

INTERNAL QUALITY ASSURANCE CELL
VKV GOVERNMENT DEGREE COLLEGE, KOTHAPETA

IQAC MEETINGS

<https://gdckothapeta.edu.in/iqac-activities/>

QUALITY IMPROVEMENT INITIATIVES IDENTIFIED AND IMPLEMENTED

S.no	Quality improvement initiatives identified	Implemented
	Selection of appropriate Foundation courses, Life skill courses (LSC) and Skill development courses (SDC) for the benefit of students	Among a variety of Foundation courses, Life skill courses and Skill Development courses proposed by the University in First, second and third semesters, College selected Life skill courses and Skill Development courses which are very needy and beneficial particularly to the local rural students in terms of Enhancement of Knowledge Upgradation of Skills Social awareness Employment Opportunities
	Continuous internal Assessment of students (CIA)	College implemented Continuous Internal assessment system (CIA) for awarding of 25 internal marks to students. SoP of APCCE in this regard is strictly followed. CIA is a more dynamic system of internal assessment since, under CIA, Student performance is evaluated continuously throughout the semester
	Delivery of Course Content using ICT	Besides traditional methods of Teaching, ICT enabled teaching is implemented in the college. Digital class rooms equipped with ICT facilities are used for content delivery. Online classes are also conducted to students apart from Offline classes.

	Conduct of Certificate courses	<p>College Conducted a total of 39 certificate courses during 2017-18 to 2021-22 as a value addition to the students.</p> <p>A total of 883 Students enrolled in certificate courses offered by departments in college during Academic Years 2017-18 to 2021-22. The percentage of student enrollment to certificate courses is 49%.</p> <p>Students completed certificate courses and obtained certificates under Microsoft upskilling programme, and TCS-ion.</p>
	Integration of Cross cutting issues to the curriculum	<p>Institute selected Foundation, Life Skill and Skill development courses relating to Professional ethics, Values, Environment and sustainability</p> <p>Students conducted social awareness programmes in nearby villages under One month Community service project.</p>
	Participative Learning	<p>College regularly Conducted Student seminars, PPT and poster presentations, Group discussions, Quiz, Debates. Students were actively participated in learning process.</p> <p>Students carried out Curriculum Project works, study projects and submitted reports.</p> <p>Students carried out Socio economic survey, mini projects under One month community service project and submitted reports.</p>
	Practical and Experiential learning	<p>Students are allowed to use labs to learn by hands on experience</p> <p>College conducted Field visits and study tours to make students learn by experiences</p> <p>Students carried out two months short term internships in industries and submitted reports.</p> <p>At present, Students are attending semester term (6 months) internships</p>
	Problem solving skills among students	<p>Students participated in Roleplays and solved case studies</p> <p>Students participated in group discussions</p> <p>JKC imparted training on Reasoning, arithmetic to students.</p>

		Analytical skills life skill Course has been chosen to develop problem solving and critical thinking skills among the students.
	Review of Academic performance and ambience using Feed back	<p>Institute prepared an analytical report of feedback obtained from Students, Teachers, Parents Employers, and Alumni and made it available to the public on institutional website along with action taken report.</p> <p>Student satisfaction survey is conducted online and offline to review teaching learning process.</p>
	Improvise Student enrollment	<p>Admission committees are framed and responsibility of group wise student enrollment assigned to concerned departments.</p> <p>College conducted campaigning programmes at feeder Colleges, nearby villages using flex and pamphlets.</p> <p>College organized open day programme to attract the students to college</p> <p>Faculty approached the prospective students in personal and over phone and extended necessary help and support in admissions</p> <p>Whatsapp groups have been created with prospective students to provide timely information and updates on admissions.</p> <p>Student admissions to institute against sanctioned strength during the academic years 2017-18 to 2021-22 is 62.88%.</p>
	Modifications of Sanctioned strength in courses	<p>Institute modifies(increases/decreases) sanctioned strength year by year by reviewing the admissions of previous year and by considering the</p> <p>Demand for the courses Competition from other colleges Opportunities in job market Benefit to student in terms of Knowledge and skills</p>

	<p>Improvise Student Teacher Ratio</p>	<p>Requesting APCCE for sanction of additional posts at par with workload.</p> <p>Timely renewal of Contract staff</p> <p>Filling up of existing vacancies with guest lecturers.</p> <p>Arrangement of contingent lecturers</p> <p>Request for arrangement of staff through DRC</p> <p>Employee Benefits, Welfare and Development measures to retain them with the institute.</p> <p>Student teacher ratio of institute during the academic years 2017-18 to 2021-22 is 20:1</p>
	Grievance Redressal	<p>Grievance redressal committee was constituted to redress student grievances in time.</p> <p>Conducted Regular meetings with student representatives to know and address student problems</p> <p>Conducted Meetings with parents</p> <p>Complain box used as a medium of communication of student complaints</p> <p>Transparency is followed in institution and necessary information is always made available to the students through student whatsapp groups and college website.</p>
	Disclosure of Outcomes	<p>Programme outcomes, Programme specific outcomes, Course outcomes are communicated to students through lecturers, college website, notice boards at class rooms and library and student whatsapp groups.</p>
	Evaluation of Outcomes	<p>Report on evaluation of Attainment of Outcomes by mapping is prepared and placed in website</p>

	<p>Improvise Pass percentage of Students</p>	<p>Review of Result of previous semesters class wise, lecturer wise.</p> <p>Conducted class work as per time table</p> <p>Continuous Review of classwork using lecturer wise, day wise, month wise TLP reports</p> <p>Review of academic performance using Feedback</p> <p>Review syllabus completion</p> <p>Conducted bridge courses</p> <p>Conducted remedial coaching for slow learners</p> <p>Conducted Study Hours</p> <p>Provision of Study material to students</p> <p>Award of prizes to motivate students to study well</p> <p>Revision of important topics</p> <p>Provided important questions list to students</p> <p>Assignments on important topics</p> <p>Conduct of mid-semester examinations and pre-final examinations and Review of student performance in those examinations</p> <p>Conducted awareness programmes on preparation and presentation for examinations</p> <p>Pass percentage of students of the institute during the academic years 2017-18 to 2021-22 is 70.23 %</p>
	Development of Intellectual property	Constituted IPR cell and Incubation centres
	Organization of Webinars, Quiz	<p>College organized 8 webinars during last 5 years</p> <p>College conducted more than 10 online Quiz during the academic years 2017-18 to 2021-22</p>
	Publications by faculty	<p>A total of 37 research papers have been published in journals and presented in seminars, conferences by Faculty during academic years 2017-18 to 2021-22.</p> <p>Faculty published chapters in 6 books during the academic years 2017-18 to 2021-22.</p>

	<p>Sensitizing students to social issues through extension activities</p> <p>and</p> <p>Out-reach programmes.</p>	<p>Extension activities viz. food distribution to needy, help to orphans at orphanage, old aged people at old age homes, patients at government hospital, flood relief activities, awareness campaigns on swach-bharat, ODF were conducted by college.</p> <p>Students conducted awareness programmes on social issues like plantation, health and hygiene, ODF, conservation of energy etc., under 1 month community service project</p> <p>A total of 116 extension and outreach programmes have been organized by NSS and departments during the academic years 2017-18 to 2021-22</p> <p>NSS Special camps were conducted in nearby villages/ adopted village.</p> <p>Medical camps, blood donation camps have been organized by the institute periodically.</p> <p>Staff and students involved in Janmabhumi-maavuru and grama darsini programmes.</p> <p>Conducted Rallies on awareness of HIV-AIDS, domalapai dandayatra , Disha incident, awareness on seasonal diseases, Voter awareness and enrollment, Fit India.</p> <p>Institute conducted 4k run.</p> <p>Conducted outreach programmes for school students by science departments on National science Day</p> <p>Department of library science conducted outreach programmes for local college students.</p> <p>Conducted Literacy-day at Primary school</p>
	<p>Service through NCC and NSS</p>	<p>College has an active NSS unit</p> <p>College Applied for sanction of NCC unit</p>

	MoUs with Institutions and Industry	Institute made 26 MoUs with Industries, Other Educational institutions, NGOs and Government organizations.
	Extension of Infrastructure facilities and ICT equipment	<p>New classrooms were constructed with RUSA and UGC funds</p> <p>ICT Facilities such as Digital classrooms equipped with Digital boards along with Mike and virtual classrooms were equipped with LCD projector and screen using UGC grants</p> <p>Seminar hall is available</p>
	Library Automation	<p>Library is automated with Soul software.</p> <p>College Subscribed to Infflibnet, NList</p> <p>Staff and students enrolled in NList and accessing e-resources.</p>
	Provision of Student Scholarships and freeships	<p>Dedicated an employee in the office to look after student scholarship related tasks like registration of students, renewal, submission student attendance, follow up etc.,</p> <p>All eligible students were benefitted with Scholarships, fee reimbursements and JVD. A total of 1655 students were benefitted with scholarships which is 90.78 % during the academic years 2017-18 to 2021-22.</p> <p>Students got endowment prizes offered by donors</p> <p>Faculty provided monetary support to meritorious and poor students</p>
	Capacity building and skill enhancement	<p>Soft skills and Communication skills training by JKC</p> <p>Soft skills and Communication skills training by Unnati Foundation</p> <p>Gym facilities for physical fitness</p> <p>Yoga classes for health and mental wellness</p> <p>Sports and Games for physical fitness</p> <p>Awareness programmes on health and hygiene</p>

	Competitive coaching and Career guidance	<p>Conducted competitive exam oriented coaching classes at free of cost for students by Career guidance cell</p> <p>Career guidance by Mentors</p> <p>Career guidance by JKC</p>
	Anti-ragging and anti-sexual harassment	<p>Constituted Anti-ragging cell</p> <p>Constituted Anti-Sexual harassment Cell</p> <p>Constituted Discipline committee to maintain peace and discipline in campus</p> <p>Display of code of conduct to staff and students via website, notice boards, wall paints</p> <p>Strict adherence to Discipline policy</p> <p>Timely redressal of student grievances by Grievance redressal committee</p> <p>Collected undertakings from students and parents regarding anti ragging, campus discipline</p> <p>Explanation of campus code of conduct and discipline to new students during Induction programmes.</p> <p>Explanation of campus code of conduct and discipline to parents during parent-teacher meetings.</p>
	Placements to students	<p>Provided job-oriented training on soft skills and communication skills through JKC</p> <p>Conducted Competitive exam coaching by career guidance cell</p> <p>Students were informed and encouraged to attend job melas and placement drives</p> <p>References were offered to students by old students.</p> <p>Job-melas were organized in institute in collaboration with VIKASA, APSSDC, Koushal Godavari.</p> <p>5 students were placed in Government service</p> <p>103 students were placed in Private Jobs</p>

		during the academic years 2017-18 to 2021-22
	Higher studies to students and qualification on national level exams	<p>Conducted APPGCET coaching for Post graduation aspiring students of our college</p> <p>Conducted PG orientation programme for students got allotment to Post-Graduation course in university and colleges.</p> <p>Provided merit prizes to rankers in PGCET to encourage students for higher studies.</p> <p>25 students were completed Post graduation</p> <p>36 students were pursuing post-graduation</p>
	Alumni association	<p>College has a registered alumni association</p> <p>Periodical meetings were organized with Alumni members.</p> <p>Alumni association providing contributions for the benefit of college</p>
	Participation of students in Sports and cultural activities	<p>Training to aspiring students through Cultural club to prepare for Literary and cultural competition meets</p> <p>Training to students by Physical education department to prepare students for sports meets</p> <p>Conduct of literary and cultural activities and sports competitions at college level regularly.</p> <p>8 Students got awards and medals in district level, State level Sports meets and cultural competitions</p> <p>Student got Best Community service project award</p> <p>Student got state best NSS volunteer award</p>
	NEP implementation	<p>Institute conducted campaigning programmes and open day etc., to improvise Gross Enrollment Ratio.</p> <p>Selected and taught life skills courses and Skill development courses to provide inter-disciplinary knowledge to students.</p>

		<p>A variety of traditional and restructured courses made available to students.</p> <p>Student's performance reviewed continuously through Continuous Internal Assessment system</p> <p>Socio economic surveys, community awareness programmes were carried out by students under Community Service Project (CSP)</p> <p>Short term and semester term internships for students to gain practical knowledge and skills</p>
	Decentralization and Participative management for efficiency	<p>Committees were framed for division of work among the staff members</p> <p>Institute Decentralized the authority and power to make decisions at department level</p> <p>Delegated the power to vice principal by principal to take some decisions</p> <p>Every Staff as a member of staff council is given an opportunity to participate in decision making, institutional governance and policy making and implementation.</p>
	Institutional Governance towards achievement of perspective plans	<p>Institution adhered to policies and procedures framed</p> <p>Obedience of Service rules given by Government</p> <p>College has an Organizational structure which contains the administrative and academic divisions and departments.</p>
	Implementation of E-Governance	<p>College implemented E-governance in the areas of Administration, Admissions and student support, Finance and Accounts and Examinations.</p>
	Performance appraisal system	<p>College appraises the performance of employees through</p> <p>Score obtained in Annual self-assessment reports</p> <p>Review of syllabus completion</p> <p>Lecturer wise Result Analysis</p>

		Score obtained in Annual Academic Audit
	Employee Welfare	<p>College provides monetary and non-monetary benefits to employees</p> <p>Timely Payment of Salary and allowances as per rules</p> <p>College provides good working conditions and amenities at work place.</p> <p>College provides service and retirement benefits as per rules</p> <p>College provides leaves and holidays as per government rules</p>
	Employee Development	<p>Staff are allowed to attend training programmes organized by Commissionerate of collegiate education thorough Nodal resource centres and online programmes.</p> <p>Staff are allowed to attend seminars, conferences and workshops</p> <p>Staff are provided with Nlist and lab facilities for their career development.</p> <p>Faculty are encouraged to participate in online and offline courses, FDPs, RCs and OCs for their development.</p>
	Mobilization of Resources	<p>College mobilized resources from Alumni association</p> <p>College mobilized resources from Donors, Corporates under CSR.</p>
	Optimum utilization of resources	College utilizes resources conservatively and reduces wastage.
	Conduct of Audits	<p>RJDCE, Zone-II conducted depth inspection in college for the period from 2016 to 2021 and submitted a report.</p> <p>College conducted internal stock audits every year.</p>
	Review of Teaching Learning process	College Reviewed Teaching learning process periodically using OTLP Reports, Result analysis,

		Attainment of outcomes, feedback analysis, Academic audits, ASARs.
	Regular meetings of IQAC	IQAC conducted meeting meetings periodically to identify and to implement quality assurance initiatives.
	Collaborative quality initiatives with other institution	College conducted activities in collaboration with Government, Non-government agencies, other institutions and industries.
	Participation in NIRF and AISHE	College participated in NIRF rankings during the academic years 2017-18 to 2021-22. College furnished data for AISHE during the academic years 2017-18 to 2021-22.
	Quality certifications	College has ISO 9001-2015 certification and ISO 14001:2015 certifications
	Accreditation by Agencies	College obtained NAAC accreditation in two cycles Obtained B Grade with a score of 72 in cycle 1 in 2006, Obtained B grade with 2.13 CGPA in cycle 2 in 2014. College is going for NAAC accreditation in third cycle in 2023.
	Gender equity and sensitization	<p>Girl students admitted to the college are more than 60% of total admissions during last 5 years.</p> <p>Women faculty ratio to total sanctioned posts is more than 50% during last 5 years.</p> <p>Women empowerment cell of the college conducted gender equity and sensitization activities</p> <p>Policies and guidelines issued by UGC and APSCHE, Other national and international bodies regarding gender equity and sensitization are strictly implemented.</p> <p>Institute Conducted programmes such as Beti-bechao- - Beti-Padao, Kishori vikasam to create awareness on gender equity and sensitization among the students</p> <p>Disha App was installed in mobile phones of all the girl students.</p> <p>Institute constituted a committee on prevention, prohibition and redressal of sexual harassment on women staff and girl students.</p>

		<p>Institute conducted awareness programmes on health and hygiene, early child marriages, women rights, career opportunities for women.</p> <p>Women empowerment cell organized a webinar on women protection laws in India</p> <p>Institute celebrates International women's day, National girl child day, National women teacher's day.</p> <p>Institute extends Special support to married girl students to continue their studies without break.</p> <p>WEC and Health center of Institute provides sanitary napkins to girl students and monitors the health profile of girl students.</p> <p>Institute conducts literary cultural and sports competitions to girl students.</p> <p>Girl Students got prizes in cultural activities and sports meets. A girl student got Best CSP award and a girl student awarded with AP state best NSS volunteer award.</p>
	Facilities for Female	<p>Institute provides amenities for girl students and women faculty such as Girls waiting cum dining hall, women staff room, rest room, toilets.</p>
	Use of Alternative sources of energy	<p>The College has Solar PV Power Plant on the terrace of the Admin Block of the College with UGC funds. 20 KVA capacity Grid Tied Solar panels are installed. Andhra Pradesh Technology Services PVT LTD installed the solar panels.</p> <p>The college has been using the LED bulbs to reduce the use of power consumption.</p>
	Waste Management	<p>The garbage is separated into degradable and non-degradable waste.</p> <p>The bio degradable waste is collected and dumped into pits which are present in the grounds of the college away from the main building. That is later</p>

		<p>converted into organic manure that is used in the fields present nearby.</p> <p>The non-bio degradable waste is collected separately and is removed by the panchayat authorities of Kothapeta.</p>
	Water conservation	<p>The college has taken the initiative to minimize the wastage of water and to improve the ground water level. The rain water from the roofs is led into a rain water harvest pit located in the campus.</p> <p>A pit was dug and pipes were run from the roof top to the pit. The rain water from the terrace gets into the pit through the pipes.</p> <p>Rejected water from the RO plant is collected in huge plastic drums and this water is utilized for watering the greenery surrounding the college.</p>
	Maintenance of Clean and Green Campus	<p>The college conducted programs where trees are planted in and around the campus.</p> <p>Staff and students of the college participated in campus cleaning periodically.</p> <p>Eco club conducts programmes to maintain the campus clean and green.</p> <p>Plants which have medicinal use are also present in the campus</p> <p>Students are prohibited from using private motor vehicles as a mode of transport to travel back and forth to the college.</p> <p>Staff and students are Encouraged to use public transport or bicycles to come to the college.</p>
	Facilities for disabled staff and students	College has ramp facilities in the buildings in campus.
	Conduct of Green Audit	College has ISO 14001:2015 quality certification by HYM international certification Pvt Ltd for

		implementation of greenery and environmental promotion activities in the campus.
	Environmental promotion beyond the campus	<p>College students and staff participated in Tree plantation outside of the college campus</p> <p>College students and staff and participated in Clean and Green activities outside the college.</p> <p>Staff and students participated in Shramadan programmes</p>
	Conduct of Energy audit	Energy audit has been conducted in the College by Electrical Executive engineer, Power station, Kothapeta and presented audit report.
	Harmony in institute Cultural, Communal, linguistic and socio economic and Development of Nationalism among the students	<p>Institute mandated uniform dress code for students</p> <p>Institute has common dining hall for all students</p> <p>Institute provides equal opportunities to all students in participation of co-curricular, cultural activities, sports etc.,</p> <p>Institute conducts various religious, traditional fests, and celebrations for harmony among the students</p> <p>The institute celebrates National Independence Day, Republic Day, Constitution Day, Gandhi Jayanthi, Rashtriya Ektha Diwas, National Integration Day, Human Rights Day, Anti-corruption day etc., to promote the nationalism and integrity among the students.</p> <p>Students were participated in National level Integrity camps, Republic Day camps, adventure camps, youth festivals and enlightened to diversified heritage and culture, in turn they transferred the same to other students of this college.</p>
	Development of Constitutional spirit among the students	<p>Institute conducted awareness programmes by resource persons with constitutional and legal expertise to create awareness and responsibilities among students and staff on their duties as citizens.</p> <p>The institute through its departments organized various activities to enlighten the students on constitutional rights, professional ethics, and environmental laws.</p>

	Best practices	<p>Institute adopted 2 best practices</p> <p>1. Free Coaching for Competitive Examinations</p> <p>Regular coaching classes, tests conducted by JKC and Career guidance cell on General studies, current affairs, arithmetic, reasoning and mental ability, General English etc, for competitive examinations.</p> <p>Faculty from various departments took classes on their concerned subjects.</p> <p>2. Nurturing Plants</p> <p>Institute effectively implemented plant nurturing in collaboration with local nurseries and environmental organizations to source plants and seek expert advice on plant care.</p> <p>Department of botany raised a sustainable plant nursery in the college premises maintained by the student and staff.</p>
	Institutional distinctiveness	<p>Fostering the students by providing an ecosystem with friendly, student choice, stress free curricular and co curricular activities imparted by the committed and experienced faculty.</p> <p>Institute provides assistance to students through the voluntary donations made by the faculty members and providing various resources such as free note books and practical records, payment of tuition fee and examination fee, free uniforms, health services, purified drinking water etc.,</p> <p>The faculty members of this institute not only restricted for duration of the UG courses pursued in this institute and continuously extends their support to the students even after leaving the institute and mentoring throughout their career in further education and placements which stands the institute as an academic excellence center in the region.</p> <p>The faculty members always mentoring students to identify their problems, backwardness in their academic progress at individual level and made their efforts to overcome their constraints physically, economically and academic levels and mobilize their own resources for the continuity of the holistic development.</p>