

# ANNUAL QUALITY ASSURANCE REPORT

2017-2018

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

*by*



**THE BAPATLA COLLEGE OF ARTS AND SCIENCES**  
**BAPATLA - 522101**

Email: [bcasbapatla@gmail.com](mailto:bcasbapatla@gmail.com)  
Website: [www.bcasbapatla.ac.in](http://www.bcasbapatla.ac.in)

**The Annual Quality Assurance Report (AQAR) of the IQAC  
for the academic year 2017 – 18  
THE BAPATLA COLLEGE OF ARTS AND SCIENCES, BAPATLA**

**Part – A**

**I. Details of the Institution**

- 1.1 Name of the Institution : 

The Bapatla College of arts and Sciences, Bapatla
---
- 1.2 Address Line 1 : 

Karlapalem Road
-----------------
- Address Line 2 : 

--
- City/Town : 

Bapatla
---------
- State : 

Andhra Pradesh
----------------
- Pin Code : 

522101
--------
- Institution e-mail address : 

bacsbapatla@gmail.com
-----------------------
- Contact Nos. : 

9441494070
------------
- Name of the Head of the Institution : 

Dr. K. L. Swaroop
-------------------
- Tel. No. with STD Code : 

08643 - 224066
----------------
- Mobile : 

9441494070
------------
- Name of the IQAC Co-ordinator : 

B. RATNESWARA RAO
-------------------
- Mobile : 

9951981976
------------
- IQAC e-mail address : 

iqacbcas@gmail.com
--------------------
- 1.3 **NAAC Track ID**(For ex. *MHCOGN 18879*) : 

APCOGN 13437
--------------
- 1.4 **NAAC Executive Committee No. & Date**(For Example *EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate*) : 

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
-----------------------
- Forex.<http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

**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	2019
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :   
DD/MM/YYYY

1.8 AQAR for the year (for example :   
2010-11)

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	29/06/2015	(DD/MM/YYYY)
ii	AQAR	31/03/2016	(DD/MM/YYYY)
iii	AQAR	30/06/2017	(DD/MM/YYYY)
iv	AQAR	30/06/2018	(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 (eg. AICTE, BCI, MCI, PCI, NCI) Yes  No

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Grant-in-aid + Self Financing  Totally Self-finance:

**1.11 Type of Faculty/Programme**

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management  Others (Specify)

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	-
UGC-Innovative PG programmes	-	Any other ( <i>Specify</i> )	-
UGC-COP Programmes	-		

## 2.IQACComposition and Activities

2.1 No. of Teachers	:	8
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	:	17
2.10 No. of IQAC meetings held	:	08

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Alumni  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

Themes

**2.15 Plan of Action by IQAC/Outcome:**

<b>Plan of Action</b>	<b>Achievements</b>
❖ To provide required equipment as per the modified curriculum.	Some equipment was procured for Chemistry, Zoology departments.
❖ To conduct student organized seminars.	Student organized seminars were conducted.
❖ To conduct home exams.	Home exams and Mid exams were regularly as per the schedule.
❖ To Organize Guest Lectures.	All departments have organized Guest Lectures.
❖ To organize NSS Special camps.	Our three NSS units have organized a special camp at Bhattiprolu, Gudur Dist.
❖ To support staff to apply for Minor/Major Research Projects.	Staff were supported to apply for MRPs. Dr. R.Sreenivasa Rao, Dr.K.Jaya Prasanthi of Chemistry Department were sanctioned with Minor Research Projects by SERO – UGC.
❖ To organize special coaching classes to improve Communication Skills.	Special classes were arranged on communication skills by Department of English, Andhra Pradesh Skill Development Corporation (APSSDC), JKC.
❖ To acquire MOUs.	Department of Botany, Chemistry, Physics, Telugu, Zoology were made MOU with other institutions.
❖ To organize workshop to develop skills to face campus interviews.	A two-day workshop was conducted on How to develop skills to face campus interviews in association with APSSDC.
❖ To organize social service activities.	Various social service activities were conducted by NSS, NCC. Annexure enclosed.
❖ To support and encourage Cultural events/Competitions	Students were encouraged and supported by financial assistance to participate in several cultural competitions which were organized by various institutions.
❖ To provide coaching for PG CET	Department of Botany, Chemistry, English, Hindi, Zoology were imparted coaching for ANU PG CET- 2018.
❖ To conduct Field Trips.	Field trips were organized by Department of Botany, Chemistry, Zoology, Political Science and History.
❖ To inculcate research among students.	Project works were given and the same were completed under the supervision of lecturers concern as a part of curriculum.
❖ To collect Feedback from students	Feedback was collected from students regarding teaching, curriculum and on facilities available on the campus.
❖ To observe National important days/events.	All National important days were observed on the campus.
❖ To conduct certificate course in Tally	Certificate course in Tally was conducted in association with APSSDC.

❖ Encouragement to Sports and Games.	Students were encouraged by provided with sufficient sports goods and nourishment. College team have achieved overall team championship after 35 years in Inter Collegiate Tournaments. Winners were honoured with cash prizes by the College Alumni Association. Annexure enclosed.

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

2.16 Whether the AQAR was placed in statutory body      Yes       No        
    Management       Syndicate            Any other body     

Provide the details of the action taken

## 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	05	-	04	-
PG Diploma				
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	01	-	-	-
Others	-	-	-	-
<b>Total</b>	06	-	04	-

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

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

Pattern	Number of programmes
Semester	05
Trimester	0
Annual	0

##### 1.3 Feedback from stakeholders\*

##### *(On all aspects)*

Alumni  Parents  Employers  Students

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.

Syllabi was revised by the University as per the guidelines of APSICHE

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

-

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
20	20	-	-	-

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
-	01	-	-	-	-	-	-	-	01

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	02	02	-
Presented papers	10	20	-
Resource Persons		01	-

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

1. Student ward system.	3. Student organized seminars.
2. Study quality Circle.	4.

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

221
-----

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.

07	-	-
----	---	---

2.10 Average percentage of attendance of students

78%
-----



2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
I BSc	561	20	98	52	15	33
II BSc	429	15	46	52	16	30
III BSc	388	42	68	72	18	52
I BA	76	5	12	5	2	33
II BA	49	1	5	4	3	27
III BA	50	5	7	10	7	58
I B.Com	207	5	3	4	1	7
II B.Com	162	5	7	8	5	15
III B.Com	125	15	25	10	5	44

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

1. The IQAC will monitor all the academic activities on the campus regularly.
2. The IQAC will conduct meetings regularly and discuss about academic, cultural, sports activities and grievances if any.
3. The IQAC will conduct meetings with the staff concern, discuss about the problem and finds a solution to overcome.
4. The IQAC holds meetings with different committees of the College and monitors their activities.

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	10
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	10
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	31	-	-
Technical Staff	-	-	-	-

### Criterion – III

#### 3. Research, Consultancy and Extension

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

Meetings were held with all department staff to sensitize the significance of research.

All the faculty members were instructed to allot project work to every student and supervise it.

Staff were supported to apply for Research projects to various financing agencies.

##### 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	0
Outlay in Rs. Lakhs	-			

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	07	
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

##### 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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2017 - 18	UGC	80,000	40,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects( <i>other than compulsory by the</i>	-	-	-	-

<i>University)</i>				
Any other(Specify)	-	-	-	-
Total	-	-	80,000	-

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

DBT Scheme/funds

DPE

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	0	0	0	0	02
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

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  State level

National level  International level

3.23 No. of Awards won in NSS:

University level  State level

National level  International level

3.24 No. of Awards won in NCC:

University level  State level

National level  International level

3.25 No. of Extension activities organized

University forum  College forum

NCC  NSS  Any other

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

- Participated in Tree plantation programmes
- Participated in awareness programmes like AIDS, Blood donation, importance of water.
- Assisted State Govt. officials in Karthika Poornima programme at Suryalanka beach.
- Participated in University Level Youth festival and Cultural Programmes.
- 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	28.8 Acres	-	Management	28.80
Class rooms	40	-	Management & UGC	40
Laboratories	20	-	Management & UGC	20
Seminar Halls	01	-	Management & UGC	01
No. of important equipment purchased ( $\geq$ 1-0 lakh) during the current year.	03			
Value of the equipment purchased during the year (Rs. in Lakhs)	1,16,260		Management	1,16,260
Others				

## 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	44179	3440583	460	109139	44639	3549722
Reference Books	4816	386303	17	2184	4833	388487
e-Books						
Journals	52	67152			54	75059
e-Journals						
Digital Database						
CD & Video	193	-	05		198	
Others (specify)						

## 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	130	3	High speed	02	-	8	12	-

			internet Availab le					
Added					-	3		-
Total	<b>130</b>	<b>3</b>		<b>02</b>	-	<b>11</b>	<b>12</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 facility.

4.6 Amount spent on maintenance in lakhs:

i) ICT :	10,000.00
ii) Campus Infrastructure and facilities :	25,000.00
iii) Equipment :	35,0000.00
iv) Others :	15,000
<b>Total :</b>	<b>85,000.00</b>

## Criterion – V

### 5. Student Support and Progression

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

1. All the student support services are published in College hand book and College website.
2. Every student will be informed the same at the time of admission.
3. Information in support of students will be informed time to time through public addressing system in the college and by notice board.
4. Sufficient books were made available in the library.

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

1. Ward system is maintained regularly.
2. Students are counselled regularly.
3. Special / remedial coaching classes are taken.
4. Monthly tests, Mid – term tests, Pre-final exams are conducted regularly and students Performance monitored.
5. Skill oriented, job-oriented training classes are conducted regularly.

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

UG	PG	Ph. D.	Others
1301	-	-	-

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

05

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

-

Men	No	%	Women	No	%
	939	72		362	28

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
371	304	52	484	04	1215	416	313	43	524	05	1301

Demand ratio 1:5 Dropout: 5 %



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

Students are well supported in coaching for competitive examinations by JKC, Placement Cell and APSSDC. Special coaching classes were conducted for Airmen selections, Police selections and other competitive examinations.

No. of students' beneficiaries

250

#### 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

- Each teaching staff will be allocated 20 students.
- He will look after academic progression of allotted students.
- Student's performance in the mid exams / home examinations are regularly monitored and counselled whenever required.
- Students are informed about various job recruitments

No. of students benefitted

500

#### 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
01	120	22	55

#### 5.8 Details of gender sensitization programmes

1. Teaching faculty were deployed to attend a three-day workshop on Gender sensitization organized by APHRDI.
2. Women students were sent to attend three-day International Women parliament.
3. Guest lectures were arranged to emphasize gender equality.

## 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

#### 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 (Alumni Association)	45	1,65,000.00
Financial support from government	944	3267509.00
Financial support from other sources (Dr Nori)	04	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

18

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

Imparting quality education and overall development of poor and downtrodden community students is the vision of this institution.

The mission is providing quality education to all, transparency in administration, developing leadership qualities in students.

6.2 Does the Institution has a management Information System

Yes. All the data about the students details like biodata, fee paid etc. were maintained and required reports were sorted.

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

6.3.1 Curriculum Development

Annular Curricular Plan is prepared and followed.

Seminars, workshops, guest lectures were conducted.

Project works encouraged and supervised.

6.3.2 Teaching and Learning

Classes were conducted regularly.

Extra classes were conducted for slow learners.

Teachers were allowed to attend and participate in International, national seminars, workshops for enrichment of knowledge.

Usage of ICT in classroom teaching.

6.3.3 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.

#### 6.3.4 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 stationery.

#### 6.3.5 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 ventilated spacious class rooms are available with lights and fans.

Well-equipped laboratories were developed.

Ramps, waiting halls, washrooms were provided in the campus.

#### 6.3.6 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.

#### 6.3.7 Faculty and Staff recruitment

As the government had 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

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	CCE, AP	Yes	IQAC
Administrative	No	-	-	-

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?

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

#### 6.11 Activities and support from the Alumni Association

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

1. Conducting free Medical check-up camps.
2. Giving freeships to poor students and meritorious students.
3. Providing books to needy students.

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

1. Giving suggestions for the betterment of college.

#### 6.13 Development programmes for support staff

1. Staff are allowed to attend Seminars, Workshops.
2. They are provided with Computer system with high speed internet in every department.
3. Reference books, journals were made available in the Library as well as in Department Library.
4. Staff are encouraged to apply for Research Projects.

#### 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 cleanliness.
5. Using LCD/LED monitors in Computer labs.
6. Observing Swachha Bharath programme on every Saturday.
7. Green audit of the campus.

## 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.

Preparation of moodles under progress.

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

All the activities were taken up as per the plan of action.

1. Home exams were conducted Time to time.
2. Got two minor research projects in Chemistry.
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. Some of the new equipment was procured.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*) **\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)**

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

#### 7.4 Contribution to environmental awareness / protection

1. Tree plantation is a regular programme in the campus and in adopted villages and in some places in the town.
2. Awareness programmes on the importance of environment and natural resources were conducted.
3. Planted trees are regularly watered and protected.

7.5 Whether environmental audit was conducted?

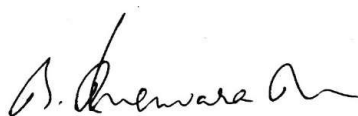
Yes

No

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

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

Development of MOOCs, usage of moodles



**Name: B.RATNESWARA RAO**  
**Signature of the Coordinator, IQAC**



**Name: Dr. K. L. Swaroop**  
**Signature of the Chairperson, IQAC**



## Annexure I



### THE BAPATLA COLLEGE OF ARTS & SCIENCES :: BAPATLA ACADEMIC CALENDER 2017-2018 AND LIST OF HOLIDAYS

ms/brr/sn

Date	Day	Academic Plan	Occasion / Holidays
05.06.2017	Monday	College Re-opens for the academic year 2017-2018 Commencement of Teaching III Semester, V Semester & Sr. Intermediate	
10.06.2017	Saturday		Second Saturday
21.06.2017	Wednesday	International Yoga Day	
24.06.2017	Saturday	Swatchha Bharat Programme	
26.06.2017	Monday		Ramzan
01.07.2017	Saturday	Commencement of Teaching for Jr. Inter course	
08.07.2017	Saturday	Orientation class for Fresher's	
08.07.2017	Saturday		Second Saturday
12.07.2017	Wednesday	Anti Ragging Awareness Programme	
29.07.2017	Saturday	Swatchha Bharath Programme	
01.08.2017	Tuesday	Last date for payment of College Fee 3rd and 5th Semester Degree & Sr. Intermediate Students.	
03.08 to 05.08.2017	Thursday to Saturday	Academic Competitions (like Quiz, Elocution, Essay Writing, Poem recitation etc.) by all Departments.	
09.08 to 11.08.2017	Wednesday to Friday	Cultural Activities Competitions & Selections.	
12.08.2017	Saturday	International Youth Day	Second Saturday
14.08.2017	Monday		Krishnaṣṭami
15.08.2017	Tuesday		Independence Day
17.08.2017	Thursday		Consumer Club Day
24.08.2017	Thursday	Field Trip for Arts & Commerce Students	Conduct of Slip Tests for all degree students in their respective class rooms.
25.08.2017	Friday		Vinayaka Chaturdhi
26.08.2017	Saturday	Career Guidance to the Students Guest Lecture by JKC & Career Guidance Cell. & Swatchha Bharat Programme	
28.08.2017	Monday	Last date for payment of exam fee & exam applications for 1st, 3rd & 5th Semester students	
29.08.2017 to 31.08.2017	Tuesday to Thursday	I Mid & Monthly test by all Departments.	
02.09.2017	Saturday		Bakrid
05.09.2017	Tuesday	Teachers Day	

09.09.2017	Saturday	Field Trip for Science Students	Second Saturday
12.09.2017	Tuesday	Women Empowerment Cell activities	
14.09 to 16.09.2017	Thursday to Saturday	Students Organized Seminars by All Departments	
18.09.2017	Friday	NSS Day and Ozone Day	
19.09 to 25.09.2017	Tuesday to Monday	Conduct of Internal Practical exams for 1st, 3rd & 5th Semesters	
22.09 to 25.09.2017	Friday to Monday	II Mid Exams	
26.09 to 30.09.2017	Tuesday to Saturday		Dusshera Vacation
02.10.2017	Monday		Gandhi Jayanthi
04.10.2017	Wednesday	Commencement of 1st, 3rd & 5th Semester End Examinations	
14.10.2017	Saturday		Second Saturday
19.10.2017	Thursday		Deepavali
28.10.2017	Saturday	Swatchha Bharath Programme	
01.11.2017	Wednesday	Commencement of classes for 2nd, 4th & 6th Semester students	
04.11.2017	Saturday		Karthika Pournami
11.11.2017	Saturday		Second Saturday
13.11 to 18.11.2017	Monday to Saturday	National Library Week Celebrations	
22.11.2017	Wednesday	Women Empowerment Cell Activities	
26.11.2017	Sunday	NCC Day & Rajyagadinothavam	
30.11.2017	Thursday	World AID's Day - Guest lecture & Rally	
01.12.2017	Friday		Milad - Un - Nabi
09.12.2017	Saturday		Second Saturday
06.12 to 09.12.2017	Wednesday to Saturday	I Mid & Internal Examinations	
11.12.2017	MONDAY	Human Rights Day	
13.12.2017	Wednesday	Consumers Day	
16.12.2017	Saturday	Inter Collegiate Quiz & Debate Competitions.	
19.12.2017	Tuesday	College Annual day	
23.12 to 26.12.2017	Saturday to Tuesday		Christmas Holidays
30.12.2017	Saturday	Swatchha Bhrath Programme	
01.01.2018	Monday		New Year's Day
06.01 to 09.01.2018	Saturday to Tuesday	Conduct of slip Test for all Degree students in their respective classes	
10.01 to 16.01.2018	Wednesday to Tuesday		Pongal Holidays
12.01.2018	Friday	International Youth Day	
20.01.2018	Saturday	Payment of Examination fee and submission of application forms for 2nd, 4th & 6th Semester students.	
26.01.2018	Friday		Republic Day

27.01.2018	Saturday	Swatchha Bharath Programme	
11.02.2018	Saturday		Second Saturday
13.02.2018	Tuesday		Maha Sivarathri
12.02 to 25.02.2018	Monday to Sunday	Completion of Practical Examinations for 2nd , 4th & 6th Semester students.	
02.03.2018	Friday		Holi
03.03.2018	Saturday	Commencement of 2nd, 4th & 6th Semester end theory examinations.	
10.03.2018	Saturday		Second Saturday
18.03.2018	Sunday		Ugadi
25.03.2018	Sunday		SriRamaNavami
10.04.2018	Tuesday	Last working day of the academic year 2017-18	
11.06.2018	Monday	Re-opening of the college for the Academic year 2018 - 19.	

\*\*\*\*\*

*K. Swaroop*

## Annexure II

### ANALYSIS OF FEEDBACK FROM STUDENTS ON TEACHERS 2017-18

The outcome of students' feedback on teachers is as follows,

About 1. Regularity & Punctuality of teacher	:	All the students of the college are satisfied with the regularity of the staff to the college and their punctuality to class.
2. Motivation to students	:	Majority of the students have opined that their teachers are motivative from time to time.
3. Communication skills	:	The students are satisfied with the communication skills of their teachers are satisfactory and their communication is good with the subject.
4. Completion of syllabus	:	The students are not having any complaints regarding timely completion of syllabus and they are satisfied with completion of the syllabus in time by their teachers.
5. Maintenance of Discipline	:	Majority of the students are satisfied with the good discipline in the college as well as in the class room. They did not feel any disturbing environment during the classes.
6. Test	:	Majority of the students are happy with the mid-term exams conducted by the examination cell. But some of the students have expressed that conduct of some more exams will be more helpful to them.

7. Assignments	:	Majority of the students have expressed satisfaction with the assignments assigned to them and no complaints in this aspect.
8. Project work	:	Majority of the students are satisfied with their project work and the guidance provided by the teaching faculty to complete the same. Only very few students requested some more project works if possible.
9. Preparation to class and Notes provided	:	Most of the students are happy with the content prepared by the teacher to the class. They are satisfied with the material / notes provided. Some of the students have requested to provide more material as some of the papers are newly introduced.
10. Use of Teaching Aids	:	The students have expressed their satisfaction with the teaching aids that are have been used in the class room. But some of the students have requested to prepare more e - content or teaching aids for the class.
11. Counselling	:	Majority of the students felt happy with the caring nature of their teachers with them. Majority of the students have opined that their teachers guiding them in a proper way whenever required.

  
PRINCIPAL

### Annexure III



**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 Principatl  
BCAS, Bapatla  
Madam,

#### Annual report of NCC Coy for the year 2017-18

I am herewith submitting the various activities conducted by our college Coy for the year 2017 -18 as appended below,

SI No	Date	Activity	Location
1	21-06-2017	International Yoga Day conducted with 400 cadets	BCAS Campus
2	25-07-2017	Conducted Blood Donation Camp	BCAS Campus
3	15-08-2017	Independence day Celebrations	BCAS Campus
4	01-09-2017	Conducted a rally on environment	Bapatla town
5	09-10-2017	Conducted tree plantation program	BCAS Campus
6	26-11-2017	NCC Day Celebrations	BCAS Campus
7	05-01-2018	Conducted Road Safety Awareness Rally	Bapatla Town
8	26-01-2018	Republic Day Celebrations	BCAS Campus

## **Achievements:**

1. ANO, Lt. Ch. Manikya Rao Detailed to CATC-VII Camp at Chirala from 16-10-17 to 25-10-17
2. 16 Cadets Participated all National Level Camps in various places like Kharagpur, West Bengal , Indore, Bhalaspur, Karnataka, Puri and Nagaland
3. 3 Cadets Participated IGC ( Inter Group Competition) at Secunderabad
4. CPL. Nagoor Meera , II B.Com(TM) and LCPL. K. Supriya III B.Com (EM) are Participated.  
LRDC ( Local RDC) Camp at Vijayawada.
5. Cadet VUSA HARIKA II B.Sc CBZ(EM) Participate Republic Day Parade (RDC) Camp at Delhi on 26-01-2018 .

**Annexure IV**