000 Rs.280000
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	-	-	-	-	-
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. 850000/-

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
-	-	-	-	-	-	-

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	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text" value="12"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS:

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

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="√"/>
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	28.80
Class rooms	40	-	Management and UGC	40
Laboratories	20	-	-do-	20
Seminar Halls	01	-	-do-	01
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs -	-	-	-
e-class rooms	-	02	Management	02

#### 4.2 Computerization of administration and library

Bar coding of Books in the Library in progress. Student fee particulars, attendance, Scholarships, Exams results/ Marks computerized.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	43003	32,27,740	571	1,07,110	43574	33,34,850
Reference Books	4730	3,59,193	50	19,049	4780	3,78,242
e-Books	-	-	-	-	-	-
Journals	-	-	-	-	61	38,114
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	163	-	18	-	181	-
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	-	-	-	-	-	-	-	-
<b>Total</b>	<b>120</b>	<b>3</b>		<b>02</b>	<b>02</b>	<b>08</b>	<b>15</b>	<b>01</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 broadband internet facility.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs. --

ii) Campus Infrastructure and facilities

Rs. 10.24 Lakhs

iii) Equipments

Rs. --

iv) Others

Rs. --

**Total :**

**Rs. 10.24 Lakhs**

## 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 like merit scholarships, training programmes, employment opportunities etc. that are available for their academic development.

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

- Feedback from students, parents and alumni.
- Interaction with students.
- Discussions with faculty.

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

UG	PG	Ph. D.	Others
1131	-	-	-

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

02

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

-

No	%
775	68

Men

No	%
356	32

Women

Last Year 2014-15						This Year 2015-16					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
471	302	48	603	0	1424	368	25 4	45	464	0	1131

Demand ratio: 1:1.5      Dropout % : 5

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

Students are provided with coaching for PG CET.  
Coaching in Communication skills.  
Workshop in personality development.

No. of student's beneficiaries

224

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

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

### 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 on slow learners.
- Career guidance will be provided to aspirant students.
- Students are encouraged to participate in various competitions.
- Special coaching with diet is provided to aspirant students in sports and games.

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
04	30	19	05

### 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	941	Rs. 13,49,303 .00
Financial support from other sources	04	Rs.7200.00
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 masnuthe* 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 fulfil the educational needs of its community, country and the globe. 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 only.

##### 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

Photostat machine, DTH, internet browsing facility provided.

#### 6.3.6 Human Resource Management

Various activities were conducted by volunteers of NCC, NSS and red ribbon club volunteers.

#### 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 on 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, free medical camps are provided.

6.5 Total corpus fund generated

-

6.6 Whether annual financial audit has been done

(Financial audit was done for the year 2011 – 2012 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	-	-	Yes	Local

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. Organising 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.
3. Research projects reviews.

### **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/LED monitors in Computer labs.
6. Installing solar power panels for renewable energy source.
7. Observing Swachha Bharath programme on every Saturday.
8. Green audit

## 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. Applied for five Minor Research Projects.
4. Students organized seminars were conducted.
5. Student projects were done.
6. Staff and students were involved in various social service activities.
7. Field trips were conducted.
8. Guest lectures were arranged with experts.
9. New equipment was procured.

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

1	Title of the Practice	:	<b>Student Study Circles</b>
2	Goal	:	<b>To make the students to familiar with topic</b>
3	The Context	:	<b>Spoken English is essential now a day to get better placement or job. This is essential to communicate one's views.</b>
4	The Practice	:	<b>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.</b>
5	Evidence of success	:	<b>Students learnt the topics in which they are weak.</b>
6	Problems Encountered and Resources Required	:	<b>Notes or material.</b>
7	Notes (Optional)	:	--

1	Title of the Practice	:	<b>Ward system</b>
2	Goal	:	<b>Welfare of the students</b>
3	The Context	:	<b>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.</b>
4	The Practice	:	<b>Each lecturer is allotted about 15 – 20 students and details are collected in a prescribed proforma and each student attendance, progress is monitored regularly.</b>
5	Evidence of success	:	<b>Some of the students have overcome their problems and concentrated on studies. Some of the students became regular to the classes.</b>
6	Problems Encountered and Resources Required	:	-
7	Notes (Optional)	:	-

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

#### 7.4 Contribution to environmental awareness / protection

1. Creating environmental awareness among students.
2. Waste material management.
3. Rain water harvest to improve ground water table in the campus.
4. Tree plantation.

7.5 Whether environmental audit was conducted?      Yes       No

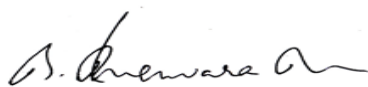
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

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

1. To Introduce Certificate courses (Add on Courses)
2. To conduct coaching to entry in services.

Name **Sri.B.Ratneswara Rao**

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 2015-2016 AND LIST OF HOLIDAYS**

09.06.2015 : Tuesday	College Re-opens for the Academic Year 2015-2016
10.06.2015 : Wednesday	Commencement of Teaching for II, III Degree Courses
13.06.2015 : Saturday	Second Saturday
01.07.2015 : Wednesday	Commencement of Teaching for Jr.Inter Course
11.07.2015 : Saturday	Second Saturday
13.07.2015 : Monday	Commencement of Teaching for I Degree Course
18.07.2015 : Saturday	Ramzan
03.08.2015 : Monday	Last date for payment of college fee II & III degree
08.08.2015 : Saturday	Second Saturday
15.08.2015 : Saturday	Independence day
05.09.2015 : Saturday	Janmasthanmi
01.09.2015 Tuesday	Commencement of I Mid Exams
12.09.2015 : Saturday	Second Saturday
17.09.2015 : Thursday	Vinayaka Chathurdhi
02.10.2015 : Friday	Gandhi Jayanthi
08.10.2015 to 17.10.2015 :	Thursday to Saturday Ist Term Examinations
10.10.2015 : Saturday	Second Saturday
19.10.2015 to 24.10.2015 :	Monday to Saturday Dusshera Vacation
31.10.2015 Saturday	Commencement of I Semester Examinations
02.11.2015 : Monday	Last date for payment of college fee II & III degree students
09.11.2015 : Monday	Last date for submitting scholarship applications.
11.11.2015 : Wednesday	Deepavali
14.11.2015 : Saturday	Second Saturday
25.11.2015 : Wednesday	Karthika Pournami
12.12.2015 : Saturday	Second Saturday
23.12.2015 to 26.12.2015 :	Wednesday to Saturday Christmas Holidays
01.01.2016 : Friday	New Year's Day
09.01.2016 : Saturday	Second Saturday
11.01.2016 to 16.01.2016 :	Monday to Saturday Pongal Holidays
19.01.2016 to 28.01.2016 :	Tuesday to Thursday Pre-Public Examinations
26.01.2016 : Tuesday	Republic Day
05.02.2016 : Friday	Commencement of Practical Exams for 2015-2016
13.02.2016 : Saturday	Second Saturday
27.02.2016 : Saturday	Last date for institution computing attendance
04.03.2016 : Friday	Commencement of Degree Exams for 2015-2016
07.03.2016 : Monday	Maha Sivarathri
08.03.2016: Tuesday	Commencement of II Mid Exams
12.03.2016 : Saturday	Second Saturday
23.03.2016 : Wednesday	Holi
25.03.2016 : Friday	Good Friday
28.03.2016 : Monday	Commencement of II Semester Examinations
31.03.2016 : Thursday	Last working day for the academic year 2015-2016

*meenivedi*

**PRINCIPAL**



## Annexure II

### THE BAPATLA COLLEGE OF ARTS AND SCIENCE, BAPATLA ANALYSIS OF FEEDBACK FROM STUDENTS FOR THE YEAR 2015-16

- 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 they requesting to give more project works.
- Students are satisfied with the facilities like drinking water, ladies waiting hall, toilets, play ground, library etc.
- Some of the students requested more systems in the library for web surfing.
- Some students requested to arrange tube lights in class room to get more light during winter season. The college had provided the same.

*m. s. v. d. ita*

**Principal**

Annexure III  
NCC REPORT 2014-15



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



Re-Accredited by NAAC with 'A' Grade

nccbcas@gmail.com

Lt. Dr. Ch.Manikya Rao

Associate NCC Officer

Date:.....

To  
The Principat  
BCAS, Bapatla  
Madam,

**Annual report of NCC Coy for the year 2015-16**

I am herewith submitting the various activities conducted by our college Coy for the year 2015 -16 as appended below,

SI No	Date	Activity	Location
1	21-06 -2015	Conducted International Day of Yoga with 600 cadets.	BCAS Campus
2	15-08-2015	Independence day Celebrations	BCAS Campus
3	09-10-2015	Conducted cleaning program	BCAS Campus
4	11-10-2015	25 Cadets participated as volunteers for Mega medical camp conducted Alumni association of BCAS	Bapatla
5	22-11-2015	NCC Day Celebrations	BCAS Campus
6	11-12-2015	Swatcha Bharat Program Conducted with 125 Cadets(Cleaning the Beach)	Suryalanka Beach
7	8-01-2016 to 19-01-16	National Integration Camp (NIC) Conducted.	BCAS Campus

*Manikya Rao*  
24.3.16

**Achievements:**

1. Five Cadets of our Coy have participated in NIC from 08-01-2016 to 19-01-2016.
2. Our cadet Cpl.Sk.Abdulla got a medal in debating competition.
3. Two cadets have participated in NIC camp at Jammu from 24-10-2015 to 09-11-2015.
4. Our cadet B.Siva kumar participated in NIC camp at Telangana from 26-11-2015 to 07-12-2015.



Signature



# NATIONAL SERVICE SCHEME

## The Bapatla College of Arts and Sciences



Re-Accredited by NAAC with 'A' Grade  
Bapatla -522101, Guntur Dt, A.P, India  
e-mail:nssbcasbapatla@gmail.com, 08643-221405, www.bcasbapatla.ac.in

Smt. M.Sarah Niveditha  
Principal / NSS Chairman

NSS (Unit - I)

Dr. K.Subba Rao  
Lect. in Telugu / NSS Programme Officer

<<<<>>>>

The following programmes were conducted by our NSS Unit-I volunteers  
during the Academic year 2015-16

S.No.	Name of the Programme	Place	Date
1	Campus cleaning	Our campus	11-09-2015
2	Awareness on Ragging (NSS Day)	Our campus	24-09-2015
3	Kartheeka Pournami Camp	Suryalanka Beach	25-11-2015
4	Campus cleaning	Our campus	26-11-2015
5	Plantation	Our campus	27-11-2015
6	Aids Awareness	Our campus	01-12-2015
7	Clean & Green	Our campus	05-12-2015
8	Plantation	Our campus	05-12-2015
9	World Human Rights Day	Our campus	10-12-2015
10	Clean & Green	Suryalanka Beach	11-12-2015
11	Special camp (report submitted separately)	Kanakadri Nagar	04-01-2016 to 10-01-2016

*M. Niveditha*

Signature of Principal

*Dr. K. Subba Rao*

Signature of Programme Officer



# NATIONAL SERVICE SCHEME

## The Bapatla College of Arts and Sciences

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Bapatla -522101, Guntur Dt, A.P, India

e-mail:nssbcasbapatla@gmail.com, 08643-221405, www.bcasbapatla.ac.in



Not me but we

Smt. M.Sarah Niveditha  
Principal / NSS Chairman

NSS (Unit - II)

Dr. K.Suresh  
Lect. in Physics / NSS Programme Officer

<<<<>>>>

The following programmes were conducted by our NSS unit-II volunteers  
during the Academic year 2015-16

S.No.	Name of the Programme	Place	Date
1	Campus cleaning	Our campus	11-09-2015
2	Awareness on Ragging (NSS Day)	Our campus	24-09-2015
3	Kartheeka Pournami Camp	Suryalanka Beach	25-11-2015
4	Campus cleaning	Our campus	26-11-2015
5	Plantation	Our campus	27-11-2015
6	Aids Awareness	Our campus	01-12-2015
7	Clean & Green	Our campus	05-12-2015
8	Plantation	Our campus	05-12-2015
9	World Human Rights Day	Our campus	10-12-2015
10	Clean & Green	Suryalanka Beach	11-12-2015
11	Special camp (report submitted separately)	Kanakadri Nagar	04-01-2016 to 10-01-2016

*M. Niveditha*

Signature of Principal

Signature of Programme Officer



# NATIONAL SERVICE SCHEME

## The Bapatla College of Arts and Sciences



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Bapatla -522101, Guntur Dt, A.P, India  
e-mail:nssbcasbapatla@gmail.com, 08643-221405, www.bcasbapatla.ac.in

Smt. M.Sarah Niveditha  
Principal / NSS Chairman

NSS (Unit - III)

Smt. A.V.Rajya Lakshmi  
HOD English / NSS Programme Officer

<<<<>>>>

The following programmes were conducted by our NSS unit-III volunteers  
during the Academic year 2015-16

S.No.	Name of the Programme	Place	Date
1	Campus cleaning	Our campus	11-09-2015
2	Awareness on Ragging (NSS Day)	Our campus	24-09-2015
3	Kartheeka Pournami Camp	Suryalanka Beach	25-11-2015
4	Campus cleaning	Our campus	26-11-2015
5	Plantation	Our campus	27-11-2015
6	Aids Awareness	Our campus	01-12-2015
7	Clean & Green	Our campus	05-12-2015
8	Plantation	Our campus	05-12-2015
9	World Human Rights Day	Our campus	10-12-2015
10	Clean & Green	Suryalanka Beach	11-12-2015
11	Special camp (report submitted separately)	Kanakadri Nagar	04-01-2016 to 10-01-2016

*M. Niveditha*

Signature of Principal

*A. V. Rajya Lakshmi*

Signature of Programme Officer