



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	K.S.N. GOVERNMENT DEGREE COLLEGE FOR WOMEN
Name of the head of the Institution	Dr P SANKARAI AH
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	08554297016
Mobile no.	9849626797
Registered Email	jkc.anantapurwomen@gmail.com
Alternate Email	iqac.ksngdcw@gmail.com
Address	K.S.N GOVERNMENT DEGREE COLLEGE FOR WOMEN, Behind RTO office, Bhairavanagar, Ananthapuramu, Ananthapuramu District
City/Town	ANANTHAPURAMU
State/UT	Andhra Pradesh

Pincode	515002																								
2. Institutional Status																									
Affiliated / Constituent	Affiliated																								
Type of Institution	Women																								
Location	Urban																								
Financial Status	state																								
Name of the IQAC co-ordinator/Director	J SAIQUA PARVEEN																								
Phone no/Alternate Phone no.	08554297016																								
Mobile no.	8247737066																								
Registered Email	iqac.ksngdcw@gmail.com																								
Alternate Email	jkc.anantapurwomen@gmail.com																								
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)	https://www.ksngdcw.ac.in/userfiles/60a34d827eaea_aqar_report.pdf																								
4. Whether Academic Calendar prepared during the year	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.ksngdcw.ac.in/userfiles/19-20.pdf																								
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>C++</td> <td>67.00</td> <td>2007</td> <td>31-Mar-2007</td> <td>30-Mar-2012</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.51</td> <td>2014</td> <td>21-Feb-2014</td> <td>20-Feb-2019</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	C++	67.00	2007	31-Mar-2007	30-Mar-2012	2	B	2.51	2014	21-Feb-2014	20-Feb-2019
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
				Period From	Period To																				
1	C++	67.00	2007	31-Mar-2007	30-Mar-2012																				
2	B	2.51	2014	21-Feb-2014	20-Feb-2019																				
6. Date of Establishment of IQAC	01-Jan-2008																								
7. Internal Quality Assurance System																									

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Internal Academic Audit	15-Jun-2019 1	17
Internal Academic Audit	20-Jun-2019 1	16
Awareness On Criterion - I	25-Jun-2019 1	18
Internal Academic Audit	03-Jul-2019 1	15
Awareness On Criterion - II	20-Jul-2019 1	18
Internal Academic Audit	13-Aug-2019 1	16
Awareness On Criterion -III	05-Sep-2019 1	16
Internal Academic Audit	23-Oct-2019 1	16
Awareness On Criterion -IV	25-Nov-2019 1	15
Awareness On Student Support and Progression	05-Dec-2019 1	17
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	NA	Nil	2020 0	0
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	26
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes

Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)
1.Staff Assessment every year in accordance with the students' feedback 2.IQAC and HOD Assessment of the Junior Staff 3.Collection of feedback from students, teachers, alumni, parents and other stakeholders 4.Sharing of feedback with the staff and giving necessary guidance 5.Documentation of various departmental activities 6.Preparation of Annual Self Appraisal Reports along with documentary evidence 7.Academic and Administrative Orientation for the staff 8.Expansion of learning by entering into MOUs, Collaborations and Linkages with Government, Academic, Social and Industrial Organizations 9.Collecting of Academic and Administrative data for various accreditation and ranking purposes such as NAAC, AQAR, AISHE, NIRF and ISO. 10. Sharing of knowledge and expertise for quality enhancement by inviting experts from other educational institutions.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year
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Plan of Action	Achivements/Outcomes
Guest Lecture in Mathematics, Womens Day, Farewell Function, Annual Day	Awareness on commemorative Days
Guest Lecture in Telugu Department, Field Trip in the Department of Economics, Guest Lecture in Commerce, Extension Lecture in Physics, Guest Lecture in Commerce, Field Trip.	Enrichment of Knowledge in concerned subjects
Celebration of Youth Festival, Republic Day, Guest Lecture in Physics	Knowledge on importance of Republic India and Constitution
World Aids Day, Awareness Camp on Personality Development, Campus Drive, Health Awareness Camp by WEC, Celebration of National Mathematics Day	Awareness on Aids, personality development, and Health Awareness
National Seminar on Indian Culture in collaboration with INTACH, Guest Lecture on Constitutional Day by the Department of Political Science, Celebration of National Constitutional Day	Awareness on Constitution
Celebration of Gandhi Jayanthi, Guest Lecture on Women Rights, One Day Workshop on Numismatics by the Department of History, Celebration of Ekta Diwas	Knowledge gained on national integrity and services of Mahatma Gandhi, Awareness on Women Rights

<p>Certificate Course in Spoken English, Extension Lecture in Computer Science, Field Trip by Department of Zoology, Physics, Essay Writing Elocution competition on Kanyasulkam on the eve of Gurajada Jayanthi, Guest Lecture in Hindi, Training to Teachers on MOOCs, Conduct of Essay Writing Elocution Competition on the eve of Hindi Diwas, Celebration of Hindi Diwas.</p>	<p>Educational Tours observing the importance of National Language and its usage</p>				
<p>Independence Day, Extension Lecture on Soft Skills in JKC, Extension Lecture in History, Astavadhanam in Department of Telugu</p>	<p>Awareness and improvement of the knowledge in concerned subjects</p>				
<p>Yoga Certificate Course, Field Trip in Physics, 2 Day Workshop on Indian Heritage Culture by the Department of History, Guest Lecture in Department of Political Science Telugu</p>	<p>Awareness on Yoga and importance of Yoga, importance of Heritage and Culture</p>				
<p>Celebration of International Yoga Day, Add On Course in History, Celebration of International Day against Drug Abuse and Illicit Trafficking, Swatcha Bharat Programme</p>	<p>Importance of Yoga in daily life, Knowledge of History Scope of History, Awareness on disadvantages of drug addiction</p>				
<p>View File</p>					
<p>14. Whether AQAR was placed before statutory body ?</p>	<p>Yes</p>				
<table border="1"> <thead> <tr> <th>Name of Statutory Body</th><th>Meeting Date</th></tr> </thead> <tbody> <tr> <td>College Planning and Development Committee</td><td>20-Mar-2020</td></tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Planning and Development Committee	20-Mar-2020
Name of Statutory Body	Meeting Date				
College Planning and Development Committee	20-Mar-2020				
<p>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</p>	<p>Yes</p>				
<p>Date of Visit</p>	<p>05-Jan-2020</p>				
<p>16. Whether institutional data submitted to AISHE:</p>	<p>Yes</p>				
<p>Year of Submission</p>	<p>2020</p>				
<p>Date of Submission</p>	<p>20-Feb-2020</p>				
<p>17. Does the Institution have Management Information System ?</p>	<p>Yes</p>				
<p>If yes, give a brief description and a list of modules</p>	<p>Govt. of Andhra Pradesh developed an</p>				

currently operational (maximum 500 words)

application for File Management System (E Office) for establishment of office procedures through online e office management and transfer of files to higher authorities and internal file management system. Integrated Attendance Management System (IAMS), Government of Andhra Pradesh has developed Software application which is used for Students and Staff Aadhar enabled Biometric Attendance system connected to CMs Dash Board and the attendance is monitored online by the Higher authorities. This IAMS is an IOT application. Finance Department, Govt. of Andhra Pradesh has developed software application Drawing Disbursing Officers (DDOs) Request for all Govt. institutions in Andhra Pradesh and this application is used for Salary bills and other expenditure bills of the institution through online application. Finance Department, Govt. of Andhra Pradesh has upgraded the software application Comprehensive Financial Management System(CFMS1 , CFMS2 and HCM) for all Govt. institutions in Andhra Pradesh and this application is used for Salary bills and other expenditure bills of the institution through online application. OAMDC is an Online Admission Module for Degree Colleges and a comprehensive tool for students/parents, administrators at Colleges Government as well, to overcome the challenges in the process of college admissions and post admission processes Jnana bhoomi portal, Government of Andhra Pradesh software is used for Students post metric Scholarships registration and Disbursing process for all BC/SC/ST and Minorities. INFLIBNET SOUL software is used for Library and NLIST and NDL logins are provided to all students and staff. SMS package for communication with students and parents. Airtel Communications During the years 2015 16 to 2018 19 enrollment in exams were made through the online portal designed and developed by the affiliating University. From the academic year 2019 20, the Government of Andhra Pradesh initiated a uniform enrollment portal Jnanabhoomi which is utilized by the institution.

CRITERION I – CURRICULAR ASPECTS**1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Effective curriculum delivery is ensured through a well -planned and documented process which has relevance to the regional/ national/ global needs with well-defined learning objectives and outcomes. KSN Government Degree College for Women, has been contributing to the overall academic needs of the students for the last 35 years and is offering 13 UG and 5 PG courses. Curricular aspects of courses offered by the institute are governed by the proceedings and guidelines of Andhra Pradesh State Council for Higher Education, Hyderabad and Sri Krishnadevaraya University, Anantapuramu. All the teachers maintain teaching plans and teaching diaries. Each programme has a well-defined objective which is reflected in the Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcome (COs). The students are apprised of the prescribed curriculum, its stated objectives and its learning outcomes. The departments convene internal meetings and prepare the curricular, co-curricular and extra-curricular action plan in the beginning of each semester which is in turn regularly monitored by IQAC for its effective implementation. Effective curriculum delivery is ensured through proper infrastructure in terms of smart classrooms, well equipped computer and science laboratories, in addition to Virtual Labs and Digital Classrooms. The institute also provides curriculum enrichment through Certificate and Add-On Courses, extension lectures, guest lectures, student seminars, group discussions, field trips, project work and internships. To compete with the technological demands of the modern era, faculty members have been utilizing innovative pedagogical methods and using Google Classrooms, online social platforms, CCE and College LMS Portals, Open Educational Resources, Plickers, Edmodo, Kahoot, Canvas Instructure etc apart from conventional chalk and talk methodology.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
JKC	NA	01/06/2019	270	Yes	Yes
Historiography	NA	16/06/2019	30	Yes	NA
Leadership and Community Development	NA	05/08/2019	30	Yes	Yes
Gardening and Nursery Management	NA	01/09/2019	30	Yes	Yes
Spoken English	NA	06/09/2019	30	Yes	Yes
TALLY	NA	25/11/2019	30	Yes	Yes
Self Defence (Karate)	NA	05/12/2019	45	Yes	Yes

TALLY with GST	NA	06/12/2019	30	Yes	Yes
Human Rights	NA	10/12/2019	15	Yes	Yes
Soil Testing	NA	11/12/2019	4	Yes	Yes
Water Analysis	NA	16/12/2019	30	Yes	Yes
Pharma Executive and Marketing	NA	20/01/2020	60	Yes	Yes
Advanced JAVA	NA	01/12/2019	30	Yes	Yes
Report Writing	NA	01/12/2019	30	Yes	Yes
Basic of C Language	NA	01/12/2019	30	Yes	Yes
Computer Fundamentals	NA	01/02/2020	30	Yes	Yes
Fundamentals of Computer	NA	05/02/2020	30	Yes	Yes
Financial Literacy	NA	02/09/2019	30	Yes	Yes
Sanskrit Grammer and Language Skills	NA	02/09/2019	30	No	Yes
Number Theory	NA	17/08/2019	30	Yes	Yes
JKC TCS ION	NA	25/08/2020	7	Yes	Yes
JKC IBM P Tech	NA	02/11/2020	7	Yes	Yes
Vermi Compost	NA	23/09/2019	30	Yes	Yes

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Economics, History,	10/06/2019

	Computer Applications	
BA	Economics, History, Political Science(TM)	10/06/2019
BA	Economics, History, Political Science(EM)	10/06/2019
BA	Economics, History, Journalism	10/06/2019
BA	Special Telugu, History, Political Science	10/06/2019
BCom	Computer Applicationsb	10/06/2019
BCom	General Telugu Medium	10/06/2019
BSc	Mathematics, Physics, Chemistry(EM)	10/06/2019
BSc	Mathematics, Physics, Chemistry(TM)	10/06/2019
BSc	Mathematics, Physics, Computer Science	10/06/2019
BSc	Mathematics, Electronics, Computer Science	10/06/2019
BSc	Botany, Zoology, Chemistry(EM)	10/06/2019
BSc	Botany, Zoology, Chemistry(TM)	10/06/2019
MA	Economics	05/08/2019
MA	Public Administration	05/08/2019
MA	Telugu	05/08/2019
MSc	Computer Science	05/08/2019
MCom	Commerce	05/08/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	1484	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Human Values and Professional Ethics	01/07/2019	355
Environmental Studies	01/07/2019	355
Information and Communication Technology (ICT) – 1	25/11/2019	355
Communication and Soft Skills (CSS)-1	25/11/2019	355

Information and Communication Technology (ICT) - 2	10/06/2019	234
Communication and Soft Skills (CSS)-2	10/06/2019	234
Communication and Soft Skills (CSS)-3	25/11/2019	234
Analytical Skills	25/11/2019	234
Entrepreneurship	25/11/2019	234
Leadership Education	25/11/2019	234
View File		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Mathematics - VIII A3 Project Work	29
BSc	Electronics Paper VIIIA3- Project Work	20
BSc	Zoology paper VI Practicals- Project Work	39
BSc	Botany Cluster A1	5
BSc	Botany Cluster A2	5
BSc	Botany Cluster A3	5
BSc	Computer Science Paper VIII C3-Project work	34
BSc	CHEMISTRY-VIII C3	12
BCom	Paper VIII C3 -Project Work	19
BCom	Banking and Financial Services	36
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
IQAC collected and analyzed the data obtained from Stakeholders such as students ,alumnae, teachers , parents and employers. It was found that in general positive feedback was received as all the stakeholders expressed

satisfaction with respect to content and design of the curriculum. The analysis of the feedback was discussed with Principal. Our institution is affiliated to Sri Krishnadevaraya University, Anantapuramu, and follows the syllabus designed by the Andhra Pradesh State Council for Higher Education. The stakeholders suggested that some new courses should be introduced. The suggestions were discussed with Principal of the college. It was analysed from the forms received from students that study hours should be planned for weak students. As per the feedback received by students, faculty members and alumni of the college, started offering certificate courses in relevant subjects. Extra classes were started for weak students to improve their results in university exams. They also suggested that courses should be according to the market requirements. It was analysed by IQAC that topics of market relevance need to be incorporated in the various subjects. These suggestions were discussed with the concerned lecturers. As per the suggestions received from the stakeholders need for a course in Communicative English was expressed. Alumni of the college suggested that more placement drives should be organized. As per the feedback received from the students remedial classes were started for slow learners to improve performance of the students. As per suggestions a certificate course in communication skills was introduced. More number of campus drives were planned. Market oriented profession courses such as Soil Testing, Pharma Marketing, E Commerce, Leadership and Community Development, Spoken English, Water Analysis, TALLY etc were offered to the students.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Economics, History, Computer Applications	60	30	30
BA	Economics, History, Political Science(EM)	60	20	20
BA	Economics, History, Political Science(TM)	60	18	18
BA	Economics, History, Journalism	60	14	14
BA	Special Telugu, History, Political Science	60	10	10
BCom	Computer Applications	60	60	60
BCom	General Telugu Medium	60	17	17
BSc	Mathematics,	50	43	43

	Physics, Computer Science			
BSc	Mathematics, Electronics, Computer Science	50	32	32
BSc	Botany, Zoology, Chemistry(EM)	50	59	59
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	891	14	37	Nil	5

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
37	37	10	7	6	6

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The College endorses ward system in every programme in order to monitor their performance. Daily tutorials after the regular college hours provide opportunity for personalized interaction with the slow learners. Every faculty member is expected to assess the progress of their wards through periodic meetings. It also serves as a platform to provide special attention for both the slow and advanced learners. A healthy teacher student ratio of 1:26 is maintained. Special remedial classes for slow learners are conducted outside the regular class hours to teach them in feasible manner. To avoid irregular students becoming slow learners, mentors take special care. Regular class tests are conducted for improving conceptual and writing skills. Peer learning is encouraged so that they shed their apprehensions and learn better. Writing practices are given to slow learners to improve their writing skills. E-content material is made available to supplement classroom teaching. They are given simple assignments and bilingual lectures are delivered for their convenience. Course material and question banks are provided along with detailed revision sessions during zero hours. They are advised to make use of the SC and ST book banks available in the library along with other resources. Advanced learners are motivated to strive for higher goals. They are encouraged to take up online courses in MOOCs. They are provided with additional inputs for better career planning and exposure and prepare for various competitive exams and PG entrance exams. They also help the slow learners through peer teaching. They are encouraged to participate in activities such as seminar presentation, quiz competitions and debates and participate in inter collegiate competitions, panel discussion, paper and poster presentations in seminars and workshops.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
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905	37	1:24
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2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
31	31	Nil	6	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr.D.Jayalakshmi	Lecturer	Best social worker ,Child Women Issues programme (State Government)
2019	Dr.D.Jayalakshmi	Lecturer	Best Teacher ,BCRPS Award

[View File](#)

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	51	2020	17/09/2020	20/11/2020
BSc	62	2020	17/09/2020	20/11/2020
BSc	60	2020	17/09/2020	20/11/2020
BCom	86	2020	17/09/2020	20/11/2020
BCom	81	2020	17/09/2020	20/11/2020
BA	11	2020	17/09/2020	20/11/2020
BA	11	2020	17/09/2020	20/11/2020
BA	20	2020	17/09/2020	20/11/2020
BA	35	2020	17/09/2020	20/11/2020
BA	39	2020	17/09/2020	20/11/2020

[View File](#)

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Choice Based Credit System came into effect from the academic year 2015-16. During the first two years of the new system both grades and marks were awarded. But since 2017-18 the total marks have been replaced by a grading system, with the results being declared as a Semester Grade Point Average (SGPA). At the end of the three year degree programme, students are awarded a Course Grade Point Average (CGPA). As a result changes have been introduced in the mode of examination and evaluation 25 marks are allotted for internal assessment whereas external evaluation is for 75 of total marks. During

internal evaluation, students' regularity and participation in co curricular activities such as seminars, assignments, group discussions, role plays, field trips, project works, quizzes, group work and language activities is taken into consideration. This helps in assessing whether the learning outcomes in each course are realized. The entire examination process is monitored by the Convener of Examinations and the Principal in an effective way. Because of the above practices the overall efficiency of examination and evaluation procedure has improved in terms of transparency and speed.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college strictly adheres to the academic calendar issued by the affiliating University. The College strictly follows the workload for faculty members in accordance with UGC guidelines. The institutional academic calendar is prepared keeping in view the departmental action plans and the central and state government holidays. It is presented before the staff council and is approved and implemented with necessary modifications if required. Institutional digital academic calendar is uploaded in the college website for easy access by the students. The academic calendar consists of the details regarding the schedule of the mid semester internal exams, end semester examination dates, and other such important events of the college. Students are informed about the daily events through notice board and college website. Teaching plans are prepared and followed by individual faculty and effectively monitored by the respective Heads. They are also communicated to the students. Teaching plan is prepared with careful consideration about the availability of working days in a particular month and the number of teaching hours required for completing the syllabus of a particular course. The plan includes internal tests, teaching methods followed, and adoption of other co-curricular activities. The internal mid exams for both odd and even semesters are planned and conducted as proposed in the calendar. Two internal exams are conducted in the middle and at the end of a semester. These exams are conducted by completing at least 50 of the syllabus for the first internal and at least 90 of syllabus for the second internal exam.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.ksngdcw.ac.in/page.php?type=academics&id=pos>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
62	BSc	Mathematics, Electronics, Computer Science	29	18	62.06
60	BSc	Mathematics, Physics, Computer Science	52	35	67.3
55	BSc		14	3	21.42

		Mathematics, Physics, Chemistry			
86	BCom	B. Com Computer Applications	62	58	93.54
81	BCom	B.Com General	36	34	94.44
11	BA	Economics, History, Political Science EM	5	3	60
11	BA	Economics, History, Political Science TM	16	11	68.75
20	BA	Advanced Telugu, History, Political Science	18	9	50
35	BA	Economics, History, Journalism	16	6	37.5
39	BA	Economics, History, Computer Applications	18	10	55.55
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://docs.google.com/forms/d/e/1FAIpQLScPIOVWEer5lce0bBNCf2-ke30fSm3t1mJOzoTlW0YepG3Hug/viewform>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	0	0	0	0
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
0	0	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	0	0	Nil	0
View File				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nil
View File					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Chemistry	1

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Zoology	2	7.9
International	Chemistry	4	7.5
International	Botany	1	7.2
International	Political Science	5	6.2
International	Economics	1	7.2
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
NA	Nil
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	2020	0	0	Nil
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations	Institutional affiliation as
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					excluding self citation	mentioned in the publication
0	0	0	2020	Nill	Nill	NA
View File						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	Nill	6	Nill	Nill
Attended/Seminars/Workshops	Nill	6	Nill	Nill
Resource persons	Nill	Nill	Nill	Nill
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
TRAINING TO THE PEER GROUP EDUCATORS	RRC	2	20
AIDS AWARENESS PROGRAMME AND LIFE SKILLS SESSION	RRC HEALTH DEPARTMENT APSACS DEP AND DISTRICT APSACS COORDINATOR	5	230
ELOCUTION COMPETITION ON AIDS PREVENTION-ROLE OF YOUTH	RRC	16	6
BLOOD GROUP DETERMINATION AWARENESS ON BLOOD DONATION	RRC	10	5
BLOOD GROUP DETERMINATION CAMPUS	RRC	10	130
ESSAY COMPETITION ON AIDS AWARENESS	RRC	10	12
MEMBERSHIP DRIVE	RRC	2	50
RALLY ON AIDS AWARENESS	RRC	16	50
SWATCH BHARATH	RRC	16	30
PLANTATION OF SAPLING	RRC YRC	12	20
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies

during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
CATCH THE RAIN PROGRAM, PAINTING, CONDUCTED BY NEHRU YUVA KENDRA ANANTHAPURAMU	I PLACE	NEHRU YUVA KENDRA	1
QUIZ PROGRAM , CONDUCTED BY ALL INDIA RADIO	I PLACE	ALL INDIA RADIO	18
QUIZ PROGRAM CONDUCTED BY NEHRU YUVA KENDRA ON THE OCCASION OF JALA SHAKTHI ABHIYAAN	III PLACE	NEHRU YUVA KENDRA	1
BETI BACHAO BETI PADAVO PROGRAM CONDUCTED BY INTEGRATED CHILD DEVELOPMENT SERVICES	BEST PERFORMANCE	INTEGRATED CHILD DEVELOPMENT SERVICES	1
ELOCUTION, CATCH THE RAIN PROGRAM, CONDUCTED BY NEHRU YUVA KENDRA ANANTHAPURAMU	I PLACE	NEHRU YUVA KENDRA	1
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
GREEN CAMPUS	RRC YRC	PLANTATION OF SAPLING	12	20
SWACHH BHARATH	RRC	SWATCH BHARATH	16	30
SOCIAL AWARENESS PROGRAMME	RRC	RALLY ON AIDS AWARENESS	16	50
SOCIAL AWARENESS PROGRAMME	RRC	MEMBERSHIP DRIVE	2	50
SOCIAL AWARENESS PROGRAMME	RRC	ESSAY COMPETITION ON AIDS AWARENESS	10	12
BLOOD DONATION	RRC	BLOOD GROUP DETERMINATION CAMPUS	10	130
BLOOD DONATION	RRC	BLOOD GROUP DETERMINATION	10	5

		AWARENESS ON BLOOD DONATION		
SOCIAL AWARENESS PROGRAMME	RRC	ELOCUTION COMPITITION ON AIDS PREVENTION- ROLE OF YOUTH	16	6
SOCIAL AWARENESS PROGRAMME	RRC HEALTH DEPARTMENT APSACS DEP AND DISTRICT APSACS COORDINATOR	AIDS AWARENESS PROGRAMME AND LIFE SKILLS SESSION	5	230
SOCIAL AWARENESS PROGRAMME	RRC	TRAINING TO THE PEER GROUP EDUCATORS	2	20
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Soil Audit on 29/10/2019	Ms Madhavi, Lecturer in Botany, SSBN Degree College Ananthapuramu	Individual Department	1
Green Audit on 18/12/2019	B.V. Ramana Naidu, Lecturer in Botany , SSBN Degree College, Anan thapuramu	Individual Department	1
Bio Diversity Audit on 02/10/2019	Bio Diversity Audit on 02/10/2019	Individual Department	1
Bio Diversity Audit on 02/10/2019	DR.M.Bheemalingap pa, Lecturer in Botany, Government Degree College for Men, Ananthapuramu	Individual Department	1
Attended National Seminar at SSBN Degree College Ananthapuramu in 2019	M.Vishnu Priya Lecturer in Botany	Individual Department	1
Awareness on Plastic Pollution- Awareness Sources on 01/10/2019	Dr.V.Saleem Basha Lecturer in Chemistry Government Degree College for Men, Ananthapuramu	Individual Department	1
Guest Lecture on Importance of Chemistry in Daily Life on 17/09/2019	Dr. Siva Chandra, Lecturer In Chemistry, Government College (A), Ananthapuramu	Individual Department	1
Guest Lecture on	Dr.V.Saleem Basha	Individual	1

Conductometric Titrations	and Saifulla Khan	Department	
Ozone Day Celebrations on 17/09/2019	Dr. Siva Chandra, Lecturer In Chemistry, Government College (A), Ananthapuramu	Individual Department	1
Guest Lecture on Importance of Chemistry on 07/03/2020	J.V. Ramana, Lecturer in Chemistry, GDC, KADIRI	Individual Department	1
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	NIL
View File					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Integrated Child Development Services (ICDS), Anantapuramu	25/10/2019	To Conduct awareness programmes about the negative impact of women trafficking, child abuse and early marriages. To plan and organize various programmes on the platform of Kasturi Vikasam	250
Telugu Bhaashaa Vikaasa Udyamam	21/02/2019	Promoting literary awareness among the students by involving them in various activities	250
District Science Museum, Anantapur	10/03/2019	To enhance students knowledge about designing low end electronic modules	60
JANAVIGNANA	10/01/2020	To promote	200

VEDIKA		scientific temper among the students	
OMEGA HOSPITALS	27/02/2020	To create awareness about different types of cancer and to conduct awareness programmes among the community.	45
Agriculture Department	10/02/2020	Discussions regarding the recent innovations, advancements and research in the concerned departments.	200
Vivekananda Yoga Kendra, Anantapuramu	27/07/2019	To impart Training in Yoga and Meditation	250
NEHRU YUVA KENDRA, ANANTHAPURAMU	25/10/2019	To enhance leadership skills of students and to create awareness about Government schemes.	250
HYM International Certifications PVT LTD (ISO)	06/12/2019	Academic, Energy, Environment and Food Safety Management Audits	1061
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
3005000	2676183

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Others	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing

Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	13280	1611058	35	10994	13315	1622052
Reference Books	3726	318762	Nill	Nill	3726	318762
e-Books	3135809	5900	Nill	Nill	3135809	5900
Journals	5	1500	Nill	Nill	5	1500
e-Journals	6236	5900	Nill	Nill	6236	5900
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
CD & Video	24	Nill	Nill	Nill	24	Nill
Library Automation	1	20000	1	5000	2	25000
Weeding (hard & soft)	Nill	Nill	Nill	Nill	Nill	Nill
Others(s pecify)	Nill	Nill	Nill	Nill	Nill	Nill

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
J.KRISHNAVENI	Bits from Gadyasandesh	CCE LMS	27/04/2020
J.KRISHNAVENI	Short story writers in Katha Lok	CCE LMS	27/04/2020
J.KRISHNAVENI	Essay writers in Gadhya Sandhesh	CCE LMS	27/04/2020
J.KRISHNAVENI	History of Hindi Literature	CCE LMS	27/04/2020

J.KRISHNAVENI	History of Hindi Literature	CCE LMS	27/04/2020
J.KRISHNAVENI	History of Hindi Literature	CCE LMS	27/04/2020
J.KRISHNAVENI	GEETH FAROSH	CCE LMS	01/05/2020
J.KRISHNAVENI	Hindi Sahity ka Itihaas me Bhaktikaal ki Viseshataye	CCE LMS	01/05/2020
J.KRISHNAVENI	Hindi Saahity ke itihaas me Bhaktikaal ki Saamajik Rajanaitik Dharmik aur Saahityik Paristitiyaa ka varnan	CCE LMS	01/05/2020
C.ANNAPURNA	Law of Variable proportions	KSN LMS	25/05/2020
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	108	4	2	3	1	1	18	80	0
Added	3	0	3	1	0	0	0	120	0
Total	111	4	5	4	1	1	18	200	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

200 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Society for Andhra Pradesh Network (SAPNET-MANA TV)	https://www.bing.com/videos/search?view=detail&mid=FD62620C82D6A4DD91A2FD62620C82D6A4DD91A2&q=ECONOMICS+MANATV+VIDEOS+STRUCUTRE+OF+AGRICULTURE+MARKETING&shtp=GetUrl&shid=afb6b9cf-105a-4e3b-939a-5fec96b7af31&shtk=Q29tbWlzc2lvbmVyYXRlIG9mIENvbGx1Z2lhdG
CCE LMS	CCE Learning Management System CCE LMS ccelms.ap.gov.in
CCE LMS	CCE Learning Management System CCE LMS ccelms.ap.gov.in
CCE LMS	CCE Learning Management System CCE

	LMS ccelms.ap.gov.in
CCE LMS	https://ccelms.ap.gov.in/rusa/user/gsel_flearn/2508/142/0
CCE LMS	https://ccelms.ap.gov.in/rusa/user/gsel_flearn/2509/142/0
CCE LMS	https://ccelms.ap.gov.in/rusa/user/gsel_flearn/2510/142/0
CCE LMS	https://ccelms.ap.gov.in/rusa/user/gsel_flearn/2511/142/0
CCE LMS	https://ccelms.ap.gov.in/rusa/user/gsel_flearn/2512/142/0
CCE LMS	https://ccelms.ap.gov.in/rusa/user/gsel_flearn/2513/142/0
CCE LMS	https://ccelms.ap.gov.in/rusa/user/gsel_flearn/2513/142/0
CCE LMS	https://ccelms.ap.gov.in/rusa/user/gsel_flearn/2515/142/0
CCE LMS	https://ccelms.ap.gov.in/rusa/user/gsel_flearn/2516/142/0
CCE LMS	https://ccelms.ap.gov.in/rusa/user/gsel_flearn/2517/142/0
CCE LMS	https://ccelms.ap.gov.in/rusa/user/gsel_flearn/2518/142/0
CCE LMS	https://ccelms.ap.gov.in/rusa/user/gsel_flearn/2519/142/0
CCE LMS	https://ccelms.ap.gov.in/rusa/user/gsel_flearn/2520/142/0
CCE LMS	https://ccelms.ap.gov.in/rusa/user/gsel_flearn/2521/142/0
CCE LMS	https://ccelms.ap.gov.in/rusa/user/gsel_flearn/2522/142/0
CCE LMS	https://ccelms.ap.gov.in/rusa/user/gsel_flearn/2523/142/0
CCE LMS	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
590500	575057	1005500	1002205

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The furniture committee undertakes a survey of the whole campus and lists out the repairs and renovations required. It identifies the maintenance related to electrical fittings. To minimize energy consumption and provide eco-friendly campus, LED bulbs and solar generator of electricity are used. Students and staff are provided with purified water from 2 RO plants installed in the campus. There are 3 hot water solar plants with 1500 litre capacity for hostel inmates. The overhead tanks are cleaned at regular intervals. The entire campus and attached hostel are fumigated once in a fortnight to eradicate mosquitoes. College gives equal importance to maintenance and up gradation of academic facilities. A separate Science Block, a spacious auditorium and New Hostel Complex have been added since the previous accreditation. Stock verification of all the laboratories' equipment is done in all the departments annually and details are given to the College office for further action. Log books are maintained in Library and Laboratories. Naphthalene balls are used for keeping the books safe. For any kind of maintenance or repair the laboratory staff in-charge reports to the Head of the Department, and he/she forwards the requisition to the Principal and the repair work is carried out by the concerned service person. The furniture is repaired, painted and replaced as per the requirement. Students are instructed to scrupulously follow standard operating procedures during the use of computers to avoid system failure due to improper usage. Cleanliness of the classrooms is monitored by Health and Hygiene Committee. The department of Botany is in charge of the Botanical garden. An outsourced gardener is hired for cleaning, pruning, planting and watering of the garden and the green cover of the entire campus.

<https://www.ksngdcw.ac.in/page.php?type=infrastructure&id=maintenance-of-campus-infrastructure>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Endowment scholarships	16	23700
Financial Support from Other Sources			
a) National	State Government scholarships such as Social welfare, ST welfare, BC welfare, EBC welfare, Kapu	660	8753971

	welfare and Minority schemes		
b)International	RURAL DEVELOPMENT TRUST Scholarships (RDT is a Spanish NGO actively working Ananthapuram District for the benefit of economically backward sections)	724	724000
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Infosys Training	16/12/2019	89	APSSDC
PYTHON Training	01/07/2019	17	APSSDC
Diploma Course offered by IGNOU	29/09/2019	48	SSBN (A), Anathapuramu
Certificate Course in Tally	06/12/2019	50	APSSDC
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Awareness programmes and extension lectures on career counseling	868	868	4	124
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
Nill	Nill	Nill

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus	Off campus
-----------	------------

Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
1. Dwaith Infotech PVT 2. Astra	110	110	NA	Nil	Nil
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	31	BCOM	COMMERCE	SKU,SVU,YV U,JNTU, and other Affiliated Colleges	MCOM, MBA
2020	23	BA	HUMANITIES	SKU,SVU,YV U,JNTU, and other Affiliated Colleges	MA, MBA
2020	65	BSC	SCIENCES	SKU,SVU,YV U,JNTU, and other Affiliated Colleges	M.SC., MCA, MBA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nil
SET	Nil
SLET	Nil
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
FAREWELL DAY CELEBRATIONS	INSTITUTION LEVEL	380
FRESHERS DAY CELEBRATIONS	INSTITUTION LEVEL	420
70TH VANAMAHOTSAVAM	INSTITUTION LEVEL	380
ANNADATHA PROGRAMME	INSTITUTION LEVEL	420
NEW YEAR CELEBRATIONS	INSTITUTION LEVEL	380
NEW YEAR CELEBRATIONS ON 31ST NIGHT	INSTITUTION LEVEL	230
CHRISTMAS CELEBRATIONS	INSTITUTION LEVEL	230

DEEWALI CELEBRATIONS	INSTITUTION LEVEL	230
REPUBLIC DAY CELEBRATIONS	INSTITUTION LEVEL	21
INDEPENDENCE DAY CELEBRATIONS	INSTITUTION LEVEL	12
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2020	WINNERS	National	1	Nill	975	Uppara Vineela
2020	WINNERS	National	1	Nill	1013	Dalavai Silpa
Nill	WINNERS	National	1	Nill	1374	Gattu Jayasudha
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

KSN Government Degree College for Women believes in participative management and decentralization. It encourages students' representation in both academic and administrative committees. The interested, meritorious and active candidates are nominated to represent their fellow students in the Students' Union. Class Representatives and Deputy Class Representatives represent their fellow classmates in this union. These nominations take place at the beginning of each academic year. The Principal nominates a member of the staff as the Convener of the Students' Union to guide the students. The committees which have students as members are Students' Union, IQAC, Literary Association, Humanities Association, Commerce Association, Science Association, Games and Sports Committee, Library Committee, Committee, Special Fee Committee, Disciplinary Committee, Feed Back Committee, Bio-Metric Committee, Career Guidance and Placement Cell, Women Empowerment Cell, NSS Committee, Eco Club, Grievance Redressal Cell, Anti Ragging Committee, Hostel Committee, College Magazine Committee, MOOCs Committee, Health and Hygiene Committee, etc. The vibrant representation of the students in all these committees is reflective of adhering to democratic principles of involving the stakeholder in the academic and administrative initiatives of the institution. Students' grievances are resolved through the Grievance Redressal Cell and the Principal. Their feedback is considered while taking any such initiatives. The NSS, NCC and Youth Red Cross Committees even work beyond the college premises and extend their services to the community and also participate in environment related programmes. Such participation refines the team spirit, social engagement, critical thinking, communication skills and leadership skills of the students. It also helps in strengthening their individual and civic responsibilities. The student representatives on the games and sports committee take active part in planning and organizing and participating in sports competitions at both college and inter-collegiate levels. The Student Union assists in maintaining discipline on the campus, planning, organizing and execution of co-curricular activities such as student seminars, quizzes and events such as Fresher's Day, Youth Festival, Regional and National Festivals, Literary and Fine Arts

Competitions, Field Trips, awareness rallies, competitions on the occasion of Vana Mahotsav and Celebration of Important Days.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

K.S.N. Government Degree College has a registered Alumni Association. It was registered in the year 2013 under the Andhra Pradesh Societies Registrations Act Number 35 of 2001. Its purpose is to create a network of KSN students, contributing to personal and career development of current and passed out students in addition to taking an active part in the developmental initiatives of the institution. Apart from offering financial support, the alumnae provide intellectual support to the institution. Nearly 1,000 students have registered so far. At least one Alumnae Meeting is convened per annum. A link is provided in the college website for online alumnae registrations. There is provision for collecting alumnae feedback in the registration form. The Association has created a whats-app group which assists in fostering long term relationships among the former students. The alumnae interact through this online platform and stay connected. K.S.N alumnae have conducted plantation activities in the college and donated fertilizers as measures for environmental protection. They participate in programs organized by Women Empowerment Cell of the college and address the students as a part of women empowerment initiatives. The flagship programme of the college KSN Akshayapathra will be fully sponsored by alumnae very soon. The idea was generated in annual meeting of the alumnae during the year 2019-20. Under this programme it is decided to contribute and raise funds towards launching a Free Mid Day Meal Scheme for all the day scholars. The alumnae association also contributed in kind towards the construction of the Entrance Arch of the college. In order to encourage the students to excel in academics the alumnae have contributed an amount of 60,000 rupees for giving away prizes to the toppers across all the streams every year. Four of the teachers rendering service in the college now are its former students. A considerable number of K.S.N. alumnae have completed their post graduation in various disciplines and are serving the community in various cadres.

5.4.2 – No. of enrolled Alumni:

794

5.4.3 – Alumni contribution during the year (in Rupees) :

2200

5.4.4 – Meetings/activities organized by Alumni Association :

- It is resolved to start a flagship program of Akshaya Pathra(Mid- Day Meal Scheme) for all the day scholars under the banner of Alumni Association.
- It is decided to print exclusive receipt books for donations towards this noble scheme from both alumni and philanthropists.
- It is further decided to contribute funds towards the construction of the new Arch at the main entrance of the Institution.
- It is resolved to constitute a new Executive Committee for effective functioning and strengthening of the Association.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution implements decentralized governance in its institutional practices. The administration collaborates with various departments and

employees of the institution to improve the quality of its academic and administrative systems. Principal being the head of the institution leads and guides the team of teachers and administrative personnel in running the institution in a fair and transparent way to impart qualitative education. He takes everyone into confidence and invites the opinions of all the members of the Staff Council including the student representatives, while taking policy decisions regarding academics and administration. The Staff Council Meetings are convened frequently. The Council includes all the Heads of the Departments and the members of IQAC. Matters such as academic activities, co-curricular activities, designing of time table, allotment of workload, conducting of practical exams, conducting internal mid semester examinations, evaluation strategies, bio metric attendance, purchase of lab equipment, augmentation of infrastructure, minor repairs, allocation and utilization of budget, matters concerning College Attached Hostel, conducting extension activities, games and sports competitions and literary, cultural and environmental activities, completion of online courses, and academic research are discussed in Staff Council Meetings. An institutional action plan is charted out at the beginning of each academic year which comprises departmental action plans

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The procedure for admission of students is laid down by the Commissionerate of Collegiate Education. Online admissions are initiated through OAMDC.
Industry Interaction / Collaboration	Interaction and collaboration with industry is organized by the College to enrich skill and knowledge application. Various departments have entered in MOUs, Collaborations and Linkages with other institutes, industries, non-government organizations and government agencies to enrich the learning experience of the students.
Human Resource Management	The College follows decentralized mode of management, and works through duly appointed staff committees. It ensures transparency and accountability mechanisms. The College has a Grievance Cell and a system to redress the complaints of the teaching and nonteaching staff and the students.
Library, ICT and Physical Infrastructure / Instrumentation	The library has subscribed for INFLIBNET. It has 20,000 books. It offers reprographic facility for staff and students. For security of library there are fire extinguishers and cctv cameras within the library. It has 1 server and 5 computers. Special screen reading software is also available in

	the library for differently abled students. It is partially automated with SOUL software.
Research and Development	All the departments of the institute have access to well-equipped computer laboratories with adequate infrastructural facilities to carry out the research projects. For promoting research KSN has subscribed for various online research journals to provide latest resources for the faculty members.
Examination and Evaluation	As the College is an affiliated institution, the Academic Calendar for the conduct of examinations and evaluation is prepared by Sri Krishnadevaraya University. The college displays the examination schedule and other related information in the college website and notice boards.
Teaching and Learning	The Departments prepare the course outcomes of the papers taught. These are documented to track the learning process and its objectives. Wherever possible, the curriculum is enriched through co-curricular activities. All these activities are documented for record and review. The College Faculty is encouraged to participate in professional development and quality improvement programs by means of Faculty Development Programs. (FDPs), Refresher Courses/Orientation Courses, Conferences, Seminars etc.
Curriculum Development	K.S.N Degree College for Women is affiliated to Sri Krishnadevaraya University, Ananthapuramu and follows the curriculum and syllabus prescribed by the University for all its courses as per APSCHE guidelines. As an affiliated Institution it is not allowed to design its own curriculum. Rather, after every 5 to 6 years, APSCHE revises the syllabus. A few Senior faculty members from our college have been a part of the curriculum development committee formulated by university and have contributed to curriculum development in other affiliated colleges.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Examination	During the years 2015-16 to 2018-19 enrollment in exams were made through the online portal designed and

developed by the affiliating University. From the academic year 2019-20, the Government of Andhra Pradesh initiated a uniform enrollment portal Jnanabhoomi which is utilised by the institution.

Planning and Development

The academic policies formulated in the Staff Council and IQAC meetings aim at fostering student centric teaching methods and are implemented through the concerned Committees. ICT is incorporated in teaching pedagogy and students are encouraged to enroll in online courses. We plan to establish more number of MOUs for collaborative learning and conducting co-curricular activities. Our short term goal is to ensure that our students develop a holistic personality and are well placed in society whereas our long term goal is to emerge as a Centre with Potential for Excellence and achieve rank in NIRF. The college frequently upgrades and enhances its physical and IT infrastructure according to the requirements. The Furniture Committee surveys the entire campus and assesses the needs of the users. It submits a report to the Principal and accordingly decisions are taken after due consultation with the Staff Council. The Committee monitors the maintenance of physical infrastructure and tries to mobilize funds for the same. Our strategic plan includes construction of new commerce and hostel block, an additional toilet block for students, renovation of cafeteria and improving the greenbelt of the campus. The proposal to implement this plan has already been submitted under NAADU-NEDU Scheme of AP Government. We have introduced a number of skill oriented short term certificate courses which give an edge to the students while selecting their career paths. The active MOU with the APSSDC gives us opportunity to organize Campus Recruitment Drives. The teachers are encouraged to participate in Workshops, Conferences and MOOCs to refine their teaching capabilities. The College seeks to be on par with International institutions in this scenario of globalization and Competition. In order to elevate our academic standards we reviewed and refined our academic and administrative standards and submitted

	<p>a proposal for Certification to International Organization for Standardization. The institution has been duly certified for its quality management and is awarded ISO 9001:2015 certificate</p>
Administration	<p>Govt. of Andhra Pradesh developed an application for File Management System (E-Office) for establishment of office procedures through online e-office management and transfer of files to higher authorities and internal file management system. Integrated Attendance Management System (IAMS), Government of Andhra Pradesh has developed Software application which is used for Students and Staff Aadhar enabled Biometric Attendance system connected to CMS Dash board and the attendance is monitored through online by the Higher authorities. This IAMS is an IOT application.</p>
Finance and Accounts	<p>Finance Department, Govt. of Andhra Pradesh has developed software application Drawing Disbursing Officers (DDOs) Request for all Govt. institutions in Andhra Pradesh and this application is used for Salary bills and other expenditure bills of the institution through online application. Finance Department, Govt. of Andhra Pradesh has up-graded the software application Comprehensive Financial Management System (CFMS) for all Govt. institutions in Andhra Pradesh and this application is used for Salary bills and other expenditure bills of the institution through online application.</p>
Student Admission and Support	<p>OAMDC is a State Integrated Academic Management System and comprehensive tool for students/parents, administrators at Colleges Government as well, to overcome the challenges in the process of college admissions and post admission processes Jnana bhoomi portal, Government of Andhra Pradesh software is used for Students post metric Scholarships registraion and Disbursing process for all BC/SC/ST and Minorities. INFLIBNET - SOUL software is used for Library and NLIST and NDL logins are provided to all students and staff. SMS package for communication with students and parents. Airtel Communications .</p>

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2020	NA	NA	NA	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Training on KSN LMS Online Teaching	Nil	07/08/2019	07/08/2019	32	Nil
2019	Training on KSN LMS Online Teaching	Nil	10/08/2019	10/08/2019	18	Nil
2019	Training on KSN LMS Online Teaching	Nil	19/08/2019	19/08/2019	32	Nil
2019	Training programme on LMS	Nil	26/09/2019	26/09/2019	33	Nil
2019	Awareness Programme on NAAC	Nil	16/10/2019	16/10/2019	32	Nil
2019	Awareness programme on NAAC Criterion wise Best Practices for Quality Assessment	Nil	05/11/2019	05/11/2019	31	Nil
2019	Conducted an Awareness programme on NAAC	Nil	07/12/2019	07/12/2019	31	Nil

2019	Awareness programme on Ways of Investments	Nil	10/12/2019	10/12/2019	33	Nil
2020	Training Program on Canvas LMS	Nil	22/10/2020	24/10/2020	31	Nil

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Managing Online Classes and Co-creating MOOCs 2.0.	1	18/05/2020	03/06/2020	18
ICT Tools for Effective Teaching, Learning	1	11/05/2020	16/05/2020	6
SCILAB-An open source substitute for MATLAB	1	25/05/2020	30/05/2020	6
Moocs e content Development and OER	1	28/05/2020	03/06/2020	7
COVID-19 issues, Challenges and Interventions in Contemporary Crisis	1	30/04/2020	06/05/2020	6
Short - Term Course -The Science of Success	1	18/11/2019	16/12/2019	28
Short - Term Course -Intellectual Humility Practice	1	17/10/2019	18/11/2019	30
Short - Term Course - Introduction to Philosophy	1	26/09/2019	31/10/2019	35

UGC Sponsored Orientation Course	1	10/07/2019	06/08/2019	28
UGC Sponsored Refresher Course in Telugu	1	18/11/2019	30/11/2019	12
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
General Provident Fund (GPF) CPS (Contributory Pension Scheme), Andhra Pradesh Group Life Insurance (APGLI), Employees Health Scheme (EHS), Faculty Development Program (FDP), Casual Leave, Special Casual Leave, Half Pay Leave, Earned Leave, Commuted Leave, Medical Leave, Optional Holidays, Gratuity, Grievance Redressal Cell, Free Wi-Fi, Festival Advances, LTC, Housing And Vehicle Loans, RO Water, CC Tv Surveillance, Public Address System, Primary Health Center.	General Provident Fund (GPF), Contributory Pension Scheme (CPS), Andhra Pradesh Group Life Insurance (APGLI), Employees Health Scheme (EHS), Casual Leave, Special Casual Leave, Half Pay Leave, Earned Leave, Commuted Leave, Medical Leave, Optional Holidays, Gratuity, Grievance Redressal Cell, Free Wi-Fi, Festival Advances, LTC, Housing And Vehicle Loans, RO Water, CC Tv Surveillance, Public Address System, Primary Health Center.	Government (RTF, MTF, CAH) and Non Government Scholarships, (RDT, Andhra Bank, Santoor, Colgate, Jindal, Etc.) College Attached Hostel, Grievance Redressal Cell, Career Guidance Cell, Jawahar Knowledge Center, Anti Ragging Committee, Employability Skill Center, NSS, NCC, YRC, RRC, WEC, Endowment Prizes for Meritorious, RO Water, CC Tv Surveillance, Public Address System, Primary Health Center

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The College conducts external financial audits periodically. There is Finance Committee, UGC Committee and RUSA Committee to prepare the budget statements and submit the proposals to RUSA. The departmental in charges submit a report for the required expenditure to the Principal and get consent for spending the budget. Later the expenditure is settled by the Administrative Office on the submission of proper bills countersigned by both the Head of the Department and the Principal. The Office maintains all the financial accounts in a transparent way and all the documents such as Cash Books, Ledgers, Cheques Issued, Fee Collections Register, Vouchers, Bills and Receipts are properly maintained and updated. The funds are utilized in a proper and transparent manner. In depth external Financial Audit is conducted by the Office of the Regional Joint Director at the end of a Principal's tenure. The latest audit was initiated in May/June 2019 by a team of auditors from the Office of Regional Joint Director,

Kadapa. Periodically the utilization certificates issued by an external registered Chartered Accountant are obtained after getting the accounts audited. Separate Heads of Accounts are there for depositing the special fee (8443) and Tuition Fee (0202) and the exact amount deposited is authenticated by the Sub Treasury Officer. The Accountant General Office, Andhra Pradesh, Hyderabad last audited our accounts in the year 2008. There are no pending audit objections. Internal audits are carried out in the form of annual stock verification, academic records, equipment and chemicals. . At the end of every academic year, stock verification committees are nominated by the Principal which submit a report on the maintenance of stock by the departments. The Endowments Prize Committee guided by the Principal is responsible for managing the funds received through endowments, sponsorship and contribution from philanthropists and retired teachers.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Staff of the College ,Alumini, Stake Holders ,Philanthropists.	453675	Institutional development , endowment Prizes and Community Services as Institutional Social responsibility
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6.4.3 – Total corpus fund generated

305000

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	CCE	Yes	IQAC
Administrative	Yes	CCE	Yes	Departmental Committee

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Encouraging the students to pursue higher education 2. Planning and conducting job drives 3. Mobilization of funds for institutional development 4. Career counseling for students 5. Collection of feedback on curriculum 6. Implementation of Code of Conduct

6.5.3 – Development programmes for support staff (at least three)

Grievance Redressal Cell, RO Water ,CC TV Surveillance ,Public Address System, Primary Health Center, Staff Endowments

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1.Opted for quality assessment by International Organization for Standardization. 2. Got certified in Academic Quality Management and were awarded ISO 9001 2015 3. Got Certified in Energy Management System and were awarded ISO 50001 2011 4.Got Certified in Environment management System and were awarded ISO 14001 2015 5. Got Certified in Food Safety Management System and were awarded ISO 22000 2018 for maintaining quality standards in providing food in College Attached Hostel 6.Construction of Auditorium was completed

7. Renovation of English Language Lab carried out as per requirements 8. Hot Water Solar Plant got installed in College Attached Hostel 9. CC TV Cameras surveillance installed in Science Block , Hostel and Main Entrance for Safety and Security of stakeholders 10. Blue Star Water Cooler for Staff and Student was provided 11. More number of Add On and Certificate Courses were offered 12. Job Drives organized for Student placements 13. Landscaping and Botanical Garden with Aquatic Pond got developed 14. MoU with HYM International Certifications PVT LTD was signed 15. The entire Campus got a Facelift by Renovation of the entrance arch and arrangement of Cement Benches through the contribution of Staff members 16. New Municipal water Pipeline got sanctioned by the initiation of Honorable MP Thalari Rangaiah . 17. Rain Water Harvesting Pit , Vermi Compost and Ground Water Recharge Facilities were up graded 18. Organic Farming by cultivating Vegetable and Fruit Patches got developed

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	Yes
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Internal Academic Audit	15/06/2019	15/06/2019	15/06/2019	17
2019	Internal Academic Audit	20/06/2019	20/06/2019	20/06/2019	16
2019	Awareness On Criterion -I	25/06/2019	25/06/2019	25/06/2019	18
2019	Internal Academic Audit	03/07/2019	03/07/2019	03/07/2019	15
2019	Awareness On Criterion -II	20/07/2019	20/07/2019	20/07/2019	18
2019	Internal Academic Audit	13/08/2019	13/08/2019	13/08/2019	16
2019	Awareness On Criterion -III	05/09/2019	05/09/2019	05/09/2019	16
2019	Internal Academic Audit	23/10/2019	23/10/2019	23/10/2019	16
2019	Awareness On Criterion -IV	25/11/2019	25/11/2019	25/11/2019	15
2019	Awareness On Student	05/12/2019	05/12/2019	05/12/2019	17

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Health and Hygiene	13/12/2019	13/12/2019	400	Nill
Death Anniversary Celebration of Potti Sreeramulu	15/12/2019	15/12/2019	100	Nill
Self Protection Skills	25/01/2020	25/01/2020	500	Nill
Free Medical Check-Up	28/01/2020	28/01/2020	50	Nill
Free Medical Check-Up	24/02/2020	24/02/2020	50	Nill

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
$2055 / 38812 \times 100 = 5.29$

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Provision for lift	No	Nill
Ramp/Rails	Yes	1
Braille Software/facilities	No	Nill
Rest Rooms	Yes	1
Scribes for examination	Yes	1
Special skill development for differently abled students	Yes	2
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to	Number of initiatives	Date	Duration	Name of initiative	Issues addressed	Number of participating
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	address locational advantages and disadva ntages	taken to engage with and contribute to local community					students and staff
2020	Nill	1	01/12/2020	1	RALLY ON AIDS AWARENESS	AIDS AWARENESS	164
2019	Nill	1	21/10/2019	1	VISIT TO AMMA VODI VRUD HASRAMAM ON THE OCCASION OF WORLD OLD CITIZENS DAY	Social Reponsibi lity	55
2020	1	Nill	18/01/2020	1	CELEBRA TION OF POLIO DAY	Health Conscioun ess	35
2020	1	Nill	20/01/2020	1	INAGURA TION PROGRAMME OF BLOOD COMPONENT UNIT	Health Conscioun ess	115
2020	1	Nill	21/06/2019	1	CELEBRA TED INTER NATIONAL YOGA DAY	CELEBRA TED INTER NATIONAL YOGA DAY	240
2019	1	Nill	26/06/2019	1	OBSERVED INTERNATI ONAL DAY AGAINST DRUG ILLICIT T RAFFICKIN G	Social Reponsibi lity	360
2019	1	Nill	11/07/2019	1	CELEBRA TION OF WORLD POP ULATION DAY	Global Issues	125
2019	1	Nill	08/08/2019	1	DISTRIB UTION OF DEWORMING TABLETS ON THE OCCASION OF NATIONAL DEWORMING	Health Conscioun ess	210

					DAY		
2019	1	Nill	02/10/2019	1	CELEBRATION OF GANDHI JAYANTHI	Constitutional Obligations	25
2020	Nill	1	06/02/2020	1	PARTICIPATION IN BLOOD DETERMINATION CAMP CONDUCTED BY RRC	Health Consciousness	25

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Principal	10/06/2019	<p>The Principal should conduct himself/herself in such a way that both the staff and students look up to him for guidance He/she should be impartial, secular, dignified and punctual in discharging his/her duties He should be a pace setter in dress, demeanor, attendance, punctuality, etc</p> <p>Principal should be present in the college at least half an hour before the commencement of college timings and leave the college after the day's work is over The Principal should exhibit qualities of effective leadership in all administrative and academic activities of the college Principal should be a true academic and administrative leader and assume full responsibility for discipline in the college.</p>
Code of Conduct for Teaching Staff	10/06/2019	<p>The members of teaching staff should be models of decency in their dress and demeanor, culture and academic leadership They should be impartial in dealing with any student problems Lecturers should avoid wearing gaudy</p>

		<p>looking classes likely to arouse the curiosity, resentment or amusement which will distract their attention towards the teaching He/she should go to the class thoroughly prepared and maintain all academic records, update knowledge and acquaintance with the latest trends in the subject The lecturers should utilize their leisure for preparation of class work or update their knowledge in the subject.</p>
Code of Conduct for Office Staff	10/06/2019	<p>He /she should monitor the movement of files going to the officers or the Principal and coming back from them He/she should guide the officers or Principal with correct and latest rule position on the subject and assist them in taking correct decision They should guide the Principal in the operation of the government budget, special fee collection and the funds or grants received from any other agency. He/she will assist the Principal in ensuring that this money is spent strictly in accordance with the rules and regulations He/she will supervise the maintenance of all records pertaining to accounts and cash book</p>
Code of Conduct for Students	10/06/2019	<p>Be regular and punctual to the college. Post attendance in the biometric machines provided in the college. Attend college in prescribed uniform. Always wear Identity Card while being in college. Be diligent in the class. Interact with teacher and other students in the</p>

class in a polite manner. Seek clarifications in academic matters. Approach concerned ward counselors if any counseling is required. Complete and submit your assignments and the projects in time. Do apply for scholarships in time. Pay College fees in time. Procure books material suggested by your teacher. Take active participation in peer teaching peer learning activities. Participate in all co-curricular and extra curricular activities organized in the college. Keep the premises and classrooms clean.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Environmental Day	05/06/2019	05/06/2019	80
International Yoga Day	21/06/2019	Nil	20
International Day Against Drug Abuse And Illicit Trafficking	26/06/2019	26/06/2019	24
Helen Keller's Birthday	27/06/2019	27/06/2019	110
World's Population Day	11/07/2019	11/07/2019	120
Traditional Teachers' Day (Vyasa Pournami)	16/07/2019	16/07/2019	250
70th Constitutional Day	26/07/2019	26/07/2019	210
Nature Conservation Day	28/07/2019	28/07/2019	65
Independence Day	15/08/2019	15/08/2019	310
Sanskrit Day	23/08/2019	23/08/2019	95
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Observing various environmental days and encouraging active participation
Limiting the use of paper by encouraging the use of emails, WhatsApp groups and

public address system to convey messages and information to staff and students
Observing every Saturday as Vehicle Free day on the campus
Inculcating a sense of responsibility among the staff and students towards environment.
Organizing plantation programmes and encouraging staff and students for active donation of saplings and seeds
Encouraging students to conserve energy by using and promoting LED bulbs
Encouraging the day scholars to carry food in steel utensils and avoid plastic boxes
Organizing various programmes to promote environmental awareness
Encouraging the staff and students to use public transport
Promoting a culture of carrying cloth and jute bags and avoiding plastic.
Entering into collaborations and MOUs with various local bodies for promoting green initiatives
Avoiding the use of paper cups and plates during meetings and functions and using such utensils which can be washed and reused
Creating awareness about water conservation and encouraging students to promote the initiative in their family and neighborhood
Encouraging the students to avoid food wastage by accumulating the leftovers to be used as manure for nurturing plants in the campus
Avoiding the use of flower bouquets wrapped in plastic covers and instead presenting the dignitaries and guests a single flower or plant from the campus green house

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE 1 1. Title of the Practice: Save Environment! Go Green! 2. Objective of the Practice: ? To cultivate desolate land ? To maintain ecological balance through planting trees ? To fulfill Institutional Social Responsibility ? Participation in Nature Protection Initiatives ? To provide healthy and pollution free environment, in and around college. ? To promote sustainable development ? To promote conservation of conventional natural resources and rare plants 3. The Context: K.S.N Government Degree College for Women is located in a drought prone district which does not receive much rainfall. The main source of ground water recharge is natural precipitation. The college tries to create awareness among students and community about the need for participating in environmental protection by becoming catalysts of change. With this motto the college strengthened its green policy. 4. The Practice: ? Being conscious about its social and environmental responsibility the institution has decided to strengthen its green initiatives and develop them as a healthy, unique and best practice of the college. ? The college has 3.99 acres of land of which the total plinth area is 7273.51 square metres. The remaining area lies in between the college attached hostel, Science Block and the Main Building. There is ample scope for plantation in this spacious land. ? Every year a number of Environmental Awareness Programmes, Rallies and Plantation Drives are regularly conducted. ? The institution has formulated its green policy which is uploaded on college website. ? During the orientation programme all the students are informed about the code of conduct and the green policy and are encouraged to participate in eco-friendly activities. ? The Eco Club has organized many field visits to Hill Stations which have inculcated a love of nature among students and helped them admire the exquisite beauty of flora. ? Every fourth Friday is observed as vehicle free day and no vehicles

are entertained in the campus. ? Initiatives have been taken to reduce the use of plastic and for effective disposal of solid and liquid waste. ? There has been a considerable reduction in electricity bill due to the wheeling of solar power generated by college, to the power grid. ? In order to conserve water a rain water harvesting pit has been dug. The accumulated water recharges the ground water level. ? There are four bore wells to meet the water scarcity during summer. These are well recharged because of the rain water harvesting pit. ? The depth of water level varies from 7.75 to 15.34 metres. The total water yield varies between 1588 to 1849 litres per hour. ? The department of Botany carries out internal green audit of the campus every year. ? During the academic year 2019-20 an external Green Audit was carried out by International Organization for Standardization (ISO) ? The institution has also initiated Water Audit during the current academic year to learn about its current ground water status. ? Environmental Awareness Rallies and Programmes are also carried out on NSS and NCC platforms. Saplings are donated to the residents of the adopted villages and they are educated about the significance of planting trees, saving water and conserving energy. ? A Power Point Presentation of the rare species of plants nurtured on the campus is prepared by the department of Botany. The PPT is uploaded on the College Website and also made available in the desktops especially marked for digjvyangans. ? All the species of flora are identified and well documented by the Department of Botany.

5. The Evidence of Success: ? On both sides of the College entrance, there are beautiful ornamental plants and also lush green trees. There is a multitude of ornamental plants on either side of the pathway leading to hostel and Auditorium. ? The department of Botany, in collaboration with Eco Club, has developed two gardens where vegetables and fruits are grown. This cultivation has covered the barren patch of land adjacent to the Main Block. The entire landscaping adds beauty and ambience to college. ? Mango trees have been planted in the campus which add to its beauty. ? The entire campus has nearly 300 diverse species of terrestrial, desert, aquatic, herbal, medicinal, fragrant and ornamental plants. ? The Botanical Garden and Green House of the college houses very rare and endangered plant species such as Cycas Beddomei, Pterocarpus Santalinus, Santalum Album, etc ? The beautifully designed and well maintained Aquatic Pond nurtures such hydrophytes as Nymphaea and Nelumbo. ? The lavish canopy of trees provides shelter to the students to assemble during leisure hours and relish moments under the cool shade. ? The plantation drives help in maintaining the environmental balance ? The institution has been selected as Gold Institution at District Level and has been certified by Indian Red Cross Society. ?

6. Problems Encountered and Resources Required ? The foremost problem encountered was mobilization of resources for purchasing saplings. ? The institution encountered this problem by encouraging the staff and students to donate saplings. ? The College has entered into an MOU with the department of Forestry for conducting various environmental friendly activities. ? Every year, on the occasion of Vana Mahotsav, the department of forests donates a large number of saplings which are planted in the campus. ? The staff of department of Botany donated a considerable number of rare plants for the Botanical Garden. ? As the college does not have a sanctioned post for Gardener, the services of an outsourced employee are utilized for watering and maintaining the campus' Green Belt.

7. Notes: ? The college opted for an Environment Audit. The college got recognition for its Environmental Management System and achieved ISO 14001:2015 certification in 2019-20. ? It went for a renewal of the certification in the current year and the certification period has been renewed for further two years after a thorough inspection of the Green Belt of the K.S.N Campus.

Best Practice 2 Title of the practice: Staff Endowments Objectives: ? Involvement in such social activities defines and refines our citizenship role and social networking acts. ? A bond is forged between the institution and the community. The needs of the institution are identified and an honest effort is made to provide remedies. ? It forges donor's bond with the institution. Context: ? A

majority of students hail from rural backgrounds and economically backward communities. It was felt that the meritorious among them could be encouraged by providing financial assistance in the form of Endowment Prizes. ? Acts of social service leave a lasting impact on the community in which we live and promotes the sense of civic responsibility, tolerance and cooperation. The Practice: ? The members of the teaching staff who retire in this institution usually come forward to voluntarily donate a particular sum of amount towards endowment prizes for the toppers. ? Corpus amount is deposited in the form of fixed deposits and the annual accumulated interest is given away as endowment prize to the deserving candidates. ? An Endowments Prize Committee has been set up which identifies the toppers from each stream. ? One of the teachers Dr. D. Jayalakshmi follows the best practice of sponsoring one financially backward meritorious student during each academic year. This sponsorship not only includes payment of fee for the three academic years but also complete sponsoring of the student's daily needs such as groceries, clothes books stationery, etc. ? Food items are donated in old age homes and orphanages. ? During the Covid pandemic's first wave, essential food items were distributed among the poor and front- line workers. Donations in cash and kind were made by the staff which evoke affinity with the victims and result in many more such empathetic responses to the calamity. ? A sense of social orientation is visible when a majority of staff members came together to provide sustenance to the needy. They not only mobilized funds but also food, vegetables, beverages and fruits for the front -line workers and deserving masses in the neighbourhood community. ? With the accumulated fund the contingent staff of the institution too was provided with groceries which could suffice for two months. ? A majority of members of staff and alumnae donated funds for installing cement benches on the campus. ? One Commerce student Jayanti Bai got selected for Boxing Championship to be held in the State of Kerala. When she expressed inability to bear the expenses for participation teachers of the institution came forward to sponsor her. ? The entrance arch of the institution was renovated by staff and alumni contributions. ? Ms. Y. Vijaya Brunda donated hot water solar plant for hostel inmates. Evidence of Success: ? This practice has created a healthy competition among students to excel in studies and be recognized as institutional topper. ? A sense of responsibility and generosity is inculcated among members of the staff ? Alumni of the college came forward to donate and raise funds for inaugurating a noble scheme of providing mid day meals to all the day

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://www.ksngdcw.ac.in/page.php?type=naac&id=supporting-documentss>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Institutional Distinctiveness Women Empowerment through Holistic Education
During the 36 years of its inception the college has emerged as a highly reputed institution of higher education which is recognized by International Organization for Standardization. The vision of K.S.N is to 'Educate, Empower and Liberate'. Its mission is to empower generations of women students by offering holistic education which will mould and empower their personalities and result in formation of character. The institution tries to impart focused education which is blended with traditions, values, competencies and social responsibility. The extension and outreach programmes organized by NSS, NCC, YRC, RRC, Eco Club and various departments mould the students as responsible citizens with values and compassion for reaching out to the needy thereby preparing them for nation building. While keeping abreast of global

trends the college takes measures to uphold the moral values, culture, traditions and social empathy among the stakeholders. Following domains are given prominence for educating, empowering and liberating the young women.

1. **Enriched Teaching Learning Process:** At K.S.N the teachers are inclined towards constantly enriching their teaching process. Besides the conventional chalk and talk methodology, the teachers are encouraged to upgrade their teaching methodologies and adopt and adapt the available e-resources and tools in order to complement the conventional teaching strategies. Suggestions obtained from student, alumni and teachers' feedback are considered while planning the delivery of curriculum. Faculty constantly upgrades teaching methods in accordance with the available technology and develops e-resources resulting in revitalizing the teaching learning process. Online video lectures are made available on the college website for the benefit of students. At the commencement of each academic year, proceedings are issued which explicitly assign the names of Ward Counsellors and the group of wards to be mentored. Remedial Coaching Classes and Tutorials are organized every day after the regular teaching hours and additional academic assistance is provided to the students to improve their learning outcomes. Mentor Mentee system ensures that the teachers stay in touch with their wards, document their significant official data required for applying for welfare schemes, offer counseling and keep a track of their progress. Students' participation in both co-curricular and extra-curricular activities enhances their learning experience. Peer teaching methodology is also adopted to reach out to the students.
2. **Character Building through Value Education:** Human Values and Professional Ethics is a mandatory value added course for all the students enrolled in their first semester. In addition to this curriculum, various co-curricular activities organized in the institution aim at building students' moral uprightness and the ethical values desired in life. The college has a prescribed code of conduct for staff and students. This ensures discipline and instills a sense of responsibility among the stakeholders. All the Language departments have the best practice of writing moral thought on the notice board every day. These inspiring value added thoughts and messages inspire the students in both academic domain and in shaping of character.
3. **Social Commitment and Outreach Activities** Students are provided with a number of opportunities to participate

Provide the weblink of the institution

<https://www.ksngdcw.ac.in/>

8.Future Plans of Actions for Next Academic Year

1. The future Plan of Action for the year 2020-21 is to gear up for applying for National Assessment and Accreditation process.
2. Updating the college website according to NAAC specifications.
3. To opt for renewal of quality assessment by International Organization for Standardization (ISO).
4. Preparation and submission of updated ISO Quality Manual of the college for reassessment.
5. Opting for re surveillance of Environment, Food Safety and Energy Management Standards by ISO.
6. To create awareness about revised NAAC manual and criterion wise requirements for preparing RAR for third cycle.
7. To introduce at least one Certificate and Add-On course from every Department for curriculum enrichment
8. To conduct frequent internal academic audits for updating departmental records
9. Conducting training programmes for faculty development.
10. Creating awareness regarding the process of NAAC assessment.
11. Maintenance of Rain Water Harvesting Pit
12. Maintenance of Bore Water Rechargeable Pit to ensure ground water levels
13. Promoting Organic Farming by cultivating Vegetable and Fruit Patches
14. Maintenance of patches of Desert, Ornamental and Medicinal Plants.
15. Encouraging staff members to participate in Refresher and Orientation Courses
16. Encouraging staff members to publish research articles in UGC notified journals and completing Massive Open Online Courses for academic enrichment
17. Enrolling students in MOOCs
18. Maintenance of Vermi- Compost Unit
- 19.

Maintenance of Aquatic Pond for preserving rare and endangered varieties of hydrophytes. 20. Initiating Water Audit by government agencies to learn about the ground water levels 21. Maintenance of Bore Water Rechargeable Pit to ensure ground water levels 22. Applying for New Municipal Water Pipeline Connection for both Hostel and Main Building 23. Maintenance of Organic Farming by cultivating Vegetable and Fruit Patches 24. Maintenance of patches for planting Desert, Ornamental and Medicinal Plants. 25. Starting documentation of developments for updating qualitative metrics. 26. To start obtaining online Student Satisfaction Survey 27. Training staff about preparing E-Content and engaging online classes on Canvas Infrastructure Learning Management System 28. Installing of Iron grill for safety and security in the first and second floors of Science Block 29. Installing of Iron grill for safety and security in the ground floor, first floor and second floor of Main Block 30. Installing Iron Grill at the entrance of Wash Rooms in the Main Building 31. Providing Water Cooler for Staff and Students 32. Applying for a College Domain Mail Account for facilitating Academic and Administrative activities