INTERNAL QUALITY ASSURANCE CELL (IQAC)
Annual Quality Assurance Report (AQAR)
2013-2014
of
Mrs. A.V.N. COLLEGE
VISAKHAPATNAM
Affiliated College of Andhra University
Chairman : Dist. Collector

Estd : 1860

Sri **A.V. Narasinga Row**
Founder & Scientist

Submitted to

NATIONAL ASSESMENT AND ACCREDIATION COUNCIL
University Grants Commission
BANGALORE - 560 072, INDIA

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

AQAR for the year

2013 – 2014

1. Details of the Institution

1.1 Name of the Institution

Mrs. A.V.N.COLLEGE

1.2 Address Line 1

21-1-17, VELAMPETA

Address Line 2

NEAR HEAD POST OFFICE

City/Town

VISAKHAPATNAM

State

ANDHRA PRADESH

Pin Code

530001

Institution e-mail address

principal.avncollege@gmail.com

Contact Nos.

0891 – 2568004
FAX: 0891 – 2712338 / 2565817

Name of the Head of the Institution:

Dr.VEDULA PERRAJU

Tel. No. with STD Code:

0891 - 2568004

Mobile:

9885700106

Name of the IQAC Co-coordinator:

Dr.B.Sailaja Kumari

Mobile:

9441209363

IQAC e-mail address: | avniqac@gmail.com |

1.3 **NAAC Track ID**

OR

1.4 NAAC **Executive Committee No. & Date:** | EC/PCRAR/63/03 DATED MARCH 23, 2013 |

1.5 Website address: | www.mrsavncollege.ac.in |

Web-link of the AQAR: | http://www.avncollege.ac.in/iqac-naac.php |

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B++	812/1000	2007	2012
2	2nd Cycle	B	2.88/4.00	2013	2018

1.7 Date of Establishment of IQAC: DD/MM/YYYY | 01-04-2008 |

1.8 Details of the previous AQAR submitted Not Applicable

1.9 Affiliated College | YES |

Type of Institution Co-education | √ |

Urban | √ |

Financial Status Grant-in-aid | √ | UGC 2(f) | √ | UGC 12B | √ |

Grant-in-aid + Self Financing | √ | Totally Self-financing | |

1.10 Type of Faculty/Programme

Arts | √ | Science | √ | Commerce | √ |

1.11 Name of the Affiliating University *(for the Colleges)* | Andhra University |

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

UGC-COP Programmes | YES – 06 |

2. IQAC Composition and Activities

2.1 No. of Teachers

| 06 |

2.2 No. of Administrative/Technical staff

| 02 |

2.3 No. of students

| 02 |

2.4 No. of Management representatives

| 02 |

2.5 No. of Alumni

| 02 |

2. 6 No. of any other stakeholder and Community representatives

| 01 |

2.7 No. of Employers/ Industrialists

| 01 |

2.8 No. of other External Experts

| 02 |

2.9 Total No. of members

| 18 |

2.10 No. of IQAC meetings held   : 04 [FOUR]

2.11 No. of meetings with various stakeholders: No. | 05 | Faculty | 02 |

Non-Teaching Staff Students | 02 | Alumni | 01 |

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

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 02 | National | 02 |

(ii) Themes

1. A Two-day UGC National Workshop on awareness and interactions on RTI Act 2005 on 29th & 30th August 2013(Sponsored by UGC).

2. A Two-day UGC National seminar on 27th & 28th December 2013. Telugu Classical Literature - A critical analysis of woman characters (Sponsored by UGC).

2.14 Significant Activities and contributions made by IQAC

1. Teacher Quality Enhancement Programmes.

2. Computer Awareness Programme for Office Staff

3. Encouragement to students, to give presentations with audio visual aids

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 *

Plan of Action	Achievements
1.Streamlining the entire administration and infrastructure development 2. Aimed to improve academic results.	1..Appointment of Administrative Officer on 01.08.2013 2. Enhancement of pass percentage compared to previous year.

Attached the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body   Yes   Management   √

Provide the details of the action taken

The governing body of Mrs.A.V.N.College has approved the AQAR

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	**01**	--	--	--
UG	**03**	--	--	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	--	--	--	**06**
Others	--	--	--	--
Total	**04**	--	--	**06**

Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	PG
Trimester	--
Annual	UG

1.3 Feedback from stakeholders*   Alumni [√]   Parents [√]   Employers [√]   Students [√]
    (On all aspects)

   Mode of feedback   :   Manual [√]

*Annexure attached

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

> 1. No.
>   As our college is affiliated to Andhra University, A.U. approved syllabus has been implemented
>
> 2. Yes.
>   Revised syllabus is implemented from 2008-09 onwards.

1.5 Any new Department/Centre introduced during the year. If yes, give details. **NO**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
38	**14**	**24**	--	--

2.2 No. of permanent faculty with Ph.D.   **22**

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

Asst. Professors		Associate Professors		Professors		Others (Recruit Temporary)		Total	
R	**V**	**R**	**V**	**R**	**V**	**R**	**V**	**R**	**V**
--	**66**	--	--	--	--	--	--	--	**66**

   * Aided Vacant positions are not being filled up by the state government due to its   policy; however college management is filling Un-Aided posts as and when required on temporary basis.

2.4 No. of Guest and Visiting faculty and Temporary faculty   --   --   **10**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level	University level
Attended	**03**	**07**	**0**	--
Presented papers	**12**	**16**	--	--
Resource Persons	--	--	--	--

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

> **Use of Power Point presentations, feed back of the learners, providing study material and CDs.**

2.7 Total No. of actual teaching days during this academic year   **233**

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

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

Board of studies Chairman	Board of Studies Members	Senate Members of A.U.
04	**06**	**02**

2.10 Average percentage of attendance of students | 70 |

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	**I %**	**II %**	**III %**	**Pass %**
B.A.	**24**	**4%**	**14%**	**14%**	**17%**	**49%**
B.Com	**125**	**1.5%**	**16.5%**	**20%**	**10%**	**48%**
B.Sc	**85**	**1.5%**	**10.5%**	**22%**	**11%**	**45%**

*Presently our university is following grading system with CGPA Score.

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

API report, feedback from students, parents and staff self appraisal ratified by the principal.

* Academic Performance Indicators (API) report, is the assessment of the deputed   faculty members, who were nominated by the CCE for Academic Audit every year.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	**01**
UGC – Faculty Improvement Programme	--
HRD Programmes	--
Orientation Programmes	**02**
Faculty exchange Programme	--
Staff training conducted by the university	**01**
Staff training conducted by other institutions	**03**
Summer / Winter schools, Workshops, etc.	**02**
Others	**01**

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	32	40	--	--
Technical Staff	08	--	--	10

* Due to the policy of the State Government of Andhra Pradesh, no aided post has been filled during the academic year. However college management is filling unaided posts as and when required on temporary basis

Criterion – III

3. Research, Consultancy and Extension

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

> 1. Faculty Members are encouraged to avail the Faculty Development Programme (FDP) of UGC.
>
> 2. Faculty Members are encouraged to apply for research projects.
>
> 3. Encouraged to attend workshops, Seminars and faculty exchange programs

3.2 Details regarding major projects

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

 * Three members of our faculty have applied for UGC major projects and are waiting for the UGC approval.

3.3 Details regarding minor projects

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

 * Five members of our faculty have applied for UGC minor projects, and are waiting for the UGC approval.

3.4 Details of research publications

	International	National	Others
Peer Review Journals	--	--	--
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 organizations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	1	**College and INTUC**	**Rs. 1 Lakh**	**Rs. 1 Lakh**
Students research projects *(other than compulsory by the University)*	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	**1 Lakh**	**1 Lakh**

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

3.10 Revenue generated through consultancy | **Rs. 60,000** |

3.11 No. of conferences organized by the Institution:

Level	International	National	State	University	College
Number	--	2	--	--	01
Sponsoring agencies	--	UGC, HPCL	--	--	Mrs.A.V.N. College

3.12 No. of faculty who served as experts, chairpersons or resource persons | **12** |

3.13 No. of collaborations: any other | **02** |

3.14 No. Of linkages created during this year | **02** |

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	
Commercialized	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
04	--	--	**01**	**02**	**01**	--

3.18 No. of faculty from the Institution who are Ph. D. Guides | **02** | and students registered under them | **05** |

3.19 No. Of PhD's 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 who participated in NSS events:

University level | 20 |

National level | 10 |

3.22 No. of students who participated in NCC events:

University level | 60 | State level | 10

National level | 09

3.23 No. Of Awards won in NSS:

University level | -- | State level | --

National level | -- | International level | --

3.24 No. Of Awards won in NCC:

State level
(Best cadet award) | 01

National level | 10

3.25 No. of Extension activities organized | 03
College forum

NCC | 04   NSS | 03

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

1. Mrs A.V.N. College is specially working for under privileged sections of the society, as it is government aided institution. The college is providing quality education with nominal fee structure.

2. Adopted Relli Veedhi (neighbouring area) an adult education programme was conducted.

3. Banking skills developed for illiterate people of Relli Veedhi.

4. NCC unit for girls has conducted a free eye camp for the people who are living in and around the college.

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	**11 Acres**	--	-	**11 Acres**
Class rooms	**37**	**08**	**UGC/COLLEGE**	--
Laboratories	**14**	--	--	**14**
Seminar Halls	**02**	--	--	**02**
No. of important equipment purchased (≥ 1-0 Lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others	--	--	--	--

4.2 Computerization of administration and library

1. Administration: The administration of the college is partially computerized. All the administrative work is being done through computers except admissions.

2. Library: The library is partially automated. It is equipped with Internet and INFLIBNET facilities.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	**49755**	**25,00,000**	**2123**	**1,00,000**	**51878**	**26,00,000**
Reference Books	**20155**	**10,00,000**	**50**	**5,000**	**20205**	**10,05,000**
E-Books	**INFLIBNET**	**5,000**	--	--	**INFLIBNET**	**5,000**
Journals	**06**	**10,000**	--	--	--	**10,000**
E-Journals	**INFLIBNET**	--	--	--	**INFLIBNET**	--
Digital Database	--	--	--	--	--	--
CD & Video	**26**	**2,500**	**08**	**1,000**	**34**	**3,500**
Book Bank Facility	--	--	**3,037**	**2,00,000**	**3,037**	**2,00,000**
Total	--	**35,17,500**	--	**3,06,000**	--	**38,23,500**

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centre	Computer Centre	Office	Dept.	Others
Existing	**210**	**03**	**2 Mbps connections - 2**	**03**	**03**	**08**	**17**	**85**
Added	**10**	**--**	**15 NME Connections**	**--**	**--**	**02**	**03**	**05**
Total	**220**	**03**	**17**	**03**	**03**	**10**	**20**	**90**

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

> College has limited Wi-Fi facility to the staff and Internet facility for students is available in the library.

4.6 Amount spent on maintenance in Lakhs:

    i) ICT   **02**

   ii) Campus Infrastructure and facilities   **11**

iii) Equipments   **06**

   iv) Others   **02**

Total: **21**

Criterion – V

5. <u>Student Support and Progression</u>

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC organized various orientation programmes for the staff with regard to the upliftment of student support services.

1. Students meet with faculty and principal on monthly basis to resolve their grievances.

2. Co-ordinate with Jawaharlal Knowledge Centre and Placement cell (Government of Andhra Pradesh) to conduct on campus and off campus interviews.

3. Mobilisation of funds by staff from various industrial organizations like HPCL, Port Trust etc. to help the poor and needy students on a continuous process.

5.2 Efforts made by the institution for tracking the progression

1. Class teachers were appointed to monitor student's progress regularly by way of maintaining each and every student profile.

2. Special efforts were made for slow learners by conducting remedial coaching classes to them.

3. Training for various competitive examinations for the purpose of higher education and employment.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
882	65	--	--

(b) No. of students outside the state

04

Men

No	%
659	76

Women

No	%
223	24

Last Year						This Year					
General	SC	ST	OBC	PH	Total	General	SC	ST	OBC	PH	Total
80	145	162	403	06	818	86	157	175	458	06	882

Demand ratio 1:1   **Dropout: 18%**

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

> Coaching given for competitive examinations - AUCET/ICET/B.Ed/CET/LPCET

No. of students beneficiaries | **14**

5.5 No. of students qualified in these examinations

State PSC | **06** | Others | **03**

* AP Police Service = 6
* Defence Services = 3

5.6 Details of student counseling and career guidance

> The authorities of 'Sakshi' a Telugu daily newspaper conducted an awareness programme on psychological disorders in the name of 'Sakshi Jana' on 12-02-2014 .An eminent psychiatrist addressed various psychological problems of students like stress, emotions, pressure and suicidal tendency. He has also given some tips to overcome those disorders.

No. of students benefitted | **87**

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	**72**	**13**	**03**

5.8 Details of gender sensitization programmes

> International Women's' Day was celebrated on 08-03-14; a detailed discussion was taken place on domestic violence.

5.9 Student Activities

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

International level | **02**

No. of students participated in cultural events

State/ University level | **10**

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

Cultural: State/ University level | **02** | National level | **01**

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	27	1,12,050
Financial support from government	554	22,16,000
Financial support from other sources	62	3,49,200

5.12   No. of social initiatives undertaken by the students   09

        * National Integration Camp, Drill, Boat Pulling, Semaphore, Ship modeling, All India Nausainic Camp, Save the girl child program, AIDS awareness rally, Blood donation camp.

5.13 Major grievances of students (if any) redressed:

1.   Many students are economically backward and they requested the principal / management to allow them to pay the tuition fee on installment basis. Management responded positively.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision**: QUALITY EDUCATION FOR ALL
>
> **Mission**: "TO CREATE A THRIVING COMMUNITY FOR THE DEVELOPMENT OF EDUCATION, CULTURE AND SOCIAL VALUES."

6.2 Does the Institution have a management Information System?

> AVN College is trying to shift the manual procedure of administration to computerized system gradually. As a part of MIS, computers with Internet facility are provided to the library, office of the Correspondent, office of the Principal and the departments of Commerce, Physics, English, Mathematics and Statistics. With the above efforts, the management is trying to integrate the information system of the college.

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

6.3.1 Curriculum Development

> AVN College is affiliated to Andhra University, therefore implementing the curriculum designed by the university

6.3.2 Teaching and Learning

> a) Identification of slow learners
>
> b) Provision for remedial coaching classes for slow learner.

6.3.3 Examination and Evaluation

> Continuous assessment is done through slip tests, assignments, quarterly, half yearly and hope examinations.

6.3.4 Research and Development

> 1. Liaisoning with the Andhra University with an aim to establish a research centre in the college.
> 2. Encouraging the doctoral candidates to publish more number of research papers.
> 3. Providing more research oriented books in the library.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Library partially automated
2. ICT training is given for supporting staff
3. Classrooms/laboratories regularly maintained

6.3.6 Human Resource Management

College has a well-written policy on appointment of staff under management, training, development, compensation and handling grievances.

6.3.7 Faculty and Staff recruitment

As per the policy of the government of Andhra Pradesh, no permanent faculty recruitment could be done. However, management is appointing faculty and Administrative staff as and when required on temporary basis.

6.3.8 Industry Interaction / Collaboration

1. Interacting with more number of industries like HPCL, Port Trust, Steel Plant and banks like SBI and Allahabad Bank etc.
2. A separate committee has been constituted as industrial liaison cell with specific duties of interaction and collaboration

6.3.9 Admission of Students

To withstand in the phase of competition from the corporate colleges, the faculty and supporting staff are striving in the advertisement campaign to secure sufficient admissions. In addition to that the college is also offering more incentives like merit scholarships, endowment prizes, gold medals and free seats etc to improve the admissions.

6.4 Welfare schemes for

Teaching	1. Staff Co-operative Credit Society 2..GLIC
Non teaching	1.Staff Co-operative Credit Society 2.GLIC
Students	1.Poor OC students are supported with financial Assistance by poor students fund 2. Welfare scholarships for SC, ST, BC, and Minorities by their respective welfare departments. 3.Protected drinking Water 4.Health Check-up programs

∗ 'Yuva Drushti', a programme on eye related disorders, was organised by T.Subbirami Reddy an MP (Visakhapatnam constituency). He disbursed funds for Rs.15,00,000/- for eye check-up, purchase of spectacles and tricycles to the differently abled .This scheme was extended to all teaching, non-teaching staff and students**.**

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   **YES**

6.7 Whether Academic and Administrative Audit (AAA) have been done

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	CCE Govt.of AP	Yes	IQAC
Administrative	Yes	CCE Govt. Of AP	Yes	Management

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

For UG Programmes   **Yes**

For PG Programmes   **Yes**

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

The University has adopted CGPA grading system. As per A.U. guidelines - Year end examinations are being conducted according to proposed exchange of students (random order).

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

> The University is insisting all the affiliated colleges to go for autonomous status through periodical circulars.

6.11 Activities and support from the Alumni Association

> 1. Contribution of college and exam fees to poor/ merit students by alumni.
>
> 2. Water purification, plant maintenance and gardening supported by

6.12 Activities and support from the Parent – Teacher Association

> The college management has conducted Parent -Teacher meetings for taking the support from the parents in improving their wards performance.

6.13 Development programmers for support staff

> 1. Staff development programmes (lectures / workshops / training programmes) were conducted regularly by the individual departments. The training includes: Internet – Audio-visual aids – Computer aided packages.
>
> 2. The management has been conducting various meetings for supporting staff to encourage them to improve their qualifications and computer skills.

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

> 1. Greenery is maintained in the campus
>
> 2. Use of plastic is discouraged
>
> 3. Programmes on environmental awareness were organised
>
> 4. Making of Lord Ganesh idols by using clay and free distribution in and around the areas of college to campaign and to bring awareness in the public towards Eco-friendly culture.

Criterion – VII

7. Innovations and Best Practices

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

1(a) Decentralization of administration was done by appointing four Vice-Principals

(b)One for office supervision and administration

(c)One for looking after UGC affairs and

(d)Two for monitoring degree (B.A., B.Com. & B.Sc) academic work along with the Principal

2. The management appointed a supporting staff member for monitoring scheduled class work

---

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

PLAN OF ACTION

1. Streamlining the administration of the college
2. Aimed to improve academic results.

Action Taken Report

In view of the institution's Vision and mission, the management initiated necessary steps into adoption. The shortage of class rooms has been met with UGC funds and port trust funds, nearly eight class rooms were constructed. To streamline the administration and infrastructure of the campus, A.O. was appointed on 1-8-2013. CC cameras have been installed for better monitoring. Punching card system for staff and Fifteen NME connections were introduced. Ten more computers have been added to the existing 200 systems. MIS implementation was brought into utilization by providing computers with internet facility to each and every department of the college to get integrated information to the management.

Regarding the improvement of academic results, a new academic committee has been constituted to bring certain new measures. To improve quality of teaching, faculty are provided with LCD projectors and encouraged to give PPTS. To monitor the performance of the teachers, feedback boxes have been installed and taken feedback for every fifteen days and also initiated necessary action like calling those teachers whose performance is not satisfactory. Tutorial classes and remedial classes for slow learners are also conducted. Even though, several steps have been taken for the improvement of results, due to the agitation of separate Telangana and subsequent agitation of samakhya Andhra, we could not achieve the expected results. In view of the interest of the students career and the commitment of the teaching community, the loss of the working days have been compensated by taking extra classes on 2nd Saturdays, Sundays and other optional holidays. For B.A. students, we could achieve better results, but failed to achieve in case of B.Com and B.Sc. (practical oriented courses).

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

- Weigand Card Technology/Card Reading System and installation of Closed-Circuit Television Cameras (CCTV Camera) are introduced.

- An awareness programme has been conducted in the college on 12.02.2014 to address psychological disorders of the students, in collaboration with the Telugu newspaper 'Sakshi Telugu Newspaper'.

Annexure attached.

7.4 Contribution to environmental awareness / protection

A committee was constituted in the college to organize various programmes on environmental awareness:

1. Under clean campus campaign, on every second Saturday of the month non-biodegradable waste in the campus was collected and disposed off.

2. Plantation programmes are undertaken at least thrice a year.

3. Beach cleaning was done by NCC students on 21-9-2013.

4. Awareness programme was organised on 16-09-2013 (Ozone Day).

7.5 Whether environmental audit was conducted? **NO**

8. **Plans of institution for next year 2014- 2015:**

1. Decided to conduct Internal Administrative Audit
2. Introduction of Bio-metric method of attendance to the staff
3. Planning to Organize an International Seminar.

Name: Dr.B Sailaja Kumari   *Name:* Dr.Vedula Perraju

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

***

Attached Annexure:

1. Academic Calendar 2013 – 2014

2. Feedback on staff assessment Report

3. Format of two best practices of the institution

ANNEXURE - 1

A N D H R A U N I V E R S I T Y

Telegrams: UNIVERSITY
Telephone: 284 4000
Fax: 0891-2755324

All Official letters, packages etc, should be addressed to the Registrar by designation and not by name.

No. L.I. Aca. Cell/Acad. Calendar/2013-14.

Visakhapatnam
Dt: 26-04-2013

From: **THE REGISTRAR**

C I R C U L A R

Sub: Academic Calendar of UG Courses for the Academic Year 2013-2014 - Regarding.

Ref: Minutes of the meeting of the Principals of Affiliated Colleges (UG) held on 20-04-2013 in the E.C. Hall, CAO., AU.

-o0o-

I am directed to inform that the Academic Calendar of under graduate courses for the Academic year 2013-2014, is approved. A copy of the Academic Calendar of UG Courses for Academic year 2013-2014 is enclosed herewith.

All the Principals of Affiliated Colleges of Andhra University are requested to note that the Academic Calendar for the academic year 2013-2014 be implemented scrupulously and compliance report be sent to the undersigned.

(T. CHITTI BABU)
Deputy Registrar (Academic)

To
The Principals of A.U. Affiliated Colleges (UG).

Copies to:

1. The Dean of Academic Affairs, A.U., V.S.P.
2. The Dean of C.D.C., A.U., V.S.P.,
3. The Dean of Examinations (UG), A.U., V.S.P.,
4. The Special Registrar and Controller of Examinations, A.U., VSP.
5. The Web Master, CAO., A.U., with a request to display the academic calendar of UG Courses for the academic year 2013-14 in the A.U. Web Site.
6. E.I, E.II, E.III, E.IV, E.VI, C.II & S.I Sections for information.
7. The Sec. to Vice-Chancellor and P.A. to Registrar.

ANDHRA UNIVERSITY
ACADEMIC CALENDAR FOR UG COURSES
FOR THE ACADEMIC YEAR 2013-2014

Admission Schedule

Sale of Admission Applications and Registration		02-05-2013
Last date for sale and registration of admission applications (Including instant intermediate candidates)		28-06-2013
Display of 1st list & commencement of admissions		01-07-2013
Closing of Admissions (*) for general category		18-07-2013
With late fee of Rs.300/-(payable to A.U.)		19-07-2013 to 31-07-2013
Closing of Admissions (*) for general category With late fee of Rs.1000 /-(payable to A.U.)		01-08-2012 to 22-08-2013

01.	Re-opening Day and Commencement of classes for II & III year	05-06-2013
02.	Anti-Ragging Counseling and Instructions to senior students	13-06-2013
03.	Commencement of Classes for I Year	05-07-2013
04.	Review sessions on Anti-Ragging Counseling and Instructions to senior students.	09-07-2013
05.	University Administration will hold, meetings with all the Principals of affiliated UG College (District wise)	In the month of August & November 2013
06.	Dessara Holidays	12-10-2013 to 16-10-2013
07.	Half yearly exams	29-10-2013 to 04-11-2013
08.	To Create awareness on employability skills career orientation counseling classes will be conducted every month at the convenience of the colleges concerned.	
09.	Christmas Holidays	24-12-2013 & 25-12-2013
10.	Pongal holidays	13-01-2014 To 18-01-2014
11.	Last date of instruction (common for all exams)	11-02-2014
12.	Hope examinations.	Left to the discretion of the respective colleges
13.	Submission of attendance particulars & information of ineligible Candidates to the Controller of Examination and Academic Cell.	14-02-2014
14	Job fares will be conducted as per the convenience of the colleges and the employing agencies; suitable dates will be fixed for campus interviews.	
15.	Academic audit inspections of departments will be conducted according to convenience of the college administration/authorities	

16.	Practical Examinations (Others)	15-02-2014 to 28-02-2014
17.	Commencement of Examinations (Theory)	03-03-2014
18.	Commencement of Summer Vacation	12-04-2014 to 04-06-2014
19.	Reopening day for the next academic year	05-06-2014

(*) In case of students passing Intermediate at the instant examination, the admission shall be closed within 7 days from the date of publication of results without fine

Examination Schedule Particulars:

Practicals Examination	15-02-2014 to 28-02-2014
Commencement of Theory Examination	03-03-2014
Publication of Results	On or before 21-04-2014
Instant Examination	05-05-2014

Schedule for the Payment of University Examination Fee

A	Last date for submission of Examination Applications	25-10-2013
B	Last date for Submission of examination application with penal fee of Rs. 500/-	11-11-2013
C	Last date for submission of examination application with penal fee of Rs. 2000/- (10 days before commencement of examinations)	

Publication of Results:

A	1st & 2nd year Results	20-05-2014
B	Last date for Submission of examination application for supplementary Examination	31-05-2014
C	Commencement of Supplementary Examination(Theory)	12-06-2014

LIST OF WORKING DAYS/HOLIDAYS FOR UG COURSES FOR THE ACADEMIC YEAR

2013-2014

REOPENING: 05-06-2013

Month	2013-2014	No. of Holidays	No of working days	Total
June, 2013	08, Second Saturday 09,16,23,30 Sundays	05	20	25
July, 2013	07,14,21,28 Sundays 13, Second Saturday	05	26	31
August, 2013	04,11,18,25 Sundays 09 Ramzan 10 Second Saturday 15 Independence Day 29 Sri Krishnastami	08	23	31
September, 2013	1,08,15,22,29 Sundays 09 Vinayaka Chaviti 14 Second Saturday	07	23	30
October, 2013	02 Gandhi Jayanthi 6,13,20,27 Sundays 12 Second Saturday Dasara Holidays 14-10-2013 & 15-10-2013 16-10-2013 Bakrid	09	22	31
November, 2013	3,10,17,24 Sundays 09 Second Saturday 02-11-2013 Deepavali 14-11-2013 Muharam	07	23	30
December, 2013	1,8,15,22,29 Sundays 14 Second Saturday 24-12-2013 & 25-12-2013 Christmas Holidays	08	23	31
January, 2014	5,12,19,26 Sundays 11 Second Saturday Pongal Holidays 13-01-2014 to 18-01-2014 26 Republic Holiday(Sunday)	11	20	31
February, 2014	2,9,16,23 Sundays 08 Second Saturday 27 Maha Siva Ratri	06	22	28
March, 2014	2,9,16,23,30 Sundays 07 Holi 08 Second Saturday 31 Ugadi	08	23	31
April, 2014	5 Babu Jagajeevan Ram Jayanthi 8 Sri Rama Navami 6 Sunday	03	8	11
Total:		77	233	310

Summer Vacation from 12-04-2014 to 04-06-2014 and colleges will re-open on 05-06-2014.

*Regarding the dates of the festivals the dates announced by the State Government be followed.

ANNEXURE - 2

Reference1.3. Feedback from stakeholders: students, parents, and API

Staff Assessment Report (2013 – 2014)

The Internal Quality Assurance Cell is the primary system that takes care of the quality in the college. The IQAC conducts number of evaluations that have a specific focus on issues and concerns. A staff assessment is taken through student feedback. This helps the staff to constantly improve their skills while imparting knowledge to the students. Feedback boxes have been arranged to all the Degree students BA, B.Com & B.Sc. These boxes are opened for every 15days, by the Principal and will initiate the necessary action.

The following table consolidates the overall scores of the staff basing on the feedback of students, parents and also API Reports.

Grade	No. Of Teachers
A= Excellent	12
B=Very Good	15
C=Good	15
D=Average	6
Total	**48**

Out of the 48 staff, 12 teachers secured A Grade, 15 teachers B Grade, another 15 placed with C Grade and 6 teachers scored Average performance with "D" Grade. Principal called the staff that secured "D" grade and spoke with them for the improvement of their performance.

ANNEXURE - 3

7.2 Two best practices of the Institution

i.Title:

    1. Card Reading system and CC Cameras in the campus are introduced.
    2. Awareness programme on psychological disorders of students.

ii.GOAL

    1. Better monitoring of the college activities
    2. How to overcome stress among students.

iii. THE CONTEXT

    1. It was decided to introduce card reading system and to install cc cameras.
    2. Increasing of suicidal tendencies among student community.

iv. THE PRACTICE

    1. The card reading system and cc cameras were installed within the vicinity of the institution.
    2. The institution has decided to conduct a programme related to stress management and psychological disorders and programmes were conducted on 12-2-14.

v. EVIDENCE OF SUCCESS

    1. It was observed that there was a significant improvement of Punctuality among the staff attendance
    2. It was observed that a positive response against problems like fear of jobs and occupation regarding was curbed down.

vi. PROBLEMS ENCOUNTERED

    1. Some areas like where more monitoring was required for complete implementation.;
    2. Some students needed careful consideration regarding regional disturbances of samakhya Andhra.

vii. RESOURCES NEEDED

1. Need for more monitoring for complete assurance regarding attendance and activities of students.

2. Need for more programmes for the benefit of students.

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