



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SSGS DEGREE COLLEGE, GUNTAKAL

KOYA NAGAR, KASAPURAM ROAD, GUNTAKAL, ANANTAPUR DISTRICT PIN

515801

515801

www.ssgsdc.in

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

It was in 1981, when the continuous confabulations of a few elite people culminated into forming an educational society that was christened after the name of their common spiritual (swamy) guru, “Sri Sankarananda Giri” and hence it emerged as ‘**Sri Sankarananda Giri Swamy educational society**’.

The founder members of this educational society basically being philanthropic besides being highly educated and well employed set its motto as “**Service to the people through education that gives employment**”. Subsequently, the society started a Junior college in 1982 with the name “Sri Sankarananda Giri swamy Junior college”.

The genesis of **S.S.G.S. Degree College** dates back to 1984, when the same educational society mooted the idea of facilitating continuity of higher education not only to the students in Junior college under its management but also to all other students in and around **Guntakal, a semi urban place in a drought prone district of Anantapuramu** in the most **backward region of Rayalaseema** in Andhra Pradesh .

Initially, affiliated to Sri Venkateswara University, Tirupati, the College offered **B.A-TM, B.Com-TM & EM** in the Junior college campus. Later in 1985, B.Sc courses like **BZC and MPC** were introduced. Here after, S.K. University, Anantapuramu became the affiliating University of the college in 1986. Owing to the needs and demands of those days in higher education, the management introduced restructured courses like **MECS, MPCS, B.Com Computer Applications and Bio-Technology**. As the strength of the students rapidly increased, the college was shifted to its present place in 2005, when the permanent buildings were constructed in 14.60 acres, in a serene and peaceful environment away from the din and bustle of the town. Again, **BBA** was introduced in 2016 followed by **B.Sc MSCS in 2019**.

Over the period of 34 years since its establishment in 1984, the college has consistently made rapid strides in the field of higher education claiming a **pride of place** for its overall development in terms of **education, employment, expansion and exposure** in the entire Rayalaseema region. With this first cycle of Accreditation, the college finds its true place in the realm of HEI’s.

Vision

Founded in the name of spiritual guru, “**Sri Sankarananda Giri Swamy**” and grounded it with his blessings on a humanistic principle of empowering the down-trodden and the marginalized sections of people of this second worst drought hit district in the country through affordable education and gainful employment with no motive of Profit quintessentially epitomizes the vision of our college.

Mission

1. To provide student friendly and parent participatory academic environment in order to plan and develop what suits and tastes them best.
2. To arrange the programmes that promote not only the academic interest in students and parents but help

them grow in holistic environment.

3. To give the student the best employable skills leading to their employment.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- The management of the college, comprising a former senate member of Sri Venkateswara University & retired teacher as correspondent, with retired principals, retired lecturers and retired head masters besides young entrepreneurs as members of the college committee; all being philanthropic and committed to social service with public opinion being positive and encouraging towards the management is our first strength.
- Since it is a grant-in-aid college having no transfers for its staff, the most experienced aided teaching faculty worked till their retirement. At present also, there are management appointed faculty members, who have been working for more than 25 years. This is also our biggest strength.
- A large area of land (14.60 acres) with a well groomed play ground in a serene and peaceful environment away from the din and bustle of the town.
- A credible and institutional centric alumni, respondent parents and the general public, all reposing lot of faith and hope in the college besides the experienced and committed staff, contributing nearly half crore for college development is a shot in arm.
- Employability Skill Centre (ESC) under APSSDC and Andhra Pradesh Information Technology Academy (APITA) are the two potential government instituted organs through which online and offline training classes on skills oriented programmes is strength of the college.
- Campus recruitment drives are conducted regularly through APSSDC and APITA to the benefit of both the students of our college and other unemployed youth.
- A functional Women empowerment cell and anti-ragging committee, both maintaining perfect discipline creating the incident free campus is unique, by which more girl students take admissions every year in spite of two women's degree colleges in the heart of the town. Three college buses separately for girls add to their admission strength in the college.

Institutional Weakness

We are not unconscious of the weaknesses of the institution, which perhaps are not more detrimental than the advantages of its strength. And hence the college sustains itself on its strong holds. However, some of the weaknesses identified are as follows.

- Lack of regular institutional development fund from the government impinges on the physical facilities like infrastructure and equipment necessary for meeting the growing demands of the contemporary competitive times.

- No subsequent filling up of the teaching posts which fall vacant due to the retirement of the aided staff on their superannuation and also the staff appointed by the management leaving the college as and when they get better opportunities continuously hampers the academic progress.
- There is no proper approach road to the college for nearly half a kilometer from the main road and this makes the students take the multiple ways of reaching the college through nooks and corners. This is not in the good taste of the parents and the students. The college buses also face the similar difficult situation. In spite of our continued concerted efforts for this approach road for several years with the local officials and public representatives, we haven't been able to achieve this.

Institutional Opportunity

- There is scope for the expansion of buildings with the help of UGC and RUSA funds and for the extension of more UG and PG courses.
- Seeking the Autonomous status for the college after its accreditation.
- As there is more than 10 acres of well-groomed open land with the state of the art Gym presently being used by the surrounding public for morning walks, there is scope for increasing the facilities for physical education. This open land is available in addition to the construction area of the college.
- With the experience of having conducted campus recruitment drives at the request of smaller manufacturing companies, there is further scope for organizing the same by inviting reputed software and pharmaceutical companies for the benefit of our own students and the students of the four neighboring degree colleges in the town.

Institutional Challenge

- Meeting salary expenditure of the staff appointed by the management and the regular expenditure for the maintenance of academic and physical facilities besides the increasing demand for augmentation of infrastructure with no financial support from the government.
- Limited scope for research and innovation, internship and exchange linkages of the staff due to the difficult financial conditions of the college and particularly the staff with meager salaries who have to struggle for bread and butter cannot extend their services beyond their regular academic duties.
- Number of private degree colleges situated in the heart of the town adopting unethical practices in attracting admissions.
- A fall in the number of graduating students in the middle of their course due to their social background and poor economic reasons.
- The conventional aided courses like B.A and B.Com (General) both of which are Telugu medium have almost been on the wane due to the demand in job market for restructured and self-funding English medium courses. So there is threat for the college to lose grant in aid and may become un-aided or private in future.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The curriculum designed by its affiliating university for all the conventional, restructured and self-funding courses offered by the institution is meticulously planned and scrupulously followed as per the academic calendar prepared by the institution in accordance with the guidelines of the university. The college follows CBCS in semester method and achieves its objectives by fulfilling the academic goals: coverage of syllabus, conduct of internal examinations, organizing classroom seminars, remedial classes, carrier guidance training, certificate programmes to students, faculty development programs to its staff; all by using the teaching aids like computers, LED projectors through PPT methods besides following the conventional teaching procedure.

The faculty prepare teaching notes and supply study material to the students for examinations. Every year, various committees are formed with the staff and a student representative to monitor the curricular, co-curricular and extra-curricular activities. The institution does not ignore the cross cutting issues relevant to Gender, Environment and Sustainability and Human Values and Professional Ethics. As far as gender issues are concerned, the institution sensitizes women to go in pursuit of their goals independent of men, work with pride and live in dignity and at the same time we educate men also to give up their occupied space to let the women expand their horizons. This is to some extent fulfilled with the establishment of women empowerment cell in the college.

Environment and Sustainability and Human Values and Professional Ethics are both part of our curriculum, introduced as foundation courses each with 30 contact hours for 50 marks for newly admitted students. Moreover, the institution continuously endeavours to work for preserving environment through committees: Vanam-Manam, Clean and Green, Swatchata hi Seva. On the other hand, Human Values and Professional Ethics imparts the professional, moral, social and human values and obligations, commensurate with social economic and cultural realities in the society.

Teaching-learning and Evaluation

The institution identifies the learning levels of its students right at the time of admission. When they come to the institution, the faculty assesses their learning levels on the basis of their merit in the qualifying examination. In the beginning, orientation classes are conducted to the newly admitted students and if necessary bridge courses are also organized. However, students are classified as advanced learners and slow learners. The identified advanced learners are motivated to work for higher goals. At the same time, slow learners are taken special care and remedial classes are conducted for them.

Institution endeavors to make teaching learning a bilateral process, involving the students as active players and the faculty being the facilitators. Students are encouraged to participate in various academic and co-curricular platforms. They are exposed to experiential learning by involving them in activities to learn from the situations. Equal emphasis is laid on participative learning by engaging the students in group discussions, class room seminars, self-presentation, mock interviews etc. Students enjoy academic freedom and develop creativity, critical thinking, decision making ability and reasoning power by following the problem based learning.

The college raises to keep pace with the contemporary developments in teaching learning and the staff

and the students use computers, laptops, tabs, LED projectors, smart boards, audio visual aids both in the class rooms and laboratories through 20 Mbps internet connectivity with Wi-Fi network facility. The staff are encouraged to keep themselves abreast of the latest changes in Higher Education by attending National and International seminars, workshops with necessary financial support from the management. The college library with INFLIBNET facility throws lot of opportunities to the staff and the students, some of whom have even enrolled in MOOCS and completed their online courses with certification.

The institution believes in continuous internal evaluation. Transparency and secrecy of evaluation is strictly ensured with the effective mechanism for redressal of grievances in the internal assessment. Such grievances related to the external examinations are resolved by the University with an application of the student forwarded by the Principal.

Research, Innovations and Extension

SSGS Degree College, being an Undergraduate Affiliated Institution has no provision for separate research center nor is there any separate budget allotment for research activity. However, the management of the college, being highly educated encourage the faculty members with necessary financial assistance to participate in seminars, present papers and publish the research papers in the National and International seminars, workshops and other academic programmes organized by the Universities and Higher Educational Institutions in order to enrich their knowledge in their respective subjects.

The faculty, who have registered for research programmes are given paid leave to carry out their research work. Two staff members have successfully completed their research work and were awarded with Ph.D., Degrees. Presently, four other faculty members are pursuing research for the award of Ph.D., Degrees. The college has functional MOU's with various higher educational institutions and organizations to enhance the academic and practical knowledge and awareness of job skills of the staff and the students in collaboration with them.

Our institution makes sincere and concerted efforts to motivated students community conscious by involving them in every possible social activity. Out two NSS units are chiefly instrumental in achieving this goal. During the last five years, our institution has made no stone unturned in inculcating not only the values and ethics but also compassion, understanding, empathy and concern towards the society by way of celebrating all the days of great importance and relevance to the times.

Blood donation camps, World Aids Day, Teacher's Day, International Women's Day, Voter enrollment Day, National Youth Day, Swachatha Hi Seva, Bhagath Singh Death Anniversary NSS Day are only a few of the many such special occasions celebrated during the last five years.

One of the major contributions of our NSS Units is transmogrification of Kasapuram, a nearby pilgrim center into Open Defecation Free Village. NSS volunteers guided by NSS programme officers and college administration have successfully sensitized the villagers of hazardous impact of Open Defecation. This activity has received great accolades from all corners of district administration.

Infrastructure and Learning Resources

S.S.G.S. Degree College is fully equipped with all the necessary facilities congenial to the academic and

physical environment. The institution is sprawled across more than 3400 square meters built-up area nestled around 14.5 acres of land away from the din and bustle of the town and well connected with heart of the town. There is better road connectivity from all the villages around the college. Since the college is established with an aim of imparting quality education affordable to the poor and down trodden in and around Guntakal, every care has been taken to accomplish this task. This institution is well supported by excellent infrastructure, state of the art equipment in Library and Laboratories for all the groups.

The college has 22 fully functional class rooms with 10 laboratories with necessary infrastructure like benches, black boards, white boards, Green boards and 7 LED projectors with 4 Roller screens, 2 smart boards and 1 tripod screen, all of which help the faculty to provide good teaching learning environment. The buildings are spacious with aesthetic look having good ventilation, aeration and comfortable seating arrangements. The digital class rooms are provided with Crystalline audio visual facilities. The College is having three computer labs to cater the needs of the institution. The Wi-fi enabled campus enables the students and staff to access the e-resources easily.

The college library is one of the best of its kind with more than 6150 rich and varied books, 4 journals and 18 magazines. The Library is the registered member of Inflightnet. There are 9 Computers in the library with internet facility open for students and the staff to browse and download required books and materials. The institution is continuously trying to upgrade the infrastructure to meet the emerging trends in education.

Physical director ensures maintenance and utilization of sports and games equipment and Gym. They are constantly service for smooth running and the provision is made for periodic purchase of new equipment as per necessity.

Student Support and Progression

The Institution has a well-established and functional system for student support and mentoring (Personal, academic and career counseling) i.e. Mentor-Mentee programme. Institutional Grievance Cell, Anti-Ragging Committee, Student Council, Sports committee and Cultural committee, which are constantly monitored and timely redressal of student grievances is available. Fee concession is provided to the needy students. The institution organizes personal enhancement and development programmes such as career guidance and counseling, soft skills development, career-path identification and orientation programmes. These programmes for the newly admitted students include Soft Skills, Communication Skills, English language, Human values, etc.

A large numbers of students join higher studies after graduating from this college and few students directly take up employment assignments. Information/guidance regarding various examinations is made available to the students at Career Guidance cell. Additional academic support, sports material and uniform for the students participating in various Extra-curricular activities is provided. The institution has a registered Alumni Association and regular meets are conducted. The alumni contributes financial resources for the development of the institution.

Governance, Leadership and Management

The institution has well defined vision and mission that address the needs of all its stakeholders through a well-

defined organizational structure in administration and academic decision making process. The governing body meetings are headed by correspondent and academic bodies are headed by Principal. The governing body and staff council are the highest policy making bodies of the institution.

The institution is always keen in promoting excellence in curricular and extracurricular activities. It inculcates values system among its staff and the students. Financial audits are regularly conducted to monitor institutional activities, which are regularly reviewed. A systematic and robust mechanism is in place to document compile analyze and redress the grievances. Significant efforts are made by the management to enhance the professional development of teaching and non-teaching staff. Faculty members are motivated and they are given various incentives to attend conferences, workshops and faculty development programmes. Some welfare schemes are liberally made available for both teaching and non-teaching staff in case of necessity and eligibility. Regular academic and administrative audits are conducted to ensure quality in all the programmes and submitted to state government. These audits are conducted at departmental level and the level of institution. The college ensures that grievances promptly attended to and resolved effectively for better stakeholder relationship.

Institutional Values and Best Practices

The SSGS College has emphatically addressed environmental, social and gender issues in its endeavor to sensitize the stakeholders on a regular basis. These include energy conservation, water harvesting, bio-hazard or waste management, plantation of trees, laying of lawns as well as e-waste management etc. To ensure energy conservation and eco-friendly campus 20 KW powered Solar Panel System is established in the institution. The power generated by the solar panels are supplied to the grid. The institute conducts regular green audits.

The institute has also made innovations in examination pattern, teaching learning & evaluation process, governance, leadership and management. The students actively participate in formulating the strategies as they are included in the Institution council and due weightage is given to their suggestions. Organizing seminars, promoting new approaches to studies, workshops to sharpen the analytical skills of students and introduction of Yoga and Meditation into Physical Education are some of the innovations introduced.

Institution organizes appropriate activities to increase consciousness about national identities and symbols. Fundamental duties and Rights of Indian Citizens and other constitutional obligations and also organizes national festivals and birth and death anniversaries of the great Indian personalities.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SSGS DEGREE COLLEGE, GUNTAKAL
Address	Koya Nagar, Kasapuram Road, Guntakal, Anantapur District Pin 515801
City	Guntakal
State	Andhra Pradesh
Pin	515801
Website	www.ssgsdc.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	K Ramakrishna Naidu	08552-222055	9346437982	08552-229028	ssgs.naac@gmail.com
Associate Professor	P Gopi	-	9885073772	-	mastergopi.pujari@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	03-12-1984

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
Andhra Pradesh	Sri Krishnadevaraya University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	04-10-1991	View Document
12B of UGC	04-10-1991	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Koya Nagar, Kasapuram Road, Guntakal, Anantapur District Pin 515801	Semi-urban	14.6	3381.4

2.2 ACADEMIC INFORMATION

NAAC

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Arts	36	Intermediate	Telugu	60	54
UG	BSc,Science	36	Intermediate	Telugu	50	28
UG	BSc,Science	36	Intermediate	English	60	60
UG	BSc,Science	36	Intermediate	English	50	13
UG	BCom,Commerce	36	Intermediate	English	60	23
UG	BCom,Commerce	36	Intermediate	Telugu	60	50
UG	BBA,Management	36	Intermediate	English	60	60
UG	BSc,Computer Science And Applications	36	Intermediate	English	60	60
UG	BSc,Computer Science And Applications	36	Intermediate	English	60	60
UG	BSc,Computer Science And Applications	36	Intermedaite	English	50	50
UG	BCom,Computer Science And Applications	36	Intermediate	English	72	72

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				0				1			
Recruited	1	0	0	1	0	0	0	0	1	0	0	1
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				1				30			
Recruited	0	0	0	0	1	0	0	1	21	9	0	30
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				8
Recruited	6	2	0	8
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				13
Recruited	11	2	0	13
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	1	0	0	0	0	0	2
M.Phil.	0	0	0	0	0	0	2	0	0	2
PG	0	0	0	0	0	0	20	9	0	29

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	2		0		2

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
		UG	Male	656	1	0
	Female	362	0	0	0	362
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	170	135	105	91
	Female	49	40	44	46
	Others	0	0	0	0
ST	Male	29	27	25	19
	Female	6	7	8	8
	Others	0	0	0	0
OBC	Male	573	471	403	342
	Female	146	132	165	183
	Others	0	0	0	0
General	Male	222	183	125	76
	Female	125	101	65	41
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1320	1096	940	806

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 10

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	10	10	10	10

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1019	806	940	1096	1320

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
430	430	430	430	430

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
289	220	431	445	444

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
32	34	33	33	33

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
32	34	33	33	33

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 22

Number of computers

Response: 105

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
33.96	29.40	82.36	15.85	48.44

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

The primary reason for the success of any higher educational institution rests with the quality of its academic standards, which ultimately depend on the richness and relevance of its curriculum as well as its delivery to the benefit of its students. Having said that, SSGS Degree College has hardly any role in designing its curriculum, since it is an affiliating institution of S.K. University, Anantapuramu, which prescribes the syllabus for all the courses to all its colleges within in its jurisdiction. However, the faculty members scrupulously follow the syllabus and offer their suggestions for any improvement in their board of studies meetings.

The college offers conventional, restructured and self-funding courses to cater to the diverse needs of its students. We prepare the institutional annual academic plan largely based on the University academic calendar and achieves its academic objectives in the **semester method**. Every faculty member prepares their **own curricular plan** of their subjects well before the beginning of the academic year and subsequently noting the **day wise academic activities in their academic diaries** besides preparing **teaching notes**; all of which help in fulfilling the academic goals of **coverage of syllabus conduct of class room seminars, remedial classes, career guidance classes, mid internal exams, certificate programmes to the students, faculty development programmes to the staff, all being open to the month wise and semester wise scrutiny by the principal through a feedback committee, consisting vice principal and IQAC coordinator.**

The use of **teaching aids like Computers, LED Projectors through 20 Mbps Wifi networking** is optimum enough to the **extent of their necessity** and to the **needs of the students**. Majority department use **PPT methods** apart from the **conventional methods of teaching** by using **writing boards, labs, charts and previous question papers**. Faculty not only prepares the notes for class room teaching but also supplies post teaching materials to the students for their examinations. The college strictly follows the instructions of the university in matters of **conducting internal examinations and evaluating the answer scripts and bears the perfect accountability both to the university and the commissionerate of collegiate education by adhering to their time lines in making admissions, posting the mid internal marks online every year.**

Further a review meeting of all the departments is regularly conducted at the end of every semester to ascertain the feedback of the faculty from the students and discuss the methods to be adopted for the improvement in their pedagogy. Every year various **staff committees are formed** to monitor the **curricular, co-curricular and extra-curricular activities in order to maintain the holistic ambiance in the college campus**. The newly admitted students are provided with a **small booklet titled as “College Profile and Prospectus”** containing the list of teaching and non-teaching staff, **the list of mentor-mentee groups, various staff committees, service departments, mid internal and semester examinations schedules and institutional annual academic calendar etc.** By and large, the institution

has made a mark of its own in terms of a steep increase in admissions, students promotion and progression.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 22

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	5	4	3	2

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 69.7

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	3	10	5	3

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 0

1.2.1.1 How many new courses are introduced within the last five years

File Description	Document
Details of the new courses introduced	View Document
Any additional information	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 10

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 20.88

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
373	270	172	128	57

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

1.3 Curriculum Enrichment

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

Response:

No higher educational institution can ever ignore the cross cutting issues relevant to gender, environment and sustainability, human values and professional ethics. Either they find place as special subjects in the academic curriculum or form an integral part of it or even they are largely focused in the form of co-curricular activities. Our institution bears no exception to this and it largely integrates these vital issues in its curriculum.

As our college has both men and women (co-education) pursuing their education at one place, we feel that gender sensitivity is a two pronged strategy. While we sensitize women to go in pursuit of their goals independent of men, we equally educate men give up their occupied space to let the women expand their horizons. Enough awareness of the role of women to work with pride and live in dignity is created with enough space provided to them by establishing a functional women empowerment cell, which has the following members.

Dr.K. Ramakrishna Naidu, Principal , Chairman

Smt K. Maimoon, Asst. Prof. of Commerce, Convener

Smt P. Sravani, Asst. Prof. of Commerce, Member

Smt G. Vani, Asst. Prof. of Computer Science, Member

Never does this women empowerment cell lose any opportunity to honour women and empower them by creating the occasions for their active role in the institution.

Date	Event	Persons i
23-09-2017	Meeting on Women Empowerment	Women from differ
16-11-2017	Quiz and Essay writing at the behest of NCW	28500 cash awa
13-01-2018	Rangoli Competition to women	Prizes we
08-03-2018	International Women's Day	Women staf
04-10-2018	Meeting on Health Hazards in adult women	A gynecolog
08-03-2019	International Women's Day	Women staf

Both *Environment and sustainability and Human Values and Professional Ethics* are

introduced in the institutional curriculum by the affiliating university as foundation courses, each with 30 contact hours for fifty marks for newly admitted students. The main thrust of environmental science is to make the students understand the core environmental issues like global warming, depletion of ozone layer through emission of chloro- fluoro carbon (CFC) gases, deforestation etc. our college continuously endeavors to draw the attention of the students to these environmental issues and engages them to work in college committees, like Vanam-Manam, Clean and Green, Swatchatha hi seva. We planted 1000 saplings in and around our college with a separate pipe line for watering and clean our campus and surroundings making them particularly plastic free. The institution is motivated by the recent speech of a sixteen year old Swedish girl Greta Thunberg at UNO climate action summit on 23-09-2019 and resolves to rededicate in carrying out more programmes for achieving the pollution free environment in the college and its surrounding places.

Our institution looks upon human values and professional ethics in no small measure and the course incorporates the professional, moral, social and human values commensurate with social, economic and cultural realities in the society.

File Description	Document
Any Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 22

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

Response: 22

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 16

1.3.3.1 Number of students undertaking field projects or internships

Response: 163

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

<p>1.4.1 Structured feedback received from 1) Students, 2)Teachers, 3)Employers, 4)Alumni and 5)Parents for design and review of syllabus-Semester wise/ year-wise</p> <p>A.Any 4 of the above</p> <p>B.Any 3 of the above</p> <p>C. Any 2 of the above</p> <p>D. Any 1 of the above</p> <p>Response: A.Any 4 of the above</p>	
File Description	Document
Any additional information	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

<p>1.4.2 Feedback processes of the institution may be classified as follows:</p> <p>A. Feedback collected, analysed and action taken and feedback available on website</p> <p>B. Feedback collected, analysed and action has been taken</p> <p>C. Feedback collected and analysed</p> <p>D. Feedback collected</p> <p>Response: A. Feedback collected, analysed and action taken and feedback available on website</p>	
File Description	Document
Any additional information	View Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0.32

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	3	4	9

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 44.66

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
435	298	290	225	427

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
550	860	860	860	860

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

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 63.44

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
372	241	264	162	325

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

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

Usually, the assessment of the learning levels of students inadvertently begins right at the time of admissions and the institution initially utilizes this opportunity to identify their learning levels on the basis of their **merit** in the qualifying examination and their **interest** in the chosen programme and their **capacity** in the selected **medium of instructions**.

Generally, it takes nearly about 50 days every year for the institution to complete the process of admissions. When the students come to the institution with diverse socio economic cultural and educational background, the admissions committee comprising the senior faculty of the subjects concerned counsel the students in matters of their choice of the course and the selection of medium of instruction.

Before the actual beginning of the academic activity, general orientation classes are conducted to the newly admitted students by all the departments for about a week and senior faculty explain the problems and prospects of the courses they have chosen along with the syllabus besides briefing them in the matters of discipline and punctuality. The faculty also take cognisance of the inherent discomfort of the students with their chosen subjects in the first ten days. Bridge courses are also conducted for the students, who are found to have joined the new stream other than the one they have already studied in their previous course. Similarly, students who opt for English medium for the first time are either advised to change the medium of instruction or they are recommended for short term English language course.

Going by their efficiencies and deficiencies, their interests and inhibitions and their

choices and challenges in their chosen programmes, students are classified as advanced learners and slow learners but un-noticeably because open discrimination is morally and ethically disapproved and decried. However, the identified slow learners are taken special care in the class rooms and in the laboratories. Doubts and personal difficulties in their subjects are resolved by special meetings with them. The institution ensures that the learning outcomes of these slow learners are constantly monitored through the formative and summative assessments. Faculty explain the difficult topics in students' native language through the study material given to them.

On the other side, the identified advanced learners are motivated to work for higher goals. They are provided with additional inputs for better career growth. They are also advised to learn independently by using the college library and by searching on internet. Class room seminars, group discussions, quiz programmes, anchoring and mock teaching sessions are regularly organized for these advanced learners. Further, the faculty give regular updates to the final year students on the available opportunities for higher education and various job avenues open to them through career guidance cell. The institution encourages them with departmental awards and it has introduced prizes for the students, who secure the highest marks in the university examinations. For this, some members have deposited some fund as fixed deposit in the bank and the interest from this fund is utilized for endowment Prizes.

2.2.2 Student - Full time teacher ratio

Response: 31.84

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.29

2.2.3.1 Number of differently abled students on rolls

Response: 3

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document
Any additional information	View Document

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**Response:**

Strongly believing in what Benjamin Franklin says, “*Tell me and I forget, Teach me and I remember, Involve me and I learn*”, SSGS DEGREE COLLEGE follows student centric methods, which include experiential learning, participative learning and problem solving methodologies are enhancing the learning experiences of the students.

The institution endeavours to make teaching learning a bilateral process involving the students as active players and the faculty being the felicitators. Personally experiencing the role of a learner- learn by doing – in faculty development programmes, the faculty understands the real importance of the learner/student centric method and practically adopts the same in their classroom teaching. The staff encourages the students to participate in various activities of the academic and co-curricular platforms, both within and outside the college campus.

The experiential learning is initiated to make the learning process interesting, motivating and edutaining. Extension activities involving the students in the real life issues offer them ample opportunities to learn from the situations like campaigning for voter enrolment, convincing people in villages of the bad effects of open defecation, importance of massive plantation, swatchatha hi seva, janmabhoomi-maavuru etc. Further, the institution gives importance to the faculty taking the students for educational tours, field trips, botanical tours, industrial visits in order to facilitate the students to gain the knowledge by participation and experience. The institution lays much emphasis on participative learning by engaging the students in Group discussions, classroom seminars, general quiz programmes, self presentation, public anchoring, mock teaching, mock interviews, role play, JAM (Just a Minute) etc. are an integral part of the regular teaching learning activity.

Students are given individual projects and subject assignments, focusing on self study and independent learning. They are also motivated to do group projects and academic activities in groups to promote peer learning and team building. The institution invites experts from various fields and academia to share their experiences with the students on issues of day-to-day relevance. Such meetings inspire the students and mould their mind sets and change their attitude in a positive way.

Problem based learning enables them to develop creativity, critical thinking, decision making ability, reasoning power etc. The students are bound to think the problems given to them on the basis of their theoretical and laboratory knowledge to arrive at a probable solution, especially in subjects like mathematics, physics, chemistry, computer science, economics etc. This kind of practice gives the students the capabilities of independent thinking and analytical thinking.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.**Response:** 84.38**2.3.2.1 Number of teachers using ICT****Response:** 27

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 37.74

2.3.3.1 Number of mentors

Response: 27

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Higher educational institutions are bound to bring radical changes in their teaching learning methods commensurate with the fast pace of changes and developments taking place in the computer centric and internet bound educational scenario prevailing across the world. Otherwise they remain irrelevant and meaningless. Innovation and creativity empower the teachers and attract the students so that they go hand in glove to large extent.

S.S.G.S. Degree College encourages the staff and students to develop creative thinking and adopt innovative approaches in their teaching learning process. For this the management has provided **20Mbps internet with Wifi network facility** both for the staff and the students to use computers, laptops, tabs, LED projectors, smart boards, audit visual aids both in the class rooms and laboratories to make teaching learning more relevant and appropriate to their real life necessities. Students are motivated to prepare various teaching learning materials like Charts, Posters, Portraits and exhibit them in the class rooms. They are made to solve previous question papers of the university examinations and to use open online educational resources, which include Course materials, Text books and certain modules.

The faculty members enjoy full freedom to adopt their own innovative strategies in teaching. The age old chalk and talk method is replaced by lecture method and interactive method. The management enable the staff to keep themselves abreast of the latest changes in higher education by allowing them to attend to workshops, National and International seminars, Conferences, Orientation and Refresher courses etc., with necessary financial support. The knowledge and information gathered from these meetings help the faculty to deliver current trends and new developments to the students both faculty and students are encouraged to enroll themselves in online and offline courses. The institution has the library with **Inflibnet facility** open to the staff and students to regularly login. Some of the students and staff have even enrolled in **MOOCS** and completed their online courses with certification.

All the departments regularly arrange invited lectures and provide an opportunity to the

students to learn latest approaches and new changes in higher education from these resource persons. Department of commerce has arranged the lecture on **GST** and the Department of Management arranged a display on **“Food without cooking”**. Almost all the departments have conducted certificate courses on subject related issues and on general issues giving a new exposure to the students. Department of Bio-Technology organized a programme on **Blood Group Testing for the college staff and students**.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 4.24

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	1	1	1

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 14.31

2.4.3.1 Total experience of full-time teachers

Response: 458

File Description	Document
Any additional information	View Document

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years**Response:** 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years**Response:** 6.06

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The fulfillment of institutional objectives and the evaluation of the academic standards of its students are generally measured in terms of success rate in the final examinations. So, our institution believes that continuous internal evaluation system is the "Proverbial compass" by which the faculty can fine tune the teaching learning process from time to time.

While strictly adhering to the instructions of the affiliating university in conducting the continuous internal evaluation, the college ensures transparency and accountability to all its stake holders, especially students and parents. They are well aware of both the internal and external evaluation systems being followed by the institution under instructions from the university. The college has adopted choice based credit system(CBCS) for all the courses in all its programmes and the evaluation is conducted at two levels.

- 1) Internal evaluation
- 2) External evaluation

Out of a total 100 marks for each subject, 25% of marks are allotted for internal assessment and 75% of marks are allotted for external assessment. The internal evaluation is done at the institutional level by conducting four mid internal examinations, two each before each of the two semesters every year. First, the schedule of mid internal exams is circulated to the students well in advance besides displaying it on the college notice board. The staff of the subjects concerned prepare question papers for 25 marks on the model of university pattern and they are collected by the in-charge of internal exams and kept in his safe custody till the day of exam. As soon as the examinations are over, the answer scripts are handed over to the subject concerned lecturers giving 15 days time line for completing the evaluation. The evaluated answer sheets are given to the students for verification and on their satisfactory compliance, the marks are posted online in the University website before they are entered in the departmental registers.

In addition to the internal examinations the students are also given assignments to be submitted to the staff concerned with in a stipulated time. They are corrected by the faculty explaining the mistakes to the students and giving clarity to their doubts. The evaluation and the assessment of the academic standards of the students is done on the basis of class room seminars and their participation in various co-curricular activities. This kind of continuous evaluation process help the institution to maintain its standards and the students to improve their knowledge of the subjects.

Students are strictly instructed to maintain the punctuality and discipline in the college campus with at least 75% attendance, failing which they are threatened to lose some percentage of marks in their internal examination. All this is to build the character and develop positive attitude in students towards the college and their career.

File Description	Document
Any additional information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

S.S.G.S. Degree College follows the broad guidelines of its affiliating University in conducting internal examinations. It prepares an institutional academic calendar largely based on the University guidelines well in the beginning of the every academic year. The schedule of the internal examinations and semester examinations are also furnished in the institutional calendar. At the beginning of every semester the students are informed of the examination dates and asked to take note of the same and get prepared accordingly. The detailed schedule of examinations is announced in the class rooms and displayed in the college notice boards well ahead, so that sufficient time is available to the students for the preparation of the examinations.

The faculty maintains confidentiality while setting the question papers for internal examinations. The question papers are prepared just a couple of days before the commencement of the examinations and submitted in IQAC. The overall performance of the students is measured not only on the basis of internal examinations but also on their punctuality to the college, regularity in attendance, performance in assignments, study projects and other tests. After evaluation of the answer scripts of the internal examinations, the students are asked to verify them and if any discrepancies are found they are corrected by the faculty members finally the marks are entered in the register. The mentors of the respective classes inform those parents, whose children are poor in studies and in attendance. The principal IQAC coordinator closely monitor the process of Internal examinations and the examination committees strictly scrutinize the internal marks awarded before submitting them to the university. The internal assessment and evaluation of performance of the students is the base for the faculty to classify students as slow learners, average learners and advance learners. Remedial coaching classes are conducted for slow learners. Average learners are advised to write more assignments and advanced learners are advised study projects and seminars. They are also encourage to download course material using ICT methods.

The faculty members always motivate the students to give class room seminars on topics of their interest. They guide the students and help them in seminar preparation. Final write-ups of the seminar topics are submitted to the faculty before the seminar presentation. Students use teaching aids in their presentation. Transparency and secrecy of evaluation is strictly ensured in institution with the effective mechanism for redressal of grievances pertaining to internal assessment. Hence, the assessment is transparent and robust in terms of frequency and variety of internal evaluation.

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

Response:

The grievances of the students, related to both the internal and the external examinations have a transparent and time bound mechanism in SSGS Degree College. The college follows a tripartite procedure to handle the problems and grievances, if any in the internal examinations, whereas the grievances related to the external examinations are handled by the Affiliating University but with the help of college examination committee, which brings these problems to the notice of the University through the college Principal.

As per the tripartite procedure, firstly the teacher gives the evaluated answer scripts to the students for their personal verification and the students raise their grievances related to the errors in evaluation. The teacher concerned gives clarity to their queries and solves the problems to the satisfaction of the students. If the students do not feel satisfied with the teacher's explanation, they take it to the senior faculty of the department or the in-charge of the examinations for redressal.

At the second stage, the senior faculty of the department or the in-charge of the examinations suggests solution to the grieved students. If the students are not happy with the outcome, it is placed before the Principal.

At the third stage, the Principal of the college in turn gives the evaluated answer scripts to some other teachers in the department and they examine grievances of the students critically. The Principal finally explains with reasons and his decision is final.

All the grievances related to the external examinations are handled by the examination section of the University concerned. The grievances like students name corrections in the marks memos, revaluation of the answer scripts, personal identification, absent mark in the marks memo even though the students appeared for the examinations etc are solved in the University with the application of the student forwarded by the Principal. In some cases the Principal himself writes letters to the examination section of the university and tries to resolve the problem.

It is through this transparent and time bound mechanism that a college addresses the examination related grievances of the students both at the college level in internal examinations and at the level of University in the external examinations by involving the authorities concerned and continuously corresponding with them till their problems are solved.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE**Response:**

S.S.G.S. Degree college strictly follows the academic calendar designed by its affiliating university in the

conduct of continuous internal evaluation. Before the beginning of every semester the staff council of the college prepares an institutional annual academic calendar largely based on the schedules given in the university academic calendar. The students are informed of the time table of internal examinations well in advance. The in-charge of the examinations and all the in-charges of the departments are instructed to complete mid semester internal examinations as per the academic calendar. The evaluation of the answer scripts and the uploading of the internal marks on the website of the university is in tune with the directions of the university.

At the beginning of every academic year, the institution provides a booklet containing the information regarding the schedule of working days of the college, tentative dates of internal examinations along with the dates of semester examinations at the convenience of the students. Periodical circulars are released by the principal to supplement the schedule plan of action and intimate the changes in the plan if necessary. All such circulars are displayed in the notice boards in the college campus.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

Programme outcomes (PO's), Programme specific outcomes(PSO's) and Course Outcomes (CO's) are prepared based on the syllabus prescribed for the programme by the affiliating university. All the programmes specific outcomes and course outcomes are shown in the syllabus copy and displayed it on the college website besides communicating them to the students and the staff. A copy of the same for every programme is made available in the library.

The college offers the following courses under three different programmes.

Arts	Commerce(B.Com)	Science(B.Sc)
B.A-TM	B.Com-TM	MPC-EM
	B.Com – EM	BZC-TM
	B.Com – Computer Applications	MPCS
	B.B.A	MECS
		Bio-Technology

Programme outcomes, Programme specific outcomes and course comes are clearly defined and communicated to the students at the beginning of the semester. The faculty of the college explain to the students learning objectives and expected outcomes for each course both at the beginning of the session and before the beginning each unit in the syllabus. This helps the students appreciate the topic being covered in the class as they can see the relevance. All the departments in the college prepare laboratory experiments, field works, co-curricular activities done based on the PO's, PSO's and CO's.

Keeping in view the PO's, PSO's and CO's, a well-organized time table is prepared by considering the curriculum and the core objectives of the subject. A balance is maintain in the time table between theory and practical session to meet the said outcomes.

File Description	Document
Any additional information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

The syllabus for all the under graduate programmes offered by our institution is well designed by its affiliating university with their own objectives and methodologies to achieve the programme outcomes. In some programmes only theory papers are designed, whereas for some other programmes both theory and practicals are defined. To attain the programme specific outcome of the particular course, the subject teacher uses direct and indirect methods to achieve overall objectives of the programme.

In order to measure the attainment of the objectives and outcomes of the programme, the institution simple and direct measurement tool by which each student is evaluated and assessed based on the marks obtained in the internal examinations in each semester for each subject. The other methods to measure the attainment level of students, the institution takes into account the student Assignments, Class room seminars, Study projects, the practical knowledge of the subject in the Laboratory, Industrial visits, Social service and other co-curricular activities and decides the course outcome and specific programme outcome of the students.

After declaring the semester examination result, the principal and IQAC coordinator of the college examines the progress of the various courses largely based on the result of the end semester. Annual academic report and result analysis are prepared and placed before the governing body of the college in its meeting. The principal also conducts meetings with the faculty and analysis the results lecturer wise, programme wise and course wise. Based on the overall results of all the programmes and courses the principal gives proper directions and instructions to the teaching faculty and if necessary he gives guidelines to the students for better outcome.

The objectives and outcomes of specific courses are put up in each department, college library and on the institutional website. Continuous evaluation by means of the methods, the institution considers relevant and necessary provides feedback on the efficacy of the teaching learning process and learning outcomes of the students.

File Description	Document
Any additional information	View Document

2.6.3 Average pass percentage of Students**Response:** 54.17

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 117

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 216

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

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.65

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

The Scope and Sphere for research activity in an Under Graduate College like ours is very limited since the curriculum designed by the Affiliating University does not accelerate the pace of Research. Moreover, Conventional courses lay more emphasis on curricular aspects. But the recent trends in Higher Education have generated lot of interest and curiosity in academic research.

Being an Under Graduate Institution, there is no provision for separate research center nor is there any separate budget allotment for research activity in SSGS Degree College. The college is not even recognized as a research center or incubation center. However, the management of our institution is always in the forefront in implementing the time tested methods in achieving the academic excellence. Hence, Faculty members are encouraged and supported with the necessary financial assistance to participate and present and publish the research papers in the national and international seminars, national workshops and other academic programmes organized by the Universities and Higher Educational Institutions in order to enrich their knowledge in their respective subjects.

The faculty, who have registered for research programmes are given paid leave to carry out their research work. Two staff members have successfully completed their research and have been awarded with Ph.D., degrees. Presently, four other faculty members are pursuing their research for the award of Ph.D., degrees. A liberal and supportive environment is created to carry out their research by providing easy access to the college library, computer laboratory and related departments. The faculty members are also allowed to give guest lectures in other Educational Institutions and conduct invited lectures in our Institution. The field trips are organized and study projects are taken up to facilitate the students and the staff to increase their research attitude. For instance, our students and staff conducted socio-economic survey in an adopted village to know about the facts on issues like open defecation, sanitation and communicable diseases. The survey report was brought to the notice of Higher Officials. The college has functional MOU's with various Higher Educational Institutions and Organizations to enhance the academic and practical knowledge and awareness of job skills of the staff and students in collaboration with them.

The institution has subscribed several academic journals and magazines for its library. It is rich and resonating with 18 magazines and 4 journals subscribed for the utility of the students and the staff. The library, being open with one hour before and one hour after the college hours provides optimum reading facility to the students and reference facility to the staff with its stock of more than 6150 books.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 3

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	0	0

File Description	Document
Report of the event	View Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

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

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
e- copies of the letters of awards	View Document

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.07

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	1	2	2	3

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.4 Number of books and chapters in edited volumes/books published and papers in

national/international conference proceedings per teacher during the last five years**Response:** 1.45

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	17	4	18	6

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities**3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years****Response:**

The process of education is incomplete without imparting basic human values and ethics, with an equal focus on Physical education and prescribed pedagogy. This kind of orientation in education help the students to metamorphose themselves into Universal citizens and their play they role in building a physically and ethically strong nation. But deterioration of values and ethics in society at all levels and in all fronts prompted the authorities to include topics related to ethics and values in the syllabi.

Our institution makes sincere and concerted efforts to motivate its students community conscious by involving them in every possible social activity, which in turn help them to become a part of social transformation. Our two NSS Units are chiefly instrumental in achieving this goal.

During the last five years, our institution has made no stone unturned in inculcating not only the values and ethics but also Compassion, understanding, empathy and concern towards the society by way of celebrating all the days of great importance and relevance to the times.

Blood donation camps, World Aids Day, Teacher's Day, International Women's Day, Voter enrolment Day, National Youth Day, Swachatha Hi Seva, Bhagath Singh Vardhanthi, NSS Day are only a few of the many such special occasions celebrated during the last five years. The slogan, "Donate Blood

and Save Life" touched the heart and mind of the staff and the students resulting in huge participation in the programme every year.

One of the major contributions of our NSS Units is transmogrification of Kasapuram , a nearby pilgrim center into Open Defecation Free Village. NSS volunteers guided by NSS programme officers and college administration have successfully sensitized the villagers of hazardous impact of Open Defecation. This activity has received great accolades from all corners of district administration.

Swach Bharath programme inspired the students and the staff to a great extent. They have actively participated in cleaning the campus and the surrounding habitations. Yet another important programme that promotes social responsibility and concern towards one's own motherland is "Janmabhoomi Programme". Students and the volunteers have played their role in an effort to serve the society. Another commendable act of generosity is that the students and the staff have extended their helping hand to the victims of Hud Hud cyclone that hit the Visakhapatnam city. These are only a tip of an iceberg and the list of such programmes is endless. All these programmes undertaken by the institution are of great success as the college has maintained a good rapport with all community stakeholders like Grama Panchayat, Municipal administration, Revenue departments, community based organizations and NGO's for achieving a sustainable progress and development in the neighborhood community.

File Description	Document
Any additional information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 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 last five years

Response: 34

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
8	5	7	4	10

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 0.93

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
12	13	7	5	9

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years**Response:** 27**3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
4	12	5	5	1

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Copies of collaboration	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)**Response:** 9**3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)**

2018-19	2017-18	2016-17	2015-16	2014-15
6	1	1	1	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

Provision of adequate infrastructure is essential requirement of any higher educational institution for effective delivery of curricular and co-curricular activities. Our college is fully equipped with all the necessary facilities congenial to the academic and physical environment. The institution is sprawled across more than 3400 Square meters built-up area nestled around 14.5 acres of land away from the din and bustle of the town and well connected with heart of the town. There is better road connectivity from all the villages around the college with an exception that there is no proper approach road for half a kilometer from the main road. Since the college is established with an aim of imparting quality education affordable to the poor and down trodden in and around Guntakal, every care has been taken to accomplish this task. The institution is well supported by excellent infrastructure, state of the art equipment in Library and Laboratories for all the groups.

The college has 22 fully functional class rooms with 10 laboratories with necessary infrastructure like benches, black boards, white boards, Green boards and 7 LED projectors with 4 Roller screens, 2 Smart boards and 1 tripod screen, all of which help the faculty to provide good teaching learning environment. The buildings are spacious with aesthetic look having good ventilation, aeration and comfortable seating arrangements. The digital class rooms are provided with Crystalline audio visual facilities.

The college library is one of the best of its kind with more than 6150 rich and varied books, 4 journals and 18 magazines. The Library is the registered member of Inflibnet. There are 9 computers in the library with internet facility open for students and the staff to browse and download required books and materials. Automation process of the library is at its full pace.

The college administration runs smoothly and effectively with experienced Non-Teaching staff accommodated in a room adjacent to the Principal chamber.

Sl.No	Description	Number
1	Building Blocks	3 Blocks with G+1
2	Class Rooms	21
3	Seminar Hall	01
4	Chemistry laboratory	01
5	Physics laboratory	01
6	Electronics laboratory	01
7	Computer Labs	03
8	Bio-Technology Laboratory	01
9	Zoology Laboratory	01
10	Botany Laboratory	01

11	APSSDC Lab	01
12	Computing equipment with 20 Mbps Wifi Networking	80 Computers 30 Laptops 30 Tabs
13	Central Library	01

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

Response:

S.S.G.S. Degree College has a sprawling Ten acres of well-groomed playground, facilitating the students to practice sports and play games without any disturbance to the academic activity even during the college timings. There is also an open air dais and a Gym center with in the area of college buildings. The dais is utilized by the people in the nearby surrounding area for Yoga and meditation at a time when they come to the college playground for morning walk. The state – of – the – art Gym established in 2015 with the XII plan UGC grants is also kept open off the college hours for the best utilization of both the students and the public.

Realizing the fact that the sound mind is possible only in a sound body, the institution reinforces the spirit of Swamy Vivekananda who said, “My country men should have nerves of steel, Muscles of iron and minds of thunder bolt”. This conviction of Swamy Vivekananda reminds the institution of its greater responsibility to develop the facilities for the physical education proportionate to the strength of sports and games loving students. The management has appointed a full time physical director and the college constituted a sports and games committee with physical director as convener and senior faculty as members under the chairmanship of the Principal. The committee regularly meets on the eve of Independence Day and the Republic Day to plan the college level sports and games activities and review the overall position of the college in terms of promotion and progress of the physical education. In fact our college stands as a proverbial breeding Centre for athletes and some games at National, State and University level competitions. Every year, the college is represented in every event of sports and games at inter collegiate meet organized by the University and got respectable positions. Some of the athletes and players, who have shown extraordinary performance in inter collegiate competitions were selected to represent at the inter university sports and games meet at National level and at the south zone level.

Sports Committee: Chairman – Dr. K. Ramakrishna Naidu, Principal

Convener – M.K. Rajesh, Physical Director.

Members - P. Gopal

A. Satya babu

C. Chandranna

We have equally been conscious of the importance of recreation and entertainment for

the students during their college life and a separate college committee has been constituted for cultural activities with principal as chairman and senior faculty as convener and others as members. This committee also meets two times in an academic year, one on the eve of Fresher's day and another on the eve of Farewell day. Apart from participating in the cultural competitions being conducted at college level on these two occasions, some of our students represented at state level competitions in Classical songs, Mono action, Drawing competitions after winning the same at the University level.

Cultural Committee: Chairman – Dr. K. Ramakrishna Naidu, Principal

Convener - Dr. P. Gopi, Lect. In Mathematics.

Members - K. Rakesh

P. Sravani

K. Maimoon

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

Response: 36.36

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 8

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 75.5

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
21	23	67	11	42

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

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

Response:

“Bad libraries build collections, Good Libraries build services, Great Libraries build communities”

– R. David

Lankes

The Library in S.S.G.S. Degree College has adequate number of collection of books, facilitating good services to its students and staff and trying for building communities. In a way, it tries to qualify itself to be a great library so far as the under graduate programmes are concerned. The starting of the library dates back to the establishment of the college in 1984. It visualizes to be a temple of learning to set itself a good model. It is centrally located in the college premises for an easy and open access to all its stake holders in a built up area of 1464.5 square feet.

The library is automated using Integrated Library Management System (ILMS)

Name of ILMS software : Libsoft

Nature of automation : Partial

Version : 9.8.0 – Basic version

Year of Automation : 2014-2015

The adjective of the library is to realize the vision and mission of the institution by providing information services and open access both in digital and printed form. To support a scholarly resources and necessary information to the needs of the institutional stake holders in an appropriate and comfortable environment.

It consists of iron racks with books arranged subject wise. Display boards are also put up on the racks to guide the users for easy identification. At present, it carries a total of 6162 text books which include journals, magazines and newspapers. The college is a registered member with N-LIST and it extends its services by providing e-resources to the staff and the students.

At present the following facilities are available.

- E-resources : N-LIST – 362 users are actively utilizing this facility.
- Internet facility
- Digital library facility with Eight computers installed in the library.
- Educational C.D-DVD's
- Wi-Fi facility to the students for browsing
- Institutional repository : Old question papers, syllabus papers, College reports etc. are stored in the library.
- Newspaper clippings of all time importance are also preserved.
- Readership : the library is used by the students and the faculty. It is kept open on all working days between 9 Am and 4 Pm. Currently, it is catering to the academic needs of more than 1000 students and the Teaching and Non-Teaching staff besides the general information.

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

As a part of our commitment for conservation of our ancient culture and history, attempts were made right from the inception of the Department to collect rare books and manuscripts. At present there are 8 volumes of rare books in the library. Out of which one manuscript written on palm leaves entitled, "Jyothishya Sastram", is a rarest of the rare of it's kind. It was donated by a famous philanthropist and literary critic Sri Penakalapati Anjaneyulu, retired teacher. Consistent and constant efforts are being made to collect rare books and manuscripts to enrich the library so as to provide a wide range of collection both for the students and the staff.

S. No	Name of the Book/Manuscript	Name of Publisher	Name of the Author	No. Copies
1	Flora of the Presidency of Madras Vol.1	Bishen Singh, Mahendra Pal Singh	Gambil J.S	1
2	Flora of the Presidency of Madras Vol.2	Bishen Singh, Mahendra Pal Singh	Gambil J.S	1
3	Flora of the Presidency of Madras Vol.3	Bishen Singh, Mahendra Pal Singh	Gambil J.S	1
4	Weeds of the World	Willey Eastern	Lawrence J King	1
5	Kavijeevithamulu	Anonymous	Anonymous	1
6	Muhurtha Chintamani	Challa Lakshminrusimha	Lakshminarasimha	1

		Sastry	Mudraksharasala		
7	Mathematical Handbook	MIR Publishers	M. Vygodsky	1	
8	Jyothishya Sastram (Manuscript written on Palm Leaves)	Anonymous	Anonymous	1	

File Description	Document
Any additional information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 0.74

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0.17	0	0.33	0.089	3.13

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students

Response: 12.94

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 136

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The management of the college gives top priority to information and technology infrastructural development as they realize the correlation between IT infrastructure and effective teaching learning. The institution provides updated computational facilities. The college has three computer labs and they are equipped with computers/ laptops/PC enabled tabs with latest configuration. All the departments in the college are provided with laptops and tabs for academic and administrative purpose. The college is almost the Wi-fi enabled campus.

IT facilities for the academic purpose:

The college updates its IT facilities every year as and when required. All the computers in the three computer labs are well configured with required processing speed, memory and hard disks. The labs are equipped with scanner, printer and projector for the conducting lab work. Apart from this, there are seven ICT class rooms being used by the departments for enabling the students to understand the concept of their subjects. The library also has Eight computers for accessing online books, journals and downloading study materials as the entire college campus is Wi-fi enabled, the students can access the study material anywhere in the college campus. There is 20 Mbps optic fiber cable internet connectivity in the college. A well-furnished 300 seating capacity seminar hall with LED projector caters to the general meetings in the campus.

IT facilities for Administrative staff:

The administration of the college is run in separate room adjacent to the chamber of the principal. Situated on the ground floor, it is well connected with all the departments and convenient for the students and parents. The whole process of administration such as student admissions, Registration of examination applications, Examination results, Official correspondence through E-mails is taking place in the college office and in the additional cabin of the principal chamber with the help of computers, scanners and printers connected with internet facility. The non-teaching staff are also informed of the latest development technology through Faculty development programmes being conducted by the department of computer science. The institution always reviews needs and requirements of administration from time to time and accordingly the internet bandwidth is upgraded. Renewal of Annual Maintenance Cost(AMC) is provisioned at the beginning of the academic year for the deployed equipment, software applications and IT infrastructure. The institution has the facility of free 4G Data through wireless routers of Reliance Jio to all the students and staff members.

4.3.2 Student - Computer ratio

Response: 9.7

File Description	Document
Any additional information	View Document

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 5-20 MBPS

File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Any additional information	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 26.41

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
13.94	6.88	15.89	5.27	7.3

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

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.

Response:

The SSGS Degree College has well established systems and procedures for maintaining and utilizing physical, academic and support facilities. There are standard operating procedures for maintenance of infrastructural and support facilities. Continuous monitoring, up-keeping, optimal utilization and improvement of both curricular and extra-curricular facilities, services and equipment on the campus is

ensured by the administration .

Physical Facilities

Physical facilities include infrastructure, buildings, furniture, fixtures and fittings. They are being maintained by a committee headed by The Principal as Chairman. Budget is allocated periodically to ensure proper maintenance and utilization of the Physical facilities. Adequate staff are appointed to keep college infrastructure, Classrooms , Laboratories, neat and clean , Further the maintenance is attended to promptly as and when the complaint is raised and brought to the notice of the Principal . The security of the campus is taken care of by a Security staff separately for day and night .

Laboratories:

Laboratories are maintained by lab assistants. The stocks and records of all laboratories are maintained by Lab Assistants under the supervision of department in charge. Department wise annual stock verification is done by committees constituted for the purpose. Calibration and modernization of equipment and updating wherever required are attended to by the manufacturer or authorized service agency.

Library:

The College Central Library is managed by a Librarian. The librarian ensures proper maintenance and utilization of Library infrastructure. Library committee attends to the issues of purchases and up-gradation of library facilities and makes necessary recommendations. The following measures are undertaken for the maintenance of furniture, equipment, computers and books in the College library :

- Regular maintenance of reading room, reference section and equipment.
- Updated Stock entries and physical verification.
- Updating internet connectivity.

Physical Education:

Physical Director ensures maintenance and utilization of Sports and games equipment, Gymnasiums. They are constantly serviced for smooth running by PD. Provision is made for periodic purchase of new equipment as per necessity.

Garden

Maintenance and ensuring the Green ambience of the college is done by the Department of Botany . The College has a team of efficient and experienced staff in maintaining the lawns and flora of the College.

Planting of seasonal trees is carried in the college regularly. Lawn is maintained on regular basis.

Computers and IT facilities

The Staff of Department of Computer Science maintain computer labs in college. The necessary upgradation of software and hardware needs are brought to the notice of the Principal and necessary actions are taken. There is a website coordinator to manage and look into information sharing and uploading on college website.

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 45.74

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
780	513	304	329	345

File Description

Document

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

[View Document](#)

Any additional information

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 4.76

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
48	48	48	48	48

File Description

Document

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

[View Document](#)

Any additional information

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: A. 7 or more of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 9.13

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
140	94	84	76	58

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document
Any additional information	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description**Document**

Details of the students benefited by VET

[View Document](#)

Any additional information

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Any additional information

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 1.55

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	5	7	5	6

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document
Any additional information	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 7.61

5.2.2.1 Number of outgoing students progressing to higher education

Response: 22

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

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 48.33

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	2	2	11

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	5	6	6	20

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document
Any additional information	View Document

5.3 Student Participation and Activities

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

Response: 19

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

2018-19	2017-18	2016-17	2015-16	2014-15
5	3	4	3	4

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

As per the Govt. of A.P. rules in vogue, all elected student councils were banned since 1988. However, to encourage the participative role of students in the administration and to inculcate the spirit of democracy and leadership among the students, the college has adopted the system of permitting one Student from each class called 'Class Representatives'(CRs) to perform the duties of the Student Council. Usually, Teachers propose the active and meritorious students of the class and they are nominated as CRs unanimously by the students. Thus, under the supervision of teachers and the Principal, the students acquire administrative skills, civic responsibility, leadership, problem solving, and team work. Even during the deliberations of

the various college committees, the views of the students are represented by CRs and their opinion is also taken into consideration while chalking out programmes.

The functions of the Students Activities group in the last five years include:

- WhatsApp groups are created for every class for effective communication and interaction among students groups.
- The student participation in the council and various academic and administrative bodies and committees help them gain experience of conducting meetings, making decisions and managing an event/organization.
- As CRs, students play a vital role in the planning of College events such as rallies, awareness campaigns, conducting Fresher's Day, Independence Day and Teachers Day etc.
- They receive guests, anchor programs, and organize the whole event on their own.
- They also assist administration in organizing various programs such as Blood Donations Camps, Campus Recruitment Drives or Fund Raising.

As members of various committees, the CRs reflect the opinion of the students

File Description	Document
Any additional information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 2

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the

development of the institution through financial and non financial means during the last five years**Response:**

The support of the Alumni is an additional strength for the development of the Institution. The origin of the Alumni formation can be traced back to an informal “Get together” meeting of 1987-1990 B.Com E.M batch of former students held in the year 2015, when the principal and the staff of the college made a very sincere and honest appeal to this batch of the students to come forward to help their “Alma matter” by offering their social, intellectual and financial support. It was on the spur of the moment all the students present over there collectively responded on a positive note and gathered the personal details of the students of all other groups of their batch. Later, they unanimously pledged that the enrollment of old students, the formation of Alumni and the contribution to the Institution would be done by next year.

Again in the year 2017, the second meeting of Alumni was held in the college at the initiation of another batch of former students and this meeting was also concluded with the passing of the resolutions for the next year and it made no tangible progress, except that they assured the Institution of some financial contribution from their side. The formal felicitation of the teaching staff concerned to their batch was conducted at the end, as it was done in the previous Get together meeting held in 2015.

Like a bolt from blue it was again in the year 2018, under the stewardship of the new Principal Dr. K. Rama Krishna Naidu, a very large and grand meeting was held and it was attended by more than 250 former students of various batches with an enrollment of nearly 400 members. It became a big success both in terms of their attendance to the meeting and their financial contribution to the Institution. As the previous two Alumni meetings, one in 2015 and another in 2017 went nominal without either having to form two year long pending Alumni association or contribute any financial or intellectual support to the development of the college, this meeting in 2018 really sowed the seed of Alumni association, which later in 2019 got duly registered with a nine member governing body. It is in this meeting in 2018, promises were made for the financial contribution to the Institution and finally in a short period of time, a sum of Rs.9,00,000/- was credited to the bank account opened for the college development fund.

With the inspiration drawn from this meeting, a fourth Alumni meet was held in the year 2019, which was also attended by around 100 members. This meeting also resolved to extend their financial help to the Institution and a sum of Rs.90,000/- was collected. However, the alumni association of the institution, though began on a small scale but gradually increased over the period of 5 years. It is also felt that the Alumni association will go a long way in the history of SSGS Degree College in the coming years.

5.4.2 Alumni contribution during the last five years(INR in Lakhs)**? 5 Lakhs****4 Lakhs - 5 Lakhs****3 Lakhs - 4 Lakhs****1 Lakh - 3 Lakhs**

Response: ? 5 Lakhs

File Description	Document
Any additional information	View Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years

Response: 4

5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	1	1	0	1

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document
Any additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

SSGS Degree College, being one of the lead colleges of the region has well established and well defined Vision and Mission that addresses the needs of its stakeholders. The effective leadership of the college is amply reflected in its governance, which is in tune with its Vision and Mission. All the stakeholders are free to participate and voice their perspectives for effective policy formulation and decision making. The leadership strives to maintain an open and interactive environment to impart quality and value based education.

The Governing body is the apex executive authority, which exercises general supervision, broad policy decisions and regularly monitor the financial affairs of the college. It has fifteen prominent personalities of whom majority are renowned academicians and the principal being the ex-officio member.

Staff council is the second level executive authority with Principal as the Chairman and all the senior faculty of the college as members. It is an important platform for interaction between field level committees formed for execution of college level activities and Governing body. Staff council holds regular meetings under the chairmanship of the Principal for planning and implementation of mandated tasks of their communities.

The Departments and the College committees form the basic or grass root level bodies - the micro level structures for smooth implementation of staff council directives and content specific curriculum transactions. There is always a two way communication channel between the parties in the effective implementation of academic activities and it is this freedom of interaction between field level staff and management that forms the core strength of SSGS Degree College.

The college has staff association and student associated committees to represent the issues of their respective bodies to authorities. Grievance redressal committee provides an open interaction with grieved students and it is a continuous process throughout the year.

Teachers maintain communication with parents through meetings at regular intervals and also through mentor-mentee mechanism to discuss the overall progress of students and to have regular feedback for quality improvement.

The Commissionerate of College education instituted annual academic and administrative audit system to evaluate colleges and advise on issues of importance. It is an outside impartial official body for the assessment of the colleges from the Government of Andhra Pradesh, which has awarded grade 'A' to the college during the last five academic years. Moreover, college takes action based on the report submitted by Academic audit team and the suggestions are implemented in the college for next academic year.

The management specifically initiates the welfare and support measures to the casual staff members by giving annual increments, festival allowances, and implements all general provisions of AP leave rules

to its staff. The Management, Principal and staff work incomplete unison with each other in tune with Vision and Mission of the college .

6.1.2 The institution practices decentralization and participative management

Response:

SSGS Degree College reflects in a two democratic spirit a practice of decentralization and participative management by involving its staff in administration. College administration is so conveniently structured as to delegate authority and operational freedom to various functionaries in academic, administrative and financial matters. Decentralization leads to participative management and successful execution of tasks by sharing the responsibilities as per abilities and ultimately reduces the burden of work on individuals.

Governing Body is the highest authority followed by the hierarchy of Staff council, Academic cell, IQAC and Finance committee. Governing body takes all major policy decisions and review their execution. Staff council and IQAC headed by the Principal take decisions on day-to-day issues and procedures to be followed at college level within the framework of UGC and the University guidelines, on approval by Governing body and implement through College level and Department level committees.

There are more than 30 college level committees with well-defined responsibilities. Some of the important committees are - Academic and admissions committee, Examination committee, College Development committee, IQAC, Purchasing committee, Sports and Games committee, Cultural activities committee, Women empowerment Cell , Skill development committee, Time table committee, Discipline committee, Anti ragging committee, Poor Students welfare committee, Attendance Committee, Minority students welfare committee and Grievance redressal committee etc .

College committees and Departmental level committees have functional autonomy and they exercise implementational aspect of tasks assigned to them and report to the Principal. Temporary committees are also formed to execute specific tasks. The necessary records are maintained by the committees concerned. Individual departments conduct departmental meetings periodically and departmental proceedings are documented.

The college ensures participation of faculty at all strategic as well as functional levels in the process of governance. This participative management in day-to-day administration infuses efficiency, transparency, accountability and it inculcates a sense of responsibility and pride in the staff and students.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

The guidelines for evolving strategic plans and deployment are stated in “ **STRATEGIC PLAN AND DEPLOYMENT DOCUMENT** “ (SPDD). The strategic plan is evolved for every 5 years and

implementation is reviewed periodically every year . Appropriate budgetary allocation are made as per Strategic and Perspective plan . Academic and Administrative activities are planned in consonance with perspective plan . The priorities and directions set out in strategic plan are reflected in academic and administrative activities. The strategic plan deployment facilitates prioritization between different programs with appropriate resource allocation for implementation in academic year.

STRATEGIC PLAN AND RESOLUTIONS FOR 2017-18 TO 2021-22

Approved by Governing body of the college, dated 12-07-2017

- To increase students intake in all UG programmes .
- To increase student strength in self-finance courses.
- To introduce job oriented skill development courses.
- To conduct certificate courses in the college.
- To promote employment opportunities by organizing training and placements in the college .
- To augment infrastructure, in commensurate with increase in student strength.
- To enhance greenery in the college campus.
- To collect, manage and analyze feedback from all stakeholders and take remedial measures .
- To facilitate continuous improvement in teaching learning through IQACby introducing ICT.
- To achieve assessment and accreditation from national agencies likeNAAC and NIRF.
- To form Alumni association and involve them actively in college development.

A case study of the Strategic plan deployment and execution is presented here.

College committee consisting of senior faculty with students make need analysis at ground level and bring to the notice of the Principal. Resources are identified by the Principal from the funds allotted to the college by UGC, State government, Internal resources, Alumni and Voluntary organizations. The proposal is to be approved by Staff council and finalization of quotations, placing order, granting of contract are monitored by Central Purchasing Committee (CPC) in phased manner and final payment is cleared on satisfactory completion of the project .

The Strategic plan involved in the establishment of R.O. plant is presented herewith.

The need analysis is made by ground level staff on representation from students for installation of R.O. plant in college . Almost 70% of students coming to the College are from rural areas, which are 8 - 20 KM from college and take lunch in the college premises. Hence they badly need provision for purified drinking water. The proposal is discussed in Staff Council with Principal as Chairman and resolved for establishment of R.O. plant in the college campus. Funds are met from UGC 12th plan budget. The Central Purchasing Committee called for quotations and processed the order for plant. The R.O. plant is established under the supervision of Central Purchasing Committee and the funds are released after satisfactory completion of R.O. plant as per specifications.

File Description	Document
Strategic Plan and deployment documents on the website	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

Organization Structure:

The College has a systematic hierarchal organizational structure in administration and academia defining authority, responsibility and facility of delegation. The Governing Body is the highest executive authority headed by Correspondent. The Principal is the Chief Executive Officer of the college for all the administrative, academic and financial matters . The Vice-Principal assist the Principal in managing academic and administration related tasks respectively. Various Committees and incharges of the Departments are designated to look after the functioning of the departments related to academic sessions, planning and curriculum implementation . The office staff execute relevant administrative activities.

Governing body (GB): Functions :

- Directs the College towards the achievement of the predetermined goals.
- Frames, amends and approves principles and policies.
- Approves new programs of study leading to award of degree.
- Provides sanctions for recruitment of temporary staff and makes recommendations for

recruitment of Regular staff /Contract Basis.

- Approves additions/maintenance of infrastructure and other amenities.
- Review the academic performance of the institution.
- All other functions which are in the interest of development of the college.
- Prepares comprehensive development plan of the college.
- Recommends the introduction of new academic courses and self-financing courses.
- Encourages academic collaborations, use of ICT in teaching and learning
- Plans and discusses annual budgets and financial statements of the college before approval by

Governing Body.

- Recommends the welfare measures for students' and employees in the college
- Admission process is reviewed and adherence to the statutory norms is ensured.

Internal Quality Assurance Cell (IQAC): Functions :

- Institutionalization of quality consciousness and consistent growth and development of the institution.
- Develop timely procedures for ensuring effective and progressive performance of academic and

administrative activities.

- Use and implement pedagogical methods of teaching, learning and evaluation.
- Disseminate information on quality parameters for higher education.
- Prepare perspective plan of the institution.
- Supervise internal Academic activities and suggest corrective measures for identified deviations.
- Collect and analyze Feed back from stake holders and suggest remedial measures .
- To prepare the college for assessment and accreditation by external agencies.

Service Rules and Regulations:

The service rules, procedures of recruitment and promotion in respect of staff are in accordance with the rules and regulations of Government of Andhra Pradesh and protocols prescribed by the UGC, University, State Government and Commissioner of Collegiate Education , Andhra Pradesh .

Grievance Redressal Mechanism:

Grievances Committee , headed by the Vice-Principal of the college caters to the issues relating to teaching and non-teaching staff. The staff are free to bring their grievances to the notice of the Principal for redressal. Student grievances are conveyed through Class Representatives or complaint box and redressed by the intervention of the Grievance Committee in an appropriate manner.

File Description	Document
Any additional information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**
- 5.Examination**

- A. All 5 of the above**
- B. Any 4 of the above**
- C. Any 3 of the above**
- D. Any 2 of the above**

Response: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document
Any additional information	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

SSGS Degree College believes in achieving excellence through decentralization of power across a number of committees and cells. All Committees/Cells have a defined structure with the Principal acting as the Chairperson and one of the faculty as Coordinator. The committee consists of faculty and student nominees.

Orders/Proceedings are given to the committees in accordance with the resolutions of Staff Council for implementation of specific activity. The coordinator conducts meetings periodically and records minutes. The implementation of orders and the effectiveness of the activities are reviewed periodically. There are more than 31 committees in the college dealing with academic, administrative and financial matters. All of them meet periodically but sometimes they meet as and when the situation requires. They discuss issues, make resolutions and record them to facilitate subsequent action.

Given below is the case study of **Fine arts and cultural activities committee**

Convener: Dr. P. Gopi, Associate Prof. of Mathematics.

Members: Sri K. Rakesh, Assistant Prof. of English.

Mrs. K. Maimoon, Assistant Prof. of Commerce

Smt P. Sravani, Assistant Prof. of Commerce

Mr. K. Sreekanth, Student.

Minutes of Fine arts and cultural activities committee

The convener and the members of FACAC met under the chairmanship of the principal on 25-08-2018 and discussed the possibility of conducting Fresher's day as part of the institutional

convention. The meeting resolved to form several sub-committees for conducting the Fresher's day smoothly and effectively. The Principal delegated the powers to nominate the sub-committees to the convener and the members of FACAC. Accordingly the following sub-committees are formed.

1. Invitation committee
2. Reception committee
3. Stage management committee
4. Hospitality committee
5. Discipline maintenance committee
6. Cultural programmes committee

Report on Fresher's Day

Held o 07-09-2018

The Fresher's day was organized on 07-09-2018 in the premises of the college with Dr.K. Lakshminarayana, IAS, Former commissioner of collegiate education as the chief guest and Sri K.C. Narayana, correspondent of the college has presided and Dr. K. Ramakrishna Naidu, Principal as the convener of the Fresher's day programme. Mr. B. Kristaiah, Associate Prof. of Telugu invited the guests on to the dais. It was attended by the students of all the three years degree with some parents. The event was started with a prayer by S.M. Amrutha, a student of final B.Sc. The chief guest applauded the sincere efforts made by the college an organizing this event in a grand way. The correspondent has exhorted the chief guest to give the students a road map for their future. The principal readout the report covering various aspects of the college. Finally the programme was concluded with vote of thanks by Sri K. Venkateswarlu, Assistant Prof. of English.

After the official meeting, the stage was handed over to the students under the guidance of Fine arts and cultural activities committee. A plethora of events ranging from solo Singing and dancing, Group dance, comic skits, classic dance, Mono action, Mimicry and various other marvelous performances were staged to the amusement of the audience.

File Description	Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

SSGS. Degree College is a Private Aided educational institution under A.P State Government. As

such, the AP Government's Welfare schemes are applicable for Aided teaching and Aided Non-Teaching staff. Some of the welfare measures constituted and implemented as per Govt of A.P. to Aided staff are :

1. Andhra Pradesh Government Life Insurance (APGLI):

This is a Social Security measure for the welfare of Government Employees and mandatory for all. The department is under the administrative control of finance Department. The Honorable finance minister is the president of the managing committee.

But our institution provides the following welfare measures to its Un-Aided Teaching and Non-Teaching staff.

1. Reimbursement of travel expenses and registration charges are provided for attending National and International Conferences .
2. Salaries are regularly paid through Bank only.
3. Festival advances to class III and IV employees.
4. Fees concession is provided to the wards, of those who are working in our institution.
5. Casual Leave in excess over the aided staff in case of necessity without loss of pay.
6. 50% of salary advance to Un-Aided staff members on Medical Grounds.
7. Employment to the children of the deceased employees on compassionate grounds.
8. Free Bus facility to its women staff in college buses.
9. Liberal sanctioning paid leave for the Un-aided staff to undertake research or advanced studies. Two members of the un-aided staff have almost completed their research for Ph.D under this provision.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 38.42

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

2018-19	2017-18	2016-17	2015-16	2014-15
6	27	4	6	21

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	2	2

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document
Any additional information	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 5.4

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	5	0	1	1

File Description	Document
Details of teachers attending professional development programs during the last five years	View Document
Any additional information	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The performance of teaching and non-teaching faculty in the college is regularly evaluated through a well-structured "Performance appraisal system". This is done with an intension to keep continuity and consistency in the functioning of the faculty in all academic, non-academic and administrative areas. But this performance appraisal system is different from aided staff and management recruited staff.

Appraisal methods for Aided teaching staff:

The commissionerate of collegiate education under the Govt. of Andhra Pradesh issues guidelines to the principals of the colleges and asks them to collect the self-appraisal reports on the performance of their staff at the end of every academic year. The Aided teaching staff submit their self-appraisal forms to the principal, who in turn evaluates and allots the weightage and finally sends to the Regional Joint Director of Collegiate education.

Appraisal methods for Aided Non-teaching staff:

The rules and regulations, the instructions and guidelines of the government of Andhra Pradesh are applicable to the aided non-teaching staff.

Appraisal methods for Management recruited teaching staff:

The correspondent, who is the head of the governing body of the college committee directs the principal to collect the feedback of the teaching staff through a committee constituted for this purpose. This is done every year on the basis of the percentage of syllabus completed the teaching methods the faculty adopts, the teaching aids faculty uses to cater to the requirements of slow and above average learners, faculty competency levels, student discipline, involvement in administrative activities etc. and finally the reports collected from the students through feedback committee is evaluated by the principal and the same is submitted to correspondent. The teaching staff with poor performance rate are summoned to meet the correspondent and they are strictly instructed to improve their performance failing which they are instructed to lose their annual increment.

Appraisal methods for Management recruited Non-teaching staff:

Performance appraisal of the management recruited Non-teaching staff is done based on the feedback given by the heads of the departments and finally the report of the principal on the following parameters.

1. Employee attitude towards institution co-workers and particularly students and parents.
2. Response to any instruction, guidance, correction by the principal.
3. Ability to maintain relation with officials and subordinates.

Dependability of the employee in carrying out tasks assigned to him/her.

6.4 Financial Management and Resource Mobilization**6.4.1 Institution conducts internal and external financial audits regularly****Response:**

The strength of the institution largely depends on its financial viability and sustainability besides multiple academic and administrative factors. S.S.G.S. Degree college is partly aided institution being managed by the aided staff, who get their salaries with the grant in aid given by the Government of Andhra Pradesh. But, the college has un-aided groups also being run by the management recruited staff whose salaries are borne by the institution. However, the college has pool proof mechanism to audit its finances every year. Such regular financial audit of the institution not only regulates and facilitates for its development but also provides useful feedback to its management regarding the financial policy of the institution.

Since the institution is partly aided utilizing the financial resources from the government and partly un-aided using the financial resources of the institution, it ensures a transparent and accountable financial administration by way of instituting both the internal and external audit system.

1. Internal audit process is conducted regularly on quarterly basis by the management through a committee constituted for this purpose.
2. External auditing is done regularly by a certified chartered accountant, who conducts audit of all the accounts of the institution and files income tax returns every year.
3. Auditor's report on finances of the institution is placed in the governing body of the college management.

All the institutional expenditure audited by an accountant is routine and books of accounts are prepared as per the norms of auditing and standard accounting procedure. After the audit is done, the auditor ensures that all receipts and payments are duly authorized and they are sent to the management for review and approval. The institution regularly monitors the income and expenditures within the given budget as per the standard procedure and guidelines.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 26.01

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
17.82	8.19	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

Since the institution is partly aided, the groups of which being run by a limited aided staff, whose salaries are met by the government of Andhra Pradesh and partly un-aided with self-funding and restructured course all being run by the management recruited staff, whose salaries are borne by the institution and having also XII plan grants from UGC for its development, the survival and the sustenance of the institution is very positive and progressive. In addition to this, the institution derives its financial strength with the support of the increasing the strength of the students, efficient and committed management, credible alumni, respondent parents and public and above all the college staff believing in self-help policy.

As per as the mobilization of funds and optimal utilization of resources are concerned, the institution has no specific strategy other than the regular routine resources like fees reimbursement scheme of AP Government for SC, ST, BC, Minority and EBC and also the scholarship for their monthly maintenance. Nearly 90% of the students of these categories are the beneficiaries of the policy of the government.

For the first time in the academic year 2017-18, when the college seriously and sincerely planned for First cycle of NAAC accreditation, the management and the staff together thought of engaging themselves and involving the alumni and the public for mobilization of the funds. With the sincere and honest efforts of these prime stake holders, nearly a sum of about half crore rupees has been credited into the college development fund account. The donations and funding of this kind is still continuing as these financial resources are properly being utilized to the best satisfaction of the donors with transparency and accountability.

With these financial resources derived from the non-government sector, the 10 acres of land

space of the college has been well-groomed with construction of the college main gate and another four acres of gorge like land space is being filled with dumping of boulders and gravel to connect it with the groomed playground, so that a 400 meters running track is in the proposal with the inner space meant for different courts for the college students. The public has been utilizing for morning walk and they are utilizing the Gym and the open air dais for Yoga and meditation.

The institution having 2f and 12b of UGC is entitled for the next plan grants for the expansion of physical infrastructure and the extension of a few more UG and PG programmes as per the demand for the public. The institution regularly being accredited by AISHE and participating in NIRF every year and now seeking NAAC accreditation has applied for RUSA funds also.

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

Response:

The SSGS degree College is in its 1st Cycle of NAAC Assessment and Accreditation. The College has constituted IQAC on 25.03.2014 with the primary objective of developing a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. The IQAC has initiated various quality enhancement measures and institutionalized them to ensure their sustainability.

Two Major Achievements of IQAC in past 5 years :

The IQAC has initiated various quality enhancement measures and institutionalized them to ensure their sustainability. Two sample practices institutionalized by IQAC are narrated below.

Case : 1 Institutionalize Faculty Development and Training Programmes in ICT :

There is growing trend towards integrating Information and Communication technology (ICT) into teaching and learning. Hence, IQAC has introduced institutional training every year for its Teaching and Non-teaching staff on uses of ICT. Two weeks training session is planned and executed for teaching and non-teaching staff separately on basics of ICT in MS office : MS word , MS Excel, MS PowerPoint and basic Internet concepts.

The Staff of the computer Science volunteered to train the staff on ICT.

Training included a one hour theoretical session followed by practical hands on experience

1. In 2014-15 Teaching and Non-teaching staff are trained on MS Word and preparation of Power point .
2. In 2015-16 both Teaching and non-teaching staff were given training on MS Excel
3. In 2016 -17 , All the Staff are trained on Basic Internet Concepts .
4. In 2017 – 18 and 2018-19 All the Staff, Teaching and Non-Teaching are trained on working with e-

mail and Social Networking.

Hence with persistent efforts IQAC has institutionalized quality assurance process .

Case : 2 Introduction of Certificate courses :

Owing to the importance of areas like Finance, Marketing , HR , Information Technology, Teaching etc getting a Certification Course has become necessary for a person to stand ahead of others in competition. When companies hire new employees or analyze their job performance, preference is given to those candidates who have additional certification with specific knowledge .

In tune to the changing preferences of market needs, IQAC proposed to introduce to Certificate courses to the Principal and Staff Council for starting new Certificate Courses and the proposal was implemented and institutionalized by the Principal with approval from Governing body.

1. In 2014-15 Teaching and Non teaching staff are trained on MS Word and preparation of Power point .
2. In 2015-16 New certificate courses were added to by Mathematics Department to the already existing courses .
3. In 2016-17 Certificate course in Botany and in 2017-18 Hindi Departments added to the list of courses.
4. In 2018-19 certificate courses were initiated in Economics, Physics, Chemistry and Telugu literature.

Hence , IQAC played a pivotal role in implementation and institutionalizing the practice of certificate courses for students .

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

Response:

The IQAC periodically reviews teaching learning process, its structures and methodologies of operations and learning outcomes. Under the efficient leadership of The Governing Body and the Principal , it has developed effective norms to review and achieve the best learning outcomes. The IQAC undertakes periodical review of teaching-learning activities such as,

- **Department activities :** Preparation of Institutional Action plan at the starting of the academic year for approval of Staff Council . At Departmental level : Annual Curricular Plans ,Teaching Diaries, Teaching Notes, Bridge Courses, Remedial Programs, implementation of ICT based pedagogical methods etc. are monitored for effective implementation .Further suggests and advises on conduction of different co curricular programmes in the departments like Student Seminars , Group Discussions, Quiz Programmes and ICT usage .
- **ICT initiatives :** To facilitate student centric methods in teaching and learning, the Curricular Plans are designed to outline the pedagogy methods combined with curricular, co-curricular and extracurricular activities. With a view to revamping the existing lecture method, the IQAC held a

series of meetings with senior faculty and pedagogy experts to devise a number of student centric pedagogy tools such as PPTs, AV aids, Group Discussions, games, Projects, Classroom seminars, interviews, role plays, surveys etc. to revitalize the teaching-learning scenario. Seven ICT classes , Skill development Centre , and Virtual Classroom are established in the College in the last five years , with persistent efforts of the Principal and IQAC . Academic Infrastructure in the college has been strengthened to create a congenial academic ambiance for teaching and learning. A great number of ICT classrooms, virtual classroom and digital classrooms were established.

- **Certificate Courses** : IQAC represented to the Principal and initiated process for introduction of Certificate Courses , the Process was discussed in Staff Council and Departments were instructed to Start Certificate Courses , which were later institutionalized and greatly benefitted the students.
- **Co Curricular Activities** : Teaching-learning is also strengthened by introduction of Certificate Courses, Foundation Courses, Skill Development Courses and Value Education programs.
- **Feed Back** : Collect , Analyze , and report Feedback From Students , Teachers , Alumni and Parents and implements for succeeding Year .
- **Academic audit** is performed by IQAC with Govt. Of A.P . assigning two Academic Advisors from other Government Colleges . An Impartial Peer feedback is submitted by Academic Advisors to the College and Govt, Of A.P. . Action taken Report is prepared and submitted by IQAC in consultation with Staff Council and Principal. The Suggestions of the Staff Council are implemented the following Year.

Documentation : Documentation of the various programmes/activities of the College, leading to quality improvement like – Institutional Action Plan , College Activity Register , Activities of College Committees ,Annual Self Assessment Reports (ASARs) of Lecturers , All other activities related to Quality Improvement.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 2.4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	3	3	2	3

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
Any additional information	View Document

6.5.4 Quality assurance initiatives of the institution include:

1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual

Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements

2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: B. Any 3 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Any additional information	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

The institution has brought out certain progressive changes in infrastructure facilities and in academic and administrative areas to keep pace with the necessities of time and demands from its stake holders during the last five years. More than half of this five year period fortunately happened to fall in the UGC XII plan period and hence got UGC grant for its development. Added to this, the correspondent of the college, a veteran retired teacher serving the college as spine and nerve, muscle and mind and body and soul all through his innings since its establishment has initiated for a paradigm shift and a great face lift, both with his personal clout and political influence to make the college one of the top premier institutions in the state of Andhra Pradesh.

Incremental improvements in Infrastructure:

- The construction of the Third building block in 2016
- 15 KV solar plant has been installed.
- 1000 Ltrs. RO plant for purified drinking water.
- 30 KV capacity Generator has been installed.
- Vehicle parking shed was constructed.
- A Library with INFLIBNET facility, a 300 members capacity seminar hall, APSSDC room were housed in the new block ground floor with all the necessary furniture equipment and electronic

devices.

- Gym was established
- Internet facility was upgraded to 20 Mbps band width through OFC.
- Wi-fi networking was facilitated in the entire campus.
- Reliance Jio has made the college a Wi-fi enabled campus.
- The correspondent and Principal room were modernized.
- CC Cameras installed.
- 7 E-class rooms are facilitated.
- Canteen was established.
- 10 acres of land with large boulders and stone mounds were leveled and groomed.
- A third bus for college girls.

Incremental improvements in Academic and administrative areas:

- Continuous internal evaluation of the students started with the introduction of CBCS in semester mode by the affiliating University.
- Social and extension activities started on a move forward.

-Plantation, Blood Donation, Clean and Green, Janma Bhoomi, Swacha Bharath, ODF village adoption.

- Free certificate programmes were initiated and took fast pace.
- Faculty development programmes held.
- Faculty attending National seminars, Workshops and International Seminars with the financial support of the management.
- Participation, presentation and publication of papers.
- Career counseling training classes conducted.
- Women empowerment cell was established and was awarded cash prize by National commission for Women, New Delhi.
- Online and offline training programmes through APSSDC.

-Amazon web services, Google IT, Tally with GST, Analytical skills, communication skills, Reasoning, Mukhyamanthri Yuva Nestham training.

- Campus recruitment drives through APSSDC and APITA.
- Mercurial raise in Games and sports.
- Deposit of Endowment Fund for awards to the merit students.
- Parents meetings are held.
- Alumni meetings are held.
- Celebration of Fresher's Day and Fare well day.
- Free College Uniform distribution to the poor students through "Poor Students welfare Fund".
- Bio-metric attendance to the staff.
- MOOCS course to the staff and students introduced.
- Participation in NIRF and AISHE and State Government Academic and administration audit.
- Raising of financial resources by staff alumni and public to the extent of half crore rupees for the college development fund.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 15

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	3	3	3

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document
Any additional information	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

a) Safety and Security

The institution has round the clock security arrangement (24 x 7) with adequate security staff on the campus, working in shifts to ensure campus Safety and Security . Apart from this, the campus is under the surveillance of CCTV cameras and it is monitored regularly. The College has a zero tolerance policy towards any such transgression. It is committed to providing a safe and conducive work and academic environment to students and its employees and is extremely alert to matters pertaining to any kind of harassment and gender sensitivity.

Committees against sexual harassment and Grievance Redressal have been constituted to resolve grievances, keeping in view the welfare, safety and security of the students as per UGC- MHRD guidelines on Antiragging and Sexual Harassment Policy. The responsibility of these Committees are to prevent sexual harassment and ragging in the campus and provide adequate protection to women students

by providing an appropriate forum for the students to openly speak up against ragging or any other activity targeting female students . College organizes Gender sensitivity and Anti Ragging programmes with assistance of SHE Teams from Police Department .

b) Counselling

The Institution has a well-established and functional system for student support and mentoring . At the beginning of every academic year, the Institution conducts orientation programs and counseling sessions to all the fresh students so as to create a mindset conducive to learning.

The college has adopted a Mentor-Mentee System, where each teacher is allotted few students and shall act as Mentor and the staff member so allotted shall attend to the counseling, psychological needs/support of the student. The mentors meet the mentees regularly and enquire the overall performance and also clear any doubts and counsel if necessary. Hence, each student finds himself or herself free to access the faculty for any kind of help or counseling.

Counseling sessions are also organized to women students on various issues such as their health and hygiene, handling the eve-teasers, the evil of early marriages, women's rights, etc. by inviting experts from the fields. International Women's Day , Women Empowerment Day, Programmes on Health and sanitation, and cultural programmes like Rangoli are conducted inviting guests from other fields .

c) Common Room

There is separate Waiting Hall for ladies and Women staff with attached wash room. The Waiting Hall is well-maintained with fans and seating arrangement for women, where they can relax, have lunch or prepare for examinations.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 75

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 5400

7.1.3.2 Total annual power requirement (in KWH)

Response: 7200

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document
Any additional information	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 71

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 3550

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 5000

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document
Any additional information	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

The institution has taken various initiatives to keep campus green and eco-friendly. These include energy conservation, water conservation and harvesting, bio-hazard or waste management, plantation of trees, laying of lawns as well as e-waste management etc.

Solid Waste Management :

The college does not generate any hazardous solid waste. Any non-hazardous solid waste generated in the form of garbage through regular maintenance, stationery related rubbish and small amount of food waste from the students, who bring lunch to college is collected and dumped in a separate large pits and converted as compost and used as manure for the lawn maintained in the campus and the non-degradable waste sent to the local Municipal Personnel for proper disposal of the same.

Liquid Waste Management:

As an educational institution, the college does not generate any liquid waste, which is

hazardous to the environment. The liquid waste generated from the chemistry and other labs is carefully discarded after adjusting to neutral PH after neutralizing into pits dug separately for the purpose. The college has a proper sewerage system, which is regularly cleaned and well maintained.

E-waste Management:

The only e-waste generated is computer peripherals and some obsolete electronic equipment and parts. The working outdated computer peripherals, which are replaced, are given in charity to the needy individuals and institutions that can use them.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The College being in a drought prone, rain shadow region knows the value of every drop of water. We believe in the concept that **“the running water should be made to walk and the walking water should be made to crawl and the crawling water should be made to stand”** and take all possible measures to preserve the rain water.

Every year as the summer sets in, water becomes scarce across the region. In order to serve the need of replenishing the water table and increasing the groundwater potential, the college has well maintained water harvesting pits constructed at locations where there is abundant flow of rain water. Contour bunding is done with pits to prevent and hold running water and to recharge ground water. Every rainy season, maintenance is undertaken by student volunteers both to clean the lead channels and to remove the silt from the bottom of the tanks so as to keep the storage capacity intact. The spent water from R.O plant is used for gardening purpose and maintenance of lawns. Most of the rain water gets absorbed into the ground either through water harvesting pits or through the greenery and plantation in the college premises.

Every year, during the monsoon period, efforts are made to increase the plantation area in the college premises by events like “Vanam Manam” , Tree-Plantation, Clean and Green, where student community as well as the staff clear the unused ground within the college premise for new plantations. The College also conducts awareness programs on water harvesting, conservation regularly with a message to the students and public on the importance of rain water harvesting, conservation and recycling of waste water.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

The college practices the environmental sustainability initiatives with the aim of promoting environment awareness among the students as a part of education.

Green practices observed include:

Design and Construction of College Building:

The primary area of the college building is designed and constructed for natural light, Good ventilation and open aeration. The College is 'U' shaped in open land with plenty of natural light and The Design and construction allows natural ventilation and lighting throughout its campus, which helps conserve the energy demands. Long slender and wide windows in classrooms , nearly eliminate the need for artificial lighting. Even where the artificial light is required we provide LED electronic tubes and lights.

Cycles and Public Transport:

Most of the students hailing from a distance of 3 to 7 Kilometers use bicycles as it is not only an eco friendly but also economical besides a good exercise for the body. 80% students come from villages about 20 - 25 Km away from the college. These students travel up and down using public transport. They use the state run AP State Road Transport Corporation bus facility granted to the students by the State Government with initiative from the college. Many of the Staff are residing in the nearby areas in the town come to college on foot .

Pedestrian friendly spacious campus :

The institution has a sprawling campus of 14.6 acres. All the vehicles are parked at the entrance gate and Staff , Students walk to their destination .

Plastic free Campus:

The college has been made plastic free. Students are instructed not to bring plastics and polythene bags into the campus. The plastics if found are collected and disposed. At the call of the hon'ble prime minister, we have taken a huge rally with students propagating the concept of Plogging. Our college principal led a team of staff and the students to pick up the plastic material in the town at the call of the local bodies and chamber of commerce and trade association and has done exemplary work in this direction.

Paperless Office:

The administration office and the examination wing of the college have been partially automated. And attempts are being made to make completely paperless by 2022 . The pay bills of the teaching staff and Students Fee details and scholarship details are also computerized. Social media like WhatsApp groups are utilized to communicate information to staff and the students .

Green Energy/ Solar Energy : The College has set up a 15 KWP grid tied Solar Power Plant is installed at the top of the Science block. This has drastically reduced the dependence on conventional energy.

Further, all the old electric bulbs are replaced with LED bulbs both to save power and also to make the campus eco-friendly.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 1.9

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
1.65	1.15	0.10	0.08	0.05

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document
Any additional information	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: B. At least 6 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
Any additional information	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 13

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	4	1	2	3

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 19

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4	5	3	2	5

File Description	Document
Report of the event	View Document
Any additional information	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
Any additional information	View Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Any additional information	View Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: Yes

File Description	Document
Any additional information	View Document
Provide link to Courses on Human Values and professional ethics on Institutional website	View Document

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory

bodies / regulatory authorities for different professions**Response:** Yes

File Description	Document
Any additional information	View Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years**Response:** 19

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	3	5	5

File Description	Document
List of activities conducted for promotion of universal values	View Document
Any additional information	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities**Response:**

S.S.G.S. Degree college always looks upon independence day and the republic day, the two eventful days of great national importance as tenacious and everlasting and the present generation of students, who neither knows history nor having interest to know about it should be reminded of them by way of celebrating these two days with utmost national fervor, pomp and gaiety. On the eve of these two historical days various competitions are held every year for the students and they are awarded prizes so that they do not miss these days.

Similarly, celebration of Birth and Death anniversaries National heroes, who laid down their lives and have become martyrs for the cause of either our mother land or for the people living on the land. Such occasions are always considered worthy to be celebrated for the present generations to know the best human values like selflessness, sacrifice, patriotism, righteousness, valor, Piety etc. The institution celebrates these days in order to evince great interest in students on these men and women of national importance.

Institution celebrate the following days every year.

Independence Day

Republic Day

Gandhi Jayanthi

Dr. S. Radhakrishnan Birth day as Teacher's Day

Vivekananda Birthday as National Youth Day

Sardar Vallabhai Patel Jayanthi as National Unity Day

Bhagath Singh Birthday

Apart from the celebration of these days, a flurry of events of great National Importance are also celebrated in the institution.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

While maintaining complete transparency in all its financial, academic and administrative functions, the management of the college being participating and responsive expects strict accountability from the principal to the peon in all these matters of the institution. Every stake holder is entitled to enjoy the liberty and freedom to know any thing about the college matters from any one.

Under the supreme governing body of the institution, the principal heads the administration assisted by the vice-principal, the staff council and senior faculty of the college. Students admissions are done as per the norms and guidelines stipulated by the commissionerate of collegiate education, AP and affiliating S.K. University, Anantapuramu. The courses offered by the college and fees collected are made open to the students and parents through a separate sheet attached to the application given to the students at the time of admissions. Transparency in evaluation of the answer scripts is also maintain by giving them to

the students at their personal verification. The students are informed of the reasons for the discrepancies if found in evaluation. The academic progress and the students attendance are recorded and the parents are intimated about this through mentor-mentee system.

The management of the college has nothing to hide from its staff and students, since they believe in transparency and accountability on the part of every stake holder. They openly discuss with the staff the problems and possibilities in the fixation of the salaries, giving them annual increments. The salaries are regularly paid through bank and the collection of college fees from the students is acknowledged with receipt.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

Practice-1

1. Title of the Practice:

Charity of stake holders – An exemplary self –help model.

2. Objectives of the Practice:

This initiative was taken up with a view to evolving our institution to the expected standards of its stake holders without waiting for /depending on the government support. As this is a move from the stake holders themselves, it increases their responsibility and work towards the target.

3. The context:

In view of the limited financial support from the government, especially in the present context of increasing requirements of the institution to keep pace with the unlimited competition from the peer institutions, many basic issues like providing the required seating facility in the class rooms with more number of benches for the increasing number of admission of students, completion of the construction of new building block with furniture, modernization of principal office and Correspondent chamber, New seminar hall with a capacity of 300 members, Library hall and APSSDC room, all well furnished with latest equipment.

4. The Practice:

At the time, when there was a change of guard with the erstwhile principal retiring on superannuation on 30-06-2017 and the new incumbent taking over the mantel of the principal position, it was felt that there was a need for some radical reforms both in academic and administrative domains requiring infrastructure and equipment in tune with the strength of students and demands of the day, for which the institution badly needed financial support. Hence, a meeting of both teaching and non-teaching staff was organized by the correspondent of the college under the leadership of the new principal and

deliberated over the immediate requirement of finance and asked the principal and the staff to ponder over it. It was then unanimously resolved that the members of the college staff would contribute to the college development by donating necessary financial support in the faced manner. Accordingly, every staff member of the college rendered their help by giving each to their capacity. An account was opened in the name of 'College Development Fund' and nearly Twenty five lakhs was credited by 22 staff members in service and 9 retired staff members.

At the same time, as College Alumni meets were already held, where they promised their support to the college, they were also invited and appealed to come forward in this noble activity of serving their alma mater to the extent of their capacity. They also liberally contributed and it went up to nearly Rupess Eleven lakhs With this the phase of college development began and it was noticed by the general public also. Believing that their help would support the ongoing developments in the college, they too contributed at the request of the college management and staff. Apart from this, a **Poor students welfare fund account** was created and the local philanthropists were requested to contribute liberally to this account, so that the college would help the poor students as per their requirements. Some people including the present principal gave endowment deposits for instituting cash awards to the merit students in order to encourage them in their studies. Consequent upon all these initiatives of the institution led by its correspondent, the college has recorded a steep increase in admissions in the last two years and it has recorded a mercurial raise in its admissions in 2019-20 standing parallel to the premier institutions of the region in terms of percentage of admissions.

5. Evidence of Success:

Success of our initiative is evident in the form of development of the college in terms of infrastructure, equipment, leveling of the 10 acres of spacious Playground and the modernization of the office of the principal and the creation of a chamber for the correspondent of the college.

6. Problems Encountered and Resources Required:

Since the staff of the college believes in the policy: Self-help is the Best help. There were no major problems in this activity of procuring our required financial resources by ourselves. However, the saying no pains no gains goes well here.

Practice-2

1. Title of the Practice :

“GENERATING IN-HOUSE ORGANIC MANURE FOR PLANTS AND TREES IN THE CAMPUS

BY VERMI COMPOST METHOD : ACTIVITY OF CONVERTING WASTE TO WEALTH ”

2. Objectives of the Practice

S.S.G.S. Degree College is giving high priority to green campus . The College is having sprawling campus of 14.6 acres of land in which number of trees and lawns are existing and maintained in

the campus.

- To protect the environment and for the health and safety of the population.
- To reduce the volume of the solid waste through the implementation of waste reduction and recycling programmes.
- In order to provide In-house manure to these plants and trees in the campus,
- In order to maintain campus clean and green, with the help of Department of Botany the Student Committees are formed to look after the campus clean and green.
- The solid waste generated in the college is collected in a systematic manner and utilized for converting into manure by vermi composting thereby converting WASTE TO WEALTH .

3. The Context

The college has around 1200 students out of which 80% are from rural background , and they bring lunch boxes to the college and have lunch in the college . The solid waste , both dry and wet , generated daily will be in large quantity . This waste has to be cleaned , transported and dumped in designated municipal dump yards. Unless this solid waste is cleaned regularly , it is difficult to maintain cleanliness in the college and provide healthy and hygienic environment . Further the Gardens , Lawns and plants in the college need organic manure . In this context the Department of Botany has come forward to implement vermi composting of the solid waste into organic manure. Hence the twin problem of waste management and saving to college with in-house organic manure production was achieved , transforming WASTE TO WEALTH .

4. The Practice

The windrow method of vermin composting is used since it is cost efficient and sustainable method . The two vermin compost beds of 6ft × 4ft and 6ft × 3ft are dug . The solid organic waste , litter and dry leaves drops, Crop residues , Weed biomass , Vegetable waste, Leaf litter ,Degradable plant and animal debris , fruit peels, teabags from canteen, moldy and stale waste , egg shells , litter and grass clippings, newspapers and tissue papers etc are collected from the campus and they are transported by using manual trolley. The plastic ,non-biodegradable materials are separated .This waste is dumped in the garbage compost pits and every day the water is sprinkled in the pits and this process is continued for months. Earthworms (Perionyx excavates and Lampito mauritii) are collected from local vermin composting units and used in the college unit . Since the temperatures in the region are high it is difficult. Sufficient care is taken to cover the pits to maintain temperature below 300 C . The Vermicast or worm casting or worm manure is the end product of breakdown of organic matter by earth worms. These castings contain reduced levels of contaminants and high saturation of organic material . After few months the manure generated from the pits are collected and with the help of students and staff they are supplied to the trees and plants in the campus . Every year in the first monsoon season along with the students and staff, the plantation will take place in and around the campus. By supplying the generated manure the trees and plants in and around the campus looks green even in the summer. The wastewater generated from the RO Plant is supplied to the trees in the campus

5. Evidence of Success

- It is the process of converting WASTE TO WEALTH , a success story of the college .

- The twin purpose of waste management and production of In-house organic manure to college garden is achieved making college look clean and green .
- Involvement of students creates sense of responsibility , work culture , pride and respect with dignity of labour.
- Gardens and lawns are developed in the college with minimal cost.
- Safe and efficient disposal of Waste takes place since it is converted to manure .
- The organic manure is rich in essential plant nutrients and encourages plant growth. It does not have bad odour and is easy to apply , Improves soil texture and aeration and water holding capacity of the soil Thus making it an ideal manure.

6. Problems Encountered and Resources Required

- There was initial apprehensiveness among students which was overcome by encouragement and support from The Principal and Department of Botany .
- The manual labour work to be done initially to dug pits was done by students . The land in the area comprises of hard red soil but due to constant planned shift wise assignment of work made it an easy task .
- NSS wing provided the plantation tools.
- Forest and Nursery departments supply the tree samplings for plantation.
- Management provides human resources

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

S.S.G.S. Degree College being one of the lead colleges of the region has well established and well defined vision and mission that addresses the needs of its stake holders. The very establishment of S.S.G.S. Degree College in 1984 is an offshoot of consistent confabulations of its founder members, who envisioned to provide affordable education and gainful employment to the down-trodden and the marginalized sections of people of this second worst drought hit district in the country. Imbibing the Holy Spirit from their spiritual guru, “Sri Sankarananda Giri Swamy” and cherishing the selfless services they could render in their chosen area on humanitarian grounds, the management set out to translate their vision and mission of the college in letter and spirit.

Started as a private degree college with only two undergraduate programmes B.A and B.Com-TM, the management introduced conventional courses like MPC and BZC subsequently followed by the restructured and self-funding programmes in B.Com and B.Sc. In the year 1990, the two programmes B.A, B.Com-TM were admitted to Grant-in-aid by a general policy of the Government of Andhra Pradesh. The other self-funding and restructured programmes remained un-aided till today. So the college being partly aided and largely un-aided, the salaries of the un-aided staff, maintenance of its physical and academic expenditure are all borne by the institution.

In the current scenario of commercialization of education unreachable to the poor and the marginalized, the management being true to its vision has initiated lot of measures to enable the students to meet the job market requirements. The institution has never deviated from the policy of its vision. Majority of the students admitted in the institution are from SC, ST, Minority and EBC community of the town and its surrounding villages and most of them are the beneficiaries of the college fee reimbursement of the policy of the Government of Andhra Pradesh. But the other non-beneficiary students are also given liberal concession in their college fees to the extent of their poverty and backwardness. This is the policy decision of the governing body of the college incorporated in its resolution.

The college instituted '**Poor students welfare fund**' and every year the identified poor and marginalized sections of students are given free college uniform and free books. Certificate programmes with spoken English and computer basics along with the other subject of job market demand are offered to the students without collecting fees. Students are provided placement training both offline and online through career guidance center of the college and through APSSDC. Market oriented courses like Tally with GST for B.Com Students and Amazon web services, Google IT for B.Sc Students are offered through APSSDC and a part of the fees for these courses is borne by the management. Every year placement drives are conducted and some of these students are selected for the jobs. Some departments are giving printed study material free of cost. Women are given fair chances (more than equal to men) in every activity of the institution through Women empowerment cell.

5. CONCLUSION

Additional Information :

.S.G.S. Degree College had consistently been uniform in all its academic administrative and extensive activities throughout its 30 year long period that now goes unrecorded in its accreditation. Many unsung stories in the saga of its history find their due place here in this column.

The college had conducted a host of literary and multi-disciplinary seminars in the campus for its students by inviting renowned scholarly professors and other intellectual luminaries from the universities.

- A seminar on **“Shake sphere’s Hamlet and R.K. Narayan’s Novels”** was conducted with Prof. K. Venkat Reddy, Dept. of English, S.K. University
- A Two day inter-disciplinary University level seminar by Prof. T. Pullaiah of Botany on **“Bio-diversity”** Prof P. Narayana of Economics on **“New Economic policies”** all from S.K. University was inaugurated by Vice-Chancellor Prof. P.R. Naidu.
- **“New Trends and Challenges in Higher Education”** by Prof R. Seshadri Naidu, Director, ASC, S.V. University.
- **‘Economic changes and global reforms’** with Prof. C. Dasaratha Ramaiah , **‘New Economic Policies in India’** with Prof. Satyanarayana from S.K. University.
- A symposium on **“AIDS Day”** with Prof. R. Chandrasekhar Reddy, N.S.S. Coordinator, S.K. University and Prof. Subhash Chand, N.S.S. Liaison Officer, A.P. State.
- A Two kilometer approach road from Gooty road to Gollala Doddi village was completed by our N.S. S. Students.
- A seminar on **“Dr. B.R. Ambedkar’s thought on Public policy”**, Prof. D.L. Narayana, Dept. of Economics, Principal of S.K. University.
- In 1993 Rs 50,0000 for Lathoor Earth quake Victims and In 2001 Rs 1,00,000 to Gujarat Earth Quake Victims were collected from public and sent to victims.
- Rs 50,000 in 1996, Rs 3.86 Lakhs in 2009 for flood victims and Rs 5.50 Lakhs for Hudh-Hudh Cyclone sent to Chief Minister’s relief fund.
- 13 students got selected to **Standard Chartered Bank limited**, 4 in **Satyam Technologies limited** and 25 in **Infosys** company.
- Our student N. Meenakshi won Rs.1,50,000 Cash award at the state level elocution competition in Janma Bhoomi Programme.
- 7 Minor Research Projects completed by our retired staff.
- Our Students Mr. Praveen Kumar and Mr. Venkataiah were declared President Medal awardees in Scouts and Guides.

Concluding Remarks :

Since it is the first cycle of accreditation of the institution after its establishment in 1984, we have honestly been able to reflect the data of the institutional activities of the just completed five years as mandated by NAAC. From a humble beginning, starting with just two academic programmes in 1984, the institution has recorded a gradual but consistent growth in its evolution by establishing academic systems with necessary support facilities and also by bringing in timely changes in consonance with the requirements of its stakeholders. The institution has made rapid strides and landmark achievements in its 35 year long eventful

history, that has literally brought a pride of place in the realm of higher education in our region. However, this accreditation is believed to give some direction to the institution to grow as per the mandated standards of NAAC.

NAAC