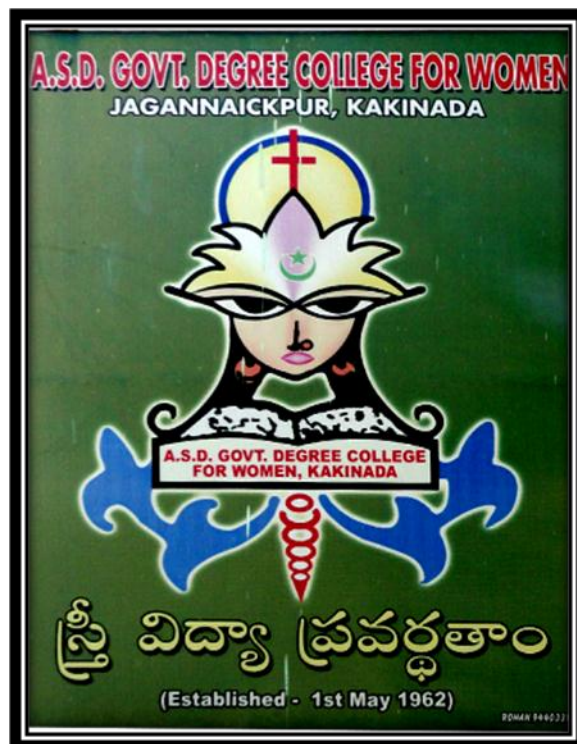


A.S.D. GOVERNMENT DEGREE COLLEGE FOR WOMEN (A)

KAKINADA, EAST GODAVARI – 533 002

(RE-ACCREDITED BY NAAC WITH 'B' GRADE)



IQAC – AQAR REPORT

2016 – 17

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution	A.S.D.Govt. Degree College for women (Autonomous), Kakinada.
1.2 Address Line 1	46-8-4,
Address Line 2	Jagannaickpur,
City/Town	Kakinada, East Godavari,
State	Andhra Pradesh
Pin Code	533 002
Institution e-mail address	jkcrjyec.asdkkd@gmail.com
Contact Nos.	0884-2378446, 0884-2386420
Name of the Head of the Institution:	Dr. D. Ratnagiri Usha
Tel. No. with STD Code:	0884-2386420

Mobile:

91-9848318986

Name of the IQAC Co-ordinator:

G. Swapna

Mobile:

91-8179094434

IQAC e-mail address:

jkcrjyec.asdkkd@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

11193

1.4 NAAC Executive Committee No. & Date:

EC/57/RAR/69 dt: Nov'30, 2011

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

www.asdgdw.org

Web-link of the AQAR:

www.asdgdw.org/docs/AQAR201617.pdf

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	76.75	2005	2010
2	2 nd Cycle	B	2.26	2011	2016

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

22/11/2005

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

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2011-12 Submitted to NAAC on dt: 15.09.2012 (DD/MM/YYYY)
- ii. AQAR 2012-13 Submitted to NAAC on dt: 30.09.2013 (DD/MM/YYYY)
- iii. AQAR 2013-14 Submitted to NAAC on dt: 28.08.2014 (DD/MM/YYYY)
- iv. AQAR 2014-15 Submitted to NAAC on dt: .25.8.2015 (DD/MM/YYYY)
- v. AQAR 2015-16 Submitted to NAAC on dt: .21.7.2016 (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women
Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B
Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

-

1.12 Name of the Affiliating University (*for the Colleges*)

Adikavi Nannaya University,
Rajahmundry.

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

Autonomy by State/Central Govt. / University

State

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

01

2. IQAC Composition and Activities

2.1 No. of Teachers

06

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

--

2.4 No. of Management representatives

-

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 03

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

Non-Teaching Staff / Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- IQAC Committee was Reconstituted in October 2016.
- Conducted three quarterly meetings on the dates: 09.08.2016 (1st Quarter), 28.12.2016 (2nd Quarter) and 20.03.2017 (3rd Quarter) and one staff meeting and resolutions have been taken up on the agenda notified there in.
- IQA Cell has purchased the ICT equipment like Laptop, Computer Hard drive and the required contingencies for the smooth and effective functioning of IQA Cell utilizing the funding from NAAC Sponsored Budget for establishing of IQAC during the year 2016-17 .
- Obtained institutional academic and administrative developments from all the departments / Committee Convenors for every trimester.
- Obtained Feedback from the Students on the teacher calibre and also on the infrastructural facilities available at the campus. The same has been submitted to the Principal for necessary action.
- Conducted Internal Departmental Audit on 28.12.16 along with External Academic auditors on academic and administrative activities taken up during the academic year .

- Motivating agent to the staff members to pursue MRPs, PhDs and to conduct Seminars and Workshops. During 2015-16, two faculty members selected for UGC-FDP Teacher Fellowship Award to pursue Ph.D, two Faculty Members Registered for Ph.D.
- As the Institute Recently conferred with Autonomy, IQAC Playing a key role in implementation of Autonomy and in following semester system through CBCS pattern and making constant efforts to enhance the Quality in Education.
- IQAC has played a key role in the preparation of NAAC SSR and also made an active involvement in guiding the faculty members by conducting periodical review meetings preparing them for the upcoming NAAC .

IQA Cell Organized a Lecture/Session at Institute Level for the college faculty members entitled “**Achieving and Sustaining Excellence as a Teacher**” delivered by Dr. K. Geetha Swaminathan , Former Vice Principal , Controller of Examinations , Stella Maris College, Chennai on 28.6. 2016.

- IQAC committee members participated and presented the papers at IQAC National level Seminar entitled “**Institutional Quality Maintenance and Improvement**” Organized by Ideal Degree College (Autonomous), Kakinada in 21.1.2017 & 22.1.2017.
- IQAC Guiding for continuous Update of NAAC records by all the Departments.

- IQAC convener Delivered a Lecture on “Strategic Quality Management” at IQAC National level Seminar entitled “Institutional Quality Maintenance and Improvement” at Ideal Degree College (autonomous), Kakinada in 22.1.2017.
- IQAC committee members presented the papers at IQAC National level Seminar entitled “Institutional Quality Maintenance and Improvement” at Ideal Degree College (autonomous), Kakinada in 22.1.2017.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality Enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ul style="list-style-type: none"> • Improvement of Infrastructure 	Improvement of Infrastructure in Examination Cell (New Printer , Storewells)
<ul style="list-style-type: none"> • Purchase and Optimum Utilization of Administration software and Examination Software. 	Administration software being used for administration purposes and admissions and Examination software being used in the whole Examination process.
<ul style="list-style-type: none"> • Implementing Autonomy and Semester system in 2016-17 	<p>Autonomy peer committee of UGC visited the college on 12.08.2014 & 13.08.2014 and the Autonomy status has been conferred from the academic year 2015-16 to 2020-21.</p> <p>During 2016-17 , Semester system and CBCS and grading system implemented for the I & II Year Degree Courses.</p>
<ul style="list-style-type: none"> • Grooming towards CPE 	The CCE (Commissionerate of Collegiate Education), A.P. Hyderabad, has been placed this college in the category of the grooming institutions for Centre of Potential for Excellence (CoE) .
<ul style="list-style-type: none"> • Contribution towards ‘Faculty Forum’. 	Faculty Forum has been established in the academic year 2014-15. During 2016-17, a total of 4 lectures from 04 departments were delivered on various topics relevant for Quality enhancement and on NAAC .
<ul style="list-style-type: none"> • Swatch Bharat 	Swatch Bharat programme has been launched on dt: 22.11.2014. This activity has been functionalized regularly on First Saturday of every month along with regular Swatch Bharath State Government and Central Government Programmes.

Proposals for P.G Courses	<p>First Post graduation Course M.Com Course was sanctioned in 2014-15.</p> <p>Proposals sent for M.A Telugu during 2015-16 and was sanctioned in 2016-17 academic Year.</p>
Certificate Courses	A total of 12 Self finance certificate courses have been successfully completed by 08 departments.
UGC-FDP Teacher fellowship	Two faculty members from Chemistry and English applied for UGC_FDP Teacher fellowship and UGC Sanctioned and approved in 2015-16 academic year.
Faculty Ph. D Registrations	Two faculty members from English and Botany Departments registered for Ph. D during 2016-17.
MRPs	<p>Dr K. Aruna , Lecturer in Microbiology submitted one Minor Research project entitled “A Study on Isolation and Exploitation of Native Bio-control Agents” from the Soil during 2016-17.</p> <p>G. Prameela Rani , physical Director submitted one minor research project entitled “The effect of anaerobic exercise on BMI of adolescent and young girls” during 2016-17.</p>
Organizing National Seminars/Workshops/Conferences	<p>Department of Botany organized One Day International Workshop in Collaboration with Guardians of Earth Foundation, Kakinada & The Nature Foundation, Hyderabad entitled “Conservation Biology” on 20.12.2016 With UGC financial assistance.</p> <p>Department of Physics & Chemistry organized UGC Sponsored Two Day National Seminar entitled “Applications of Nanomaterials in Energy and Environment” on 17.8.2016 & 18.8.2016.</p> <p>Department of Homescience, Zoology & Physical Education organized UGC Sponsored Two Day National Seminar entitled “Holistic approach to Health and Wellness” on 23.9.2016 & 24.9.2016.</p> <p>Department of Hindi & Sanskrit organized One Day National Seminar entitled “Literature and Human Values” on 30.1.2017 With UGC financial assistance.</p>
DRC activity	Department of Commerce Organized One day District level Workshop entitled “ Practical Income tax and e-filing of ITRs ” on 8.2.2017 on DRC Platform .

<p>Paper presentations in seminars/conferences</p>	<p>20 Paper Publications from various departments in Reputed National and International Journals during 2016-17.</p> <p>Faculty from all departments presented 39 papers in various National / International Seminars / Conferences during 2016-17.</p> <p>Students from department of Botany presented posters in International Symposium on “ Cellular Genetics” organized by Arts College , Rajahmundry on and Won the I & II Prizes.</p>
<p>Student project work</p>	<p>Students from 14 departments completed successfully 75 mini project works during 2016-17.</p>
<p><u>AWARDS/HONOURS</u></p> <p>1. Students Awards</p>	<p>Kum . N. Pavitra III CBMB , Kum D. Keerthana III CBZ , Kum Devika II CBZ got I,II and consolation prizes respectively in International symposium on Cellular stress for their Poster Presentations at Rajahmundry on 8.10.2016.</p> <p>Kum M.Devi III CBMB, Kum K.Sandhya II CBZ won I & II prizes for Poster presentations in National Wild Life Week Celebrations 2016 organized by Dept of Forestry, Kakinada in collaboration with Guardians of Earth foundation.</p> <p>Kum T. Sony III B.Sc CBZ got Sri Satya Sai Merit Award and honoured by NGO CEDOW, Kakinada during 2016-17 for her academic excellence in I & II CBZ.</p> <p>Kum N. Hema Sri won I prize at District level elocution comettions conducted on RTI Act on 30.9.2016.</p>
<p>2. Sports Prizes</p>	<p>In District level competitions:</p> <p>Students won prizes in Shotput, Discus throw, running competitions and in Volleyball.</p> <p>In Intercollegiate /University Competitions in Chennai on 19.11.16, 4 B.Com students won II Prize in Handball competitions.</p> <p>In Intercollegiate /University Competitions in Kerala on 21.11.16, student won Prize in Basketball competitions.</p>
<p>Generosity</p>	<p>The college staff continuing the innovative scheme called “HELPING HANDS” since 2014-15 to extend financial support to the desirous economically poor</p>

	<p>students.</p> <p>Continuing Scheme called “HANDFUL OF RICE” Since 2014-15 and the collected bags of rice have been distributed to very poor students and old age homes.</p> <p>NSS and Red Ribbon Club Units organized blood Grouping and voluntary Blood Donation camp on 1.11.2016 .</p> <p>NSS and Red Ribbon Club Units organized Medical camp on 31.07.2016 .</p> <p>NSS and Red Ribbon Club Units organized general Health Check up camp for students on International AIDS Day dt: 1.12.2016 .</p> <p>Lecturers are giving donations to srushti old age home.</p> <p>Some lecturers are sponsoring student’s education , paying fees and Providing Text books, Uniform etc.</p>
Publication of Books / Articles / papers	20 papers from 10 departments have been published in 2016-17.
Academic Calendar 2016-17 attached as Annexure – I	

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

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate any other body

Provide the details of the action taken

The AQAR was placed before the College Planning and Development Council (CPDC) to provide them first hand information on overall institutional developments and to invite suggestions if any.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	01	-
UG	07	-	03	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	10	02	10	01
Others	-	-	-	-
Total	07	-	04	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
(ii) Pattern of programmes:

Pattern	Number of Programmes
Semester	20
Trimester	Nil
Annual	10

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

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

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

- The college is affiliated to Adikavi Nannaya University till 2015-16.. As per University rules the college followed university syllabus only. The University has changed its syllabus and question paper pattern w.e.f 2013-14. In 2015-16 under the new pattern of question paper for II year and III year Degree students the 100 marks paper is split up into 80 (external) + 20 (internal).
- The College has become Autonomous in 2015-16 and First and Second Year UG Courses in 2016-17 followed Semester System , CBCS Pattern . Under the Autonomy and Semester system for I & II year UG Students 100 marks paper is split into 75(external) and 25 (internal) .
- Semester System is initiated and introduced at State level by revamping and updating the existing pattern and syllabi as per the UGC and XII Plan HEI Policies.
- All the Departments revised the Syllabus and updated nearly 10-20% syllabus in the academic year 2016-17 under autonomy and CBCS system to meet the current requirements of students making it more socially relevant, job oriented and knowledge intensive by taking inputs/ suggestions from professionals, Academicians and experts from industries and the corporate sectors in Board of Studies meetings.

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
22	22	-	-	-

2.2 No. of permanent faculty with Ph.D.

04

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	24	-	-	-	-	-	-	-	24

2.4 No. of Guest and Visiting faculty and Temporary faculty

11 - 04

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	19	22	01
Presented papers	06	17	01
Resource Persons	-	-	-

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

- Learner - centred methods viz., Student Seminars, Group Discussions, Debate, Field work , Project work , Group work , task based learning and ICT based learning like web projects have been adopted.
- Introduced Field work, Project work , Lab to land , Exposure of students to practical real time environment engaging them in extension activities etc.
- OHP / LCD Projectors for PPT presentations by all depts.; Charts / display boards / models are some of the Teaching aids used by all the Teachers.
- In addition to that a Faculty Forum has been established in the college to enable the staff to share their knowledge with other faculty to share knowledge in reciprocative manner on recent advancements in Teaching / Learning Methodologies, Technological advancements and so on. A total of 15 presentations were given so far since two years.
- Organized student Exhibitions, organizing Intercollegiate competitions , Poster Presentations on various scientific concepts.
- Organized International , National Workshops and Seminars to inculcate innovative thoughts and ideas in students and to motivate them towards Research.

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

180

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

Under the new semester pattern, for theory papers, external spot valuation for 75 marks has been done by the University and for the remaining 25 marks internal evaluation is done by the respective departments at the college level.

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

10	22	-
----	----	---

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise - distribution of pass percentage:

Semester –I - Pass percentage

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	71	06	14	08	03	43.66
B.Com	133	30	36	06	02	55.63
B. Sc	166	95	28	08	03	80.72

Semester II – Pass Percentage

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	72	07	13	16	02	43.66
B.Com	132	32	33	24	07	72.72
B. Sc	162	97	32	08	04	87.03

Semester -III						
Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	48	05	05	03	02	31.25
B.Com	119	35	27	08	02	61.34
B. Sc	135	41	32	05	03	60

Semester – IV

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	48	05	17	06	02	62.5
B.Com	117	46	42	08	03	84.61
B.Sc	132	49	50	10	01	83.33

Annual Result – III year

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	63	02	15	18	13	76.19
B.Com(General)	77	06	18	15	10	63.64
B.Com(Vocational)	35	03	17	07	04	88.57
B.Sc	122	08	18	21	17	52.46
B.Sc Homescience	31	02	25	03	01	100

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

- IQAC prepares Institutional Action Plan criteria wise at the beginning of the Academic year .
- Continuous monitoring done by IQAC Department wise and ensures the implementation of Institutional Action plan through out the academic year.
- IQAC guides all the departments in executing the departmental action plans through out the year. IQA Cell organizes Quarterly review meetings with all staff members at the Principal's chamber to discuss and analyse the Progress and requirements Department wise and faculty wise.
- IQAC monitors the status of action plan department wise quarterly and suggests methods to improve the quality in Departmental Curricular and Extra Curricular activities.
- IQA Cell organizes Seminars/Guest lecturers/workshops for the Faculty members to improve the Institutional Quality maintenance and for improving the Teaching Quality .
- IQA cell continuously motivates and guides the staff members to pursue Ph.Ds and to apply for Research projects .
- Academic activity Register is maintained at college level . Each and every Academic activity is entered into the Register Department wise and Month wise as soon as the activity done .
- Feedback is collected by the IQAC from students every year to monitor quality of teaching, teaching methods following and class room environment.
- Feedback is collected by the IQAC from Alumni every year on curriculum, Infrastructure, Student Support Services etc.
- IQAC along with Principal evaluates Academic Performance Indicators(API) of the faculty members and submits the report to Commissionerate of Collegiate Education.
- IQAC submits Key Performance indicators of faculty to CM Dashboard , Govt of A.P through Website.
- Student performance is monitored through Continuous Internal Assessment (CIA)

- Every effort is made to upgrade the infrastructure in the classrooms and the laboratories.
- At the end of academic year, IQAC conducts Internal Departmental Audit to evaluate all the activities done by each department.
- Internal audit by IQAC and External Academic Audit by CCE helps the college strengthen and enhance the transaction of its academic functionality.

2.13 Initiatives undertaken towards faculty development:

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	03
Staff training conducted by the university	-
Staff training conducted by CCE,A.P	-
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	20	17	03	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

- The IQAC continuously motivates the faculty members to pursue Phd's and to apply for MRPs . IQA Cell Circulated the MRP guidelines of UGC, explained the scheme to all faculty members and motivated to apply for MRPs.
- During 2016-17 One Minor Research project (Micro Biology Dept), One Minor Research project (Physical Education Dept) have been completed.
- The IQAC also encouraged all the staff members to pursue their PhDs /MPhils through part time or through FDP. At present, Four faculty members have registered for their PhD on part time basis and two faculty members are pursuing their PhD through UGC Teacher Fellowship - FDP.
- All the faculty members are encouraged to participate and present papers in State/ National / International seminars and guided to organise such seminars and workshops.
- One Day International Workshop entitled “ Conservation Biology”was organized by Dept of Botany in collaboration with Guardians of Earth Foundation on 20.12.2016 with UGC financial Assistance .
- Two Day National Seminar entitled “Applications of Nanomaterials in Energy and Environment “ was organized by Dept of Chemistry and Dept of Physics on 17.8.2016 & 18.8.2016 with UGC Autonomy Grant .
- Two Day National Seminar entitled “Holistic approach to Health and Wellness “ was organized by Dept of Home science and Dept of Zoology and Dept of Physical Education on 23.9.2016 & 24.9.2016 with UGC Autonomy Grant .
- One Day National Seminar entitled “ Literature and Human values“ was organized by Dept of Hindi and Dept of Sanskrit and Dept of Physical Education on 31.2.2017 with UGC Autonomy Grant .
- One District level Seminar was Organized by Dept of Commerce on District Resource Centre Platform on 08.02.2017.
- During 2016-17, a total of 20 papers of faculty members were published in various National and International Seminars / Conference Proceedings/ Journals.
- Students are encouraged to pursue study projects, a total of 75 mini projects have been completed by the students from 14 departments during 2016-17.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	-	-	-
Outlay in Rs. Lakhs	6,82,800	-	-	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	2	01	--	2
Outlay in Rs. Lakhs	65,500	1.2 lakhs	----	----
	1.2 lakhs			

3.4 Details on research publications

	International	National	Others
Peer Review Journals	14	04	-
Non-Peer Review Journals	-	-	-
e-Journals	-	--	-
Conference proceedings	-	04	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2yrs	UGC	8,36,800	6,82,800/
Minor Projects	21months	UGC	70,000	65,500
	24 Months	UGC	1,35,000	1,02,500
	24 Months	UGC SERO HYD	1.2 Lakhs	82,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	03	-	1,161,800	9,32,800

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

Organized by the Institution	Level	International	National	State	University	College
	Number	01	03	-	01	03
	Sponsoring agencies	UGC & Guardians Of Earth Foundation, Kakinada,A.P	UGC	-	DRC	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

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

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

- 70 NSS volunteers participated in Beach Clean up programme at Vakalapudi beach On the occasion of '**International Coastal Clean up Day**' on 17.9.2016.
- The College NSS Units organized '**Blood grouping & Blood Donation Camp**' on 01.12.2016. Blood grouping is done for 400 students. 50 students and staff members voluntarily donated blood to Red Cross Society.
- NSS Units organized '**Swachh Bharat**' **Community** programme in collaboration with 'Aacharana', a Non Governmental Organization from 19.8.2016 to 22.8.2016 and organized swachh Bharath rally on 30.8.2016.
- NSS and NCC Units conducted '**AIDS Rally and Community Awareness Campaign**' by distributing pamphlets on HIV-AIDS, its causes, prevention and care on 01.12.2016.
- NSS units celebrated **International Yoga day**(21.6.2016), **National Unity Day** (05.11.16) in 2016-17.
- NSS Organized Guest Lectures on Solid waste management, on 10.9.2015 , Swachh Bharath on 30.8.2016 , Importance of Blood Donation on 1.10.2016 , Aims and objectives of NSS on 6.8.2016
- NSS Volunteers participated in Training in First Aid programme organized by Indian Red Cross Association , Kakinada from 22.9.2016 to 15.9.2016.
- NSS Volunteers participated in Domalapai dandayatra Programme on 24.9.2016 in which Honorable M.L.A ,Principal educated the volunteers about the maintenance of Healthy surroundings to avoid mosquito breeding and mosquito borne diseases.
- NSS Volunteers participated in Health Camp Organized by HOPE Hospitals, Kakinada on 31.7.2016.
- Women Empowerment Cell organized a programme on Women Empowerment On International Women's day celebrations on 8.3.2017 .
- Women Empowerment Cell Arranged Life skills and personality Development programme to students on 9.8.2016 . As many as 300 students were benefited .
- Women Empowerment Cell Arranged Goal setting (go for goals) and personality development programme to students on 28.1.2017 . Nearly 500 students were benefited from this programme.

- All the Departments Students participated in awareness programmes and a rally on “Digital cashless transactions” on 5.12.2016 & 6.12.2016
- NSS and Ecoclub organized a rally with all college students on 7.11.2016 on “Vanam – manam” a plantation activity and spread awareness among public about the importance of plantation .
- The Department of Physical Education with NCC Students participated in Awareness rallies on National Cancer Awareness Day on 7.11.2016 , Armed Forces Flag day on 7.12.2016, Human Rights Day Rally on 10.12.2016 ,Save Girl Child rally on 24.1.2017 , World Cancer Day Rally on 4.2.2017 to inculcate the social responsibility among students.
- The Department of Botany organized an Public Awareness drive on **“Importance of 32 Medicinal Plants ”** inside the College campus and surrounding areas on 30.11.16. A total of 80 Students participated in this Drive. A Door to door Campaign is conducted and students distributed seeds and plant material of **Wild variety of Cucurbita , wild variety of lagenaria vulgaris and wild variety of Benincasa variety.**
- The Department of Botany as a part of Institutional Social responsibility **organized International Workshop on “Conservation Biology ”** on 20.12.2016 to educate students, faculty, public on the importance of conservation of wild plants and animals .
- The Department of Botany as a part of Institutional Social responsibility organized Intercollegiate Workshop and held competitions in poster presentation on **International Wetlands Day** on 2.2.2017 to educate students, faculty, public on the importance of conservation of natural resources like wetlands .
- The Department of History continuing a Community upliftment programme called **‘Helping Hands’** and Students and Staff extended their financial contribution to the needy.
- The Department of Chemistry organized a Rally on **‘Use of Clay Idols’** for Ganesh chaturthi . About 100 students participated in the Rally.
- College students actively participated in all state government programmes and central govt programmes like “swasthya vidya vahini ” programme on 31.12.2016 to 1.1.2017 and in “Balika telusulo ” awareness programme on 28.11.2016to 30.11.2016 and in “Janmabhomi ”and “ swachchandhra ” programme in surrounding villages of Kakinada .
- The Department of Home Science visited Anganwadi centres and studied the objectives and services of ICDs in 2016-17 academic year as a part of curriculum.
- The Department of Home Science conducted an awareness programme on Food&Nutrient requirements of Pregnant and lactating Women at AWC, Yetimogga during 2016-17 academic year.
- The Department of Telugu Continued to contribute to a literacy Extension programme towards **‘Adult Education’** under ‘Each one Teach One’ programme since 2008 to make **illiterate rural women to read and write. This programme has been running since 2008.**

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	1763.28sqm	-	-	1763.28sqm
Class rooms	14	-	UGC	14
Laboratories	08	-	-	08
Seminar Halls	01	-	-	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	15 (In Rusa Proposed during 2015-16)	01	UGC	16
Value of the equipment purchased during the year (Rs. in Lakhs)	35 Lakhs(From Rusa Funds)	474831	UGC+ Autonomy	474831
Others	-	-	-	-

4.2 Computerization of administration and library

Office automation and library automation has been done with UGC Fund

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	41,965	15,29,191	1,095	1,81,674/-	43,060	17,10,865
Reference Books	1409	--	-	-	1409	-
e-Books	-	-	-	-	-	-
Journals	133	3,990	158	5372	291	9362
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	140	-	-	-	140	-
Others(specify) Physical Edn.& Encyclopaedias)	39	13870	-	-	39	13870

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	105	03	15	-	-	02	18	-
Added	01	-	-	-	-	01	-	02
Total	106	03	15	-	-	03	18	-

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

- Internet connection has been given to 15 departments and it has been accessed by all the Students and Staff.
- The Department of Computer Science has been extending its support to train staff and students on basic Computer knowledge by conducting a certificate course on computer skills

4.6 Amount spent on maintenance in lakhs :

i) ICT	42,556
ii) Campus Infrastructure and facilities	2,073,748
iii) Equipments	75,996
iv) Others	2,863
Total :	2194863

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC has been putting efforts continuously to upgrade the student support services and to enhance the quality in services.
- IQAC is making efforts to upgrade the library facilities, to establish e-class rooms with smart boards , to construct new class rooms , Upgrade the required scientific equipment in laboratories with Sanctioned RUSA funds which is under process.
- IQAC has been bringing awareness on Student **support services available at the campus** viz., Hostel facility, Canteen facility, Grievance Redressal, Tutor-Ward system , Anti ragging Cell, Health centre, Insurance ,Yoga classes, Martial arts classes, Fine Arts classes etc.
- Special training to the students in skills like Soft skills, Communication skills, Computer skills etc to face **campus interviews** through Jawahar Knowledge Centre (JKC).
- College is conducting certificate course in Digital Literacy , Financial Literacy, Entrepreneurship skills, Youth Leadership , Communicative English as per of MOU of A.P Govt with TISS during 2016-17.
- **Career Guidance Cell** has been in active operation in the Campus. During 2016-17 Career Guidance Cell organized 02 sessions on Career Guidance . During 2016-17, 6 Departments organized a total of 9 sessions on to guide the students , bringing awareness on Careers in Multiple sectors, Eligibility, various courses in different universities , Information on Entrance tests etc .
- New NCC Army unit is established during the academic year 2013-14 jointly with Intermediate Students. However, **a separate NCC wing** (3A) Girls Btn , Kakinada exclusively for the benefit of undergraduate students has been established during 2014-15. NCC wing during 2016-17 has actively participated in all activities at District /University/State/national level.
- The existing **infrastructural facilities of sports and games** are made available to all the students. Moreover, Students are constantly encouraged to participate more at University / State / National level events. In 2016-17 Students participated and won several prizes in sports and games at District/University/Yuvatarangam/State levels in Handball and Basket Ball in Chennai and Kerala competitions.
- Each department is advised to give **coaching for P.G entrance** and other competitive examinations. Following this initiative , students from 11 departments (Viz., Telugu-03, English-02, History-04, Economics-06, Commerce-30, Mathematics-02, Chemistry-10, Botany-6 , Zoology-05, MicroBiology-04,Home science-03) got benefitted by joining P.G Courses.

5.2 Efforts made by the institution for tracking the progression

- Regular Class work and strict vigil to attendance.
- Continuous evaluation of student through Tutor-Ward system , timely counselling sessions.
- Regular tests and Assignments .
- Conduct of Monthly Unit tests, internals, Quarterly, Half yearly and Pre-final exams.
- Identifying slow learners and Unsuccessful candidates and conducting remedial classes during zero hours.
- Identifying Advanced learners and motivating them to achieve their goals by providing additional study material, making them subscribe to online journals, Motivating them to participate in all types of academic competitions at College/University/Yuvatarangam/District/State/National/International level.
- Organising Workshops, Student Seminars, Quiz, Debate, Elocution Group Discussions, Project works , group work , pair work for advanced learners bringing out the academic zeal and spirit in them.
- Better Performers are guided to do Online Certificate Courses on topics of their Interest. MOOCS Courses are pursued by both staff and students.
- Watching MANA TV lessons telecast by CCE, Hyderabad made as Teaching Supplement Regularised.
- Created special interest and competitive spirit among the students by establishing Proficiency and Endowment prizes to those students who excel in studies. Staff are motivated to contribute.
- Quick response and swift action on student related issues and institutional developmental initiatives / Plans through Staff council, CPDC and advisory committees.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1108	16	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No	%	Women
	-	-	

No	%
1108	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
137	425	37	510	02	1111	158	392	41	514	03	1108

Demand ratio: 1:2 Dropout %: 2.5%

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

Eleven departments given PG Entrance coaching along with Competitive Exams coaching to selected final year outgoing students in their Respective Subjects. As a result total of 180 Students from 10 departments (Viz., Telugu-20, History-05, Economics-10, Commerce-40, Mathematics-10, Chemistry-20, Botany-20, Zoology-10, Physics – 20 ,Home science-10) got benefitted by through Post Graduation coaching for AUCET and ANURCET. Adi Kavi Nannaya University Entrance Test.

No. of students beneficiaries

165

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

- **Tutor – Ward Counselling** is in operation in all Departments for monitoring student progress and providing periodical counselling to students on various issues including Progression into Higher Education and Career Orientation.
- The following Depts. organized various programmes on Career Guidance programmes. They stressed upon the importance of career building, career planning, goal setting, various employment opportunities in different sectors ,PG courses and qualifications required, interview skills etc.
- The Dept. of Telugu organized **career guidance sessions** to the students on Telugu pandit Training and various career opportunities in Telugu from 1.2.16 to 28.2.2016.
- The Dept. of Economics organized Career guidance programme “Ways and means to get jobs in Banking sector ” on 21.10.16 .
- The Dept. of Commerce organized career Guidance programme on ‘**Employment Opportunities created in view of Digitalization** ’ and opportunities existing in banking sector on 23.07.2016.
- The Dept. of Chemistry organized Career guidance programme on ‘**Soft Skills -Personality Development** ’ on 25.01.2017 .

- The Dept. of History organized an ‘**Awareness programme on P.G Courses**’ from 16.2.16 to 4.3.16.
- The Dept. of Home Science organized a Field trip to Deepthi Institute of Hotel Management , Kakinada to explore **Different Career Opportunities in the field of Hotel management** on 09.9.16 and given PG Entrance coaching.
- Department of Zoology organized career guidance programme on 13.2.17 careers in zoology
- Department of Physics organized career guidance programme on 27.1.16 on how to prepare for competitive exams and about opportunities in further education and placements .
- Department of Computer science organized career guidance programme to improve employment skills in underprivileged sector on 15.12.16
- JKC trains the students in Softskills, Communication skills, Aptitude, Reasoning etc.

No. of students benefitted

400

5.7 Details of campus placement

Number of Organizations Visited	Number of Students Participated	<i>On campus</i>	<i>Off Campus</i>
		Number of Students Placed	Number of Students Placed
05	68	18	08

5.8 Details of Gender sensitization programmes

- The Department of Physical Education trained 20 Women students in Taekwondo & karate in July 2016 to protect themselves in hazardous situations.
- The Department of History Women Empowerment cell Organized Gender sensitization programmes as follows.
- Awareness Programme on Life Skills and Personality Development for Women students on 9.8.2016.
- Organized Guest Lecture on Women’s Problems and on Goal setting and how to achieve goal on 28.1.2017 . 400 Students attended this session.
- Organized Guest Lecture on Women’s issues on 8.3.2017 . 300 Students attended this awareness Lecture and participated actively in Debate on several Woman’s Problems like Gender disparity, Malnutrition in Adolescent Girls, challenging situations women facing in daily family life and professional life.

- Students Participated in State Govt programme “ Maguva Telusuko” and educated the adolescent girls and brought awareness in them on Malnutrition , Hygiene during from 28.11.2016 to 30.11.2016.
- Students participated in National Women’s parliament Organized at Amaravathi, by Government of Andhra Pradesh from 10.2.17 to 12.2.17. They participated in
- Debates conducted on Women issues and procured certificates from Govt of Andhra Pradesh .
- Home science students participated in Swasthya vidya vaahini an awareness Programme to bring awareness in Adolescent girls , Pregnant women on Health Measures from 31.12.2016 to 1.1.2017.
- Department of Homescience Conducted an awareness programme on Food&Nutrient requirements of Pregnant and lactating Women at AWC,Yetimogga during 2016-17.
- Department of Homescience organized “CHETHANA” Exhibition cum Sale to develop entrepreneur skills among students through participation on 15.9.2016.

5.9 Students Activities

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

State/ University level	40	National level	01	International level	08
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No. of students participated in cultural events

State/ University level	50	National level	--	International level	-
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5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level	03	National level	-	International level	-
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Cultural: State/ University level	26	National level	-	International level	-
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5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from Institution	10	10,000
Financial support from Government	933	46,69,447
Financial support from other sources	52	25,854
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

	02	-	-
Fairs : State/ University level		National level	International level
Exhibition: State/ University level	-	National level	International level
		-	-

5.12 No. of social initiatives undertaken by the students 25

5.13 Major grievances of students (if any) redressed: 04 Minor Grievances addressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

The College envisages to evolve into a Premier Institution imparting quality education embedded with values and Skills leading to the development of Nation through the empowerment of women especially those hailing from marginalized sections of the society.

Mission:

- Empower young women to face the challenges of life with courage and commitment.
- Mould the students as builders of a just and humane society founded on ethical values.
- Promote a learning community in which all especially those from less privileged sections, form an integral part to create a holistic personality development.
- Provide need- based and skill- based training to develop a workforce of women with abilities to globally compete to be entrepreneurs , to be self reliant.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

- The institution followed the Curriculum designed and developed by the affiliating University until 2014-15. The University has changed its syllabus and question paper pattern w.e.f 2013-14. In 2015-16 under the new pattern of question paper for II year and III year Degree students the 100 marks paper is split up into 80 (external) + 20 (internal).
- In 2015-16 Semester System is introduced all over the state uniformly and new syllabus has been introduced in all subjects by APSCHE and the Parent University. Initiating Autonomy & Semester system the College has adopted the new revised syllabus during 2015-16.
- The College has become Autonomous in 2015 -16 and only First Year Degree Courses in 2015-16 followed Semester System , CBCS Pattern .
 - First Year & Second Year Degree Courses in 2016-17 followed Semester System CBCS Pattern .Under the Autonomy , under Semester system for I & II year Degree Students 100 marks paper is split into 75 (external) +25 (internal) .
- For the academic year 2016-17 under autonomy and CBCS , all the departments has worked out on the syllabus in all subjects thus has modified the syllabi (10-20%) to meet the current needs of students and stakeholders as permissible under Autonomy.
- While revamping every care is taken keeping in mind the ‘needs’ that exist at the regional and National levels and to make it socially relevant , job oriented and knowledge intensive.
- The identification of thrust areas are done by taking inputs from professionals from other fields, Academicians of other disciplines, and experts from industries and the corporate sectors for updating the quality of the curriculum.
- The College has taken employability as a major consideration in the design and development of the curriculum. With this in view, soft skills, computer literacy programmes are included in the curriculum.

6.3.2 Teaching and Learning

- The Institution has followed the Academic calendar of the Affiliating University. The State level Academic Calendar prepared by Commissioner of Collegiate Education, Government of Andhra Pradesh acts as a guideline for preparation of Institutional plan.
- At college level IQAC prepares Institutional Plan and Academic calendar well in advance keeping in view the 90 teaching days required in a semester and conduct of the approved scheme of instruction and evaluation for various courses.
- This exercise is a collaborative endeavor involving Controller of Examinations, all In charges of the Departments and Staff members, Academic Coordinator, IQAC Coordinator , Controller of Examination and the Autonomy Committee.
- Each Department prepared an Academic Action plan and accordingly each Faculty member prepared a month wise Teaching plan and Synopsis.
- While adopting Lecture method to reach out to the students of varied comprehension levels, various supportive and supplementary strategies are adopted such as the use of ICT gadgets(OHPs, PPTs, Videos , Pdfs), teaching aids such as Models , specimens, charts ,slides. Interactive session takes place as soon as the topic is covered.
- Syndicate method and project based learning do exist. For new and advanced topics invited guest lectures, Seminars and workshops are conducted with experts in the field. Moreover, class seminars, group discussions; Debates, Quiz are common for every subject.
- Communication skills, employability skills are improved through JKC training . MANA TV lessons telecast by CCE are supplementary to teaching. Reference books, Magazines, CDs, DVDs, journals are made available for both students and staff in the main library as well as in the departmental libraries.
- More importance is given to student centric teaching methods primarily in science departments like project works, Group works, Field works, Industrial tours, Lab to Land , giving on line assignments ,Web projects , video lessons, Poster presentations etc.
- In Humanities and Social Sciences task based activities , peer and group learning, seminars, study projects, study tours etc are followed .

6.3.3 Examination and Evaluation

- The College followed the annual pattern of examination as designed by the University for III UG students in 2016-17. 100 marks theory paper has been divided into 80 marks for external (by University) and 20 marks for internal evaluation (by respective departments) as per university Examination Pattern.
- Continuous evaluation has been done internally by giving Assignments, conducting Tests, two unit Tests, Quarterly, Half yearly and Pre-final examinations.
- College is conferred with Autonomous status in 2015-16 Academic Year and adopted semester system . As a part of Examination reforms, the college has introduced grading system based on CGPA score on 10 point scale from the academic year 2015-16.
- Under Semester system 25% of marks are assigned for internal assessment and 75% for External Semester examination. Evaluation pattern is as follows in 2016-17.

Courses	Marks			Internal Marks	External Evaluation	Total Marks
	Assignment	Seminar	Average of two Internals			
UG I & II Year (Semester System)	5	5	15	25	75	100

6.3.4 Research and Development

- The College encouraged the faculty to pursue research through PhD &MRP.
- The Completed and ongoing UGC Sponsored research projects are: Two Minor Research Project (MRP) has been completed and submitted to UGC during 2016-17 by Smt. G. Pramila rani, Physical Director, and one by Dr K. Aruna lecturer in Microbiology .
- One **Major** Research Project (MRP) has been submitted to UGC during 2015-16 by Mrs.P.Prabhavathi, Lecturer in Hindi (Rtd) in March 2016.
- Two faculty members pursuing PhD on part-time basis at Acharya Nagarjuna University , Guntur and Sri Padmavathi Mahila University, Tirupathi.
- Two Faculty members selected for UGC-FDP Teacher Fellowship and pursuing PhD at University of Delhi and Andhra University Respectively.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The total carpet area of the Central library is 4992 Sq. Ft. The numbers of departmental libraries are 16. The average carpet area of departmental libraries is 60 Sq. Ft. The seating capacity of central library reading hall is 75. The total number of text books in the library is 41,965. During the academic year 2016-17, a total of 1,095 are added.
- The total numbers of reference books are 1409. The total numbers of journals are 291. There are 140 CDs & DVDs, and other books viz., encyclopaedias and sports books are 39. Automation and partial digitalisation of library has been done . The library is equipped with computers, a photocopy machine and reading and reprographic facilities.

6.3.6 Human Resource Management

- Administration at the institution level is decentralised. Committees are formed involving Teaching and Non Teaching staff for executing various administrative responsibilities/tasks to ensure participation and transparency.
- Academic committees actively partake in planning, performing and achieving academic goals.
- Authority on Recruitment, Selection and Induction of Personnel is the Govt. of A.P through its executive organ CCE (Commissionerate of Collegiate Education), Hyderabad. However, at institutional level the important administrative decisions of staff council, various committees and IQAC are placed before the CPDC (College Planning and Development Council) for its approval.
- The College Staff Council, IQAC and CPDC make and execute decisions at the Institution level in the aspects of Institutional Planning, Personnel administration, Training and development of Staff and students, performance monitoring and reward management, Talent hunt ,Student career planning etc.,
- Faculty development is done through Orientation Courses, Refresher courses and other training programmes.
- Tutor – Ward System is in operation for monitoring student progress.
- Student’s Union opinion is taken on important decisions. Student representatives take part in quite a few Academic and administrative committees.
- Parents and Alumni are involved in various committees of policy making.

6.3.7 Faculty and Staff recruitment

- The faculty and staff recruitment is done by the Govt of A.P through APPSC (Andhra Pradesh Public Service Commission) and also through promotions and transfers.
- However, the vacant posts are engaged with Guest faculty at the Institutional level . 10 Guest faculty are engaged in 2016-17.

6.3.8 Industry Interaction / Collaboration

- All Departments organized field trips, industrial visits, Skill development and Employability initiatives ,MOUs as per their academic action plan.
- During 2014-15 the Department of Commerce entered into MOU (Memorandum of Understanding) with Coastal Prosoft Pvt. Ltd, Kakinada, to provide training facility for the Govt. of India Sponsored Diploma courses viz., Advanced Diploma in Software Technology (ADST) and Diploma in PC Hardware & Networking (DPCHN).
- The Ministry of Social Justice & Empowerment, Government of India provides training stipend (Rs: 1,500/-per month) to the SC / OBC Students of B.A/B.Sc/B.Com Courses. The Training Certificates would be issued by ECIL (Electronic Corporation of India Limited), Hyderabad. A total of 36 Students from this College underwent training in DPCHN (3 Months duration) and ADST (6 Months duration) during 2016-17.
- During 2016-17 companies like Infotech, Techmahindra, Institute of Prominere solutions, Emigo software solutions ,Institute of Language management , ICICI , visited campus for placements and 26 students got placements .
- JKC entered into an MOU with International School of Advanced Networking (iSAN) for training students on Hardware and Networking , 3 courses for employment.
- During 2016-17 Department of Botany entered into Collaboration with guardians of Earth Foundation , Kakinada .
- Campus drives are arranged with ILM in 2015-16.

- During 2016-17 the Department of **Chemistry** organized an Industrial trip and visited Chemical laboratory in SIFT Kakinada on 18.2.2017.
- Department of **Botany** organized a field trip and visited Koringa mangrove Forests on 26.11.2016 for taxonomical and Ecological studies of Flora .
- Department of **Commerce** organized an Industrial trip and visited Ruchi Soya Industry, Peddapuram Nizam Sugars SLO on 3.12.16 .
- Department of **Home Science** organized Study and field tours and visited Kalankari unit Aryavatam on 1.8.2015 and visited Deepthi Institute of Hotel management , Kakinada on 9.9.2016.
- Department of **Zoology** visited **SIFT** (State Institute of Fisheries Technology) on 15.2.2017 and studied the process of pisciculture.
- Department of **Microbiology** organized Study and field tours and visited School of Biotechnology, JNTU Kakinada on 7.10.16 , School of Food Technology on 21.10.16 and t State Institute of Fisheries and Technology on 15.2.17
- Department of **Computers** organized an industrial trip and visited Coastal Pro Soft Pvt Ltd. (Peddapuram) on 13.2.2016.
- Department of **Economics** organized an industrial trip and visited Yanam on 23.3.2017.
- Department of **History** organized Study and field tours and visited A.S.P Archeological Museum , Kakinada on 19.9.16 , to Koringa on 17.12.16
- Department of **Physics** organized field tour and visited F.M radio Station , Kakinada on 5.12.16

6.3.9 Admission of Students

- Admission process is open, transparent and made on merit basis. Government / University norms, Roster system are followed in selections. There is no specific cut off mark in the selection procedure.
- Admissions are made for Conventional, Self finance and Vocational courses. Reviews are made at every step to see the entire process transparent and intact in projecting the procedural values in selecting the candidates.

6.4 Welfare schemes for

- Teaching and Nonteaching staff avail all the welfare schemes provided by Government of Andhra Pradesh for the staff.
- There are welfare schemes available for teaching and non-teaching staff, which are as follows:
- Facility of Group Medical Insurance apart from EPF, APGLI and gratuity fund is available for the confirmed staff of the non-grant unaided section.

Teaching	Staff club and Govt. Health scheme
Non teaching	Govt. Health scheme
Students	Welfare Scholarships, Health insurance, Proficiency and Endowment prizes for meritorious students. Merit Scholarships from Charities and CEDOW (NGO for development of Women), Kakinada, Indira Kranthi Scholarship from the Government.

6.5 Total corpus fund generated

Rs: 2,42,586/-

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	CCE	Yes	IQAC
Administrative	Yes	RJD	Yes	PPL

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- For II and III UG students presently, annual pattern of examination has been followed by the college. With effect from 2013-14, the 100 marks theory paper has been divided into 80 marks for external (by University) and 20 marks for internal evaluation (by respective departments). College is following the same annual pattern as university.
- The college has been conferred with autonomy in the year 2015-16. Since then the college has initiated the Semester system and the students have been evaluated continuously by two internal assessments per semester.
- As a part of Examination reforms, the college has introduced grading system based on CGPA score on 10 point scale from the academic year 2015-16.
- There is a continuous internal evaluation for 25 marks through mute mode assessment which includes assignment , seminars, and two written tests per semester. The end semester exam (External evaluation) is for 75 marks.
- From 2015-16 in the CBCS pattern, 25% of marks are earmarked for Continuous Internal Assessment by conducting written test(15 marks), seminar (5 marks), Assignment(5 marks) to test the students extensive as well as intensive knowledge of the subject .The end semester exam is for 75 marks. (Attendance marks in future)
- Credits for NCC,NSS, Attendance etc is under active consideration for future implementation.

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

- Along with Commissionerate of Collegiate Education ,Affiliated University Motivates affiliated colleges towards Autonomy , guides and supports college in every stage until College confers with Autonomy.
- As soon as Autonomy conferment is done by the UGC, New Delhi , Vice Chancellor Adi Kavi Nannaya University (Parent University) issued proceedings regarding
 - i) Conferring Autonomy to the College as per the University Guidelines.
 - ii) Nomination of the university Representation for the Academic Council.
 - iii) University Nominees on BOS of all Departments.
 - iv) University Nominee as a member on Governing Body.

6.11 Activities and support from the Alumni Association

- Alumni Association meets twice annually. The main agenda was on enrolling and updating Alumni Members, Collecting contribution from the Alumni.
- Institutional Action Plan 2016-17 and Academic calendar were placed before Alumni and Approval was taken on these .
- The Alumni members interacted with the Faculty members on curricular aspects like syllabus changes and examination reforms, Evaluation system , CBCS system.
- In the Alumni association meetings feedback will be taken in prescribed formats On curricular , Extra curricular activities, student support services, Infra structure etc.
- Alumni members supports Institute in academic activities , gives suggestions, ideas and contribute financially in improving the infrastructure of the Institute.
- Alumni members aids in forming Collaborations, Linkages and also as resource persons .

6.12 Activities and support from the Parent – Teacher Association

- Parent –Teacher meeting was held in the beginning of academic year in June 2016 to orient and sensitize parents regarding the functioning under Autonomous system and CBCS System . Feedback of Parents regarding the semester system and CBCS system , grading system was obtained.
- Parents expressed their doubts and fears regarding CBCS, Grading system, Examination reforms , Evaluation system etc in Autonomy .
- Institutional Action Plan and Academic calendar were placed before parent Teacher Association and feedback was taken on student support services and infrastructure.
- Parents and Teachers exchanged and expressed their views and concerns about the students and given their suggestions .

6.13 Development programmes for support staff

- The support Staff are constantly encouraged to pursue their higher studies through part-time / distance education mode.
- Training is given to the support staff on basic computer operations by the computer science department.
- They are encouraged and relieved to attend Dept examinations and trainings given by MHRD Dept for upgrading Knowledge.

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

- The campus has been made clean and green with the help of NSS volunteers, Eco Club, Students, Staff and Municipal Corporation.
- First Saturday of Every Month **Clean and Green programme (Swachh Bharat)** has been organised by NSS Volunteers with all the Students and Staff for one hour to remove waste material, thorny bushes etc,
- Vanam-Manam , a plantation programme is a regular activity by NSS Units in and surrounding campus.
- Class rooms and laboratories are made clean and have been put in order.
- Sanitary Napkin Destroyers are maintained at Hostels and College premises to maintain hygiene and to protect environment.
- Implementing plastic free campus by using Glass, paper instead of plastic in the campus.
- 2 **NSS Units** are putting special efforts to mobilize all the departments to continue **plantation programme** in the campus to make the campus clean and green.
- The separated dry and wet garbage and dried up bushes have been removed with the help of Municipality department.
- NSS organized a Guest Lecture on Solid waste management on 26.11.2016 .
- There is no permission for the entry of outsider's vehicles into the college campus .

Criterion – VII

7. Innovations and Best Practices

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

- Following are the various innovative practices followed in our college during the academic year 2016-17.
- **Fresh Autonomy Status** has been conferred to the College w.e.f. 2015-16 onwards which have a very positive impact on the functioning of the college.
- The CCE placed the College under '**The Institutions Grooming for CoE (Centre of Excellence) Status**'.
- **Public Address System** has been established to all the class rooms, laboratories and departments.
- **Feedback** from the students at regular intervals to check the abilities of faculty is a regularised feature.
- **Feedback** from **Parents, Alumni** had a positive impact on the functioning of the Institution.
- **Faculty forum** lectures/presentations to enable the staff to share their knowledge.
- **IQAC Internal audit** of all the departments on departmental records annually.
- **Office Automation** and Partial **Library Automation** have been done.
- Establishment of **e-class rooms** / smart class rooms is in process under RUSA VII Component.
- **Solar panels** for UPS with a power capacity of 10KV have been in use for Administrative block, JKC and Physics blocks.
- Department of **Commerce** and **JKC** entered into **MOU's** with Software institutes – Students were trained in hardware and software technologies resulting in increase of Employment opportunities .
- Department of Botany entered into Collaboration with Guardians of Earth Foundation , Kakinada , which paved way for designing new innovative programmes for conservation of plants.
- Installing Sanitary napkins destroyers at Hostels and College campus helped in maintaining hygiene in campus.

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

ANNEXURE-I Attached

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

*** I - Capacity Building and Empowerment :**

- Girl students are trained in taekwondo , Self defense course for girl students offered by Department of Physical Education. 30 hours training in Self Defence for girls to tackle eve teasers and criminals was introduced in 2015-2016. The training is aimed at building confidence among girls by empowering them to be responsible for their personal defence and security.
- Provides consultancy to various institutions working with women and child Development (consultancy programmes)
- Inculcates entrepreneurial spirit among the girls, rural and urban and promote Micro entrepreneurs.(TISS).
- Dept of Homescience Offers counseling for adolescent girls on scientific aspects of health in school and colleges malnourished Women and other deserted, destitute and marginalized women.
- Advocates and Lobbies for health education to girls, women in grass root level, on personal and Menstrual Hygiene, balanced nutrition, environmental cleanliness with community-participation.
- Undertaking action research directly contributing to women's mobility, capacity building, Leadership skills, entrepreneurship, Managerial skills, Legal awareness, digital skills etc through Tata Institute of Social sciences programme.
- Draws the girl students from the institution to participate in the activities of the college, to utilize the income generating activities of the college Campus and outside the campus thereby Empowering them economically (toys making , growing nurseries)and participate in decision making(committee members)
- Imparts a social responsibility and social consciousness among the various stakeholders in preserving the environment and other resources by consulting and involving girl students.(ecoclub, NSS, NCC,Red Ribbon Club,Rotary club)

Some More Best Practices:

- Department of Home Science as a part of skill development the students prepare aural stimulation material and indigenous play material, soft toys making , screen printing, bag making.
- Department of Botany conducts Medicinal Plants drive annually and creates awareness on endangered medicinal plants by distributing seeds and plantlets .
- Department of Botany conducts Agricultural extension activity annually in fields involving students, Farmers and agricultural officers which created a very positive effect.
- Department of Telugu conducts annually “ Each one – Teach One ” programme and educates the illiterate adults.
- Commerce Club conducts Commerce exhibition annually to develop entrepreneurship skills among students.

ANNEXURE-II Attached

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- With the active participation of eco-club some important awareness programmes have been organised:
- Department of Botany Organized International Workshop entitled “ Conservation Biology” on 20.12.2016 to create awareness on the dire need of protection of natural resources along with life forms on Earth..
- Department of Botany conducted intercollegiate competitions in poster presentations on International Wetlands Day on 2.2.2017 to create awareness on the dire need of conservation of natural resources.
- NSS conducted Vanam – Manam activity on 5.7.2016.
- NSS Conducted Guest Lecture on Solid Waste management on 26.11.2016.
- “Beach Clean Up programme on 17.9.2016 ” – NSS Unit I & II
- “ Swachh Bharath in the Community” – NSS Unit I & II on 19.8.2016,20.8.2016,22.8.2016 and 30.8.2016.
- Campus cleaning and plantation as regular activity by Eco club & NSS units
- Department of Botany conducts Medicinal Plants Drive annually to create awareness in public on conservation of Medicinal Plants.

7.5 Whether environmental audit was conducted? Yes No

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

SWOT ANALYSIS

STRENGTHS:

- Only Women's College in the entire District catering to the needs of marginalized sections of the Rural Women for the past five decades.
- Autonomous Status for vertical growth , flexibility to introduce new courses,sections and combinations.
- Good Student Enrolment and Good Academic results.
- Well qualified and ELF trained staff works with commitment and team spirit. State Govt. Sponsored MANA TV, JKC and Language lab offering skill based training.
- Social welfare Hostel and a Student Managed Hostel (SMH) within the campus.
- MOU with a Govt. unit VIKASA, Coastal Prosoft, and other NGOs for Campus Recruitment.

WEAKNESSES:

- Shortage of Permanent Faculty in certain Departments/Subjects.
- Lack of Sufficient Class Rooms, Physical Infrastructure for Class rooms and Laboratories.

OPPORTUNITIES:

- Implementation of CBCS with continuous evaluation through autonomy.
- Starting of new need based UG and PG Programmes.
- Starting of women related self employment certificate courses.

THREATS / CHALLENGES:

- Student dropouts before the completion of their Graduation.
- Poor Attendance and Marriage settlements owing to Illiterate Rural backdrop.
- Empowering girl students to meet global challenges.

Plans of institution for next year

IQAC-FUTURE PLANS: 2017-18

- Planning to introduce new need based UG courses and PG courses viz., M.A (History), in next 2 years.
- Planning to introduce New UG Courses with new combinations ((B.A with Telugu, History, Tourism), (B.Sc - Maths, Statistics, Computers), (B.Sc-Physics, Statistics and Computers))
- Planning to introduce English medium in BZC and MPC Courses by Next academic year.
- NAAC Reaccreditation in 2017-18.
- In 2016-17 academic year as RUSA funds were sanctioned, Institute planning for the development of Infra structure - Construction of additional Class rooms , Renovation of existing class rooms, Upgrading existing Commerce block to examination hall,Upgrading science labs utilizing RUSA funds under VII component as per RUSA proposal.
- In coming year Institute planning for implementing Biometric attendance for students, Smart class rooms, implanting CC Cameras, campus roads etc utilizing RUSA funds under VII component as per RUSA proposal.
- More stress on higher progression and employment oriented activities to equip employability skills among the students to compete in the global market.
- Promoting Research culture in staff and students by motivating all the staff members to apply for UGC Major as well as Minor research projects.
- Encouraging staff members to enrol for M.Phil / Ph.D Programmes.
- Organizing International/ National / State seminars and workshops in the college.
- Planning for subscription of more National / International Journals and membership in reputed National / International Associations.
- Sending Proposals to various agencies like UGC and local organizations to meet the infrastructural facilities of the college.
- To curtail dropout rate and to motivate the students to pursue their studies.
- Steps to strengthen NSS & NCC units to compete at National / International level.
- Planning to collaborate with more scientific Organizations , prestigious Academic institutions and Industries.
- Strengthening and establishing the existing prizes like Endowment, Proficiency etc to encourage the students.
- To strengthen PTA (Parent Teacher Association) and Alumni Association for the benefit of the students

ANNEXURE - I

A.S.D. GOVT. DEGREE COLLEGE FOR WOMEN (AUTONOMOUS)

ACADEMIC CALENDAR: 2016-17

ACADEMIC CALENDAR FOR THE ACADEMIC YEAR 2016-17

Sl.No.	Particulars	Date
1	College Re-Opening	16-06-2016
2	Commencement of Class Work for III Semester	16-06-2016
3	Commencement of Class Work for I Semester	01-07-2016
4	Orientation Program / Class Work for I Semester	01-07-2016 to 08-07-2016
5	Completion of Syllabus for the 1 st Internal Exams	18-08-2016
6	I Mid Examinations	22-08-2016 to 24-08-2016
7	Completion of Syllabus for 2 nd Internals	01-10-2016
8	II Mid Examinations	05-10-2016 to 07-10-2016
9	Dasara Holidays	08-10-2016 to 13-10-2016
10	Practical Examination for I&III Semester(Internal Assessment only)	20-10-2016 to 29-10-2016
11	Last date of submission of attendance particulars of I&III Semesters	29-10-2016
12	Last date of Instruction for I&III Semester	08-11-2016
13	Commencement of I&III Semester End Examinations	09-11-2016
14	Commencement of Class Work for II&IV Semesters	28-11-2016
15	Christmas Holidays	24-12-2016 to 26-12-2016
16	I Mid Examinations	03-01-2017 to 06-01-2017
17	Pongal Holidays	11-01-2017 to 17-01-2017
18	II Mid Examinations	15-02-2017 to 18-02-2017
19	Last date for submission of Examination application for II & IV Semester	22-01-2017
20	Practical Examination for II & IV Semester	20-03-2017 to 28-03-2017
21	Last date of submission of attendance particulars of II&IV Semesters	28-03-2017
22	Last date of Instruction for II&IV Semester	01-04-2017
23	Commencement of II&IV Semester End Examinations	03-04-2017

A.S.D.GOV.T. DEGREE COLLEGE FOR WOMEN, KAKINADA
(Re-Accredited with 'B' Grade by NAAC)

INSTITUTIONAL ACTION PLAN – 2016-17

S.No	Category	Activity Proposed	Tentative Time	Expected Outcome
I	CURRICULAR ASPECTS			
1	Syllabus- Modifications in Autonomous System .		2017-18	With the grant of Autonomous status in 2015,syllabus modifications (10-20%) subject wise to make curriculum socially relevant, job oriented and knowledge intensive keeping in view suitable to local industrial needs .
2	Starting new P.G. Courses	Introduction of M.A(Telugu)	2017-18	Providing P.G Course for girls in the Govt. Women's College in the District
3	Starting existing UG Course in English Medium	Starting UG Course BZC (Botany , Zoology, Chemistry) in English Medium	2018-19	Meeting the demands of students and increasing the strength of CBZ group
4	Starting existing UG Course in English Medium	Starting UG Course MPC (Mathematics, Physics, Chemistry) in English Medium	2018-19	Meeting the demands of students and increasing the strength of MPC group
5	Starting New Undergraduate Courses	Planned to start new under Graduate Course with Maths, Statistics and Computerscience	2018-19	Developing new restructured courses which are more relevant and have significant employment opportunities
6	Introduction of New Technology based certificate Courses along with existing Certificate Courses like Tally	Certificate Courses	2016-17	Skill enhancement and additional qualifications to the students there by increasing employment

	ERP 9 , Type Writer key Board techniques , Nursery Management , PC Hardware and Networking, Soft skills and Communication Skills, Tailoring, Classical Music and Dance			opportunities, self employability suitable to the needs of local District/Zone
7	Implementing Tata Institute of Social Sciences, Mumbai and Institute JKC add on course since 2016-17 .	Add – on Course	2016-17	Enhancing employability skills like Digital Literacy, Entrepreneurship skills, Communication skills , Youth leadership, Legal Literacy Skills, Financial literacy and Technical skills).
II	TEACHING , LEARNING & EVALUATION			
1	Implementing Autonomy ,credit System, Semester System in effective manner		2017-18	Implementing Autonomy through working out its Credit System, Semester System and System of Continuous Internal Evaluation during 2016-17 academic year .
2	Increasing the use of ICT based technology	ICT Based Teaching	2017-18	Enhancement of knowledge /Understanding levels through the infusion of ICT in addition to the traditional methods of teaching, increasing the usage of using charts, models, audio visual aids like OHP, Power Point Presentations,slide projectors,video clippings etc.
3	Introduction of New Student Centric Teaching methods	Practical exposure to Industries, project based tasks	2017-18	The student- centered teaching-learning techniques in the

		, collaborative works with Industries, Firms		teaching includes project work, pair work, group work, task based learning, learning checks, web assignments ,JAM presentations, peer presentation etc to impart quality education and assist in holistic development of the student.
4	Exposure of students to Practical environment like “LAB to LAND”		2017-18	Apart from the regular classroom interaction, the departments are planning to expose the students to the practical know-how on the subjects being taught. By taking the students to various field trips, Industrial tours, visit to organizations, community outreach programmes during 2016-17.
5	Increasing the percentage of Participatory task based Learning activities		2017-18	The participatory task based learning activities include regular practicals, field work, surveys, project work, paper presentations, charts and models preparation, poster exhibitions, quizzes , assignments, Seminar, workshops, Scientific Exhibitions,Report writing,Group discussions, Case study discussion, Debates,

				Quiz, Industrial and educational tours, Preparing models and charts, navigating e-journals/ e-books.
6	Designing courses and activities for the holistic Development of the Students	Organizing International /National Level Workshops /Seminars/Conferences	2017-18	Enhancement of Communication Skills and Confidence in Students by designing them as students centric .
7	Creating better teaching Learning Environment	Smart Class Rooms & e-Class Rooms (Proposed under RUSA VII Component)	2017-18	Providing more ICT enabled tools for virtual teaching methodology utilizing RUSA Funds.
8	Orientation and Retraining of Teachers	Training Teachers	2017-18	IQAC and Few Departments planning to Organize Teachers Training Programmes on Achieving and sustaining Excellence as a Teacher.
III	RESEARCH,CONSULTANCY & EXTENSION			
1	Upgrading Teachers Knowledge	Planning for Complete Digitalization of Library and planning to give more access to library e-Resources through Inflibnet . Internal training through Faculty forums and External training through Refresher courses/ Induction training;	2017-18	Knowledge transmission/Sharing, Research Methodology / Consultations

		Membership/Subscription in reputed academic associations/ Journals respectively		
2	Establishment of linkages with Industries	Planning to increase more Linkages with Industry/Firms/ organizations	2017-18	Strengthening the employability skills and opportunities by exposing the students to practical real time environment .
3	Increasing Collaborations	Increasing the no of Collaborations with Industry/Firms/ Concerns/Scientific Organizations/ Research Centres/NGO's	2017-18	Strengthening the employability skills and opportunities and providing real time exposure/working environment to students.
4	Paper presentations /Publications in Seminars/Journals	Increasing the faculty and students Paper presentations/Publications in International /National Seminars/Journals	2017-18	Knowledge enrichment and up gradation and to inculcate research zeal and motivate faculty and students towards Research.
5	Professional Competency	Encouraging the faculty members to pursue M.Phil / Ph.D through part-time / Faculty Development Programmes and to apply for Major and Minor Research projects.	2017-18	Professional advancement
6	Organizing more Community outreach/ Extension activities Department wise	Involvement of students in community services by making them participating in extension activities and in Community	2017-18	To inculcate Research zeal and social responsibility in faculty and students through Extension activities

		awareness programmes including awareness programmes of Central Govt and State Govt of A.P		
IV	INFRASTRUCTURE & LEARNING RESOURCES			
1	Construction /Renovation Examination cell	To increase the infrastructure of the Examination cell	2017-18	By Increasing the Infrastructure of Examination cell needs of the College Examination cell will be addressed in a satisfactory manner.
2	Construction / Renovation	Construction of Chemistry Labs - (02 Nos.)	2017-18	The difficulty with the existing Single Lab could be solved and thus NAAC Peer team suggestion could be fulfilled
3	Construction / Renovation	Construction of Botany Lab - (01 No.)	2017-18	The difficulty with the existing Single Lab could be solved
4	Construction / Renovation	Renovation of 10 Class rooms and Construction of 03 Class rooms (RUSA Proposal)	2017-18	The existing 10 asbestos sheets class rooms could be face lifted and the construction of new class rooms fulfils the class rooms dearth
5	Construction / Renovation	Library Building (01 No.)	2017-18	Construction / Renovation of the existing Tiled roof library could be face lifted and its leaking could be prevented
6	Construction / Renovation	Physical Education room (01 No.)	2017-18	The existing Tiled roof Physical education room could be face lifted and its leaking could be prevented
7	Renovation of IQAC Room	IQAC Room	2017-18	Increasing the infrastructure /Equipment for IQAC

				helps in Monitoring and Assurance in Quality related initiatives.
8	Mathematics Lab	Mathematics Lab	2017-18	A Mathematics lab is required to conduct Practical classes and Semester wise practical Examinations
9	Construction / Renovation	Home Science Lab	2017-18	An additional Lab is required in addition to the existing single lab
10	Construction / Renovation	Girls Waiting rooms	2017-18	Girls waiting rooms (at least 02 Nos.) are required for the total strength of 1106.
11	Construction / Renovation	Staff rooms	2017-18	Staff rooms 09 Nos are required for 09 Departments
12	Construction / Renovation	Governing Body meeting Room (1)	2017-18	A separate room is required for conducting Governing Body and Academic Cell Meetings.
V	STUDENT SUPPORT & PROGRESSION			
1	Self-defense for girls students	Training in Martial Arts	2017-18	Developing Self Confidence in girls and assist them in Self Protection which is the dire need in current society.
2	Promotion of Self-Employment	Training in skills which provide self employment	2017-18	To improve Self employment skills through Introduction of New Technology based certificate Courses along with existing Certificate Courses like Tally ERP 9, Type Writer key Board techniques , Nursery Management , PC Hardware and Networking, Soft skills and Communication Skills, Tailoring, Classical Music and

				Dance .
3	Student Progression	Planning to implement compulsory student project to all Science students from next academic year	2017-18	To equip Practical Knowledge and research skill orientation
VI	GOVERNANCE & LEADERSHIP			
1	Biometric Attendance for students	Implementing Biometric attendance for students	2017-18	Implementing Biometric Attendance for students ensure regularity.
2	Optimal utilization of Administration software in Office Administration		2017-18	In Office File management , Consistency of data , maintaining database of students, Nominal rolls , Community wise, Group wise , second language and their admission data, student profiles will be easy using Office Administration software .
3	Optimal Utilization of Examination Software in Examination cell		2017-18	Helps in Smooth and effective functioning of Examination cell .
VII	INNOVATIVE & BEST PRACTICES			
1	Introduction of Innovative Ideas Cell	Innovative Ideas Cell	2017-18	Invites creative ideas from students and staff to encourage creativity and scientific temper among students.
2	Extending Medicinal Plants Drive Programme	Medicinal Plants Drive	2017-18	Medicinal Plants , acommunity awareness programme by Departemnt of Botany helps to bring awareness in public about the dire need of conservation of

				endangered plants.
3	Designing more creative Consumer Club activities	Increasing the no of Consumer Club Activities	2017-18	Activities of Consumer Club/Commerce club like Exhibitions rejuvenate the commerce students and increase their potential and excellence .
4	To Excel in Competitive Exams	G K Club& Science Club	2017-18	Helps students in Competitive Exams .
5	Introduction of more Eco friendly programmes	Construction of Green house/Polyhouse and development of Medicinal Plants Botanical Garden	2018-19	Green House Construction , Maintenance of Dust Bins , Sanitary Napkins Destroyers at Girls Hostels, Plastic free campus Weekly one day as Vehicle – free day all these are ecofriendly practices.
6	Eco Friendly Programme/Measure	Optimal Utilization of Sanitary Napkins Destroyer	2017-18	Installed Sanitary Napkins Destroyer and utilization of this helps in maintaining germ free and hygienic environment in and around the hostels and the camps .
7	Eco Friendly Programme/Measure	Plastic Free campus	2017-18	Avoiding the usage of Plastic in campus and Hostels there by building the eco friendly campus
8	Eco Friendly Programme/Measure	Plantation activity (Vanam – Manam), Swachh Bharath activities	2017-18	Helps in Increasing Greenery and Hygiene in and around the campus

ANNEXURE – I(a)
A.S.D.GOV.T. DEGREE COLLEGE FOR WOMEN, KAKINADA
(Re-Accredited by NAAC with ‘B’ Grade)
EXECUTION OF INSTITUTIONAL ACADEMIC ACTION PLAN
DEPT. WISE ACTIVITIES PROPOSED / CONDUCTED: 2016 - 17

Dept.	S.No	Proposed Activity	Activity Title/ Topic to be Conducted	Proposed Date/Week/Month	Name of the Faculty Conducting
TELUGU	1	Remedial coaching	Prescribed Syllabus	II & III Week JUNE	D.K. Gayathri, K. Madhavi, K.S.N. Sarma
	2	Field trip, Assignment-I	Study on Ancient sculptures and old temples, Bhava Narayana Swamy Temple, Kakinada. Visiting Korukonda Rajahmundry	IV Week JUNE	DKG,KM,KSN
	3	Admission work	Admission work	IV Week JUNE	DKG,KM,KSN
	4	Quiz & Assignments	Literature & Aesthetics	I & II Week JULY	DKG,KM,KSN
	5	Poetry recitation	Suprasiddha Padyamulu	III Week JULY	DKG,KM,KSN
	6	Debate	Prasutta Samajamlo Matru Bhashaadhyanam Avasarama? Kada?	IV Week JULY	DKG,KM,KSN
	7	Unit Test I & Assignment-II	As per Academic Plan	IV Week JULY	DKG,KM,KSN

8	Death anniversary of Jashuva (24 TH July)	Jashuva Sahityam	IV Week JULY	DKG,KM,KSN
9	Literary Competitions	As per Academic Plan	I Week August	DKG,KM,KSN
10	Independence Day celebrations	Patriotic Songs, Elocution on Freedom fighters	II Week August	DKG,KM,KSN
11	Essay writing and Elocution Competitions Intercollegiate competitions	Importance of Telugu language & Prabandha parimalalu	III Week August	DKG,KM,KSN
12	Assignment - III Project work to Merit students and Special Assignments to average students. Matru Bhasha Dinotsavam (Guest Lecture) Padyala Toranam Unit Test -II	As per Academic Plan History of Language & literature Grammer & Criticism As per Academic Plan Matrubhashaadhyayana mpi anglamadyama prabhavam Suprasiddha Padyaalu	IV Week August	DKG,KM,KSN
13	Teachers Day	As Per Academic Plan	I Week September	DKG,KM,KSN
14	Group Discussion Departmental Seminar	Internet valana Labha Nashtalu Bhartha Swatanrodyamam lo telugu streela patra	II Week September	DKG,KM,KSN
15	Competitions for cultural youth festivals Chilakamarthi Vardhanthi	Topic will given for one hour before on Chilakamarti Sahityam	III Week September	DKG,KM,KSN
16	Assignment-IV Gurajada Jayanthi	As per Academic Plan As per Academic plan	IV Week September	DKG,KM,KSN

			Yuga purushudu Gurajaada		
17	Quiz		Quiz on Literature	I Week October	DKG,KM,KSN
18	Asthavadhanam		Astavadhanam	II Week October	DKG,KM,KSN
19	Class seminar INTERNAL EXAM-I		As per Academic Plan	IV Week October	DKG,KM,KSN
20	Unit Test - III Dhevulapalli Krishna Sastri Jayanthi (1 st Nov)		Celebrating Jayanthi and literary competitions	I Week November	DKG,KM,KSN
21	Field Trip		Study on Ancient sculptures and old temples, Visiting Korukonda Rajahmundry	II Week November	DKG,KM,KSN
22	Unit test-IV Class Seminars		As per Academic Plan	IV Week November	DKG,KM,KSN
23	Half yearly exams Extension Activity/ community Outreach programme		As per Academic Plan Awareness on AIDS	I Week December	DKG,KM,KSN
24	Project works, JAM		Kandukuri Veeresalingam, Kuteera parisramalu, Godavari Pushkaralu, Telugu shaitya Chaitanya murthlu As Per Academic Plan	II Week December	KM,KSN DKG,KM,KSN
25	Community Outreach Programme		Adult Education – Each one teach one	III Week December	DKG,KM

		Coaching for PG entrance test	Degree Syllabus		
	26	Literary activity	Vachana Kavita Dharanam	IV Week December	
	27	Elocution	Telugu Festivals	I Week January	DKG,KM DKG,KM,KSN
	28	To train students for Cultural activities. Cultural Field trip	Pilgrim area	II Week January	DKG,KM,KSN
	29	Republic Day celebrations Special classes to below average students. INTERNAL EXAMS-II	Competitions on National Movement AS Per Academic Plan	IV Week January	DKG,KM,KSN
	30	Pre- Final	As per University Schedule	II Week February	DKG,KM,KSN
	31	Valedictory Function- Competitions' & Cultural Activities Classical Music &	Classical Music & Dance Training	II Week – IV week March	DKG,KM,KSN
ENGLISH	1	Spell Bee Contest	Topic will be given as and when conducted.	II Week July	Md. Ali Baba
	2	Calligraphy Competition	Topic will be given as and when conducted.	IV Week July	Md. Ali Baba
	3	JAM	Topic will be given as and when conducted.	II Week August III Week	Md. Ali Baba
	4	Poetry Recitation	I year Poem 1 &2 II year Poem 1&2	IV Week August	Md. Ali Baba
	5	Literary Quiz	I year The Last Leaf II year Mother Teresa	I Week September	Md. Ali Baba
	6	National Seminar	Post Colonial Indian Fiction	II Week September	Md. Ali Baba
	7	Class/Departmental Seminars	Topic will be given as and when conducted.	III/IV Week	Md. Ali Baba

				September	
	8	Guest Lecture	“Need of Communication and Soft Skills”	II Week October	Md. Ali Baba
	9	Field Trip Faculty Forum	Report Writing LSRW Skills	III/IV Week October III Week	Md. Ali Baba
	10	Group Discussion	Topic will be given as and when conducted.	I Week November	Md. Ali Baba
	11	Debate	Topic will be given as and when conducted.	II Week November	Md. Ali Baba
	12	Seminar/Workshop Certificate Course in Soft Skills	‘Importance of Communication Skills’ ‘Soft Skills’	III Week November	Md. Ali Baba
	13	Student Study Projects	Topic will be given as and when conducted.	October- December 2015	Md. Ali Baba
HISTORY	1	Quiz II B.A Quiz III B.A	General Knowledge General Knowledge	3rd week –June 3rd week - June	Y.Sita MahaLakshmi M.Vijaya Lakshmi
	2	Bridge course I B.A	10 days on basic knowledge of History	1st week- July	Y.Sita MahaLakshmi M.Vijaya Lakshmi
	3	Quiz III B.A	Subject related (history)	2 nd week- July	Y.Sita MahaLakshmi M.Vijaya Lakshmi
	4	Remedial coaching I & II B.A	Important topics of history	2 nd week- July	Y.Sita MahaLakshmi M.Vijaya Lakshmi
	5	Assignment-1 I, II & III B.A	On chapter -I	4 th week - JULY	Y.Sita MahaLakshmi M.Vijaya Lakshmi
	6	Debate I, II & III B.A	Corruption In Indian Politics	1 st week- Aug	Y.Sita MahaLakshmi M.Vijaya Lakshmi
	7	Independence day I, II & III B.A	Essay writing & Elocution	2 nd week- Aug	Y.Sita MahaLakshmi M.Vijaya

				Lakshmi
8	Assignment-II I,II &III B.A	On chapter-II	3 rd week- Aug	Y.Sita MahaLakshmi M.Vijaya Lakshmi
9	Unit test -I I, II & III B.A	CHAPTER -I &II	4 th week- Aug	Y.Sita MahaLakshmi M.Vijaya Lakshmi
10	Project work-III B.A	Relevant works on History	4 th week- Aug	Y.Sita MahaLakshmi M.Vijaya Lakshmi
11	Group Discussion II & III B.A	Topic will be given as and when conducted.	1 st week - sept	Y.Sita MahaLakshmi M.Vijaya Lakshmi
12	Assignment -3 class seminar I B.A	On Chapter -III Topic will be given as and when conducted.	2 nd week sept	M.Vijaya Lakshmi
13	Assignment -3 class seminar II&III B.A	On Chapter -III Topic will be given as and when conducted.	3 rd week sept	Y.Sita MahaLakshmi
14	Unit test-II Guest Lecture	Chapter-III&IV Topic will be confirmed before one week	4 th week sept 4 th week sept	Y.Sita MahaLakshmi M.Vijaya Lakshmi
15	Field Trip	Any Historically important place will be decided later	1 st week Oct	Y.Sita MahaLakshmi M.Vijaya Lakshmi
16	Assignment-IV Project work-III B.A	On Chapter -V Topics will be given as and when conducted.	2 nd week Oct 2 nd &3 rd week Oct	Y.Sita MahaLakshmi M.Vijaya Lakshmi
17	Internal Exams	On chapters-1to 4	4 th week Oct	Y.Sita MahaLakshmi M.Vijaya Lakshmi
18	Departmental Seminar	Topics will be given as and when conducted.	1 st week NOV	Y.Sita MahaLakshmi M.Vijaya Lakshmi
19	Assignment -V class seminar	On chapter-VI&VII Topics will be given later All syllabus until that date	2 nd week NOV	Y.Sita MahaLakshmi M.Vijaya Lakshmi
20	class seminar	Topic will be given as and when conducted.	3 rd week NOV	Y.Sita MahaLakshmi

	22	Unit test-III	Chapter-V&VI	4 th week NOV	Y.Sita MahaLakshmi M.Vijaya Lakshmi
	23	HISTORICAL TOUR	Place will be decided later.	1 st week DEC	Y.Sita MahaLakshmi M.Vijaya Lakshmi
	24	Half yearly Exams		2 nd week DEC	Y.Sita MahaLakshmi M.Vijaya Lakshmi
	25	class seminar	On chapter -VII&VIII To be informed	3 rd week DEC	Y.Sita MahaLakshmi M.Vijaya Lakshmi
	26	Assignment -VI	On chapter-IX To be informed	4 th week DEC	Y.Sita MahaLakshmi M.Vijaya Lakshmi
	28	Internal Exams	On chapters-5to8	1 st week JAN-2016	Y.Sita MahaLakshmi M.Vijaya Lakshmi
	29	CAREER GUIDANCE	Guest Lecture / Workshop on P.G.COURSES & job opportunities	3 rd week JAN	Y.Sita MahaLakshmi M.Vijaya Lakshmi
	30	Republic Day Essay writing & Elocution	Topics will be decided at that time	4 th week JAN	Y.Sita MahaLakshmi M.Vijaya Lakshmi
	31	Pre –final & Remedial Class		1 st week FEB	Y.Sita MahaLakshmi M.Vijaya Lakshmi
	32	REVISION		2 nd week FEB	Y.Sita MahaLakshmi M.Vijaya Lakshmi
ECONOM ICS	1	Bridge course	Basics to I B.A Students	July I Week	Capt. M.Sreeramulu
	2	Important Day	World Population Day	July II Week	Capt. M.Sreeramulu
	3	Guest Lecture -I	Population Trends in India	July II Week	Capt. M.Sreeramulu
	4	Guest Lecture -II	Career Guidance in Banking Sector	July IV Week	Capt. M.Sreeramulu

	5	Class Seminars	Topics will be given at that time	August I Week	Capt. M.Sreeramulu
	6	Quiz	Important topics in Economics	August III Week	Capt. M.Sreeramulu
	7	Group Discussion	Classicals Vs Keynes	September I Week	Capt. M.Sreeramulu
	8	Guest lecture	Any topic proposed by Guest	October II Week	Capt. M.Sreeramulu
	9	Assignments III B.A	Direct & Indirect Tax	October II Week	Capt. M.Sreeramulu
	10	Departmental Seminar	Demonetization	November I Week	Capt. M.Sreeramulu
	11	Assignments II B.A	Classical Theory of Income and Employment	November III week	Capt. M.Sreeramulu
	12	Industrial/Field Trip	Place will be decided later	December II Week	Capt. M.Sreeramulu
	13	Study projects	Self help Groups Unemployment	January I week	Capt. M.Sreeramulu
	14	Debate	Economics Vs development	January I week	Capt. M.Sreeramulu
	15	Internal Examinations	ALL B.A	JAN – I week	Capt. M.Sreeramulu
	16	Career Guidance	What are the ways and means to get jobs in banks		Capt. M.Sreeramulu
	17	Pre-Final	ALL B.A	Feb-2016	Capt. M.Sreeramulu
	18	PG Entrance	Coaching on M.A Economics		
	19	Remedial Coaching	ALL B.A	Feb-2016	Capt. M.Sreeramulu
POLITICAL SCIENCE	1	Quiz	G.K	June III Week	N. Sangeetha
	2	Bridge Course	For B.A politics	July I week	N. Sangeetha
	3	Remedial Coaching		July II Week	N. sangeetha
	4	Assignment	Topic will be given later	July III Week	N. Sangeetha
	5	Debate	Topic will be given later	August I Week	N. Sangeetha
	6	Independence Day		August II Week	N. sangeetha
	7	Assignment	Important topics of Politics	August III Week	N. Sangeetha
	8	Unit Test I	Politics Unit I	August IV Week	N. Sangeetha
	9	Group Discussion	Role of Women in Politics	September	N. Sangeetha

				I Week	
	10	Class Seminar & Assignment	Topics will be given later	September II Week	N. Sangeetha
	11	Class Seminar & Assignment	Topics will be given later	September III Week	N. Sangeetha
	12	Class seminars	Indian constitution	III week Sept	N. Sangeetha
	13	Class seminars	Political sciences	3 rd week Sept	N. Sangeetha
	14	Unit Test II Guest Lecture	Political thought	4 th week September	N. Sangeetha
	15	Field trip	Yanam Industrial Area	October I Week	N. Sangeetha
	16	Project Works	Topics will be given later	II week Oct	N. Sangeetha
	17	Assignments	Topics will be given later	3 rd week Oct	N. Sangeetha
	18	Internal Test	Test	IV Week October	N. Sangeetha
	19	Departmental Seminar	Corruptions in politics	I week November	N. Sangeetha
	20	Class Seminar	Political parties	2 nd week NOV	N. Sangeetha
	21	Assignment	Topics will be given later	III Week November	N. Sangeetha
	22	Unit III	Test	IV Week November	N. Sangeetha
	23	Halfyearly	Test	I Week December	N.Sangeetha
	24	Assignment & Class Seminar	Constitutionalism	III & IV Week December	N. Sangeetha
	25	Career Guidance	Employment Opportunities	January III Week	N. Sangeetha
	26	Republic Day Celebrations	Essay Writing	3 rd week Jan	N. Sangeetha
	27	Prefinal	Test	February	N. Sangeetha
COMMERCE	1	Result analysis	Result Analysis of I, II & III year	II, June	P.Syama, P.Rama Chandra Rao, T.Deepthi
	2	Reopening	Commencement of classes for 2 nd & 3 rd year students	III, June	P.Syama, P.Rama Chandra Rao, T.Deepthi
	3	Remedial coaching	Remedial Coaching for failure students In March 2016	IV, June	P.Syama, P.Rama Chandra Rao, T.Deepthi

4	Admissions	Admission Work	IV, June	P.Syama, P.Rama Chandra Rao, T.Deepthi
5	Bridge Course	Bridge Course for non commerce students	I, July	P.Syama, P.Rama Chandra Rao, T.Deepthi
6	Class Seminar	Class Seminar	II, July	P.Syama, P.Rama Chandra Rao, T.Deepthi
7	Debate	Debate on general topic	II, July	T. Deepthi
8	Assignment	Assignment	II, July	P.Syama, P.Rama Chandra Rao, T.Deepthi
9	Debate	Debate on general topic	IV, July	P.Syama, P.Rama Chandra Rao
10	Certificate Course	Key Board Techniques	IV, July	P.Syama, P.Rama Chandra Rao, T.Deepthi
11	Certificate Course	E- Accounting (Tally ERP-9)	IV, July	P.Syama, P.Rama Chandra Rao, T.Deepthi
12	Quiz	Subject Quiz	I, Aug	P.Syama
13	Guest Lecture	Guest Lecture	II, Aug	P.Syama, P.Rama Chandra Rao, T.Deepthi
14	Assignment	Assignment	III, Aug	P.Syama, P.Rama Chandra Rao, T.Deepthi
15	Group Discussion	On general topic	III, Aug	P. Rama Chandra Rao
16	Class Seminar	Class Seminar	IV, Aug	P.Syama, P.Rama Chandra Rao, T.Deepthi
17	Unit Test -1	Unit test for all classes	IV, Aug	P.Syama, P.Rama Chandra Rao, T.Deepthi
18	Teachers day	Teachers day celebrations	I, Sept	P.Syama, P.Rama Chandra Rao,

					T.Deepthi
19	Quiz	Quiz	I, Sept		P.Syama, P.Rama Chandra Rao, T.Deepthi
20	Group Discussion	On general topic	I, Sept		T. Deepthi
21	Debate	On general topic	I, Sept		P.Syama
22	Group Discussion	On general topic	II, Sept		P.Rama Chandra Rao
23	Class Seminar	On general topic	II, Sept		P.Rama Chandra Rao
24	Career Guidance	Employment Opportunities	II, Sept		P.Syama, P.Rama Chandra Rao, T.Deepthi
25	Assignment	Assignment	III, Sept		P.Syama, P.Rama Chandra Rao, T.Deepthi
26	Internals	Internal examinations-I	III, Sept		P.Syama, P.Rama Chandra Rao, T.Deepthi
27	Unit Test -II	Unit Test _ II	IV, Sept		P.Syama, P.Rama Chandra Rao, T.Deepthi
28	Class Seminar	Class Seminar	II, Oct		PS and PRR
29	Quiz	Quiz on current affairs	II, Oct		T. Deepthi
30	Departmental Seminar	Departmental Seminar	II,Oct		P.Syama, P.Rama Chandra Rao, T.Deepthi
31	Group Discussion	On general topic	II,Oct		PRR
32	Assignment	Assignment	III, Oct		P.Syama, P.Rama Chandra Rao, T.Deepthi
33	Quarterly	Quarterly Examinations	IV,Oct		P.Syama, P.Rama Chandra Rao, T.Deepthi
34	Departmental seminar	Departmental seminar	I, Nov		T. Deepthi
35	Class seminar	Class Seminar	I, Nov		T. Deepthi
36	Career Guidance	Career Guidance	I, Nov		P.Syama, P.Rama Chandra Rao, T.Deepthi
37	Consumer club	Consumer club activity	II, Nov		P.Syama, P.Rama Chandra

					Rao, T.Deepthi
38	Debate	On general topic	II, Nov		KKR
39	Guest Lecture	Guest Lecture	II, Nov		P.Syama, P.Rama Chandra Rao, T.Deepthi
40	I Semester Examinations	I Semester Examinations	November		
41	Group Discussion	Group Discussion	III, Nov		P.Syama
42	National Seminar	National seminar on E-Commerce	III, Nov		P.Syama, P.Rama Chandra Rao, T.Deepthi
43	Assignment	Assignment	III, Nov		P.Syama, P.Rama Chandra Rao, T.Deepthi
44	Unit Test – III	Unit Test – III	IV, Nov		P.Syama, P.Rama Chandra Rao, T.Deepthi
45	Quiz	Quiz	I, Dec		PS and PRR
46	Class seminar	Class seminar	I,Dec		KKR
47	Commerce club	Commerce club activity	I, Dec		P.Syama, P.Rama Chandra Rao, T.Deepthi
48	Assignment	Assignment	II,Dec		P.Syama, P.Rama Chandra Rao, T.Deepthi
49	Class seminar	Class seminar	II,Dec		P. Syama
50	Internals	Internal examinations-II	III, Dec		P.Syama, P.Rama Chandra Rao, T.Deepthi
51	Industrial Tour	Industrial Tour	III, Dec		P.Syama, P.Rama Chandra Rao, T.Deepthi
52	Unit Test - IV	Unit Test - IV	III, Jan		P.Syama, P.Rama Chandra Rao, T.Deepthi
53	Pre public Examinations	Pre public Examinations	II, Feb		P.Syama, P.Rama Chandra Rao, T.Deepthi

	54	Revision classes	Revision classes	II I & IV, Feb	P.Syama, P.Rama Chandra Rao, T.Deepthi
	55	Public Examinations	Public Examinations	March	P.Syama, P.Rama Chandra Rao, T.Deepthi
	56	Department magazine	Issue of magazine Volume -II	Apr	P.Syama, P.Rama Chandra Rao, T.Deepthi
BOTANY	1	Result Analysis	I,II & III year Result Analysis	June II Week	P.A.S.S.K. Kumari G.Swapna
	2	Remedial Classes World Environment Day	Failures in I & II B.sc	June III & IV Weeks	P.A.S.S.K. Kumari G.Swapna
	3	Admission Work	I BSC	July I Week	P.A.S.S.K. Kumari G.Swapna
	4	Assignments	Topics will be given later	July II Week	P.A.S.S.K. Kumari G.Swapna
	5	Bridge Course	I CBZ & CBMB will explain some basic chapters and will give Assignments, conducts slip tests.	II Week July	P.A.S.S.K. Kumari
	6	Class Seminars	Topics will be given later	III Week July	P.A.S.S.K. Kumari G. Swapna
	7	Quiz	Will give important Topics on Taxonomy & Photosynthesis	August I Week	G. Swapna
	8	Extension activity/Community Outreach programme	Service oriented programme/Community outreach programme	August I Week	G.Swapna P.A.S.S.K.Kuma ri
	9	Assignment	Subject Topics	August II Week	P.A.S.S.K. Kumari G.Swapna
	10	Class Seminar	Subject Topics	August II Week	P.A.S.S.K. Kumari G.Swapna
	11	Unit I	Unit Test on Subject for III B.Sc	August II Week	P.A.S.S.K. Kumari G.Swapna
	12	Faculty Forum	Recent Research Topic	August	G.Swapna

				II Week	
13	Guest Lecture	Paper III Subject Topic	August IV Week	G. Swapna	
14	Field Trip	To be planned	September I Week	P.A.S.S.K. Kumari G.Swapna	
15	Quiz Internal I	Will give some topics for I BSC I & III Semesters	Sep II Week	P.A.S.S.K.Kumari G.Swapna	
16	Group Discussion	Topic will be given as and when conducted to III BSC	Sep II Week	G.Swapna	
17	Debate	Topic will be given as and when conducted to III BSC	Sep III Week	G. Swapna	
18	Department Seminar	3 Topics will be given to I,II & III BSC Students	Sep IV Week	P.A.S.S.K. Kumari G.Swapna	
19	Group Discussion	Topic will be given for I BSC	Sep IV Week	P.A.S.S.K.Kumari	
20	Extension Activity	Any Extension/Outreach Programme	Sep IV Week	P.A.S.S.K. Kumari G.Swapna	
21	Field Work	Field work will be given for II & III BSC in Taxonomy	October I Week	G.Swapna	
22	Guest Lecture	On I year topic	Oct I Week	P.A.S.S.K.Kumari	
23	Assignments & Class Seminars	Topics will be provided later	Oct I Week	P.A.S.S.K. Kumari G.Swapna	
24	Field Work	Field work will be given for I BSC	Oct II Week	P.A.S.S.K.Kumari	
25	Half Yearly Exams	For II & III year Students	Oct III Week	P.A.S.S.K. Kumari G.Swapna	
26	Debate	For II & III B.sc on Current issue	Oct IV Week	G.Swapna	
27	Study Projects	Topics will be given to I II & III BSC	Oct IV Week	P.A.S.S.K. Kumari G.Swapna	
28	Seminar/Workshop/ Conference Internal II	On Biological Conservation Theme. I & III Semesters	November I Week	P.A.S.S.K. Kumari G.Swapna	
29	Unit II	III BSC	November II Week	G.Swapna	
30	Debate	I BSC	November II Week	P.A.S.S.K.Kumari	

	31	Career Guidance	Career opportunities in different sectors	November II Week	G.Swapna
	32	Certificate Course	Nursery Management	November IV Week	G.Swapna P.A.S.S.K.Kumari
	33	Student Initiative Activity/Awareness Activity	Extension work	December I Week	P.A.S.S.K. Kumari G.Swapna
	34	Extension/Community	Medicinal Plants Drive	January I Week	P.A.S.S.K. Kumari G.Swapna
	35	Pre final Examinations Internal I	III BSC II & IV semesters	January III Week	P.A.S.S.K. Kumari G.Swapna
	36	Model Practical Examinations & Record Work	III BSC	IV Week	P.A.S.S.K. Kumari G.Swapna
	37	Preparation of Final Practical Exams	III BSC	February I Week	P.A.S.S.K. Kumari G.Swapna
	38	Class Seminars & Assignments	II & IV Semester	February II Week	P.A.S.S.K. Kumari G.Swapna
	39	Inter Collegiate Competitions /Poster Presentations	Competitions on Poster Presentation	February III Week	P.A.S.S.K. Kumari G.Swapna
	40	University Degree Exams Internal II	III BSC II & IV Semester	March	P.A.S.S.K. Kumari G.Swapna
	41	Semester Exams	II & IV Semester	April	P.A.S.S.K. Kumari G.Swapna
Zoology					
	01	Bridge course	Basics to I BSC students	July III & IV Weeks	U.Satyanarayana M.Satya varalakshmi
	02	Student seminar	I BSC students-Fasiola Hepatica	July II Week	U.Satyanarayana
	03	Student seminar	III BSC students-Mari Culture Assignment For IIBSC,III BSC students	August III Week	U.Satyanarayana
	04	Quiz	I BSC Students –on Proteins & III BSC Students on Marine Fishery	IV Week August	U.Satyanarayana
	05	Departmental Seminar	shrimp culture and Mammal dentition	August IV Week	U.Satyanarayana M.Satya varalakshmi

	06	Assignments	Ascaris Life Cycle Fresh Water Fisheries	September II & III Weeks	U.Satyanarayana
	07	Work Shop	Aquarium Preparation	October II Week	U.Satyanarayana M.Satya Varalakshmi
	08	Debate	III BSC- Preservation Methods	Ocober II Week	U.Satyanarayana
	09	Assignments	I BSC-Leech Hemo Celiac System III BSC-shrimp culture	October III Week	U.Satyanarayana
	10	Department seminar	III BSC-FISH DISEASES	October IV Week	U.Satyanarayana
	11	Group Discussion	III BSC –DIABETES	October III Week	U.Satyanarayana
	12	Extension Lecture	Zoology Topics	October II Week	U.Satyanarayana
	13	Industrial trip	Fieldtrip to SIFT, Kakinada	December II Week	U.Satyanarayana M.Satya Varalakshmi
	14	Guest Lecture	Any subject Topic	December II Week	U.Satyanarayana M.Satya Varalakshmi
	15	Internal examinations	I,II BSC students	January III Week	U.Satyanarayana M.Satya Varalakshmi
	16	Career Guidance for III BSC students	III BSC students only	Jan IV Week 2016	U.Satyanarayana M.Satya Varalakshmi
	18	Prefinal examination	Prefinal examination	Feb 2016	U.Satyanarayana M.Satya Varalakshmi
	19	Remedial coaching	Remedial coaching	Feb 2016	U.Satyanarayana
MATHEMATICS	1	Bridge Course & Remedial classes	Bridge Course & Remedial classes	July I & II Weeks	L.S.B.R.Bhanu N.Kiranmayi
	2	Assignments	Subject Topics	July II Week	L.S.B.R.Bhanu N.Kiranmayi
	2	Seminar	Algebraic & Transcendental Equations	July III Week	L.S.B.R.Bhanu N.Kiranmayi
	3	Seminar	Vector Spaces	July IV Week	L.S.B.R.Bhanu N.Kiranmayi
	4	Seminar	Finite Differences	August II Week	L.S.B.R.Bhanu N.Kiranmayi
	5	Seminar	Linear Transformations	August III	L.S.B.R.Bhanu

			Week	N.Kiranmayi
6	Unit Test-1	As per Academic Plan	August IV Week	L.S.B.R.Bhanu N.Kiranmayi
7	Assignment-1	As per Academic Plan	August IV Week	L.S.B.R.Bhanu N.Kiranmayi
8	Dept.Seminar	Numerical Differentiation	September I Week	L.S.B.R.Bhanu N.Kiranmayi
9	Seminar	Rings	September II Week	L.S.B.R.Bhanu N.Kiranmayi
10	Seminar	Non Exact Differential Equations	September III Week	L.S.B.R.Bhanu N.Kiranmayi
11	Unit Test-2	As per Academic Plan	September III Week	L.S.B.R.Bhanu N.Kiranmayi
12	Assignment-2	As per Academic Plan	September IV Week	L.S.B.R.Bhanu N.Kiranmayi
13	Dept.Seminar	Inner Product Spaces	October I Week	L.S.B.R.Bhanu N.Kiranmayi
14	Field Trip	III B.Sc	October IV Week	L.S.B.R.Bhanu N.Kiranmayi
15	Quarterly Exams	As per Academic Plan		L.S.B.R.Bhanu N.Kiranmayi
16	Dept.Seminar	The Plane	November II Week	L.S.B.R.Bhanu N.Kiranmayi
17	Group Discussion	19 th century mathematicians	November III Week	L.S.B.R.Bhanu N.Kiranmayi
18	Unit Test-3	As per Academic Plan	November III Week	L.S.B.R.Bhanu N.Kiranmayi
19	Assignment-3	As per Academic Plan	November IV Week	L.S.B.R.Bhanu N.Kiranmayi
20	Faculty Forum	Rings	November IV Week	L.S.B.R.Bhanu N.Kiranmayi
21	Quiz	Linear Algebra	December I Week	L.S.B.R.Bhanu N.Kiranmayi
22	Dept.Seminar	Groups	December III Week	L.S.B.R.Bhanu N.Kiranmayi
23	Guest Lecture	Ramanujan Birthday celebrations	December IV Week	L.S.B.R.Bhanu N.Kiranmayi
24	Unit Test-4	As per Academic Plan	December IV Week	L.S.B.R.Bhanu N.Kiranmayi
25	Assignment-4	As per Academic Plan	December IV Week	L.S.B.R.Bhanu N.Kiranmayi
26	Seminar	Right line	January I Week	L.S.B.R.Bhanu N.Kiranmayi
27	Seminar	Sequences	January II Week	L.S.B.R.Bhanu N.Kiranmayi
28	Model Practical Examinations		January III Week	L.S.B.R.Bhanu N.Kiranmayi
29	Half Yearly Exams	As per Academic Plan		L.S.B.R.Bhanu N.Kiranmayi
30	Revision	As per Academic Plan	February I	L.S.B.R.Bhanu

				Week	N.Kiranmayi
	31	Revision	As per Academic Plan	February II Week	L.S.B.R.Bhanu N.Kiranmayi
	32	University Practical Exams		February III Week	L.S.B.R.Bhanu N.Kiranmayi
	33	University Practical Exams		February IV Week	L.S.B.R.Bhanu N.Kiranmayi
	34	University Exams		March	L.S.B.R.Bhanu N.Kiranmayi
PHYSICS	1	Remedial Classes	Remedial Classes	June I & II Weeks	G. Sridevi
	2	Assignments	Assignments & Remedial Classes	June III & IV Week	G. Sridevi
	3	Post Admission Test – I B.SC Remedial Classes – II B.Sc Quiz-III B.Sc Department Seminar- II B.SC	General Physics	July I Week	G. Sridevi
	4	Remedial Classes – III B.SC Class seminar- III B.Sc Group Discussion – II B.SC Bridge Course- I B.Sc		July II Week	G. Sridevi
	5	Group Discussion –III B.Sc Assignment – II B.Sc Bridge Course – I B.Sc	Paper III Topics	July III Week	G. Sridevi
	6	Assignment – I & III B. Sc Class Seminar – II B.Sc	Assignment Seminar	July IV Week	G. Sridevi
	7	Class Seminar-III B.Sc Quiz- I & II B. Sc		August I Week	G. Sridevi
	8	Additional Inputs – III B.Sc Class Seminar –I & II B.Sc		August II Week	G. Sridevi
	9	Assignment- III B.Sc Additional Inputs- II B.Sc		August III Week	G. Sridevi

		Guest lecture- I B.Sc			
10		Extension activity – III B.Sc Assignment – I & II B.Sc		August IV Week	G. Sridevi
11		Essay Writing- II & III B.Sc Additional Inputs – I B.Sc		September I Week	G. Sridevi
12		Field Trip – III B.Sc Class Seminar – I & II B.Sc		September II Week	G. Sridevi
13		Unit/Assignment- III B.Sc Guest Lecture- II B. Sc Group Discussion – I B.Sc	As per Academic Plan	September III Week	G. Sridevi
14		Quiz – III B.Sc Assignment – I & II B.Sc	On Paper III	September IV Week	G. Sridevi
15		Internal Assessment-III B.Sc Project Work –II B.Sc Quiz- I B.Sc	As per Academic Plan	October I Week	G. Sridevi
16		Class seminar – III B. Sc Class Seminar – I B.Sc Group Discussion – II B.Sc		October II Week	G. Sridevi
17		Assignment –I , II & III B.Sc		October III Week	G. Sridevi
18		Guest Lecture- III B.Sc Project Work – I B. Sc Class Seminar – II B.Sc		October IV Week	G. Sridevi
19		Faculty Forum Revision – I & II B.Sc	As per Academic Plan	November I Week	G. Sridevi
20		Class seminar- III B.Sc Semester Exams – I & II B.Sc		November II Week	G. Sridevi
21		Group Discussion		November III Week	G. Sridevi
22		Unit/ Assignment	As per Academic Plan	November IV Week	G. Sridevi
23		Department Seminar III B.Sc Semester Classes – II & IV Semesters		December I Week	G. Sridevi
24		Class Seminar – I , II & III B.Sc		December II Week	G. Sridevi
25		Career Guidance		December	G. Sridevi

		– III B.Sc		III Week	
	26	Assignment – I, II & III B.Sc		December IV Week	G. Sridevi
	27	Pre Final Examinations		December IV Week	G. Sridevi
	28	Internal Assessment – I, II & III B.Sc		January I Week	G. Sridevi
	29	Quiz – III B.Sc	On paper IV	January II Week	G. Sridevi
	30	Pre Practical Exam		January III Week	G. Sridevi
	31	Model AUCET/ Achievement test		January IV Week	G. Sridevi
	32	Pre Final exams – III B.Sc		February I Week	G. Sridevi
	33	Revision – III B.Sc		February II week	G. Sridevi
	34	University Practical Exams- III B.Sc		February II & III Week	G. Sridevi
	35	University Theory Exams- III B.Sc Practical exams - I & II B.Sc Semester Exams – I & II B. Sc		March March II Week April I Week	G. Sridevi
CHEMISTRY	1	Tutorial work & Assignments, Remedial Classes for Backlogs.	d, f –block elements, Halogen compounds, Phase rule, Electro chemistry.	3 rd week of June	V. Ananta Lakshmi, V. Badari Narayana
	2	Tutorial work & Assignments, Remedial Classes	P-block elements, Organo metallic compounds, benzene, Gaseous state, colloids.	1 st week of July	V. Ananta Lakshmi, V. Badari Narayana
	3	Bridge Course	Organic, inorganic and physical chemistry	2 nd week of July	V. Ananta Lakshmi, V. Badari Narayana
	4	Student Seminar	Coordination Chemistry	2 nd week of July	C. Satya Vani
	5	Student Seminar	Drugs	3 rd week of July	V. Badari Narayana
	6	Student Seminar	Halogen Compounds	3 rd week of July	V. Ananta lakshmi
	7	Tutorial work & Assignments,	Coordination chemistry, drugs, carbonyl compounds	1 st week of August	V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani

8	Debate	Carbonyl Compounds; Werner's Theory Vs VBT	1 st week of August	C.Satya Vani/V.Ananta Lakshmi
9	Group discussion	P-block elements & Preparation of drugs	2 nd week of August	M.Subba Lakshmi/V.Bada ri Narayana
10	Mana TV	As per CCE Schedule	3 rd week of August	V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani M.Subba Lakshmi
11	UNIT TEST - I	I/II/III B.Sc All groups	3 rd week of August	V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani M.Subba Lakshmi
12	Tutorial work & Assignments,	Isomerism in Coordination Compounds, Named Reactions	1 st week of September	C.Satya Vani/V.Ananta Lakshmi
13	Student Seminar	Stability of Complexes	1 st week of September	C. Satya Vani
14	Student Seminar	Carbonyl Compounds	2 nd week of September	V.Ananta Lakshmi
15	Student Seminar	Organometallic Compounds	2 nd week of September	M.Subba Lakshmi
16	Student Seminar	Thin Layer Chromatography	3 rd week of September	V.Badari Narayana
17	Mana TV	As per CCE Schedule	3 rd week of September	V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani M.Subba Lakshmi
18	UNIT TEST-II (All)	I/II/III B.Sc All groups	4 th week of September	V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani

				M.Subba Lakshmi
19	Tutorial work & Assignments,	Solvent Extraction, Gaseous State	1 st week of October	V. Badari Narayana M. Subba Lakshmi
20	Group Discussion	Halogen Compounds, SN ¹ & SN ² Reactions in Inorganic Complexes	1 st week of October	C.Satya Vani/V.Ananta Lakshmi
21	Debate	Orientation in Benzene, Merits & Demerits of Chromatography and Solvent Extraction	2 nd week of October	V. Badari Narayana M. Subba Lakshmi
22	Project work	1. Hardness of Water at different regions of Kakinada 2. Preparation of Soap 3. Extraction of Caffeine from different Tea leaves 4. Preparation of Aspirin drug	3 rd week of October	V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani M.Subba Lakshmi
23	Invited Guest Lecture	Green Synthesis	3 rd week of October	V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani M.Subba Lakshmi
24	Mana TV	As per CCE Schedule	3 rd week of October	V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani M.Subba Lakshmi
25	Half yearly Examinations	As per the Syllabus	4 th week of October	V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani M.Subba Lakshmi
26	Tutorial work & Assignments,	Hydroxy Compounds, Nitrogen Compounds	1 st week of November	C.Satya Vani/V.Ananta Lakshmi
27	Remedial Classes	I / II / III B.Sc Classes	1 st week of November	V. Ananta Lakshmi, V. Badari

					Narayana, C. Satya vani M.Subba Lakshmi
28	INTERNAL EXAMINATIONS - I	For I / II / III B.Sc Classes as per the Units covered	2 nd week of November		V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani M.Subba Lakshmi
29	Departmental Seminar (contribution of women scientists in chemistry)	I / II / III B.Sc Classes	3 rd week of November		V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani M.Subba Lakshmi
30	Guest Lecture by Industrial expert	On Industrial Production Processes, Quality Control, Safety measures etc.	3 rd week of November		V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani M.Subba Lakshmi
31	Mana TV	As per CCE Schedule	4 th week of November		V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani M.Subba Lakshmi
32	UNIT TEST-III (All)	I/II/III B.Sc All groups	4 th week of November		V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani M.Subba Lakshmi
33	Tutorial work & Assignments,	Active methylene compounds, Heterocyclic Compounds	1 st week of December		C.Satya Vani/V.Ananta Lakshmi
34	Workshop on National Chemistry Day	Preparation of TLC Plates and Verification of Beer-Lambert's Law	2 nd week of December		V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani M.Subba Lakshmi

35	Extension Activity	Community Awareness on 'Impact of Generic Drugs on Human Health'	2 nd week of December	V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani M.Subba Lakshmi
36	Student Study Project work	Spectral Interpretation	2 nd week of December	C. Sayavani V. Badari Narayana
37	Industrial Trip	Visit of Local Fertilizers Industry	3 rd week of December	V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani M.Subba Lakshmi
38	INTERNAL EXAMINATIONS -II	For I / II / III B.Sc Classes as per the Units covered	3 rd week of December	V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani M.Subba Lakshmi
39	Faculty Forum	1. Communication 2. Environmental Pollution 3. Polymers 4. Pesticides	4 th week of December	V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani M.Subba Lakshmi
40	UNIT TEST-IV (All)	I/II/III B.Sc All groups	4 th week of December	V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani M.Subba Lakshmi
41	Tutorial work & Assignments & Syllabus review	I/II/III B.Sc All groups	1 st week of January	V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani M.Subba Lakshmi
42	Career Guidance	National Scientific Institutions and Career Opportunities	3 rd week of January	V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani

					M.Subba Lakshmi
	43	Revision classes & Pre-final Exam	I/II/III B.Sc All groups	4 th week of January	V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani M.Subba Lakshmi
	44	I,II,III B.Sc	Pre-final examinations	1 st week of February	V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani M.Subba Lakshmi
	45	Practical examinations	AKNU Practical examinations	2 nd to 4th week of February	V. Ananta Lakshmi, V. Badari Narayana, C. Satya vani M.Subba Lakshmi
COMPUTER SCIENCE	1	Admission work	Commencement of Classes for II & III Year, Admission Work	III, June	G.Subbalakshmi Ch.Tulasi Bhavani
	2	Remedial Coaching	Remedial Coaching for failure students in March 2015	I, July	G.Subbalakshmi Ch.Tulasi Bhavani
	3	Bridge Course	Bridge Course Certificate course (Computer Basics)	II Week July	G.Subbalakshmi Ch.Tulasi Bhavani
	4	Assignment	Assignment -I	III, July	G.Subbalakshmi Ch.Tulasi Bhavani
	5	Class Seminar	Assignment Class Seminar	IV, July	G.Subbalakshmi Ch.Tulasi Bhavani
	6	Examinations	Supplementary examination Duty.	I & II Week August	G.Subbalakshmi Ch.Tulasi Bhavani
	7	Class Seminar	Seminar Independence Day Celebrations	III, Aug	G.Subbalakshmi Ch.Tulasi Bhavani
	8	Unit Test & Guest	Unit Test –I for all	IV, Aug	G.Subbalakshmi

	Lecture	classes Guest lecture		Ch.Tulasi Bhavani
9	Quiz	Quiz Teacher's Day Celebration	I, Sept	G.Subbalakshmi Ch.Tulasi Bhavani
10	Guest Lecture	Guest Lecture	II, Sept	G.Subbalakshmi Ch.Tulasi Bhavani
11	Debate, Group Discussion	Topics will be finalized later	III, Sept	G.Subbalakshmi Ch.Tulasi Bhavani
12	Internals/ Unit Test -II	Internal examinations –I Unit Exams	IV, Sept	G.Subbalakshmi Ch.Tulasi Bhavani
13	Unit Test -II	Unit Test _ II	IV, Sept	G.Subbalakshmi Ch.Tulasi Bhavani
14	Class Seminar/Quiz	Class Seminar/Quiz	II, Oct	G.Subbalakshmi Ch.Tulasi Bhavani
15	Quarterly Examinations	Examinations	III, Oct	G.Subbalakshmi Ch.Tulasi Bhavani
16	Assignment -II	Assignment -II	IV, Oct	G.Subbalakshmi Ch.Tulasi Bhavani
17	Seminar	Department Seminar	I, Nov	G.Subbalakshmi Ch.Tulasi Bhavani
18	Class Seminar/ Group Discussion & I Semester & III Semester Exams	Class Seminar / Group Discussion & Semester Exams	II, Nov	G.Subbalakshmi Ch.Tulasi Bhavani
19	Quiz	Quiz	III, Nov	G.Subbalakshmi Ch.Tulasi Bhavani
20	Assignment	Assignment	IV, Nov	G.Subbalakshmi Ch.Tulasi Bhavani
21	Group Discussion	Group Discussion	I, Dec	G.Subbalakshmi Ch.Tulasi Bhavani
22	Assignment	Assignment -IV	II, Dec	G.Subbalakshmi Ch.Tulasi Bhavani
23	Class Seminar	Class Seminar	III, Dec	G.Subbalakshmi Ch.Tulasi

					Bhavani
	24	Field Trip	Field Trip	I, Jan	G.Subbalakshmi Ch.Tulasi Bhavani
	25	Revision	Revision, Republic day Celebrations	III, Jan	G.Subbalakshmi Ch.Tulasi Bhavani
	26	Practical Exams	Pre practical exams conduct	IV, Jan	G.Subbalakshmi Ch.Tulasi Bhavani
	27	Pre public Examinations	Pre public Examinations	I & II, Feb	G.Subbalakshmi Ch.Tulasi Bhavani
	28	Practical Examinations	Adikavi Nannaya University Practical Examinations	III, Feb	G.Subbalakshmi Ch.Tulasi Bhavani
	29	Revision classes	Revision & Remedial Classes for slow learners	IV, Feb	G.Subbalakshmi Ch.Tulasi Bhavani
	30	Public Examinations	Adikavi Nannaya University Theory Examination Duties	March	G.Subbalakshmi Ch.Tulasi Bhavani
	31	Semester End Examinations	II & IV Semester End Examinations	April	G.Subbalakshmi Ch.Tulasi Bhavani
HOME SCIENCE	1	Remedial coaching	Remedial coaching to failures	June	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
	2	Use of ICT	Showing video CD on health and Nutrition	June	G.Anita
	3	Departmental Seminar	Stages of Life Span	July	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
	4	Extension Activity	Consumer Awareness for House Wives	July	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
	5	Departmental Seminar	Status of Women in India	July	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya

				G. Anita
6	Extension Activity	Create awareness on cooking Methods and Demonstration on Low Cost Iron rich Recipes	July	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
7	Extension Activity	To create awareness on communicable diseases and demo on preparation of ORS	July	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
8	Quiz	General Issues	August	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
9	MOU	MoU with JCI Two day Training Programme on Personality Development	August	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
10	Group Discussion	“Advantages and Disadvantages of Working and Non working Women	August	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
11	Group Discussion	“ Vegetarian Diets Vs Non- Vegetarian Diets”	August	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
12	Unit Test	Unit Test	September	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
13	Field Visit	Old Age Home	September	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
14	Field Visit	Mulapeta and Uppada to observe Weaving and Dyeing	September	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
15	National Nutrition	National Nutrition	September	V. Ananta Lakshmi,

		Week Celebrations	Week Celebrations		,M.Suvarchala, K. Lavanya G. Anita
16	Field Visit		School of Food Science and Technology, JNTUK, Kakinada.	September	G. Anita
17	Quarterly Exams		Quarterly Exams	October	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
18	Group Discussion		Microbiology of Special Environment	October	Dr. G. Anita
19	Group Discussion		Advantages and disadvantages of Internet	October	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
20	Department Seminar		Bleaching and Finishing of Fabrics	October	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
21	Department Seminar		Audio Visual Aids	October	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
22	Unit Test		Unit Test	November	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
23	Debate		Technology a boon or Bane to Mankind	November	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
24	Guest Lecture		Physiological, Psychological and Social Motives	November	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
25	Field Visit		KIFT- Consultancy	November	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita

	26	Exhibition	Exhibition on National Diabetic Day	November	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
	27	Special Project	Special Project	November	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
	28	Half yearly exams	Half yearly exams	December	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
	29	Field Visit	Visit to VLCC - Consultation	December	V. Ananta Lakshmi
	30	Debate	Smart City	December	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
	31	Debate	“ Class Room Lecture with ICT Vs without ICT”	December	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
	32	PG Coaching	PG Coaching	January	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
	33	JAM Session	JAM Session	January	V. Ananta Lakshmi, ,M.Suvarchala, K. Lavanya G. Anita
MICROBIOLOGY	1	Bridge Course	Orientation programme for I B.Sc (CBMB)	July I & II Week	Dr.K.Aruna
	2	Invited Lecture	Hyper Sensitivity	August I Week	Dr.K.Aruna
	3	Department Seminars	Subject Topics	II Week August	Dr.K.Aruna

4	Student Seminars	Seminars on Different Topics	September	Dr.K.Aruna
5	Field trip	School-of Biotechnology JNTU, Kakinada	October I Week	Dr.K.Aruna
6	Quiz	General characteristics of Microorganisms	October II week	Dr.K.Aruna
7	Field Visit	M.Tech Food technology and Food testing labs ,JNTU, Kakinada	October III Week	Dr.K.Aruna
8	Extension activity	Parisarala Parishubratha – Domalapai Dandayatra	October IV Week	Dr.K.Aruna
9	Quiz	Immunology and Medical Microbiology and Applied Microbiology	October IV Week	Dr.K.Aruna
10	Quiz	Introduction to Microbiology and Microbial Diversity	Nov I Week	Dr.K.Aruna
11	Quiz	Molecular Biology and Genetics	Nov II Week	Dr.K.Aruna
12	Extension activity	Rally & Awareness on CASHLESS TRANSACTIONS	Dec I Week	Dr.K.Aruna
13	Extension activity	Janmabhoomi -Maa Vooru	January	Dr.K.Aruna
14	Invited Lecture	Types of Immunity, organs in cells of immune system	February I Week	Dr.K.Aruna

15	Invited Lecture	Isolation and Identification of various bacterial pathogen from Aquatic ponds	February II Week	Dr.K.Aruna
16	Field Visit	Microbiology lab SIFT kakinada	February III Week	Dr.K.Aruna
17	Invited Lecture	Zoonotic diseases – Public Health	February III Week	Dr.K.Aruna
18	Social Responsibility / Extension activity	Donated clothes & fruits to 26 old aged people in oldage home jagannaicpur ,Kakinada by II B.Sc (CBMB) students	March I Week	Dr.K.Aruna
19	Study Projects	<ul style="list-style-type: none"> • e project on current trends in Modern Microbiology . • e project on Food Microbiology. • e project on Home food-preservation methods from ancient to modern 	2016-17	Dr.K.Aruna
20	Innovative Practices	New short stories, short write-ups, reports and power point presentation	2016-17	Dr.K.Aruna
21	Student Seminars	Subject Topics	March II Week	Dr.K.Aruna

ANNEXURE-II

BEST PRACTICES OF THE COLLEGE

- **TEACHING-LEARNING-EVALUATION:**

1. **Continuous monitoring** of Student progress through regular slip tests, Unit tests, Internals, Quarterly, Half-yearly and Pre-final Exams.
2. **Remedial Classes** for failed candidates and slow learners.
3. Maintenance of **Departmental library** and regular access to the Students.
4. ICT based **PPTs & OHP** Presentations, Video lessons to enhance understanding levels of Students.
5. Implementing faculty forum in Institute platform to share knowledge and skills among faculty.
6. Developing **Communication Skills** and **Creative learning** by adopting the techniques viz., Role play, JAM, Dumb charades, Seminars, Project work, field work, Lab to Land, Quiz, Group Discussions, Debates, Elocutions, Workshops, Brainstorming, Mind mapping, Calligraphy Competitions, several Extension activities department wise etc.

- **RESEARCH-CONSULTANCY-EXTENTION:**

1. Student **Study Projects** (Internal / Field based).
2. Industrial awareness and Interaction through **Industrial visits**.
3. Encouraging Students to participate in various **Intercollegiate/ District /State level Academic competitions** viz., Quiz, Oral, Poster presentations at the State / National Seminars / Workshops / Conferences.
4. Conducting **medicinal Plants drive** annually this year educating them on Endangered medicinal plants importance and their conservation.
5. Conducting Awareness cum Orientation Programme for Adolescent Girls annually on **'Health, Nutrition and Hygiene' for 10 days at schools in Kakinada**.
6. Conducting **Agricultural Extension activity** annually in collaboration with Department of Agriculture and Agricultural Trading and Marketing agency , Kakinada.
7. **'Personality Development Training'** to Students in collaboration with JCI, an NGO.

• **STUDENT SUPPORT AND PROGRESSION:**

1. **Diploma Course training** for the Students in Advanced Diploma in Software Technology (ADST) and Diploma in PC Hardware & Networking (DPCHN).
2. **7 Departments** offering **11 Self finance Certificate Courses** for the students which enhances their employment opportunities.
3. Establishment of **Hostels** in and around the college is really a boon to the girl students which includes two girls' hostels in the campus (One SC welfare hostel and another one student managed hostel) which are accommodating about 450 students.
4. **Unit I & II** of NSS organized **15 community outreach programmes** in 2015-16 for girl students of this College inculcating social responsibility among them.
5. A **separate NCC unit** in the College benefitting the girls' students in helping them to transform into a better individual in the society, participated in activities involving NSS at University and District Level this year.
6. Physical Education Department Organized training programmes for girl students in "Yoga" for positive health ,mind , self confidence and "Taekwondo" for Self Defense with external experts.
7. **Anti ragging committee** Conducted an Awareness programme on "Ragging" in the Hostels and campus and read out the instructions in all classes and took approval signatures from all the students .
8. **Women empowerment cell** Organized 4 women empowerment programmes in 2016-17 for the girl students in the college to empower them.
9. Grievance redressal cell through which students' grievances are redressed, 4 minor grievances were addressed in 2016-17.
10. **Tutor Ward system** through which **Ward counselling done regularly.**
11. Student union , a platform for addressing the student's issues.
12. Establishment of **Endowment and Proficiency prizes** for the best performing Students.
13. **Career Guidance cell** Organized **2 career Guidance programmes** for the girl students guiding them towards higher progression and for Employment opportunities.
14. Training in Skill Development programmes viz., Soft toy making, Bag making, Screen printing, Nursery management, Typing Skills, Key Board techniques.
15. **Scholarships for meritorious** Students sponsored by SRMT and JCI (an NGO).
16. Student's representation in important academic and administrative committees.

INNOVATIVE PRACTICES:

1. **Health check ups** for Teaching / Non-Teaching Staff members with the involvement of Students.
2. Conducting Awareness cum Orientation Programme for Adolescent Girls annually on **'Health, Nutrition and Hygiene'** for 10 days.
3. Conduct of **Dental Camp** , Eye Check up especially for Students.
4. Studying the prevalence of anaemia by testing haemoglobin levels of students and impart necessary dietary counselling.
5. Organizing Exhibition by Commerce Department annually on Consumer awareness , banking etc.
6. **Adult Education Programme – Each one – Teach one .**
7. Conduct of **Plastic free Campus** (Swachh Bharat) activity on first Saturday of every month.
8. **Medicinal plants drive** , Awareness programme on endangered medicinal plants in India and Andhra Pradesh annually.
9. **Agricultural extension activity** in fields along with farmers – practical exposure to students.
10. Personality development programme for Students / Faculty.
11. **Yoga** training and **Taekwondo** (**Self defence** skill) training for women students .
12. **Dance** and **Music** training for students.
13. **Donate a handful of Rice**
14. Awareness Programmes on HIV/AIDS and Blood Donation.

ANNEXURE - III

A.S.D.GOV.T. DEGREE COLLEGE FOR WOMEN (A), KAKINADA

Feed Back on Lecturers from students: 2016-17

S.No	Name of the Lecturer	Department	No. of Respondents	A (%)	B (%)	C (%)	D (%)	Total	Total Score % (for 100)
1	Mr. Ali Baba	English	20	68.75	24.5	5.5	1.25	1443/1600	90.18
2	Dr.D.Krishna Gayathri	Telugu	20	92.40	6.7	0.75	-	1559/1600	97.43
3	Mr.K.S.N. Sarma	Telugu	20	78.0	17.5	2.75	1.75	1487/1600	92.93
4	Mrs.K.Madhavi	Telugu	20	80.60	17.88	1.51	--	1505/1600	94.06
5	Mrs P.Syama	Commerce	20	89.0	11.0	-	--	1556/1600	97.25
6	Mr.P. Rama Chandra Rao	Commerce	20	89.5	9.75	0.75	-	1555/1600	97.18
7	Mrs.T. Deepthi	Commerce	20	67.75	31.0	1.0	0.25	1467/1600	91.68
8	Mr.M.Sriramulu	Economics	20	96.75	3.25	-	-	1587/1600	99.18
9	Ms.Y.Sitamaha Lakshmi	History	20	95.75	3.0	0.5	-	1572/1600	98.25
10	Mrs .M.Vijaya Lakshmi	History	20	99.00	1.0	-	-	1596/1600	99.75
11	Mrs G. Sridevi	Physics	20	82.61	16.66	0.714	-	1604/1680	95.47
12	Mrs.V.Anantha Lakshmi	Chemistry	20	87.61	11.66	0.47	0.23	1624/1680	96.66
13	Mr.V.Badarinarayana Rao	Chemistry	20	63.00	33.89	2.62	0.47	1506/1680	89.64
14	Dr. P. Satya Vani	Chemistry	20	66.66	32.36	0.96	--	1514/1680	90.11
15	Ms.G.Swapna	Botany	20	96.19	3.80	-	-	1664/1680	99.04
16	Mrs. P.A.S.S. Krishna Kumari	Botany	20	76.19	20.71	2.619	0.476	1565/1680	93.15
17	Dr K. Aruna	Microbiology	20	76.90	15.47	5.47	2.14	1542/1680	91.78

18	Mrs. V.Anantha Lakshmi	Home Science	20	95.47	4.52	-	--	1661/1680	98.86
19	Mrs.K.Lavanya	Home Science	20	100	-	-	-	1680/1680	100.0
20	Dr. G.Anitha	Home Science	20	95.47	4.52	-	-	1661/1680	98.86
21	Mrs.M.Suvarchala	Home Science	20	97.61	2.380	-		1670/1680	99.40
22	Mrs.M. Satyavara Lakshmi	Zoology (Contract)	20	85.85	14.14	-	--	1609/1680	95.77
23	Mrs. M. Subba Lakshmi	Chemistry (Contract)	20	82.05	17.94	-	-	1597/1680	95.05
24	Ms L.S.B.R Bhanu	Mathematics (Contract)	20	94.07	5.92	-	-	1567/1600	97.93
25	Ms. P. Rajya Lakshmi	Commerce (contract)	20	51.5	26.5	13.5	8.5	1284/1600	80.25

B. P. P. 28.6.17

Signature of the Coordinator, IQAC

M. Suvarchale 28.6.17.

Signature of the Chairperson, IQAC

Annexure I

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

