



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution	Govt. Degree College, Kodur(RS)
• Name of the Head of the institution	Dr.M.Sreelatha, M.A., M.Phil., Ph.D.,
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9989305638
• Mobile No:	09989305638
• Registered e-mail	koduru.jkc@gmail.com
• Alternate e-mail	koduru.iqac2020@gmail.com
• Address	k. Buduguntapalli, Kodur(RS)
• City/Town	Kodur (RS)
• State/UT	Andhra Pradesh
• Pin Code	516101
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

- Name of the Affiliating University **Yogi Vemana University**
- Name of the IQAC Coordinator **K. Sridhar**
- Phone No. **9676235309**
- Alternate phone No. **9676235309**
- Mobile **9490041797**
- IQAC e-mail address **koduru.jkc@gmail.com**
- Alternate e-mail address **koduru.iqac2020@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

<http://gdcrlykoduru.edu.in/aqar/aqar-2020-21/>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<http://gdcrlykoduru.edu.in/academic-calendar/>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	76.10	2007	31/03/2007	30/03/2012
Cycle 1	B	2.35	2015	03/03/2015	02/03/2020

6. Date of Establishment of IQAC

18/06/2012

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
00	00	00	0	0

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9. No. of IQAC meetings held during the year

6

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

11. Significant contributions made by IQAC during the current year (maximum five bullets)

Organizing online quizzes, organizing Community service projects guided by the APCCE & the YV University, add on certificate courses, NSS activities, Industry connect with Internships to the 2 & 3 year students based on the directions of APSHE, APCCE & organizing the study tours & providing job placements are some of the significant contributions of the IQAC

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
<p>To increase the admissions To organize more certificate/ add on student projects. To increase the job placements to the outgoing students To provide internships to the students. To encourage Curricular, Co-curricular & Extra-curricular Activities. To strengthen the library with automation To create awareness among the students about the NEP 2020 To arrange guest lectures to the use of computers and internet based activities . Observing the days of importance. To provide bus facility to the students as the college has been located remotely.</p>	<p>? The college staff have been canvassing for the admissions increase. ? Due to the Community Service projects & the Industry connect Internships few certificate programs are organized. ? IT tools with Internet are regularly used in the computer labs & the digital class rooms. ? NEP 2020 Videos have been arranged. ? Many Days of importance have been commemorated.</p>

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

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4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://gdcrlykoduru.edu.in/academic-calendar/				
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Cycle 1	B	2.35	2015	03/03/2015	02/03/2020
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
00	00	00	0	0	
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• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			6		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional			Yes		

website?	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021	27/02/2021
15. Multidisciplinary / interdisciplinary	
<p>The college has a vision for the " Empowerment of the youth as proficient Nation builders". Its Mission aims at the holistic development of the student with human ethical values & a Global outlook in the process of acquiring knowledge. Being an affiliated college, the curriculum designed by the affiliating university under the guidance of Andhra Pradesh State council of Higher education (APSCHE), has been adopted. However, the universities in coordination with APSCHE have integrated cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum in the form of foundation courses from 2015-16 such as Human Values and Professional Ethics (HVPE), Environmental Studies (EVS), Information and Communication Technology (ICT), Communication Skills (CSS I), Entrepreneurship Development, Communication Skills (CSS II), Analytical skills, Leadership Education and Communication Skills (CSS III). Since 2020-21 academic year, Public Relations, Insurance Promotion, Electrical Appliances, Plant Nursery, Journalistic Reporting, Advertising, Business Communication, Diary Technology, Food Adulteration, Solar energy courses have been introduced as skill development courses.</p> <p>Along with the University's curriculum, the institution offers many Add on courses, Certificate courses & student study projects. As it is flexible, the Departments take personal initiatives in organizing such programs under the guidance of the Principal & the IQAC.</p>	

Activities like the student surveys [Community Service Projects] based upon various issues of the society add to the multi disciplinary learning process from the institution. The Community Service projects[CSP] , the skill Development courses and the readiness to implement the Internship programs offered by the Industries which are mapped by the University , promote the Multidisciplinary & the interdisciplinary approach in view of NEP 2020.

16.Academic bank of credits (ABC):

1. The Institution adheres to the guidelines framed by the Affiliated University , Yogi Vemana University, to fulfil the requirements of the Academic bank of credits as proposed in NEP 2020. Since the institute follows the affiliated university guidelines, the academic bank of credit system is framed by the university itself. The Institutional faculty are not involved in the designing of their own curriculum like the textbooks & the syllabus as the APSHE prescribes the text books to all the Universities of Andhra Pradesh under the Common core syllabus structure under the Choice Based Credit System [CBCS] However within the framework of the Continuous Internal Assessment [CIA] , the faculty organizes assignments ,seminars ,tests , Bridge courses and provides self made material to the academically poor students. The academic credits are awarded in accordance with the guidelines of the APSHE & the Y V University.

17.Skill development:

The affiliated university , Yogi Vemana University , provides an array of Skill development courses with appropriate credits. There is no vocational stream of learning offered by the University curriculum. However the soft skills are imparted to the students through the Skill development courses like Business correspondence , Journalistic Reporting and Personality Enhancement. The life skill courses offered by the University curriculum like the " Human Values " inculcate the universal virtues of humanity in the learner like, the the Satya, Ahimsa, Dharma, Shanthi & Prem.

In the recent academic developments under NEP2020, the Yogi Vemana University has provided a platform for Internship with the Industry-connect for the final year students. However, The second year students of all programs start with the community service projects and enter the Internship in succession. The year 2021-22

promises a radical change in the academics in the light of NEP 2020 in future , to make the students as the universal citizens.

Its quite worthy to note that the forthcoming Internship programs would be multi faceted blended with life skills, skill development & of vocational mode with practical participative approach.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The CBCS curricular system framed by the APSHE , the YV University through the initiatives of the APCCE, has many Life skill courses & the skill development courses that integrates the Indian knowledge system & culture. Under these courses , the Human values & the professional Ethics, Tourism & Guidance . Survey & Reporting, & Social work methods , integrate the Indian knowledge system into the curriculum in an offline mode. During the hours of need, online meets like zoom are arranged by the staff to the students to elaborate these academic insights.

As the college has the students of remote rural areas, teaching in vernacular along with English is inevitable. Since the practice is running for decades, there are no special plans to train the faculty to uve the vernacular along with English. However , the student feedback of the teachers & the personal counseling , help the institution to suggest the appropriate vernacular use in teaching for a better understanding by the students. Even the student mentoring system helps in adopting these kinds of practices in the class room.

All the programmes in the college are bilingually taught. However the courses, MSCS[BSC] & B.Com , Computer Applications [B.Com] are the two restructured courses of English Medium. However ,for the clarity in teaching & learning process, vernacular blend is inevitable as the students have a poor academic background.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The institution follows the curriculum framed by the YV University. However, its based on the syllabus framework of the APSHE ,CBSE, pattern . The OBE s framed by the university for all the programs are followed without deviation. The college adheres to the system of continuous Internal Assessment [CIA] in

reaching the targets of the OBE in the light of NEP2020. Along with the CIA , the Community Service Projects [CSPs] and the readiness for Internships in the form of Industry-connect monitored by the APCCE, Y V University & the college mentors makes the Outcome Based Education more resourceful in view of NEP 2020.

20.Distance education/online education:

Since the pandemic times , the institution has been offering the online mode of teaching through many platforms like the whatsapp groups, zoom meets, cisco webex meets, Teachmint, APCCE's Learning Management System[LMS] ,the platform of APCCE where the recorded lessons by the eminent subject experts are kept available for all learners, BharatPadhe online, Google meets etc. Hence there is every possibility for the institution to offer the vocational courses through the ODL mode.

Along with the cited above online learning platforms , the institution uses many technological tools for teaching - learning activities. Apart from the traditional face-face teaching, the college uses the smart classrooms, virtual class room, English Language Lab & the computer labs for Hands On Practice mode of blended learning. Mostly , the institutional blended learning process aims at the student centric method . The use of computers & the Internet in the learning process brings out the creative genius of the students where they present good projects and seminars.

The use of online platforms for teaching and learning , the use of computers with Internet facilitates the students to participate in the online Certificate courses, seminars, lectures and Quizzes.

Extended Profile

1.Programme

1.1 05

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

File Description	Documents
Data Template	View File

2.Student

2.1 206

Number of students during the year

File Description	Documents
Data Template	View File

2.2 115

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

File Description	Documents
Data Template	View File

2.3 32

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 17

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 33

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	05
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	206
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	115
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	32
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	17
File Description	Documents
Data Template	View File

3.2	33
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	14
Total number of Classrooms and Seminar halls	
4.2	64000
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	70
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College is an affiliated institution of Yogi Vemana University, YSR Kadapa. The college follows the curriculum and the schedule designed by the University. The college chooses the combination of groups offered by the university. The college has been offering courses that are need- based for the present-day social challenges. The college accommodates three Programs and five courses. One in B.A. programme i.e. History, Economics and Political Science with Telugu Medium. Similarly, through B.Sc., the college offers, Botany, Zoology and Chemistry in Telugu medium and MSCS in English medium under self finance. In B.Com there are two courses -the Computer Applications[English medium] and the General. The faculty are well equipped with the curriculum and its implementation in traditional as well as innovative ways. Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum such as

1. Chalk and Blackboard method
2. ICT-enabled teaching-learning method.
3. Use of different softwares.
4. Distribution of class notes by teachers.
5. Group discussion amongst the students during the class.
6. Seminars by students related to curriculum.
7. Online and Off-line Seminars and special talks by experts are also arranged regularly for advance studies.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://gdcrlykoduru.edu.in/curriculum-delivery/

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

The Academic year starts as prescribed by Y.V. University. The University in advance, publishes the Academic Calendar containing plans for curricular and co-curricular activities based on the available working days as per their norms. The academic calendar provides the date of commencement of the academic session, duration of semester, period of Internal assessment tests, final semester examinations etc. The Time-table is prepared well in advance of every semester to avoid any shortfall in syllabus coverage. The Lesson Plan is prepared by the faculty individually with details like Unit wise topics, number of teaching classes allocated for each Unit. The expected outcome from the student is also elucidated clearly. Syllabus completion is tracked through periodic checking of lesson plan sheets, class committee meetings, record of class work and Department meetings. The laboratory Schedule is prepared by the concerned Time-table in-charge of each department and batch-wise details are specified in the laboratory schedule. Time-table of regular lectures for the semester is prepared and displayed on the notice board and College Official Website. There is an Academic Monitoring Committee appointed by the Principal, which monitors the day to day conduct of the lectures based on the time table. The mandatory Online Teaching Learning Process [OTLP] APP ,the APCCE teaching -learning app, records the classes taken by the lecturers, the students attended & time of the class with geotagged photos of the class.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://gdcrlykoduru.edu.in/cie/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

05

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

03

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

80 : 206

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

80

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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

Being an affiliated college, the curriculum designed by the affiliating university under the guidance of Andhra Pradesh State council of Higher education (APSCHE), has been adopted. However, the universities in coordination with APSCHE have integrated cross cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum in the form of foundation courses from 2015-16 such as Human Values and Professional Ethics (HVPE), Environmental Studies (EVS), Information and Communication Technology (ICT), Communication Skills (CSS I), Entrepreneurship Development, Communication Skills (CSS II), Analytical skills, Leadership Education and Communication Skills (CSS III). Since

2020-21 academic year, Public Relations, Insurance Promotion, Electrical Appliances, Plant Nursery, Journalistic Reporting, Advertising, Business Communication, Diary Technology, Food Adulteration, Solar energy courses have been introduced as the credit based skill development courses.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

05

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

54

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://gdcrlykoduru.edu.in/sss-folder/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

230

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

23

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

An induction programme for the newly joined students is conducted by every department to make them aware of Choice Based Credit System (CBCS) in the semester pattern. 'Bridge Courses' are offered to the freshly admitted students into UG programmes. This bridges the academic gap and enable them to ease through the course.

Slow Learners- The slow learners are given remedial coaching. Remedial coaching classes are conducted by the faculty formally and informally to clarify basic doubts. This helps the students to achieve better results in the university examinations.

Advanced learners- Special coaching classes are being conducted for Competitive exams for the advanced learners. They are entrusted with 'Study Projects' in their subjects to inculcate research skills. They are also given an opportunity to participate in the curricular and co-curricular competitions conducted by different Govt. Degree Colleges under District Resource Centre (DRC).

Ward system: 'Ward/Mentor system' is followed to address the academic, socioeconomic and psychological issues of the students. The Class teachers of the respective classes act

themselves as mentors. Accordingly, required suggestions are offered to the student to improve his/her academic performance and excel in the academics. The Grievances Redressal Cell of the college grievances of the students.

File Description	Documents
Link for additional Information	http://gdcrlykoduru.edu.in/student-ward-system/
Upload any additional information	View File

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

Number of Students	Number of Teachers
206	17

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The institution has an inbuilt mechanism for making the learning process more student centric. The institution makes available the following support structures, systems and processes that are essential for making learning process more student centric. They include well-established library & NDL facility, ICT class rooms (03 digital class rooms and 01 virtual class room) for interactive learning, MANA TV educational satellite channel programs, educational programs arranged by the District Resource Centre (DRC), invited lectures, field trips, demonstration, interaction methods, debates, group discussions, subject quizzes and class room seminars. The traditional lecture method blended with modern ICT methods best suites to understand the lessons and to imbibe the subject into the minds of the students. At the end of the lecture, the topic taught is open for discussion and offers opportunity for interaction. After the completion of the 'unit' the students are given specific assignments to enrich their learning. Other student centric methods of learning include debates, seminars, group discussion, role- plays, surveys, subject quiz where the lecturer acts as a facilitator.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://gdcrlykoduru.edu.in/student-ward-system/

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

ICT enabled teaching methods through virtual class room, digital class rooms & class rooms with LCD projectors make learning more student friendly and effective. Wherever the class rooms are not provided with LCD projectors, the Teaching-Learning Process is supported with the usage of Laptops, Tabs and even android phones (particularly for audio and video) to make learning more interesting and informative. Apart from these, the smart class rooms and the digital classroom welcomes the student to modern ways of presentations like seminars & JAMs. During the COVID 19 pandemic situation, the college has adopted many modern platforms of learning to reach the students . Whats app, Teachmint, Zoom ,Cisco, Google meets & Google Workspace (G-Suit) have been employed for the teaching learning activities. All the teaching staff have made videos & posted the links in academic repository of the CCE website ilke Bharat Padhe Online (BPO) & the Learning Management system[LMS]

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://gdcrlykoduru.edu.in/ict-enabled-tools/

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

2.3.3.1 - Number of mentors

11

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

16:19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

05

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

198

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

The Internal assessment is done as per guidelines of the YV University. A calendar for internal assessment is compiled well in advance, as per norms of the university. At the beginning of semester, the students are asked to take note of the same and get prepared accordingly. In a semester, one internal assessment exam is strictly conducted. The valued answer scripts are shown to the students to check whether they have rightly answered the questions and they are justly valued. Discrepancies if any identified by the student will be addressed and rectified then and there itself, by their respective teachers. Final marks are informed to the students, before uploading them in the university portal.

File Description	Documents
Any additional information	View File
Link for additional information	http://gdcrlykoduru.edu.in/cie/

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

The college has an effective mechanism to address the grievances of the students regarding the internal assessment marks and end semester examinations marks. The respective teachers attend to the grievances of the students. If the grievance is not addressed at the subject teacher level, the same may be brought to notice of respective in-charges of department and in turn to the Head of the institution for further redressal. Grievances pertaining to the end semester examinations like change of wrongly mentioned question paper code, spelling mistake in name, mismatch of the subject chosen and medium of instruction in the

hall ticket etc. is redressed at once by the college after due verification with the records available. The same will be intimated to the controller of examination of affiliating university for the necessary rectification at their end. If there is any grievance, in relation to physical resources, such as improper/uneasiness in seating arrangement/ insufficient lighting, ventilation the other amenities etc, in the examination centre are resolved immediately. For the grievances in the results of end semester examinations, the principal forwards the same to the affiliating university with due remarks, and follow up the action to resolve the grievance at the earliest.

File Description	Documents
Any additional information	View File
Link for additional information	http://gdcrlykoduru.edu.in/cie/

2.6 - Student Performance and Learning Outcomes

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

The college runs on 3 programmes and five courses. Under BSc, BZC & MSCs group , the BCom consists General & Computer Science & the BA is the traditional course. The outcomes are -

1. The graduates excel in the competencies and values required for leadership to serve a rapidly evolving global community with appropriate employment.
2. The students are endowed with creative and analytical skills; this will equip them to become Entrepreneurs
3. The Student are introduced to computer operations along with Internet.
4. The students enter into a wide range of professions like Business, Teaching ,establishing schools correspondents and Journalism
5. Beyond all , the students pass with good percentage of marks & enter the society with a positive attitude to serve & earn.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://gdcrlykoduru.edu.in/cos-2/
Upload COs for all courses (exemplars from Glossary)	View File

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

Every program designed by the affiliating University aims to prepare the students towards a resourceful future. Academic care by the ward mentors and the faculty guides the students towards a good result in the end semester examination. On the other, the student seminars , ICT learning and the study tours enrich the students practical vision of life. The addition of Life skill courses & the Skill Development Courses involves the students into the dynamics of life practically .Hence, the Program outcomes[PO], course outcomes[CO] & the Program specific outcomes [PSO] are achieved with excellence.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://gdcrlykoduru.edu.in/pos-2/

2.6.3 - Pass percentage of Students during the year

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

32

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://gdcrlykoduru.edu.in/results-analysis-2021-22/

2.7 - Student Satisfaction Survey

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

<http://gdcrlykoduru.edu.in/sss-folder/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

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

00

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

00

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers

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

00

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Under the extension & the sensitizing the students, many programs are organized by the college. Following the National & the International days of importance is one of the sensitizing activities where the students understand the important situations & famous personalities. For instance, observing the Independence day, National Voter's day, Job drives, the world water day & the study tours enrich the students' knowledge on the various dimensions of life. Co-Curricular activities like the Quizzes, Spoken tutorials & the career guidance demands the actual involvement of the students into practical learning. The Extra curricular activities like the study tours and the sanitization of the campus in the context of the Covid 19, train the student with the practical knowledge and awareness of clean living habits.

File Description	Documents
Paste link for additional information	http://gdcrlykoduru.edu.in/atr/
Upload any additional information	View File

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

00

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

200

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

200

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

30

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

00

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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

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

The college has an area of 9.17 acres of land. There are 3 digital class rooms, 1 seminar hall, 1 virtual class room, 3 Science labs and 1 English Language lab. & two classrooms with LCD projectors. The total number of class rooms are 14. Further, the college has a library and a gym. The college has an RO Water purifier system. The college has a big play ground too. The wifi

internet facility is provided by the AP Fibrenet. It has a borewell that caters to the needs of the whole college. All the depts. have computers connected to wifinet. The science labs are equipped with sufficient equipment for practicals & the practical examinations.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://gdcrlykoduru.edu.in/physical-facilities/

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

Ø The college has a big seminar hall that facilitates cultural activities.

Ø The gymnasium and the indoor games like chess, Table tennis revitalize the students

in their physical & the mental capabilities.

Ø The play ground facilitates the out door games like kho-kho, Kabaddi & the volley

ball.

Ø There is a vast open air stage to organize cultural and social gatherings.

= The Digital class rooms are also used for a few cultural activities like celebration of

the days of importance

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://gdcrlykoduru.edu.in/physical-facilities/

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

04

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

04

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://gdcrlykoduru.edu.in/digital-classrooms/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

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

Data requirement for year: Upload a description of library with,

1. It is semi automated.

Data requirement for year: Upload a description of library with,Name of ILMS software

- Nature of automation (fully or partially)
- Version
- Year of Automation

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	NA

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

E. None of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

00

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

20

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The college updates its IT facilities depending on the academic needs of the students. Many updated versions of computer programs like JAVA & ORACLE are updated & installed by the faculty of the Computer science. The AP Fibrenet provides WIFI with a Bandwidth of 110 MBPS/ GBPS .

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

4.3.2 - Number of Computers

70

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

64000

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The College laboratories have enough equipment to conduct practicals to all the concerned students .They ensure proper lighting, ventilation, first aid kits and regular water supply. The List of chemicals/consumables kept in chemical racks and fridges are displayed alphabetically on the Almirah doors.

Computers:We have total of 70 working computers and 2 Computer labs. These are monitored and maintained by the Computer Science Department faculty regularly. The 3 digital classrooms are allotted to the 3 programs of BA, BCom and BSc .

Sports - The College has a Dept. of Physical Education. The physical facilities include a fully equipped gymnasium . The sports played are kabbadi, ball badminton, cricket, volley ball , athletics etc. The students regularly participate in intercollegiate and district level meets. The indoor games played are Chess, caroms & Table Tennis.

Library:Our Library offers traditional learning as well as elearning resources and has about 7500 books.The library encourages the use of NDL ,an e resource to the students and the faculty.

Classrooms:The college has14 classrooms, besides four ICT based classrooms consisting of one virtual classroom and three digital classrooms established as learning resources. There are 07 laboratories, NSS room, library, Sports and Gym room, Administrative office and the Principal chamber.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://gdcrlykoduru.edu.in/laboratories/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

167

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

00

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

B. 3 of the above

File Description	Documents
Link to institutional website	http://gdcrlykoduru.edu.in/physical-facilities/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

123

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

123

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

E. None of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

39

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

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

20

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

00

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

04

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

With the objective of inculcating the leadership qualities, coordinating abilities, organizing abilities, shouldering responsibility and accountability, in the students, an active Student Council is established in the college. The institutional Internal Quality Assurance Cell (IQAC) guides & encourages the curricular, co curricular & the extracurricular activities of the college. All institutional activities are monitored and recorded by the IQAC. There is a Class Representative (CR) system in the college. Student representatives of each class form the students council. The Students are actively involved in academic council activities administration, financial matters, institutional developmental activities, library services, physical education and all the programmes organized by the college. Meritorious students are encouraged to take up student study project under the supervision of the staff in order to develop research bent of mind. In addition the students are encouraged to play sports and games under the supervision of the physical director. To infuse Social awareness and responsibility the students are encouraged to participate the activities of the NSS , Red ribbon club , Clean and Green programme, Swatch Bharath programme, Anti Open defecation (ODF) programme , Janmabhoomi programme, Navanirmana deeksha, AIDS rally, Environmental protection Rally etc

File Description	Documents
Paste link for additional information	http://gdcrlykoduru.edu.in/academic-committees/
Upload any additional information	View File

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

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

05

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

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

The college doesn't have a registered Alumni association . the Registration is under process. But there are 150 Whatsapp linked Alumni to the college. They include Lawyers, Businessmen, school correspondents , farmers and professionals of many a kind. A separate college Alumni whats app group has been created for mutual interaction with the Alumni. The Alumnus Mr. suresh, a lawyer has donated two water over head tanks for the benefit of the college. They are invited for suggestions and advises contextually earlier. This year, the Alumnus Sri. Subramanyam, the Correspondent of the Ravinddra Bharathi carporate schools, Rly.Kodur, has donated the main gate of the college compound wall along with the arch name board. He has taken personal interest in getting the gate & the arch fixed,

philanthropically.

File Description	Documents
Paste link for additional information	http://gdcrlykoduru.edu.in/alumni-association-activities-reports/
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

VISION

"EMPOWERMENT OF THE YOUTH AS PROFICIENT NATION BUILDERS"

MISSION

The college caters to the needs of all categories of students. It aims at all-round development with human and ethical values, knowledge based learning and global outlook among the students.

OBJECTIVES

1. To strive for excellence in providing holistic education.
2. To create opportunities of learning with inclusiveness.
3. To promote continual learning with quality consciousness
4. To encourage students to think innovatively.
5. To enhance self-confidence among the students.

6. To augment collective learning of teachers and students.
7. To expand the resource base for knowledge with linkages.
8. To use ICT extensively in the teaching-learning process.
9. To provide employable skills to make the students industryneed
10. To sharpen the creativeness of students

File Description	Documents
Paste link for additional information	http://gdcrlykoduru.edu.in/vision-and-mission-2/
Upload any additional information	No File Uploaded

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

The Principal decentralizes & appoints various committees to implement the plans of action of the college. The important developmental plans are discussed by the Principal along with all the committees. The Plans are executed only after reviewing the suggestions. Frequent mentoring and monitoring by the committees ensure the desired results. The timetable committee frames the time table for the college. The IQAC of the college consolidates the departmental action plans and prepare the action plan of the institution for the academic year. Any financial assistance in this regard will be brought to the notice of Principal. The head of the institution along with IQAC coordinator monitors the execution process. Student Class representatives for each class are nominated based on their academic merit. The Principal and the vice-principal act as overall President and vice-president of the college union respectively. The student union plays an active role in executing activities of the institution. This practice of decentralization and active participation of students in governance promote the coordinative, collaborative team work.

Many committees & clubs, their convenors and members like the Women Empowerment club, Grievance Redressal club, NSS, Cultural club, Botanical club, Consumer club, Red ribbon Club, Eco-club, Examination committee etc organize many curricular,

cocurricular & extracurricular activities of the college.

File Description	Documents
Paste link for additional information	http://gdcrlykoduru.edu.in/academic-committees/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The activity that is being successfully implemented is the Updated methods of Teaching & Learning. With a vision to make our students academically & socially proficient, the college indulges the students in curricular ,cocurricular & extra curricular activities. Some of the unique features of this activity are

- Ø The use of digital classrooms
- Ø Availability of WiFi on the campus
- Ø Encouraging the students for PPT presentations & seminars
- Ø The use of Virtual class rooms & English Language Lab by the students
- Ø Following the univ. curricular plan & the completion of the syllabus in time
- Ø Observing the days of importance, awareness rallies, Campus cleaning etc
- Ø Organizing games and sports on the campus.
- Ø Organizing quizzes, debates , JAMs & competitions like elocution & Essay writing.
- Ø Study tours & field trips
- Ø Finally, to mentor & guide the students to pass through the end semester exams with good percentage of marks

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://gdcrlykoduru.edu.in/atr/
Upload any additional information	View File

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

At the institutional level, the Principal is the academic and administrative head. The decisions of administrative and academic affairs of the college are taken by the CPDC or the Staff Council after thorough reviews. The academic decisions at this level are taken duly considering IQAC's recommendations.

According to the administrative set up, the Commissioner is the head of the commissionerate followed by the Regional Joint Directors. Next comes the Principal at the institutional level.

The college administration is governed by the service rules and procedures of Government of Andhra Pradesh through Department of Higher Education. The Department of Higher Education has two wings viz., Andhra Pradesh State Council of Higher Education (APSCHE) & Commissioner of Collegiate Education (CCE).

Recruitment by selection is done by Andhra Pradesh Public Service Commission (APPSC) and accordingly CCE/RJDCE issues appointment proceedings. Promotions and Career Advancement Schemes (CAS) will be taken up by the CCE following rules and regulations meant for the purpose. Clarifications regarding rule position and procedures are obtained from CCE from time to time.

File Description	Documents
Paste link for additional information	http://gdcrlykoduru.edu.in/code-of-conduct-core-values/
Link to Organogram of the Institution webpage	http://gdcrlykoduru.edu.in/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above
File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File
6.3 - Faculty Empowerment Strategies	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>The institution is operating both statutory and non-statutory welfare measures/schemes for both teaching and non-teaching staff as mentioned below</p> <ul style="list-style-type: none"> Ø General Provident Fund, Group Insurance Scheme, Andhra Pradesh Group Life Insurance (APGLI), Contributory Pension Scheme. Ø Medical reimbursement facility, Employees Health Scheme. Ø Festival advance, Vehicle loan, Educational loan, Housing loan, GPF loan. Ø Medical leave, Study leave, Maternity and Paternity leave. Ø Faculty Development Program. Ø Facilitating staff to participate in Orientation Programmes, Refresher Courses, and Short Term Courses etc as and when they need. Ø Earned Leave encashment, Gratuity, Ex-gratia (for non-teaching staff). Leave travel concession. Ø On-duty facility for attending conferences/seminars/workshops 	

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

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

0

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

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

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

09

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The 'Performance Based Appraisal System' (PBAS)' of the staff is based on UGC regulations on minimum qualifications for appointment of teachers. The detailed guidelines encompass the

following areas. (i) Contribution to teaching, learning and evaluation - seminars, assignments, practicals, examination duties, formative and summative evaluation tools etc. (ii) Contribution to co-curricular and extension activities - field based studies, NSS activities, cultural activities and other works related to social reconstruction and national development. Research, publications, books and other academic contributions and awards received. As per the latest guidelines provided by the UGC and the Government of Andhra Pradesh, the performance appraisal of the staff is carried out annually under the auspices of the Internal Quality Assurance Cell headed by the principal. The Annual Performance (API) Score/Annual Self Appraisal Report (ASAR) of the teaching staff, is submitted to the CCE. In addition, the performance of teachers is appraised through annual confidential reports from the Principal. Further, the Academic Audit Team of the CCE, AP, visits the colleges annually and analyses the performance of teachers. The Performance Appraisal System for nonteaching staff is evaluated by the principal and confidential reports are submitted to RJDCE. The Performance Appraisal Reports are considered for weightage for career advancement scheme (CAS) and general transfers.

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

6.4 - Financial Management and Resource Mobilization

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

The College conducts regular audits for all financial transactions.

Internal Audit: The initial internal audit in the case of the daily income and expenditure statement regarding fees, caution deposit, grants for students etc is done by the college office staff headed by the Upper Division Clerk. This is verified by the Principal. In case of the funds received from UGC, RUSA, etc., the Planning and Purchase Committee and the Teacher Coordinators handle the utilization and disbursement of accounts. The directions from the concerned higher authorities (

SERO, SPD, RUSA, AP etc.) and external Chartered Accountant are followed in the internal audit. The projects completed under UGC and other government bodies, are submitted to a certified Chartered Accountant for verification and audit certificate.

External Audit: The audit wing of the government from the Department of Education visits the college and inspects all the files relating to financial and administrative matters, the schemes that the college has availed and all the receipts and payments in the college. In addition, the Accountant General, Andhra Pradesh also conducts verification and suggests directions by way of audit report. The government (RJDCE, CCE, AG) conduct regular audits and give their advice & suggestions.

File Description	Documents
Paste link for additional information	http://gdcrlykoduru.edu.in/rusa-2/
Upload any additional information	View File

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

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

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File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The major sources of institutional funding are from UGC, Government of Andhra Pradesh through the Commissionerate of Collegiate Education, Rashtriya Uchatar Siksha Abhiyan (RUSA), Special fee and CPDC.

The institution sends proposals to the University Grants Commission (UGC) for additional grants under various schemes, RUSA for the development of infrastructure and equipment.

After receiving the grants, principal being the disbursing officer meticulously follows established procedures involving Finance Committee, the Purchase Committee, RUSA Committee and the College Office before it is finally disbursed to the concerned person or the respective department(s). Assets like computers, ICT enabled teaching aids, laboratory equipment and apparatus, as such other assets are purchased. The utilization certificates & other respective records are maintained strictly allowing scope for the further release of funds from the govt. and the philanthropic contributions.

File Description	Documents
Paste link for additional information	http://gdcrlykoduru.edu.in/rusa-2/
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

Through the Internal Quality Assurance Cell (IQAC), the institution probes consistently for quality in education and student support services through appropriate teaching- learning strategies, evaluation and student-centred activities. Institutional Calendar is provided at the beginning of each academic year. The IQAC frames institutional calendar incorporating the institutional plan with curricular, co-curricular and extra-curricular activities. It is communicated among all the staff and the students. Accordingly, the in-charges of the departments in coordination with their faculty prepare departmental action plan, annual curricular plans and implement them scrupulously. The implementation is reviewed through monthly staff council meetings, departmental meetings, circulars and even through informal interactions. The lapses are addressed immediately. Apart from this, any quality assured initiatives conducted by every department/committee/cell of the institution is monitored, mentored and recorded through participative management and internal coordination .

The IQAC strives to institutionalize and sustain quality in all

activities of the institution, including teaching, learning, research and extension. The students are the main stakeholders of an educational system. The feedback from alumni and students play a vital role in this endeavour.

File Description	Documents
Paste link for additional information	http://gdcrlykoduru.edu.in/atr/
Upload any additional information	View File

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

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

The institutional reviews on teaching-learning process, structures & methodologies of operations and learning outcomes at frequent intervals through IQAC are

Ø Considering the Review by the internal academic audit team.

Ø Departmental reviews involving students and teachers.

Ø CPDC, Alumni, IQAC and Staff Council meetings.

Ø District level monitoring through District Resource Centre (DRC).

Ø CCE's review through live video conferences and teleconferences.

Ø Assessment of Annual Performance Indicators (API) of individual teachers, by CCE, Ap.

Ø Following the NAAC peer team's recommendations

Ø Organizing the satisfactory surveys of the students, Parents, Alumni & the stakeholders.

Ø Encouraging the staff to participate in FDPs & Teachers of

Training[TOT]

Ø Encouraging the use of ICT Methods of teaching & learning.

File Description	Documents
Paste link for additional information	http://gdcrlykoduru.edu.in/atr/
Upload any additional information	View File

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

B. Any 3 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities**

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

The WEC functions arduously to enhance their status and thereby empower them through guest lectures, seminars, workshops, various awareness programmes and other welfare activities. WEC will step forward with specific objectives and plan of action by focusing quality activities for the well being of girl students.

The objectives of WEC are To promote a culture of respect and quality for female genders. To create a conducive counseling environment for female gender to share their problems. To create awareness on their rights given by the constitution and Acts of Law To conduct programmes with a motive to train girls students about self defense, health benefits and skill development To bridge the gap between students and teachers by maintaining a cordial relationship between them, so that girl students can open up freely to share their personal problems. To provide a stress free working atmosphere by identifying and fixing responsibility on the concerned persons for ensuring equal treatment and participation by women in all areas. To inculcate entrepreneurial attitude among young girls, scientists at the earliest so that they can be "job givers rather than job takers."

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

a. Solid Waste Management:

Everyday large volume of solid waste is accumulated in our college, because of a spatially large Nursery garden and the students. The solid waste includes mainly falling leaves and waste paper. It is managed properly with the help of man power. Every day the garbage is separated into degradable and non-degradable things. Degradable things are dumped in the pits, to prepare the organic manure for the garden plants and the non-degradable garbage like the plastics are taken care by the Village panchayathi & the NSS team.

b. Liquid waste management.

The liquid waste released during practical hours in chemistry lab are used to dilute acids, bases, salts and organic acids. Liquid waste is collected properly into plastic drums and are safely disposed, thus keeping college premises contamination free. The waste water generated by two RO Plants is being channelized into the green nursery cum orchard of the college.

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

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants 	<p>A. Any 4 or All of the above</p>
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File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</p>	<p>E. None of the above</p>
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with</p>	<p>E. None of the above</p>
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disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

Ours is a nation of unity in diversity. The students and staff belong to various regions, sections of society with different cultures. To harmonize the diversity among the students and the staff, the college organises several programmes like the Republic day, the Independence Day. They are celebrated with patriotism & enthusiasm. On these occasions the principal delivers motivational speeches to inculcate the importance of nationalism among the students and the staff. Similarly, the Ambedkar Jayanthi, the Gandhi Jayanthi are celebrated with honour to the great personalities of India .In addition, gusest lecturers are arranged by experts to address the problems created by cultural, regional, linguistic, coomunal, socio-economic and other diversities.

In this connection language related programmes like Matrubashadinostavam, celebrating birth anniversary of famous poet Gidugu Venkata Ramamurthy elevate the linguistic imporatance in the society . Further, the Institution organises many diversifed programmes like the voters rally, to develop feelings of dedication & responsibility towards the buiding up of our nation. Cultural committee organises competitions and encourages students to participate on cultural competitions held in college, district and state level to promote cultural harmony

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Several efforts have been made to generate awareness of the importance of discharging fundamental duties by celebrating Republic day, Independence day, UNO day, National Voters day, World Human Rights day and National Integration day. National festivals are celebrated in our institution to educate the students that constitution can protect individuals by outlining their rights which are normally owed to everyone in a country. The main focus is to inculcate that the nation is what the citizens are. The citizen is the unit of the nation. This should be followed in once word, deed and thought. The entire responsibility rests upon the citizens totake the nation for new heights. The aim of consumer rights day is to enlighten everyone about the rights of consumers to protect themselves from unethical transactions. To uphold the value that humanity is the first, God is next, staff and students are encouraged to donate blood for life saving purpose. Our prime minister's prestigious Swachh Bharat program is implemented in our college in true spirit as Cleanliness is first , Godliness is next. To create awareness about ODF program, the NSS volunteers along with the program officer visited the nearby villages. To educate the students about communicable diseases like AIDS, Swineflu, Covid 19 etc. through awareness programs, rallies, literary competitions etc

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed

A. All of the above

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

The college organizes national & International days of importance like the Republic day, Independence day and birth anniversaries of the national leaders, social reformers and eminent personalities to inculcate moral values and promote national integration. Independence Day and Republic Day are celebrated as National festivals of India. Celebration of Independence Day starts with hoisting of the flag by the Principal of the college followed by well-practiced march past by NCC cadets. Patriotic songs praising the greatness of the country as well as sacrifices by national leaders who laid down their lives in achieving independence. Later, the principal addresses on the occasion. The students are encouraged to deliver speeches highlighting the development of post independent India. Republic day is also celebrated on a grand scale like Independence Day with department of political science taking active part in briefing the students on constitution of India and thus inspiring them to know the responsibilities of students in particular and citizens in general for the development of

India. Birth anniversaries of renowned personalities like Mahatma Gandhi, Lal Bhadur Shastri, Dr. B.R. Ambedkar, Dr. A.P.J. Abdul Kalam, the Iron Man of India, Sardar Vallabai Patel are celebrated with patriotic spirit. In connection with these celebrations, Elocution and essay writing competitions are conducted.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

1. Use of ICT methods while teaching.
2. Nursery cum Orchard

Use of ICT in Teaching- The objective is to train the students technically in their academic activities and learning. The students should be acquainted with the latest trends on learning. The smart class rooms are allotted to the three programs, i.e. BSc, BCom & BA . The digital class rooms and the English Language lab provide rich advanced learning resource to the student

Nursery cum Orchard - The Nursery cum orchard in the campus offers many best practices of the college. It has a Saraswathi temple which promotes sanctity to the college atmosphere. It is the place of prayer & morning assembly to the college. It has a huge variety of trees, fruit trees, plants & medicinal herbs. It facilitates water harvesting, waste water management, solid waste disposal and so on.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Ø Imparting good education to the students which includes the curricular, cocurricular and the extracurricular activities is a distinctive feature of the college

Ø Teaching & learning through the modern ICT methods, use of the computers , Internet and the digital classrooms is a distinctive practice

Ø The student seminars, project works, online activities like quizzes , field works & the study tours enrich the student's with the latest trends in learning.

Ø Activities like the clean & green, observing the days of importance, the NSS and the guest lectures from various eminent personalities of the society involve the students actively.

Ø The job placements on & off the campus assures the student towards a settled future in life.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. To increase the admissions
2. To organize more certificate/ add on student projects.
3. To increase the job placements to the out going students
4. To provide internships to the students.
5. To encourage Curricular, Co-curricular & Extra-curricular Activities.
6. To strengthen the library with automation To create awareness among the students about the NEP 2020
7. To arrange guest lectures
8. To the use of computers and internet based activities .
9. Observing the days of importance.
10. To organize more CSPs

