



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	
	VKV Government Degree College, Kothapeta
• Name of the Head of the institution	Dr K. Peddi Raju
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	08855243440
• Mobile No:	9849711253
• Registered e-mail	jkcrjyec.kothapeta@gmail.com
• Alternate e-mail	kpraju.9849@gmail.com
• Address	kousik road
• City/Town	KOTHAPETA
• State/UT	ANDHRA PRADESH
• Pin Code	533223
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	ADIKAVI NANNAYA UNIVERSITY				
• Name of the IQAC Coordinator	Dr. K.ANKAMA RAO				
• Phone No.	08855243440				
• Alternate phone No.	08855243440				
• Mobile	9440015140				
• IQAC e-mail address	vkvnaac2020@gmail.com				
• Alternate e-mail address	araokonda@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://gdckothapeta.edu.in/				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://gdckothapeta.edu.in/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	72	2006	21/05/2006	22/05/2011
Cycle 2	B	2.13	2014	21/05/2014	04/05/2019
6.Date of Establishment of IQAC			28/07/2006		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
0	0	0	0	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			4		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>1. Encouraged staff to do RC and OC courses conducted guest lecturers in various subjects and encouraged staff and students to do MOOCS courses. 2. Introduction to certificate/Add-on programmes by the various departments for the benefit of the students. 3. Encouraged the departments to conduct national/ international seminars/webinars/workshops and encouraged staff to registered for Ph.D to promote research. 4. conducting orientation programmes to the teaching and non-teaching staff in the beginning of Academic year 5. To conduct bridge courses to the newly admitted students in the college every year.</p>		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Contionous Internal Evaluation System	Adopted,Contionous Internal Evaluation System by conducting student seminars, quiz programmes etc.
Feedback From Stakeholders	Feedback is Collected from stakeholders of the college and Evaluated.
Conduct Periodical Meetings	IQAC conducting meetings periodically and recorded action taken report and resolutions for the next meeting.
Online and ICT enable teaching	All the staff members are effectively using Online and ICT teaching in various platforms like Zoom,Webex ,Google meet etc.
Organising seminars/workshops/webinars	majority departments are conducting webinars on subject oriented topics and general topics based on corona-19 pandemic situation.
Conducting certificate courses	All the departments are conducting certificate courses to enhance the knowledge of the students relavent to the cuurent developments.
Result Improvement	All the departments in the college are conducting remedial classes for the slow learners to improve their result in the semester examinations
Conducting Industrial tours and field trips	IQAC encouraging all the departments to conduct field trips/industrial tours for the students to improve practical knoweldge of the students.
13.Whether the AQAR was placed before statutory body?	No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	28/02/2022

15. Multidisciplinary / interdisciplinary**16. Academic bank of credits (ABC):****17. Skill development:****18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)****19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):****20. Distance education/online education:****Extended Profile****1. Programme**

1.1

7

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student2.1 **356**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **271**

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 **83**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 **21**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **24**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	7
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	356
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	271
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	83
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	21
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	24
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	11
Total number of Classrooms and Seminar halls	
4.2	0.96
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	23
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

V.K.V.Government degree college is affiliated to Adikavi Nannaya University to improve the quality of curriculum to fulfill local needs and students academic levels.IQAC prepares institutional plan for the whole year in consultation with all the departments and academic cell.

•Every departmentprepare plan of action based on institutional plan and academic calendar given by the university.

IMPLEMENTATION: Syllabus and academic calender given by the university are kept in the college website.

The curriculum is delivered to students according to teaching plan prepared by teacher for every semester.

Every department conducts certificate/value added courses.

Teachers use ICT tools like google class room, Plickers, video lessons to simplify teaching learning process.

•Every department conduct meetings regularly to monitor the progress of the work allotted to the faculty members. IQAC conduct meetings frequently to supervise the overall effective curriculum delivery.

MENTORING SYSTEM: Class teachers identify the slow learners and advanced learners. Slow learners are given special attention by conducting frequent slip test and remedial coaching. Advanced learners are encouraged and trained to reach their goals.

Student seminars, periodical tests, field trips and quiz programmes are conducted.

Feed back is taken from students, teachers, alumni and employees which helps to assess for better curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Our college follows the academic calendar published by Adikavi Nanayya university. The class work of 3rd and 5th semester of all programs (B.A, B.Com, B.Sc) are beginning in the month of June and the class work of 1st semester of all programmes commences in the month of July. The class work for 2nd, 4th and 6th semesters will commence in the month of November.

As soon as the class work of first semester begins, an orientation programme will be conducted for the new students. Within two months from the commencement of semester mid term exams will be scheduled. Dates for conducting assignments, student seminars in every semester decided by each and every department. The results of mid term exams are discussed and recorded in the registers and displayed in every department notice board.

Based on the marks obtained in the mid term exams, students are

divided into two groups i.e., slow learners and advanced learners. Remedial coaching classes are conducted for slow learners for their academic improvement .

After completion of the mid term examinations,marks sheets are prepared and submitted to the examination department of the University.

The examination committee look after every aspect of continuous internal evaluation.

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File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

2

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

7

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

105

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

105

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Professional Ethics:

- Professional Ethics are taught to students as part of the curriculum.
- Importance for group work, leadership quality, moral and ethical values are integral part of education of the students.
- We celebrate various national / state / local important days in the institution.

Gender equality

- To maintain Gender equality among student and staff, the women empowerment cell and anti Ragging cell are formed.
- Women development awareness programmes such as female foeticide save girl child activity through debates and rangoli competitions are conducted every year in the institution.

Environment and Sustainability:

- Environment is a part of study in the curriculum of the institution.
- As prescribed in the curriculum, students have "Foundation courses" regarding environment and sustainability, which help to create awareness about the ecosystem, biodiversity, natural resource conservation, waste management and pollution.

Tree plantation is carried out every year under VANAM-MANAM program with the help of NSS volunteers and staff.

Human values:

Students participate in various social activities like Blood donation camp, save girl child, Tree plantation, Swachh Bharat and Rallies for awareness regarding infectious diseases like Covid 19 and Dengue.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

64

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

810

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

272

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

1. Admission Campaigning committee
2. College Prospectus
3. Remedial Classes
4. Career Counselling
5. Mentee and Mentor
6. Extension Lectures
7. Educational Field Visits

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
356	22

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

1. Group Discussions

2. Quiz's
3. Poster Presentations
4. Student Seminars
5. ICT Based Teaching and Learning
6. Student Assignments
7. Self Defence, Swatch Bharat, Clean and green activities
8. Sports, games and Cultural

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The faculty members of V.K.V. GOVERNMENT Degree College use online education resources, social networking sites, blended learning platforms like google classroom to effectively deliver teaching and provide enhanced learning experience to the students.

The faculty members of the Department of Computer Science naturally leads in the complete adoption of ICT enabled tools to render teaching; however, almost all the teachers use in some way to teach and train their students.

Software available online is integrated with teacher's explanation and students are encouraged to learn and practice through interactive activities. Few departments have Digital classrooms, LCD projectors and MANA TV Room which are used for making power point presentations.

The use of ICT by teachers in classrooms apart from enabling students to keep pace with the contemporary digital and virtual world has helped VKV GDC create a student centric learning approach.

You- Tube, E- mails, Whats App groups, Zoom, Google meet, Cisco Webex and Google classrooms are used as platforms to communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries and share information.

The library also provides access to computers and on-line journals

freely available and also to journals subscribed on the advice of faculty.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://gdckothapeta.edu.in/digital-class-rooms/

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

18

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

7

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

46

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Response:

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation. The performance of the students is displayed on the Notice board. Personal guidance is given to the poor performing the students after their assessment. Students appearing for Second /third year are asked to deliver the seminars of the concerned subject. Topics are given by their

teachers to the students to prepare for power point presentation.

For transparent and robust for internal assessment, the following mechanisms are conducted

- Internal Examination Committee.
- Question Paper Setting.
- Conduct of Examination
- Result display

The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, interest of the student towards learning and attending the classes has been also increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication skills.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

A transparent, time-bound and efficient method is being followed in V.K.V. GOVERNMENT DEGREE COLLEGE in terms of dealing with internal examination related grievances.

Internal Assessments (Test -1 and Test- 2):

Immediately, after completion of the unit test, the solutions of the test along with question wise marking scheme is displayed on notice board within an hour after the test to maintain transparency and uniformity in the assessment of the internal tests. The faculty evaluates the answer papers within a week of conduction of test. The evaluated answer sheets are shown to students in class.

At the end of the semester the average marks of both the unit-tests is calculated and verified with the students.

Assignments-

Faculty evaluates assignments based on the rubric (set of instructions or rules) which is also shared with the students. The rubric consists of criteria- timely submission, clarity, neatness, etc.

Lab experiments-

The experiment performed in lab by the student is immediately evaluated by the faculty and the performance marks are assigned based on the lab rubric (rules) designed by the faculty.

Project evaluation-

The rubric is designed for these two presentations having criteria- quality of problem formulation, literature analysis, presentation, team work, etc.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

The V.K.V. Government degree college has clearly stated learning outcomes of the Programmes and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

1. Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students.
2. The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College staff meeting in the presence of principal.

3. The students are also made aware of the same through Tutorial meetings
4. Workshops have also been conducted for developing the Programme Educational Objectives and Learning outcomes at college level

The institution is running Under Graduate (B. A, B.sc, B. com) courses for the students. 356 Students got admitted in B.Sc, B.Com & B.A (UG Courses) for the academic year 2020-2021..... students were successfully passed out. There are 14 subjects in the college viz. English, Telugu, Economics, History, Political Science, Tourism, Physical Education, Chemistry, Physics, Botany, Zoology, Mathematics, Computer Science and Commerce.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of the Course Outcomes

The course outcomes is measured through syllabus, completion of syllabus, continuous evaluation (internal evaluation), setting up of question paper, evaluation, and result (award marks).

At the Departmental level, the Heads of the Department and the staff members who are engaged in any class strive to complete the courses in time. The 75 percent of compulsory attendance to qualify for writing the end semester examination .The attendance is also tied with marks. In the LMS of the teacher complete data of the students who are taking that teacher's course is provided, so that the teacher can keep apprising the student about their progress. The continuous evaluation is done through tests, quizzes, written assignments, presentation of papers, oral presentations, field work and so on.

Attainment of the Programme Specific Outcomes

The programme specific outcomes are measured by taking the aggregate result of all courses in a given programme of an individual student, and then the average performance of all the students in a given programme.

Attainment of the Programme Outcomes

The University has also utilized student satisfaction survey developed by NAAC (for conducting it during assessment and accreditation process).

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

31

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://gdckothapeta.edu.in/criteria-wise-data/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research

projects / endowments in the institution during the year (INR in Lakhs)**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

3

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

01

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The extension activities such as swach bharath .Creation of awareness on covid vaccination, blood donation camp,plantation,awreness on sesnsitisation etc are carried at the

college b active participation of our students with guidance of staff members. This involvement of students in such extension activities helps to develop social service attitude in the students as a result they become good citizens.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

7

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

8

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution ensures adequate availability and optimal utilization of physical infrastructure as it is critically linked to the vision of the college Our college has 9 Class rooms, 3 digital class rooms and 1 Seminar Hall. The class rooms are equipped with fans, tiles flooring, white boards having good ventilation. One virtual class room LCD Projector. Three digital class rooms are equipped with digital board and podium which are heavy battery back-up facility. Our institution has well equipped laboratories in science departments and computer department is equipped with latest software and operating system.

The Time Table committee plans ahead for all requirements regarding classrooms, laboratories, furniture and other equipments.

•Optimal deployment of infrastructure is ensured through conducting workshops/awareness programs/training programs for faculty on the use of new technology.

•Effective utilization of infrastructure is ensured through appointment of adequate and well qualified lab technicians/system administrator.

•The optimal utilization is ensured through encouraging innovative teaching - learning practices.

•The available physical infrastructure is optimally utilized beyond regular college hours, to conduct certificate courses, co-curricular activities/extra - curricular activities, parent

teacher meetings, Campus Recruitment Training classes, campus recruitments, meetings, seminars, conferences etc.,.

•It is used as an examination centre for University Examinations also.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Sport is an integral part of the curriculum. Various sports facility is provided to the students within the campus. The college is committed to create a balanced atmosphere of academic, cultural and sports activities for the overall personality development of its students. Sports and games help the students to improve their interpersonal relationship in healthy manner. Talented students are honored with medals, trophies and certificates. The philosophy of VKV Govt Degree College, Kothapeta is to support the best elements of competition, instruction and recreation by providing the opportunity for all students to participate and excel in a team setting. We have the broad vision for students all round personality. Our college Unified Sports was inspired by a simple principle: training and playing together is a quick path to friendship and understanding.

Our college has open dais to conduct cultural activities by students in different occasions. The department of Physical Education in the college is well equipped with various facilities in sports and games for indoor and outdoor also. There is an adequate play ground with indoor game facilities and outdoor games. Apart from this, our college students also participated in the competitions organized by other colleges and won many prizes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Our college has Library with good use of books around 16,343 books out of which 610 reference books 610 text books, magazines, all the students and staff are benefitted using library. It has N-List subscriptions. 15 teachers and 65 students visiting to the library per day.

1. Every three months conducted Library Orientation Programme for Newly Joining students for how to use the Library, Reading room, Reference books, Competitive etc.,
2. 14th November to 20th November every year the Department of Library science conducting Library Week Celebrations. A part from this we are conducting various competitions like Essay writing, Elocution, G.K Test, Quiz etc., We are also conducting book Exhibition every year in the Department of Library.
3. Every year two time conducted awareness programme for the development of Reading Habits in the College.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

200

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Institute provides Internet, Wi-Fi facility and LAN to the staff members and students to meet connectivity requirements. We give provision of power backup to avoid disturbance in smooth conduct of online Seminars, practical during Guest Lectures, Lab Sessions etc. We have 3 digital class rooms, One virtual class room LCD Projector. The three digital class rooms are equipped with digital board and podium which are heavy battery back-up facility. Our institution has well equipped laboratories in science departments and computer department is equipped with latest software and operating system. All together 60 computers are available in this college in office and departments. Out of this our college has Jawahar Knowledge Centre (JKC) with 18 computers which are in working condition to enrich the knowledge of the students through the conducting of certificate courses and Job Melas to provide better placements to our students. Computer Lab having 9 computers which are in working condition with 1:3 student - Computer ratio. There are 3 computers in Library to enhance the knowledge of the students and staff. The departments have 4 computers which are in working condition and Office having 3 computers and 4 printers

which are in working condition for Administration of the College.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

23

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1,51,664

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

1. Our VKV Govt. Degree College, kothapeta, has been maintaining appropriate procedures in the form of Records for each and every Physical component. T

2. The laboratories, which are fully equipped with the spacious accommodation for the students, have been maintained meticulously to avoid unexpected incidents.

3. The College Library is treasured with thousands of old and new editions of books, which are under the process of computerization

4. The College has sufficient play ground with wide variety of equipment and multipurpose gym with an aim to train the students as good and sound sports persons

5.The Departments in college have adequate computers with internet facilities to access updated information for both teachers and students

6.The college has been dressed with fully furnished and spacious class rooms some class rooms are embedded with LCD facilities

7. Our College has Women Empowerment Cell to empower the girl students in various aspects.

8. Our College has NSS Unit to encourage the students to service the society.

9. Our College has JKC to enrich the knowledge of the students through various certificate courses and conducted Job Mela to provide better placements to the students in various sectors.

10. We are organizing the Career Guidance Cell for the students

who are preparing for competitive Exams.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

321

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

321

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

E. None of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

89

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

13

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The VKV Government Degree College nominates class representatives to each class to develop a bridge to the student community and management of the institution. They are aware about the progress of academic activity. Participation of students in co-curricular activities, extension activities, sports and games, Swatch Bharath etc are useful to do the management. The college nominates student representatives in various committees as members such as cultural committee, sports committee, IQAC, College development committee, Red ribbon club, Anti ragging committee etc to take decisions in a transparent way and to involve student participation in the development of the college. By the student contribution they used to know about the pros and cons in the administration of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

No, The Alumni association in the institution is not registered.

The participants in Alumni association are about 100.

Yearly once the Alumni meeting is conducted in the institution and those are recorded.

Books are donated to the library by the Alumni association

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1 Lakhs
(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision:

To strive to provide equitable quality education to the students in general and to those from the underprivileged sections of the society in particular and produce intellectually competent, morally upright and socially committed citizens of the nation. To make the students as contributors to natural, economic, scientific, social development by providing conceptual, technical and financial skills.

Mission:

To train all the students in self-discipline, self-confidence, self-sufficiency and to create awareness of social responsibilities through curriculum, extension services and healthy and best practices. Creation of academic infrastructure to enable the students to learn-Learn to serve with self- discipline, self-confidence and self-reliance.

Objectives

1. To draw out, to cultivate, to excite and to inspire,
2. To create an atmosphere where a student can think critically and constructively, seek truth, and solve problems,
3. To impart quality higher education,
4. To develop job oriented communicative skills,
5. To develop virtues,
6. To develop civic sense,
7. To train the students to bring together natural resources and human potential as recommended
8. To promote intellectual adventure,

Description:

The principal, teaching and non-teaching staff of the Institute are committed to work towards the fulfillment of vision of the institute. Institutes policies and practices are in line with the vision and mission of the institute. Administration and Governance of the institution are student centric and dedicated to create and maintain quality teaching and learning environment and infrastructure.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Institute's policies and procedures are framed through staff

council meetings. Every staff member will be given an equal chance to give their opinions regarding all academic and administrative issues to be discussed. Resolutions will be passed after discussion in staff council.

Every stake holder of the institute viz, teachers, non-teaching staff, students, parents and society will be given a chance to participate in overall development of the institute by providing necessary feedback and suggestions.

Practices of Centralization and Decentralization will be followed in this institute. Some of the decisions will be taken by Head of the institute. Power to take Some decisions are delegated to vice principal. Some of the matters like class work monitoring, admissions, discipline are entrusted to vice principal.

Case study:

Participative management style brings in novelty and efficiency in operations. Since all the staff both junior and seniors' members are allowed to participate in planning and implementation of operations and controlling innovative ideas to make the work better and faster can be come to light and the pros and cons of the ideas can be assessed in the light of their worth and practical applicability.

Decentralization helps to eradicate the red-tapism and helps in prompt, since admissions work decentralized to department level the admission work had been conducted at a greater pace with utmost accuracy.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

6.2 Strategy development and deployment

6.2.1 The institutes strategic/perspective plan is effectively deployed

The institutes perspective plans as reflective in Vision and Mission are as under:

1. To strive to provide equitable quality education to the students in general and to those from the underprivileged sections of the society in particular
2. To produce intellectually competent, morally upright and socially committed citizens of the nation
3. To make the students as contributors to natural, economic, scientific, social development by providing conceptual, technical and financial skills
4. To train all the students in self-discipline, self-confidence, self-sufficiency and to create awareness of social responsibilities through curriculum, extension services and healthy and best practices.
5. Creation of academic infrastructure to enable the students to learn-Learn to serve with self- discipline, self-confidence and self-reliance.

For fulfillment of institutes vision and improve quality, the institute adopted the following measures

Quality Measures

Details

Curriculum Development and Implementation

Curriculum designed by Adikavi Nannayya University has been adopted

Teaching and Learning

Traditional Lecture and demonstration methods, ICT methods viz. Digital class room teaching using PPTs, online teaching methods using Virtual class room, Zoom,Gsuite and youtube sessions have been used for teaching and learning

Examination and Evaluation

Internal evaluation by college and External evaluation by

university at 25% and 75% respectively.

Research and Development

Students and staff are encouraged to develop scientific thinking and research attitude in themselves.

Student support and Development

Library consisting of number of books and journal subscriptions, Laboratories filled with good infrastructure and facilities.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Policies:

QUALITY POLICY

Govt. Degree College, Kothapeta believes that quality is not a sudden outcome but is a product of continuous efforts over a period of time by all the stakeholders of the institute. The college works to create a consciousness of quality among the teachers, students, parents and local community by creating an academic ambience for acquiring knowledge and skills as collective social pursuit rather than isolated pedagogical process. The comprehensive learning unlocks new panoramas for expanding learning resources from linkages with social and industrial organizations. The Institute endeavors to continually create benchmarks of quality and achieve them with unwavering commitment. The knowledge and skills acquired by students should make them competent to take up individual, domestic and social challenges in order to become empowered growth engines of the nation. The college makes sustained efforts to impart a sense of responsibility to make the students more sensible and sensitive in civic life and to practice precious values to create a well and humanesociety.

Student Insurance policy:

Timing Policy:

Discipline Policy:

Holidays Policy:

Administration policy:

Leaves Policy:

Research Policy:

Environment Policy:

Formation of Committees Policy:

Grievances & Redressal Policy:

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://gdckothapeta.edu.in/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Institute has basic amenities viz, drinking water facility, cafeteria, first aid service and toilets for its teaching and non-teaching staff. College has Gymnasium, playground and various sports facilities accessible to staff members to improve their physical and mental wellness. Staff club was formed with the staff members and unitedly works towards the welfare of the employees on the basis of "every one for one". Staff club collects contributions from its members and helps the needy staff. Regular employees are provided with membership to General insurance scheme, APGLI scheme and employee health scheme.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

22

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance of the teaching staff is assessed annually by Commissionerate of collegiate education through Annual self assessment report (ASAR). Every teaching staff has to fill up ASAR by posting suitable grades and marks and it should be verified and corrected if necessary, by the Principal of the institute and then submitted to the Commissionerate of collegiate Education. Marks and grades will be given to the performance of the employee on various dimensions viz, Teaching and evaluation, Administrative responsibilities, Research and extension activities.

The completion of class work by the employee is assessed on daily basis through bharatpade web portal of CCE and TLP application. Principal conducts review meetings periodically to assess the performance of the teaching staff both in academic and administrative issues. Collection of feedback from students and its analysis helps the head of the institute to appraise the performance of the teacher in qualitative aspect.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various

internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

External audit:

-No External audit-

Internal stock audit:

Institute conducts annual stock verification audit. Staff assigned as internal stock auditors verifies the stock records and physical stock and reconciles the stock records with physical stock and reports to the head of the institution. Staff from one department generally been appointed as a stock auditor for other departments.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Being a government institute, institute gets its resources from grants and funds provided by government and fee as prescribed by the government collected from the students.

Institution is committed towards the optimal utilization of resources. Institute utilizes its resources for the purposes on priority basis to get rid of wastage. Being a government institute, institute has to meet its expenditure of different heads under the budget provided by the government for those heads respectively. Institution gathers the funds from government and utilizes those funds at optimum level. Staff and students obey the policy of conservative utilization of resources. Wastage of Power is avoided by switching off fans and lights when not necessary. Using electronic copies instead of hard copies up to possible extent to curtail the printing and stationary wastage. Drinking Water wastage avoided by tap system.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC plays an important role in designing and implementing strategies and plans for quality enhancement. In order to enhance the quality of the institution in all spheres, various qualities initiated by the IQAC of the institution are as under: All the faculty members are participate in orientation courses, Refresher courses, FDPs, workshops, seminars to the Teacher - Learning process and research. Teachers with Ph.D are also encouraged research guides for the research scholars. Teachers are also supported and encouraged for examination evaluation processes. The poor and needy students are provided with college local fund. The college also provides a platform for the students and also conducts Inter - College level debates, competitions, seminars etc. Several skill enhancement introduced for various subjects and students are free to choose any one as per the respective stream. College has started new online certificate courses in association with networking academy to enhance the technical skills of the students, regular meetings under the chairmanship of the principal and suggestions are taken from all the meetings improvement and better implementation of curriculum. All the teachers are encouraged teaching aids, charts, models etc., for effective teaching - learning

processes. All are provided with charts, models etc., for an effective teaching - learning processes are ICT enabled.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Teaching and learning process is reviewed by way of the results of students and feedback collected from students on curriculum design and development, teacher performance.

1. Academic monitoring : It conducts regular visits the regularly and punctuality of class work.

2. Teachers conduct remedial classes and revision for the syllabus monitoring. The principal keeps vigil on the completion of syllabus and regarding the quantum of syllabus completed.

3. The students feedback is norms :

1. After evaluating the feedback from students evaluated with low performance , is instructed accordingly.

2. All the students are allowed to give feedback on faculty.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit

B. Any 3 of the above

recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	https://gdckothapeta.edu.in/criteria-wise-data/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The VKV Govt Degree College, Kothapeta, has 13 women employees out of 10 are teaching 3 are non-teaching. We have 246 girl students during the academic year 2020-2021. Women Empowerment Cell of our college has well planned for all round development of girl students and women staff members. Women Empowerment Cell of the college take care of safety and security of girl students and women employees. It looks after their amenities and maintenance of girl students. The Women Empowerment Cell organizes gender sensitive campaigns, seminars and work shops in order to protect their rights. Girl students are periodically motivated and strengthened to face and handle emergency situation. A complaint box is provided in the campus for students to drop complaints, if they experience any inconvenience in the college. The college conducts counselling sessions to girl students about their health, handling eve teasers, the event of early marriage by inviting experts from the departments of medical, police and law.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

VKV Govt Degree College has mechanism for development of students in teaching and learning. The college prime concern is waste-management in the campus to minimize the usage of paper or water. Where waste is inevitable and unavoidable is managed through either deposited safely or recycled successfully in the form of three types of waste management.

Liquid-waste management: Liquid wastes are channelled from departments, labs to plants.

Solid Waste Management: The solid wastes in the college are waste papered disposables. Waste in the college is collected and deposited at a place and that was collected by the punchayat workers safely.

E-Waste Management: The E-waste like electrical and electronics are safely placed in a room and that need to be disposed to nearby e-waste managing units by following proper way and means.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://gdckothapeta.edu.in/waste-management/
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

- 1.Restricted entry of automobiles
- 2.Use of Bicycles/ Battery powered vehicles
- 3.Pedestrian Friendly pathways
- 4.Ban on use of Plastic
- 5.landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

E. None of the above

following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Eco-club in the college conducts various activities to built

and promote environmental protection, and to developmental values among the staff and students.

The staff and students collectively celebrating the cultural and regional festivals such as Teachers Day, Freshers party, orientation to students and staff, plantation on National festivals like Independence Day and Republic Day, women's day, voters' day etc., in this college campus to create good environment and relation among the students.

To make all the students as responsible citizens the inspiring and motivational lecturer by eminent personalities in the field of social and communal harmony, National integration are arranged in the college. The college has infrastructural facilities to arrange activities for the physical development of students. Through all the said activities our institution provides peaceful environment and harmony towards cultural and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The VKV Govt Degree College sensitizes the staff and students to obeyed and follow the constitutional obligations such as values, rights, duties and responsibilities. The students are instructed to participate in various programmes cultural, traditional, values duties and responsibilities organized by the institution. The institution conducts awareness programs in the constitutional obligations.

Guest lectures and workshops are arranged with eminent personalities to deliver lectures on rights, duties and responsibilities and arranging environment in various occasions such as constitutional day, National voters day, human rights day organized by departments and student supporting services in the college. The Elecution competitions, group discussions are arranged for the students and the topics that are enlisted with values, rights and responsibilities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

To develop cultural and religious feeling among the faculty and students the commemorative days, events and festivals are celebrated in our institution like Independence Day, Republic Day, Birth/Death anniversaries of the great Indian personalities. The Institution celebrates the birth and death anniversaries of great freedom fighters of our country to commemorate their services and sacrifices and also to develop spirit of courage and commitment among the students. The competitions like essay writing, Quiz and debate are conducted for students. The public representatives are invited in these occasions to address the gathering followed by

prize distributions and singing of patriotic songs by students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE - 1

1. Title of the practice: "Fit India "

2. Objects of the practice: To promote fitness as easy, fun and free. 3. Context: It was to make fitness an integral part of our daily lives.

4. Practice:

It should be seen as a household movement and cultivated from school level.

5. Evidence of success:

Many students and staff have been relieved of their stress by this program.

6. Problems encountered

Many people are malnourished and some people do not have access to safe drinking water.

7. Brief Notes:

It is a necessary initiative considering the increasing number of people turning to a sedentary lifestyle.

BEST PRACTICE - 2**1. Title of the practice:**

"Maintaining Nursery in the College"

2.Objects of the practice:

1. To develop and maintain different types of plants in the college campus. 3.Context:

A Plant Nursery provides important service to the environment.

4.Practice:

Planting Seeds,Watering the Plants,Cleaning the Nursery,Protecting the Nursery,Distribution of Plants

5.Evidence of success:

The College has huge nursery with 50,000 plants.

6.Problems encountered and resources required

Mainly the lack of a fence to the nursery.

7.Brief Notes:

As Example, a study found that patients who stayed with plants & Flowers had lower blood pressure, higher pain tolerance.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The VKV Govt Degree College providing Student Centric Education to a better Tomorrow. The Institution takes more interest in women

empowerment through conducting various cultural and social activities. The Institution provides financial assistance for the poor and meritorious students. We have adequate play ground with indoor game facilities such as Chess, Carom and Cricket ground, Volley ball, Basketball court, Ball badminton as outdoor games. Many students of our institution had participated in the university, district, and State Level competitions conducted by various government authorities. The Institution conducted Swatch Bharat on our campus and nearby various public institutions. Another distinctiveness is in the form of NSS. To maintain eco-friendly atmosphere the college has a wide nursery with 50,000 plants are growing in this nursery under the joint organization of department of Botany and NSS Unit with the collaboration of Forestry department. College campus is located in the heart of the town near to the bus station which facilitates easy access to the students and staff. Our college having Walking track is laid around college building to utilize by students, staff and general public as well. Well-equipped laboratories make the college distinctive amongst its competitors. . Our college secured above 80 percent intake capacity in admissions.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

V.K.V.Government degree college is affiliated to Adikavi Nannaya University to improve the quality of curriculum to fulfill local needs and students academic levels. IQAC prepares institutional plan for the whole year in consultation with all the departments and academic cell.

- Every department prepare plan of action based on institutional plan and academic calendar given by the university.

IMPLEMENTATION: Syllabus and academic calendar given by the university are kept in the college website.

The curriculum is delivered to students according to teaching plan prepared by teacher for every semester.

Every department conducts certificate/value added courses.

Teachers use ICT tools like google class room, Plickers, video lessons to simplify teaching learning process.

- Every department conduct meetings regularly to monitor the progress of the work allotted to the faculty members. IQAC conduct meetings frequently to supervise the overall effective curriculum delivery.

MENTORING SYSTEM: Class teachers identify the slow learners and advanced learners. Slow learners are given special attention by conducting frequent slip test and remedial coaching. Advanced learners are encouraged and trained to reach their goals.

Student seminars, periodical tests, field trips and quiz programmes are conducted.

Feed back is taken from students, teachers, alumni and employees which helps to assess for better curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Our college follows the academic calendar published by Adikavi Nanayya university .the class work of 3rd and 5th semester of all programs (B.A, B.Com, B.Sc) are begining in the month of June and the class work of 1st semester of all programmes commences in the month of July .The class work for 2nd, 4th and 6th semesters will commence in the month of November.

As soon as the class work of first semester begins , an orientation programme will be conducted for the new students .With in two months from the commencement of semester mid term exams will be scheduled. Dates for conducting assignments, student seminars in every semester decided by each and every department. The results of mid term exams are discussed and recorded in the registers and displayed in every department notice board.

Based on the marks obtained in the mid term exams, students are divided into two groups i.e., slow learners and advanced learners. Remedial coaching classes are conducted for slow learners for their academic improvement .

After completion of the mid term examinations, marks sheets are prepared and submitted to the examination department of the University.

The examination committee look after every aspect of continuous internal evaluation.

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File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above								
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Details of participation of teachers in various bodies/activities provided as a response to the metric</td><td>View File</td></tr> <tr> <td>Any additional information</td><td>No File Uploaded</td></tr> </tbody> </table>	File Description	Documents	Details of participation of teachers in various bodies/activities provided as a response to the metric	View File	Any additional information	No File Uploaded			
File Description	Documents								
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File								
Any additional information	No File Uploaded								
1.2 - Academic Flexibility									
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented									
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented									
2									
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Any additional information</td><td>No File Uploaded</td></tr> <tr> <td>Minutes of relevant Academic Council/ BOS meetings</td><td>View File</td></tr> <tr> <td>Institutional data in prescribed format (Data Template)</td><td>View File</td></tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Minutes of relevant Academic Council/ BOS meetings	View File	Institutional data in prescribed format (Data Template)	View File	
File Description	Documents								
Any additional information	No File Uploaded								
Minutes of relevant Academic Council/ BOS meetings	View File								
Institutional data in prescribed format (Data Template)	View File								
1.2.2 - Number of Add on /Certificate programs offered during the year									
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)									
7									

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

105

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

105

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Professional Ethics:

- Professional Ethics are taught to students as part of the curriculum.
- Importance for group work, leadership quality , moral and ethical values are integral part of education of the students.
- We celebrate various national / state / local important days in the institution.

Gender equality

- To maintain Gender equality among student and staff , the women empowerment cell and anti Ragging cell are formed.

•Women development awareness programmes such as female foeticide save girl child activity through debates and rangoli competitions are conducting every year in the institution.

Environment and Sustainability:

•Environment is a part of study in the curriculum of the institution.

•As prescribed in the curriculum, students have "Foundation courses" regarding environment and sustainability, which help to create awareness about the ecosystem, biodiversity, natural resource conservation, waste management and pollution.

Tree plantation is carried out every year under VANAM-MANAM program with the help of NSS volunteers and staff.

Human values:

Students participate in various social activities like Blood donation camp, save girl child, Tree plantation, Swachh Bharat and Rallies for awareness regarding infectious diseases like Covid 19 and Dengue.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

64

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

810

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

272

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

1. Admission Campaigning committee
2. College Prospectus
3. Remedial Classes
4. Career Counselling
5. Mentee and Mentor
6. Extension Lectures
7. Educational Field Visits

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
356	22

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

1. Group Discussions
2. Quiz's
3. Poster Presentations
4. Student Seminars
5. ICT Based Teaching and Learning

6. Student Assignments
7. Self Defence, Swatch Bharat, Clean and green activities
8. Sports, games and Cultural

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The faculty members of V.K.V. GOVERNMENT Degree College use online education resources, social networking sites, blended learning platforms like google classroom to effectively deliver teaching and provide enhanced learning experience to the students.

The faculty members of the Department of Computer Science naturally leads in the complete adoption of ICT enabled tools to render teaching; however, almost all the teachers use in some way to teach and train their students.

Software available online is integrated with teacher's explanation and students are encouraged to learn and practice through interactive activities. Few departments have Digital classrooms, LCD projectors and MANA TV Room which are used for making power point presentations.

The use of ICT by teachers in classrooms apart from enabling students to keep pace with the contemporary digital and virtual world has helped VKV GDC create a student centric learning approach.

You- Tube, E- mails, Whats App groups, Zoom, Google meet, Cisco Webex and Google classrooms are used as platforms to communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries and share information.

The library also provides access to computers and on-line journals freely available and also to journals subscribed on the advice of faculty.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://gdckothapeta.edu.in/digital-class-rooms/

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

18

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

7

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

46

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Response:

The college has transparent and robust evaluation process in terms of frequency and variety. In order to ensure transparency in internal assessment. The Principal holds meetings of the faculties and directs them to ensure effective implementation of the evaluation process. Continuous evaluation is made through Group Discussion, Unit Tests, Assignments Submission, Field Visit / Field Work and Seminars Presentation. The performance of the students is displayed on the Notice board. Personal guidance is given to the poor performing the students after their assessment. Students appearing for Second /third year are asked to deliver the seminars of the concerned subject. Topics are given by their teachers to the students to prepare for power point presentation.

For transparent and robust for internal assessment, the following mechanisms are conducted

- Internal Examination Committee.
- Question Paper Setting.
- Conduct of Examination
- Result display

The method of internal assessment helps the teachers to evaluate the students more appropriately. Due to internal assessment, interest of the student towards learning and attending the classes has been also increased. It has created the interest among the students to take active participation in various co-curricular and extra-curricular activities for their overall personality development. The seminar presentation improves the communication skills.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

A transparent, time-bound and efficient method is being followed in V.K.V. GOVERNMENT DEGREE COLLEGE in terms of dealing with internal examination related grievances.

Internal Assessments (Test -1 and Test- 2):

Immediately, after completion of the unit test, the solutions of the test along with question wise marking scheme is displayed on notice board within an hour after the test to maintain transparency and uniformity in the assessment of the internal tests. The faculty evaluates the answer papers within a week of conduction of test. The evaluated answer sheets are shown to students in class.

At the end of the semester the average marks of both the unit-

tests is calculated and verified with the students.

Assignments-

Faculty evaluates assignments based on the rubric (set of instructions or rules) which is also shared with the students. The rubric consists of criteria- timely submission, clarity, neatness, etc.

Lab experiments-

The experiment performed in lab by the student is immediately evaluated by the faculty and the performance marks are assigned based on the lab rubric (rules) designed by the faculty.

Project evaluation-

The rubric is designed for these two presentations having criteria- quality of problem formulation, literature analysis, presentation, team work, etc.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

The V.K.V. Government degree college has clearly stated learning outcomes of the Programmes and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

1. Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students.
2. The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College staff meeting in the presence of principal.
3. The students are also made aware of the same through

Tutorial meetings

4. Workshops have also been conducted for developing the Programme Educational Objectives and Learning outcomes at college level

The institution is running Under Graduate (B. A, B.sc, B. com) courses for the students. 356 Students got admitted in B.Sc, B.Com & B.A (UG Courses) for the academic year 2020-2021..... students were successfully passed out. There are 14 subjects in the college viz. English, Telugu, Economics, History, Political Science, Tourism, Physical Education, Chemistry, Physics, Botany, Zoology, Mathematics, Computer Science and Commerce.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of the Course Outcomes

The course outcomes is measured through syllabus, completion of syllabus, continuous evaluation (internal evaluation), setting up of question paper, evaluation, and result (award marks).

At the Departmental level, the Heads of the Department and the staff members who are engaged in any class strive to complete the courses in time. The 75 percent of compulsory attendance to qualify for writing the end semester examination .The attendance is also tied with marks. In the LMS of the teacher complete data of the students who are taking that teacher's course is provided, so that the teacher can keep apprising the student about their progress. The continuous evaluation is done through tests, quizzes, written assignments, presentation of papers, oral presentations, field work and so on.

Attainment of the Programme Specific Outcomes

The programme specific outcomes are measured by taking the aggregate result of all courses in a given programme of an individual student, and then the average performance of all the students in a given programme.

Attainment of the Programme Outcomes

The University has also utilized student satisfaction survey developed by NAAC (for conducting it during assessment and accreditation process).

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

31

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://gdckothapeta.edu.in/criteria-wise-data/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research

projects / endowments in the institution during the year (INR in Lakhs)**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

3

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

01

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The extension activities such as swach bharath .Creation of awareness on covid vaccination, blood donation

camp,plantation,awreness on sesnsitisation etc are carried at the college b active participation of our studdents with guidance of staff members.This involvement of students in such extension activities helps to develop social service attitude in the students are results them become good citizens.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

8

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**4**

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution ensures adequate availability and optimal utilization of physical infrastructure as it is critically linked to the vision of the college Our college has 9 Class rooms, 3 digital class rooms and 1 Seminar Hall. The class rooms are equipped with fans, tiles flooring, white boards having good ventilation. One virtual class room LCD Projector. Three digital class rooms are equipped with digital board and podium which are heavy battery back-up facility. Our institution has well equipped laboratories in science departments and computer department is equipped with latest software and operating system.

The Time Table committee plans ahead for all requirements regarding classrooms, laboratories, furniture and other equipments.

- Optimal deployment of infrastructure is ensured through conducting workshops/awareness programs/training programs for faculty on the use of new technology.

- Effective utilization of infrastructure is ensured through appointment of adequate and well qualified lab technicians/system administrator.

•The optimal utilization is ensured through encouraging innovative teaching – learning practices.

•The available physical infrastructure is optimally utilized beyond regular college hours, to conduct certificate courses, co-curricular activities/extra – curricular activities, parent teacher meetings, Campus Recruitment Training classes, campus recruitments, meetings, seminars, conferences etc.,.

•It is used as an examination centre for University Examinations also.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Sport is an integral part of the curriculum. Various sports facility is provided to the students within the campus. The college is committed to create a balanced atmosphere of academic, cultural and sports activities for the overall personality development of its students. Sports and games help the students to improve their interpersonal relationship in healthy manner. Talented students are honored with medals, trophies and certificates. The philosophy of VKV Govt Degree College, Kothapeta is to support the best elements of competition, instruction and recreation by providing the opportunity for all students to participate and excel in a team setting. We have the broad vision for students all round personality. Our college Unified Sports was inspired by a simple principle: training and playing together is a quick path to friendship and understanding.

Our college has open dais to conduct cultural activities by students in different occasions. The department of Physical Education in the college is well equipped with various facilities in sports and games for indoor and outdoor also. There is an adequate play ground with indoor game facilities and outdoor games. Apart from this, our college students also

participated in the competitions organized by other colleges and won many prizes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

0

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

Our college has Library with good use of books around 16,343 books out of which 610 reference books 610 text books, magazines, all the students and staff are benefitted using library. It has N-List subscriptions. 15 teachers and 65 students visiting to the library per day.

1. Every three months conducted Library Orientation Programme for Newly Joining students for how to use the Library, Reading room, Reference books, Competitive etc.,
2. 14th November to 20th November every year the Department of Library science conducting Library Week Celebrations. A part from this we are conducting various competitions like Essay writing, Elocution, G.K Test, Quiz etc., We are also conducting book Exhibition every year in the Department of Library.
3. Every year two time conducted awareness programme for the development of Reading Habits in the College.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year**

200

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

Institute provides Internet, Wi-Fi facility and LAN to the staff members and students to meet connectivity requirements. We give provision of power backup to avoid disturbance in smooth conduct of online Seminars, practical during Guest Lectures, Lab Sessions etc. We have 3 digital class rooms, One virtual class room LCD Projector. The three digital class rooms are equipped with digital board and podium which are heavy battery back-up facility. Our institution has well equipped laboratories in science departments and computer department is equipped with latest software and operating system. All together 60 computers are available in this college in office and departments. Out of this our college has Jawahar Knowledge Centre (JKC) with 18 computers which are in working condition to enrich the knowledge of the students through the conducting of certificate courses and Job Melas to provide better placements to our students. Computer Lab having 9 computers

which are in working condition with 1:3 student - Computer ratio. There are 3 computers in Library to enhance the knowledge of the students and staff. The departments have 4 computers which are in working condition and Office having 3 computers and 4 printers which are in working condition for Administration of the College.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

23

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1,51,664

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

1. Our VKV Govt. Degree College, kothapeta, has been maintaining appropriate procedures in the form of Records for each and every Physical component. T
2. The laboratories, which are fully equipped with the spacious accommodation for the students, have been maintained meticulously to avoid unexpected incidents.
3. The College Library is treasured with thousands of old and new editions of books, which are under the process of computerization
4. The College has sufficient play ground with wide variety of equipment and multipurpose gym with an aim to train the students as good and sound sports persons
- 5.The Departments in college have adequate computers with internet facilities to access updated information for both teachers and students
- 6.The college has been dressed with fully furnished and spacious class rooms some class rooms are embedded with LCD facilities
7. Our College has Women Empowerment Cell to empower the girl students in various aspects.
8. Our College has NSS Unit to encourage the students to service the society.
9. Our College has JKC to enrich the knowledge of the students

through various certificate courses and conducted Job Mela to provide better placements to the students in various sectors.

10. We are organizing the Career Guidance Cell for the students who are preparing for competitive Exams.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

321

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

321

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

E. None of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

89

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

13

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The VKV Government Degree College nominates class representatives to each class to develop a bridge to the student community and management of the institution. They are aware about the progress of academic activity. Participation of students in co-curricular activities, extension activities, sports and games, swatch bharaath etc are useful to do the management. The college nominates students' representations in various committees as members such as cultural committee, sports committee, IQAC, College development committee, Red ribbon club, Anti ragging committee etc to take decisions in a transparent way and to involve the student participation in the development of the college. By the student contribution they used to know about the pros and cons in the administration of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

No, The Alumni association in the institution is not registered.

The participants in Alumni association are about 100.

Yearly once the Alumni meeting is conducted in the institution and those are recorded.

Books are donated to the library by the Alumni association

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision:

To strive to provide equitable quality education to the students in general and to those from the underprivileged sections of the society in particular and produce intellectually competent, morally upright and socially committed citizens of the nation. To make the students as contributors to natural, economic, scientific, social development by providing conceptual, technical and financial skills.

Mission:

To train all the students in self-discipline, self-confidence, self-sufficiency and to create awareness of social responsibilities through curriculum, extension services and healthy and best practices. Creation of academic infrastructure to enable the students to learn-Learn to serve with self-discipline, self-confidence and self-reliance.

Objectives

1. To draw out, to cultivate, to excite and to inspire,
2. To create an atmosphere where a student can think critically and constructively, seek truth, and solve problems,
3. To impart quality higher education,
4. To develop job oriented communicative skills,
5. To develop virtues,
6. To develop civic sense,
7. To train the students to bring together natural resources and human potential as recommended
8. To promote intellectual adventure,

Description:

The principal, teaching and non-teaching staff of the Institute are committed to work towards the fulfillment of vision of the institute. Institutes policies and practices are in line with the vision and mission of the institute. Administration and Governance of the institution are student centric and dedicated to create and maintain quality teaching and learning environment and infrastructure.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Institute's policies and procedures are framed through staff council meetings. Every staff member will be given an equal chance to give their opinions regarding all academic and administrative issues to be discussed. Resolutions will be passed after discussion in staff council.

Every stake holder of the institute viz, teachers, non-teaching staff, students, parents and society will be given a chance to participate in overall development of the institute by providing necessary feedback and suggestions.

Practices of Centralization and Decentralization will be followed in this institute. Some of the decisions will be taken by Head of the institute. Power to take Some decisions are delegated to vice principal. Some of the matters like class work monitoring, admissions, discipline are entrusted to vice principal.

Case study:

Participative management style brings in novelty and efficiency in operations. Since all the staff both junior and seniors' members are allowed to participate in planning and implementation of operations and controlling innovative ideas to make the work better and faster can be come to light and the pros and cons of the ideas can be assessed in the light of their worth and practical applicability.

Decentralization helps to eradicate the red-tapism and helps in prompt, since admissions work decentralized to department level the admission work had been conducted at a greater pace with utmost accuracy.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

6.2 Strategy development and deployment

6.2.1 The institutes strategic/perspective plan is effectively

deployed

The institutes perspective plans as reflective in Vision and Mission are as under:

1. To strive to provide equitable quality education to the students in general and to those from the underprivileged sections of the society in particular
2. To produce intellectually competent, morally upright and socially committed citizens of the nation
3. To make the students as contributors to natural, economic, scientific, social development by providing conceptual, technical and financial skills
4. To train all the students in self-discipline, self-confidence, self-sufficiency and to create awareness of social responsibilities through curriculum, extension services and healthy and best practices.
5. Creation of academic infrastructure to enable the students to learn-Learn to serve with self- discipline, self-confidence and self-reliance.

For fulfillment of institutes vision and improve quality, the institute adopted the following measures

Quality Measures

Details

Curriculum Development and Implementation

Curriculum designed by Adikavi Nannayya University has been adopted

Teaching and Learning

Traditional Lecture and demonstration methods, ICT methods viz. Digital class room teaching using PPTs, online teaching methods using Virtual class room, Zoom,Gsuite and youtube sessions have been used for teaching and learning

Examination and Evaluation

Internal evaluation by college and External evaluation by university at 25% and 75% respectively.

Research and Development

Students and staff are encouraged to develop scientific thinking and research attitude in themselves.

Student support and Development

Library consisting of number of books and journal subscriptions, Laboratories filled with good infrastructure and facilities.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Policies:

QUALITY POLICY

Govt. Degree College, Kothapeta believes that quality is not a sudden outcome but is a product of continuous efforts over a period of time by all the stakeholders of the institute. The college works to create a consciousness of quality among the teachers, students, parents and local community by creating an academic ambience for acquiring knowledge and skills as collective social pursuit rather than isolated pedagogical process. The comprehensive learning unlocks new panoramas for expanding learning resources from linkages with social and industrial organizations. The Institute endeavors to continually create benchmarks of quality and achieve them with unwavering commitment. The knowledge and skills acquired by students should make them competent to take up individual, domestic and social challenges in order to become empowered growth engines of the nation. The college makes sustained efforts to impart a sense of responsibility to make the

students more sensible and sensitive in civic life and to practice precious values to create a well and humanesociety.

Student Insurance policy:

Timing Policy:

Discipline Policy:

Holidays Policy:

Administration policy:

Leaves Policy:

Research Policy:

Environment Policy:

Formation of Committees Policy:

Grievances & Redressal Policy:

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://gdckothapeta.edu.in/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non-teaching staff

Institute has basic amenities viz, drinking water facility, cafeteria, first aid service and toilets for its teaching and non-teaching staff. College has Gymnasium, playground and various sports facilities accessible to staff members to improve their physical and mental wellness. Staff club was formed with the staff members and unitedly works towards the welfare of the employees on the basis of "every one for one". Staff club collects contributions from its members and helps the needy staff. Regular employees are provided with membership to General insurance scheme, APGLI scheme and employee health scheme.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

22

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance of the teaching staff is assessed annually by Commissionerate of collegiate education through Annual self assessment report (ASAR). Every teaching staff has to fill up ASAR by posting suitable grades and marks and it should be verified and corrected if necessary, by the Principal of the institute and then submitted to the Commissionerate of collegiate Education. Marks and grades will be given to the performance of the employee on various dimensions viz, Teaching and evaluation, Administrative responsibilities, Research and extension activities.

The completion of class work by the employee is assessed on daily basis through bharatpade web portal of CCE and TLP application. Principal conducts review meetings periodically to assess the performance of the teaching staff both in academic and administrative issues. Collection of feedback from students and its analysis helps the head of the institute to appraise the performance of the teacher in qualitative aspect.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

External audit:

-No External audit-

Internal stock audit:

Institute conducts annual stock verification audit. Staff assigned as internal stock auditors verifies the stock records and physical stock and reconciles the stock records with physical stock and reports to the head of the institution. Staff from one department generally been appointed as a stock auditor for other departments.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Being a government institute, institute gets its resources from grants and funds provided by government and fee as prescribed by the government collected from the students.

Institution is committed towards the optimal utilization of resources. Institute utilizes its resources for the purposes on priority basis to get rid of wastage. Being a government institute, institute has to meet its expenditure of different heads under the budget provided by the government for those heads respectively. Institution gathers the funds from government and utilizes those funds at optimum level. Staff and students obey the policy of conservative utilization of resources. Wastage of Power is avoided by switching off fans and lights when not necessary. Using electronic copies instead of hard copies up to possible extent to curtail the printing and stationary wastage. Drinking Water wastage avoided by tap system.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC plays an important role in designing and implementing strategies and plans for quality enhancement.In order to enhance the quality of the institution in all spheres, various qualities initiated by the IQAC of the institution are as under: All the faculty members are participate in orientation courses, Refresher courses, FDPs, workshops, seminars to the Teacher - Learning process and research. Teachers with Ph.D are also encouraged research guides for the research scholars. Teachers are also supported and encouraged forexamination evaluation processes. The poor and needystudents are provided with college local fund. The college also provides a platform for the students and also conducts Inter - College level debates, competitions, seminars etc. Several skill enhancement introduced for various subjects and students are

free to choose any one as per the respective stream.College has started new online certificate courses in association with networking academy to enhance the technical skills of the students,regular meetings under the chairmanship of the principal and suggestions are taken from all the meetings improvement and better implementation of curriculum.All the teachers are encouraged teaching aids,charts,models etc.,for effective teaching - learning processes.All are provided with charts,models etc., for an effective teaching - learning processes are ICT enabled.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Teaching and learning process is reviewed by way of the results of students and feedback collected from students on curriculum design and development, teacher performance.

1.Academic monitoring : It conducts regular visits the regularly and punctuality of class work.

2.Teachers conduct remedial classes and revision for the syllabus monitoring.The principal keeps vigil on the completionof syllabus and regarding the quantum of syllabus completed.

3.The students feedback is norms :

1.After evaluating the feedback from students evaluated with low performance , is instructed accordingly.

2.All the students are allowed to give feedback on faculty.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://gdckothapeta.edu.in/criteria-wise-data/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The VKV Govt Degree College, Kothapeta, has 13 women employees out of 10 are teaching 3 are non-teaching. We have 246 girl students during the academic year 2020-2021. Women Empowerment Cell of our college has well planned for all round development of girl students and women staff members. Women Empowerment Cell of the college take care of safety and security of girl students and women employees. It looks after their amenities and maintenance of girl students. The Women Empowerment Cell

organizes gender sensitive campaigns, seminars and work shops in order to protect their rights. Girl students are periodically motivated and strengthened to face and handle emergency situation. A complaint box is provided in the campus for students to drop complaints, if they experience any inconvenience in the college. The college conducts counselling sessions to girl students about their health, handling eve teasers, the event of early marriage by inviting experts from the departments of medical, police and law.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

VKV Govt Degree College has mechanism for development of students in teaching and learning. The college prime concern is waste-management in the campus to minimize the usage of paper or water. Where waste is inevitable and unavoidable is managed through either deposited safely or recycled successfully in the form of three types of waste management.

Liquid-waste management: Liquid wastes are channelled from departments, labs to plants.

Solid Waste Management: The solid wastes in the college are waste papered disposables. Waste in the college is collected and deposited at a place and that was collected by the punchayat workers safely.

E-Waste Management: The E-waste like electrical and electronics are safely placed in a room and that need to be disposed to nearby e-waste managing units by following proper way and means.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://gdckothapeta.edu.in/waste-management/
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles

B. Any 3 of the above

- 3. Pedestrian Friendly pathways**
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The Eco-club in the college conducts various activities to built and promote environmental protection, and to developmental values among the staff and students.

The staff and students collectively celebrating the cultural and regional festivals such as Teachers Day, Freshers party, orientation to students and staff, plantation on National festivals like Independence Day and Republic Day, women's day, voters' day etc., in this college campus to create good environment and relation among the students.

To make all the students as responsible citizens the inspiring and motivational lecturer by eminent personalities in the field of social and communal harmony, National integration are arranged in the college. The college has infrastructural facilities to arrange activities for the physical development of students. Through all the said activities our institution provides peaceful environment and harmony towards cultural and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The VKV Govt Degree College sensitizes the staff and students to obeyed and follow the constitutional obligations such as values, rights, duties and responsibilities. The students are instructed to participate in various programmes cultural, traditional, values duties and responsibilities organized by the institution. The institution conducts awareness programs in the constitutional obligations.

Guest lectures and workshops are arranged with eminent personalities to deliver lectures on rights, duties and responsibilities and arranging environment in various occasions such as constitutional day, National voters day, human rights day organized by departments and student supporting services in the college. The Elecution competitions, group discussions are arranged for the students and the topics that are enlisted with values, rights and responsibilities.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

To develop cultural and religious feeling among the faculty and students the commemorative days, events and festivals are celebrated in our institution like Independence Day, Republic Day, Birth/Death anniversaries of the great Indian personalities. The Institution celebrates the birth and death anniversaries of great freedom fighters of our country to commemorate their services and sacrifices and also to develop spirit of courage and commitment among the students. The competitions like essay writing, Quiz and debate are conducted for students. The public representatives are invited in these occasions to address the gathering followed by prize distributions and singing of patriotic songs by students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE - 1

1. Title of the practice: "Fit India "

2. Objects of the practice: To promote fitness as easy, fun and free. 3. Context: It was to make fitness an integral part of our daily lives.

4. Practice:

It should be seen as a household movement and cultivated from school level.

5. Evidence of success:

Many students and staff have been relieved of their stress by this program.

6. Problems encountered

Many people are malnourished and some people do not have access to safe drinking water.

7. Brief Notes:

It is a necessary initiative considering the increasing number of people turning to a sedentary lifestyle.

BEST PRACTICE - 2

1. Title of the practice:

"Maintaining Nursery in the College"

2. Objects of the practice:

1. To develop and maintain different types of plants in the college campus. 3. Context:

A Plant Nursery provides important service to the environment.

4. Practice:

Planting Seeds, Watering the Plants, Cleaning the Nursery, Protecting the Nursery, Distribution of Plants

5. Evidence of success:

The College has huge nursery with 50,000 plants.

6. Problems encountered and resources required

Mainly the lack of a fence to the nursery.

7. Brief Notes:

As Example, a study found that patients who stayed with plants & Flowers had lower blood pressure, higher pain tolerance.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The VKV Govt Degree College providing Student Centric Education to a better Tomorrow. The Institution takes more interest in women empowerment through conducting various cultural and social activities. The Institution provides financial assistance for the poor and meritorious students. We have adequate play ground with indoor game facilities such as Chess, Carom and Cricket ground, Volley ball, Basketball court, Ball badminton as outdoor games. Many students of our institution had participated in the university, district, and State Level competitions conducted by various government authorities. The Institution conducted Swatch Bharat on our campus and nearby various public institutions. Another distinctiveness is in the form of NSS. To maintain eco-friendly atmosphere the college has a wide nursery with 50,000 plants are growing in this nursery under the joint organization of department of Botany and NSS Unit with the collaboration of Forestry department. College campus is located in the heart of the town near to the bus station which facilitates easy access to the students and staff. Our college having Walking track is laid around college building to utilize by students, staff and general public as

well. Well-equipped laboratories make the college distinctive amongst its competitors. . Our college secured above 80 percent intake capacity in admissions.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

The main objective of VKV Government Degree College is to provide student-centered education and strive for the all-round development of the student. Women Empowerment Cell conducting counseling, conducting awareness programs with the Lady Gynecologist for nutrition and health issues, and conducting yoga programs.

From the next academic year onwards, Jawahar Knowledge Centre (JKC) has planned to launch career guidance cell to give coaching for PG Entrance and training in other competitive exams.

The college NSS unit has planned to conduct awareness programmes and NSS Unit adopt two nearby villages to organize various awareness programs for those villagers.

The Department of Physical Education has planned to train the students in sports and encouraged to participate in competitions at the university, state and national levels. The Department of Library Science has aimed to create awareness among students on the use of the library and to enhance the interest in reading among the students.

The Department of Botany has planned to set up a garden in front of the college. The Department of Zoology has planned to open a health centre in college. We hope to set up a water plant with the help of donors. We want to start a canteen in college premises.

NAAC