

# **DUVVURU RAMANAMMA WOMEN'S COLLEGE**

## **[ AUTONOMOUS ]**

*Re-Accredited by NAAC with 'A' Grade*  
*Recognized by UGC as 'College with Potential for Excellence*

**GUDUR, SPSR NELLORE (Dt.) A.P. 524101**

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website: [www.drwcollege.org](http://www.drwcollege.org)



## **A.Q.A.R.**

## **2013-2014**



*Submitted*  
*to*

**The Director**

**NATIONAL ASSESMENT AND ACCREDITATION COUNCIL**  
**BANGALORE**

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## The Annual Quality Assurance Report (AQAR) of the IQAC 2013 - 2014

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution

DUVVURU RAMANAMMA WOMEN'S  
COLLEGE

1.2 Address Line 1

Z.P. High School Road

Address Line 2

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City/Town

GUDUR , S.P.S.R.Nellore District

State

Andhra Pradesh

Pin Code

524101

Institution e-mail address

drwcollege\_gdr@yahoo.com

Contact Nos.

08624 – 251296  
08624 - 221480

Name of the Head of the Institution

Dr. Mrs.Y.Syamalamma

Tel. No. with STD Code:

08624 - 221480

Mobile:

09603050109

Name of the IQAC Co-ordinator:

Dr.P.Kamala Sayi

Mobile:

8985751289

IQAC e-mail address:

drwciqac@gmail.com

1.3 NAAC Track ID

EC/52/RAR/83 Dated 28.03.2010

1.4 NAAC Executive Committee  
No. &Date

EC/52/RAR/83 Dated 28.03.2010

1.5 Website address:

www.drwcollege.org

Web-link of the AQAR:

www.drwcollege.org/AQAR2013-2014.PDF

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B <sup>++</sup>	Institutional score 82.05	2004	5 Years
2	2 <sup>nd</sup> Cycle	A	CGPA – 3.14	2010	5 Years
3	3 <sup>rd</sup> Cycle	---	---	---	---
4	4 <sup>th</sup> Cycle	---	---	---	---

1.7 Date of Establishment of IQAC :

15/03/2004

1.8 AQAR for the year

2013 - 2014

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i. AQAR 2010 – 2011 Submitted to NAAC on 22.10.2011
- ii. AQAR 2011 – 2012 Submitted to NAAC on 15.10.2012
- iii. AQAR 2012 – 2013 Submitted to NAAC on 18.10.2013

### 1.10 Institutional Status

University                      State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College            Yes ☐ No ☒

Constituent College        Yes ☐ No ☒

Autonomous college of UGC    Yes ☒ No ☐

Regulatory Agency approved Institution    Yes ☒ No ☐  
AICTE

Type of Institution    Co-education ☐ Men ☐ Women ☒

Urban ☐ Rural ☒ Tribal ☐

Financial Status        Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

### 1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☒ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☒

Others (Specify)           

### 1.12 Name of the Affiliating University

Vikrama Simhapuri University , S.P.S.R.Nellore Dt.  
A.P.

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

Autonomy by State/Central Govt. / University

☒ UGC



University with Potential for Excellence	-	UGC-CPE	✓
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	2	Any other	-
UGC-COP Programmes	-		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	5
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	2
2.4 No. of Management representatives	2
2.5 No. of Alumni	2
2. 6 No. of any other stakeholder and community representatives	1
2.7 No. of Employers/ Industrialists	1
2.8 No. of other External Experts	1
2.9 Total No. of members	16
2.10 No. of IQAC meetings held	4 per year
2.11 No. of meetings with various stakeholders: Faculty	4
Non-Teaching Staff	4
Students	4
Alumni	4
Others	4
2.12 Has IQAC received any funding from UGC during the year	Yes -- No ✓

If yes, mention the amount

## 2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

S.No.	EVENT	THEME	DATE
1	UGC National Seminar	“Telugu Epics – Moral Values”.	23 <sup>rd</sup> and 24 <sup>th</sup> January 2014
2	Orientation Programme	“Teaching Skills”	24 <sup>th</sup> February 2014.
3	UGC Seminar	Spectroscopic Techniques in Physical Sciences	25 <sup>th</sup> February 2014
4	UGC Seminar	The Relevance of Spoken English and Teacher Innovation in English Classroom”	26 <sup>th</sup> February 2014
5	Workshop	Atrocities on Women – Remedies	7 <sup>th</sup> March 2014
6	UGC Seminar	Recent trends in Biological Sciences	24 <sup>th</sup> March 2014

## 2.14 Significant Activities and contributions made by IQAC

- Conducted all the curricular and Co-curricular activities as per the plan of action chalked out at the beginning of the year by I.Q.A.C.
- Conducted Academic audit with academic peers
- Organised faculty development programmes
- Organised student benefit programmes like, educational tours, study projects, industrial visits
- Conducted number of extension activities

## 2.15 Plan of Action by IQAC/Outcome

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

( Academic calendar enclosed) **Enclosure – I**

Plan of Action	Achievements
<ul style="list-style-type: none"> <li>➤ Implementation of Autonomous System in U.G.and P.G.level.</li> <li>➤ Undertake more number of community oriented programmes and extension activities.</li> <li>➤ Improve the intercom facility.</li> <li>➤ Conduct more number of National Seminars and Workshops</li> <li>➤ Planning to organise Annual Convocation function in the College.</li> <li>➤ Planning to start more number of Job oriented courses.</li> <li>➤ To conduct Society outreach programmes and community development programmes.</li> <li>➤ Improve infrastructure facilities in labs and Library</li> </ul>	<ul style="list-style-type: none"> <li>➤ Conducted the meetings of Governing Body, Academic Council and Board of studies of different subjects.</li> <li>➤ Conducted the meeting of Finance committee and sent the Budget estimations to the UGC for the year 2013-2014. Spent the expenditure from the Autonomous Grant , released by the UGC.</li> <li>➤ Conducted the Semester end examinations as per schedule and released the results within the stipulated time for three years Degree and Two years P.G. Courses.</li> <li>➤ The curriculum and syllabus in II semester Statistics was reviewed and proper changes were implemented according to the needs of the day.</li> <li>➤ In III Semester of M.A Corporate Telugu, D.T.P. Course was introduced, which will be helpful to the students to prepare final project in the IV semester.</li> <li>➤ Introduced Foundation course in value education as 'Human Values and Professional Ethics' in II Semester.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ As per the suggestions of the Staff Council, Creative measures were initiated to improve efficiency in teaching learning process.</li> <li>➤ Continued U.G.C Innovative Programmes – M.A Corporate Telugu &amp; M.Sc. Human Nutrition and Nutraceutical Chemistry as interdisciplinary courses.</li> <li>➤ SC &amp; ST Remedial coaching classes were conducted. The academic performance of SC, ST Students was significantly enhanced.</li> <li>➤ Conducted Seminars, workshops, Orientation programmes with the U.G.C Autonomous funds.</li> <li>➤ Improved the intercom facility, which helped the Principal, faculty and office staff for mutual interaction.</li> <li>➤ Introduced number of ICT based courses to promote global competencies among the students.</li> <li>➤ The first Convocation was organized on 9-4-2014. Prof. G. Rajarami Reddy, Vice Chancellor, Vikrama Simhapuri University, Nellore presided the function and awarded degrees. Prof. L. Venugopal Reddy, Chairman, AP State Council of Higher Education, Hyderabad was the Chief Guest and delivered the Convocation Address. 36 gold medals, were presented to the top rankers in UG and PG programmes.</li> </ul>
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2.16 Whether the AQAR was placed in statutory body

Yes

☒

No

☐

Management

☒

Syndicate

☒

Any other body

Academic council

Provide the details of the action taken

IQAC Submitted its action plan to the Governing body. The IQAC plan of action was discussed in the governing body and approved for proper implementation.

## Part – B

### Criterion – I

#### 1. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	---	---	---	---
PG	7	---	5	---
UG	9	---	5	---
PG Diploma	---	---	---	---
Advanced Diploma	---	---	---	---
Diploma	---	---	---	---
Certificate	11	---	11	6
Others	---	---	---	---
<b>Total</b>	27	---	21	6

Interdisciplinary	---	---	---	---
Innovative	2	---	---	---

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	U.G – 9      P.G - 7
Annual	----

1.3 Feedback from stakeholders Alumni ☒ Parents ☒ Employers ☒ Students ☒

Mode of feedback : Online ☐ Manual ☒ Co-operating schools ☐

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

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

- The curriculum and syllabus in II semester Statistics was reviewed and proper changes were implemented according to the needs of the day .
- In III Semester of M.A Corporate Telugu, D.T.P. Course was introduced, which will be helpful to the students to prepare final project in the IV semester.
- Introduced Foundation course in value education as ‘Human Values and Professional Ethics’ in II Semester.

The Syllabus was revised in the B.O.S Meetings of respective subjects and approved by the Academic council.

1.5 Any new Department/Centre introduced during the year. If yes, give details .  
Introduced foundation course in Human values and professional ethics

Yes

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
49	39	10	---	---

2.2 No. of permanent faculty with Ph.D.

10

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

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5

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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars	4	5	---
Presented papers	1	2	---
Resource Persons	-	-	-

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

- The curriculum and syllabus is designed according to the latest advancements in the respective subjects. This has been possible due to the Autonomous System
- Integrated Information and Communication Technology (ICT) in the curriculum for equipping the students to compete in the global employment markets.
- The College also offers need based job oriented courses, which helped student community to face the global competence.
- Conducting student centric activities like seminars, educational tours, field visits, study projects etc.

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

188

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

De-coding, Double valuation for P.G. Students, Instant examination, Online Practical examination in English for U.G. Students

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

49

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## 2.10 Average percentage of attendance of students

## 2.11 Course/Programme wise distribution of pass percentage : 2013 - 2014

Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
U.G. B.A.	25	--	52	36	---	88
B.Com	86	13.9	69.7	2.3	---	86
B.Sc.	126	50	29	5.5	---	85

Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
P.G. M.Sc. Mathematics	23	65.2	17.3	--	--	82.6
Chemistry	5	20	40	--	--	60
Physics	14	57.2	28.5	--	--	85.7
Human Nutrition and Nutraceutical Chemistry	4	4	--	--	--	100
M.A. Corporate Telugu	4	75	--	--	--	75

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

- Facilitating the faculty to use the ICT tools
- Encouraging the faculty to participate in professional development programmes
- Conducting Internal and External Academic audit.



### 2.13 Initiatives undertaken towards faculty development

<b><i>Faculty / Staff Development Programmes</i></b>	<b><i>Number of faculty benefitted</i></b>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	30
Faculty exchange programme	23
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	5
Others(Seminars & International Symposium)	8

### 2.14 Details of Administrative and Technical staff

<b>Category</b>	<b>Number of Permanent Employees</b>	<b>Number of Vacant Positions</b>	<b>Number of permanent positions filled during the Year</b>	<b>Number of positions filled temporarily</b>
Administrative Staff	24	5	Nil	14
Technical Staff	2	Nil	Nil	Nil

## **Criterion – III**

### **3. Research, Consultancy and Extension**

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

- Constitution of Research Committee
- Encouraged to attend National and International seminars and workshops to enhance research culture
- New faculty members are encouraged to register for M.Phil / Ph.D
- Promoting college level research projects
- Involving students in study projects

### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	---	---	---
Outlay in Rs. Lakhs	---	---	---	---

### 3.4 Details on research publications

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

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

### 3.6 .Research funds sanctioned and received from various funding agencies, industry and other Organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	2013-14	D.R.W.College	2.9 Thousand	2.9 Thousand
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-		

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11. No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	4	-	-	--
Sponsoring agencies	-	UGC Hyderabad New Delhi	-	-	-

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

3.13. No. of collaborations International  National  Any other

3.14.No. of linkages created during this year

3.15 .Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16. No. of patents received this year

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

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

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

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

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

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

JRF  SR  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC :

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="5"/>	
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="5"/>	Any other <input type="text" value="-"/>

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

- Conduct of rallies on different Awareness Programmes in collaboration with the local bodies concerned.
- Participation in Clean and green programmes in campus and Community.
- Distribution of books to poor students
- Distribution of Jute bags to avoid plastic bags

#### **Criterion – IV**

### **4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6 acres	-	-	6 acres
Class rooms	40	-	-	40
Laboratories	14	-	-	14
Seminar Halls	3	-	-	3
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	5	-	UGC	5
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.11.6 lakhs	-	UGC	Rs.11.6 lakhs
Others (UGC Innovative Programme )	Rs.28.1 lakhs	-	UGC	Rs.28.1 lakhs

#### 4.2 Computerization of administration and library

- Up gradation of the software in the library with Total Library software solutions

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14637	2935477	3010	482373	17647	3417850
Reference Books	17433	4135477	1112	250918	18545	4386395
e-Books	51000	5000	-	-	51000	5000
Journals	-	-	120	43560	120	43560
e-Journals	5365	58150	-	-	5365	58150
Digital Database	-	-	-	-	-	-
CD & Video	139	26163	-	-	139	26163
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	216	131	28	14	--	14	22	7
Added	18	18	--	--	--	--	--	--
Total	234	151	28	14	--	14	22	7

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

- ICT learned facilities upgraded in all the departments.
- ICT facilities in all the seminar halls were upgraded
- Computer and Internet access is made available to all the staff and students .Each and every department is provided with computer systems with internet access. The Internet centre is open from 8A.M.to 8P.M.on all working days. All the teaching and Non-Teaching staff are trained how to browse the internet by the faculty of M.C.A. Department.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs.1,25,000
ii) Campus Infrastructure and facilities	Rs.75,000
iii) Equipments	Rs.1,50,000
iv) Others	Rs.50,000
<b>Total :</b>	Rs.4,00,000

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Orientation and awareness programmes on student support services available in the college was arranged by IQAC
- All the students are enlightened with the respective departments about the supportive services rendering by the concerned departments

5.2 Efforts made by the institution for tracking the progression

- Relevant records are maintained in the respective departments, Controller office, Physical education department and in the office

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
898	217	-	--

(b) No. of students outside the state

Nil
-----

(c) No. of international students

Nil
-----

No	%
-	-

Men

Women

No	%
Nil	Nil

Last Year ( 2012 – 2013)						This Year ( 2013 – 2014 )					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
229	396	22	374	2	1023	239	437	30	407	2	1115

Demand ratio : 1:1

Dropout 2 %

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

- Free Coaching for entry into services by inviting Eminent personalities with the UGC assistance under merged schemes
- Coaching has been given in communicative English, Arithmetic aptitude, Reasoning and Computer skills etc. With the college funds
- Training has been given funds through JKC

No. of students beneficiaries

80

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	2	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

- The Institution facilitates and support students for appearing and qualifying in various competitive Examinations.
- The faculty from Arts Departments extends free coaching to the students those who are appearing for Group II and IV Services, LIC Examinations and Bank Examinations .
- Training programme by JKC is arranged

No. of students benefitted

150



### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	10 students in various institutions & 5 students in SHAR centre

### 5.8 Details of gender sensitization programmes

4 lectures were arranged on communal harmony and gender justice

### 5.9 Students Activities

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

State/ University level

40

National level

3

International level

-

No. of students participated in cultural events

State/ University level

5

National level

-

International level

-

#### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level

-

National level

-

International level

-

Cultural: State/ University level

-

National level

-

International level

-

### 5.10 Scholarships and Financial Support

	Number of students	Amount Rs.
Financial support from institution	10	82 thousands
Financial support from government	158	26.6 lakhs
Financial support from other sources	30	1.5 lakhs
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

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

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed : 4

- Provided solar lighting facility
- Protected drinking water facility
- Increased Net facility
- Geezer arrangement in the sick room

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

**Vision of the Institution :**

- To educate women about their rights and equal opportunities in all aspects of life and to raise their level of aspirations and achievements
- To educate women about their role in the contribution of economic and social development.
- To improve vocational or employment related knowledge and skills
- To promote and encourage noble motives, objective thinking and strength of will to implement one's decisions
- To make the women community to know the legitimate responsibilities in discharging their duties
- To inculcate the right attitude to accept any job or work to serve the society suitably
- To achieve the empowerment of women in financial status on par with their brothers in their families
- To make the future mothers to realize the potentialities of their girl children and support them to achieve their dreams.

**Mission of the Institution :**

- The institution was started with the noble motto of “**Let noble thoughts come to us from every side**”. Keeping this in mind the college always welcomes innovative suggestions offered by the intellectuals. The college conducts spiritual classes to inculcate spiritual values among the students, to break down the social barriers and to have religious tolerance. The truths that are common to all religions are being taught to students to realize the importance of human values. Based on the sayings of Swami Vivekananda the college gives priority to character building and value based education

6.2. Does the Institution has a management Information System

Yes

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

6.3.1 Curriculum Development

- Conduct of Annual BOS Meetings in all subjects for revising the syllabus to meet the global competences
- Analysis and implementation of feedback from all state holders
- Inviting suggestions from academic peers and incorporating them in curriculum development

6.3.2 Teaching and Learning

- Providing facilities for ICT utilization
- Encouraging to participate in professional development programmes

6.3.3 Examination and Evaluation

- Conduct of continuous internal assessment tests
- Reviewed performance of students and decided to conduct additional classes
- Provision of reading and study materials for all CET examinations and competitive examinations
- Transparency in evaluation methods

#### 6.3.4 Research and Development

- Conduct of college level Research Projects by faculty
- Encouraging P.G students for outside Research projects
- Promoting student study projects

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Enhanced digital library facility
- Computerized total library
- Awareness programmes on optimal utilization of learning resources in general library and digital library
- Enrichment of infrastructure and learning resources

#### 6.3.6 Human Resource Management

- Periodical review of the performance
- Constitution of different academic and administrative committees
- Conducted periodical meetings with all committees

#### 6.3.7 Faculty and Staff recruitment

- Recruitment by internal experts committee when ever need arises

#### 6.3.8 Industry Interaction / Collaboration

- Field visits to near industries
- Linkages with companies

#### 6.3.9 Admission of Students

- Allotment of seats in U.G is based on the marks secured in the Intermediate
- P.G. seats through P.G.C.E.T Conducted by affiliated

#### 6.4 Welfare schemes for

Teaching	---
Non teaching	----
Students	Scholarships from Govt & Welfare fund of the College

6.5 Total corpus fund generated

Rs. 2.97 crores

6.6 Whether annual financial audit has been done

☒

Yes

☐

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	1. Principal Govt. Degree College 2. C.C.E A.P., Hyderabad	Yes	I.Q.A.C & Governing Body
Administrative	-	-	-	-

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

For UG Programmes

Yes

☒

No

☐

For PG Programmes

Yes

☒

No

☐

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

- Conduct of internal assessment for 30%
- External evaluation for 70%
- Instant examination provision is given to the final year students, who has backlog of 1 or 2 subjects from 1<sup>st</sup> to 6<sup>th</sup> semesters

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

Nil

6.11 Activities and support from the Alumni Association

- Alumni association regularly meets once in 3 months and monitor the various academic activities conducted in this college, by way of cash incentives and by providing text books to needy students, Alumni Association help the institution to the best of their ability.

#### 6.12 Activities and support from the Parent – Teacher Association

- Parents' association regularly meets once in 3 months and monitors various academic activities conducted in this college. Encourage the students by way of cash incentives and by providing text books to needy students & by conducting various competitions to the students, the Parent-Teacher Association help the institution to the best of their ability

#### 6.13 Development programmes for support staff

- Computer training is imparted by the Computer dept. to the non-teaching staff.
- All the non-teaching staff are encouraged to acquire additional qualifications.

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

- Maintenance of greenery and cleanliness in the premises of college and hostels
- Avoiding plastic usage in the campus
- Creating polluting free environmental

### **Criterion – VII**

#### **7. Innovations and Best Practices**

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

- Adopted the mechanism of internal quality checks
- Introduced number of career oriented short term courses with free of cost. Motivated the Alumni and Parents to support these courses
- Students are encouraged to take part time jobs outside college hours under the scheme “**Earn while you learn**”

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

- Conducted Seminars, workshops, Orientation programmes with the U.G.C Autonomous funds.
- As per the suggestions of the Staff Council, Creative measures were initiated to improve efficiency in teaching learning process.
- Continued U.G.C Innovative Programmes – M.A Corporate Telugu & M.Sc. Human Nutrition and Nutraceutical Chemistry as interdisciplinary courses.
- Improved the intercom facility, which helped the Principal, faculty and office staff for mutual interaction.
- Introduced number of ICT based courses to promote global competencies among the students.
- Conducted the meetings of Governing Body, Academic Council and Board of studies of different subjects.
- Conducted the meeting of Finance committee and sent the Budget estimations to the UGC for the year 2013-2014. Spent the expenditure from the Autonomous Grant, released by the UGC.
- Conducted the Semester end examinations as per schedule and released the results within the stipulated time for three years Degree and Two years P.G. Courses.
- The curriculum and syllabus in II semester Statistics was reviewed and proper changes were implemented according to the needs of the day.  
In III Semester of M.A Corporate Telugu, D.T.P. Course was introduced, which will be helpful to the students to prepare final project in the IV semester.  
Introduced Foundation course in value education as 'Human Values and Professional Ethics' for U.G. Students in II Semester.
- As per the suggestions of the Staff Council, Creative measures were initiated to improve efficiency in teaching learning process.
- SC & ST Remedial coaching classes were conducted. The academic performance of SC, ST Students was significantly enhanced.

7.3 Give two Best Practices of the institution

**Enclosed – Enclosure -II**

7.4 Contribution to environmental awareness / protection

- Rallies and awareness programmes are conducted on pollution and protection of environment

7.5 Whether environmental audit was conducted?

Yes

☒

No

☐

7.6 Any other relevant information the institution wishes to add.

- The only College in the entire three districts i.e. Nellore, Chittoor and Kadapa in the S.V. University and V.S. University area has got the Autonomous status
- The College was identified as one of the 148 Colleges recognized by the UGC as 'College with Potential for Excellence.'
- The College has been Identified one among the 45 Colleges at National level by UGC and MHRD, to upgrade the status of the College under RUSA and called for a meeting of the Principals on 6<sup>th</sup> October 2013 at New Delhi.



## 8. Plans of institution for next year

The College is always try to introduce some innovation in many ways to cater the needs for the present student community. Hence the following are the future plans to take this Institution to greater heights.

- Introducing Inter disciplinary Innovative Programmes which has Regional, National and global importance.
- Full fledged Research Centre
- Infrastructure development
- Improving ICT based Teaching and learning
- Enhancing Student Support Services
- Developing green house and other activities to protect the environment
- Reforms in Examination System.
- Take up more community oriented programs
- Intensify the activities for Women Empowerment
- Strengthening the activities of career counselling cell and create more opportunities for campus selections.

*Name: Dr.P.KAMALA SAYI*

*Coordinator, IQAC*

*Name : Dr.D.REVATHI DEVI*

*Chairperson, IQAC*

**ENCLOSURE – I**  
**CALENDER 2013 - 2014**



## CALENDAR COMMITTEE

CHAIRPERSON : **Dr. Y. Syamalamma**, M.Com., M.Phil., Ph.D.,  
Principal

CONVENER : **Ms. M. Bhavani**, M.Sc., PGDCA., (Ph.D.)



## COLLEGE MANAGEMENT COMMITTEE

**Sri A. Ravikumar Reddy**, President

S/o. **Rtn A. Syamasundara Reddy**

**Dr. C. R. Reddy**, Secretary & Correspondent

S/o. **C. Venku Reddy**

**Sri Rtn G. D. Reddy**, Treasurer

S/o. **G. Venkata Subba Reddy**

**Sri P. Sanathkumar Reddy**, Member

S/o. **P. Kota Reddy**

**Sri S.V. Maheedhar Reddy**, Member

S/o. **S.V. Krishna Reddy**

**Sri K. Subbarami Reddy**, Member

S/o. **K. Venkatarami Reddy**

**Dr. C. Janardhana Reddy**, Member

S/o. **C. Venkata Reddy**

**Sri P. Janakirami Reddy**, Member

S/o. **P. Subbarayulu Reddy**

**Sri Allareddy Dayakar Reddy**, Member

S/o. **Venkata Krishna Reddy**

**Sri M. Sivakumar Reddy**, Member

S/o. **Rama Raghava Reddy**

**Sri R.G.K. Reddy**, Member

S/o. **Sankara Reddy**

## CALENDAR COMMITTEE

CHAIRPERSON : **Dr. Y. Syamalamma**, M.Com., M.Phil., Ph.D.,  
Principal

CONVENER : **Ms. M. Bhavani**, M.Sc., PGDCA., (Ph.D.)



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S/o. **C. Venku Reddy**

**Sri Rtn G. D. Reddy**, Treasurer  
S/o. **G. Venkata Subba Reddy**

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S/o. **P. Kota Reddy**

**Sri S.V. Maheedhar Reddy**, Member  
S/o. **S.V. Krishna Reddy**

**Sri K. Subbarami Reddy**, Member  
S/o. **K. Venkatarami Reddy**

**Dr. C. Janardhana Reddy**, Member  
S/o. **C. Venkata Reddy**

**Sri P. Janakirami Reddy**, Member  
S/o. **P. Subbarayulu Reddy**

**Sri Allareddy Dayakar Reddy**, Member  
S/o. **Venkata Krishna Reddy**

**Sri M. Sivakumar Reddy**, Member  
S/o. **Rama Raghava Reddy**

**Sri R.G.K. Reddy**, Member  
S/o. **Sankara Reddy**



### *Motto*

The Institution was started with the noble MOTTO of "Let Noble thoughts come to us from every side", Keeping this in mind the college always welcomes the innovative suggestions offered by the intellectuals. The College conducts scriptural classes to inculcate Spiritual values among the students, to break down the social barriers and to have religious tolerance. The truths that are common to all religions are being taught to students to realize the importance of human values. Based on the saying of Swami Vivekananda the College gives priority to character building and value based education.

### *Vision*

- The Vision of the College is
- To educate women about their rights and equal opportunities in all aspects of life and to raise their level of aspirations and achievements.
- To educate women about their role in the contribution of economic and social development.
- To improve vocational or employment related knowledge and skills.
- To promote and encourage noble motives, objective thinking and strength of will to implement one's decisions.
- To make the women community to know the legitimate responsibilities in discharging their duties.
- To inculcate the right attitude to accept any job or work to serve the society suitably.
- To achieve the empowerment of women in financial status on par with their brothers in their families.
- To make the future mothers to realize the Potentialities of their girl children and support them to achieve their dreams.

### *Mission*

- To encourage first generation learners and those from marginalized groups and ensure gender equality.
- To offer innovative quality education in emerging fields with flexibility in curriculum and teaching learning process.
- To build up a learner - friendly, eco-friendly academic environment.
- To nurture a student centered teaching-learning culture by judicious use of ICT
- To foster holistic development of character by instilling then spirit of social service and social justice through group activities.
- To promote personality development to inculcate habits of self reliance

SPECIAL OFFICER : Dr. K. Meharmani,

M.A., M.Phil., Ph.D.,

PRINCIPAL : Dr. Y. Syamalamma

M.Com., M.Phil., Ph.D.,

### **TEACHING STAFF**

#### ENGLISH DEPT.

1. Dr. D. Revathi Devi, M.A., P.G.D.T.E., Ph.D., Reader
2. Ms. P. Rajani, M.A., M.Phil., Ph.D.,

#### TELUGU DEPT.

3. K. Eswaramma, M.A., Ph.D.,
4. Ms. Y. Santhi, M.A., M.Phil., Ph.D.,
5. Ms. Mamatha, M.A., M.Phil.,

#### HINDI DEPT.

6. Dr. P. Kamala Sai, M.A., M.Phil., B.Ed., Ph.D.,

#### HISTORY DEPT.

7. Dr. M. Rama Devi, M.A., M.Ed., Ph.D., Reader

#### ECONOMICS DEPT.

8. Dr. M. Swarupa Rani, M.A., B.Ed., M.Phil., Ph.D.,
9. Ms. B. Revathi, M.A.,

#### POLITICAL SCIENCE DEPT.

10. Ms. K. Saradamma, M.A., M.Phil., (Ph.D.)

#### COMMERCE DEPT.

11. Dr. V. Bharatha Lakshmi, M.Com., Ph.D., Reader
12. Ms. V. Nirmala, M.Com., B.Ed., M.Phil., M.B.A., (Ph.D.)
13. Ms. Sk. Shakeela, M.Com., B.Ed.,
15. Ms. G. Vijayamma, M.Com.,
16. Ms. M. Ramanamma, M.Com.,

**BOTANY DEPT.**

17. Ms. Y. Hemalatha, M.Sc., (M.Phil.)
18. Ms. Prabhavathi, M.Sc.

**ZOOLOGY DEPT.**

19. Ms. M. Bhavani, M.Sc., PGDCA., (Ph.D.)
20. Ms. Ch. Lalitha Kumari, M.Sc., M.Phil., (Ph.D.)

**PHYSICS DEPT.**

21. Dr. B. Yasoda, M.Sc., M.Phil., Ph.D.,
22. Ms. K. Divya Deepa, M.Sc., B.Ed.,
23. Ms. P. Alivelamma, M.Sc.,
24. Ms. Santhi, M.Sc.,
25. Ms. P. Rajani, M.Sc.,
26. Ms. P. Anitha, M.Sc.,
27. Ms. Swapna (Electronics), B.Tech.,

**CHEMISTRY DEPT.**

28. Dr. T. Radha Lakshmi, M.Sc., Ph.D.,
29. Ms. B. Sailaja, M.Sc., B.Ed.,
30. Ms. Ch. Rama Sundari, M.Sc., M.Phil.,
31. Ms. T. Rajeswari, M.Sc.,
32. Ms. D. Prasanthi, M.Sc.,
33. Ms. K. Mounika, M.Sc.,

**MANAGEMENT DEPT.**

34. Ms. T. Haritha, M.B.A.,
35. Ms. A. V. Subhashini, M.B.A.,

**BIO TECHNOLOGY DEPT.**

35. Dr. M. Rachel Kumari, M.Sc., M.Ed., Ph.D., Reader
36. Ms. P. Gayathri, M.Sc.,

**MATHEMATICS DEPT.**

37. Ms. K. Vijaya Lakshmi, M.Sc.
38. Ms. V. Radha, M.Sc., B.Ed.,
39. Ms. M. Sreelakshmi, M.Sc., B.Ed.,
40. Mr. A. Subba Rao, M.Sc., M.Phil., M.Tech
41. Ms. E. Prasunamma, M.Sc., B.Ed.,

**STATISTICS DEPT.**

42. Mr. A. Srinivasulu, M.Sc.,

**COMPUTER SCIENCE DEPT.**

43. Mr. T. Rajesh, M.C.A.,
44. Ms. N. Sravanthi, M.C.A.,
45. Ms. N. Sravani, M.C.A.,
46. Ms. V. Bhanu Priya, M.C.A.,
47. Ms. Sk. Aseefa, M.C.A.,

**PHYSICAL EDUCATION DEPT.**

48. Ms. C. Vijaya Kala, M.A., M.P.E.D., M.Phil., C.Y.E.C., (Ph.D.)

**LIBRARY & INFORMATION SCIENCE**

49. Dr. P. Anuradha, M.A., M.L.I.Sc., Ph.D.,

### GENERAL COMMITTEES

Literary Association	: Smt. K. Saradamma B. Revathi
Games Association	: Smt. C. Vijayakala Mrs. V. Nirmala Sk. Shakeela P. Gayatri
Cultural Association	: Dr. D. Revathi Devi Dr. P. Kamalasai N. Sravanthi
Furniture Committee	: Smt. C. Vijayakala Dr. P. Anuradha
Welfare Committee	: Dr. V. Bharatha Lakshmi
Daily Attendance	:
Humanities	: Smt. V. Nirmala
Sciences (EM)	: Dr. B. Yasodha
Sciences (TM)	: Mrs. M. Bhavani
Consolidated Attendance	:
Humanities	: Dr. M. Swarupa Rani
Sciences (TM)	: Mrs. C. Vijayakala
Sciences (EM)	: Y. Hemalatha
Tutorial Batches	: Dr. P. Anuradha
Time Table & Class room allotment	: Dr. B. Yasoda
Discipline Committee	: Smt. C. Vijayakala M. Hemalatha
NSS Programme Officers	: Mrs. M. Bhavani Mrs. Y. Hemalatha

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### SPECIAL FEE COMMITTEES

Science Fee Fund	: Dr. T. Radha Lakshmi
Library Fee Fund	: Dr. B. Yasodha
Stationery Fee Fund	: Dr. V. Bharatha Lakshmi
Games Fee Fund	: Mrs. V. Nirmala
College Day Fee Fund	: Mrs. K. Saradamma
Union Fee Fund	: Dr. M. Swarupa Rani
Medical Inspection fee fund	: Mrs. Y. Hemalatha
Calendar Fee Fund	: Mrs. M. Bhavani
Incharge of Internal Examinations	: Dr. V. Bharathalakshmi Ms. B. Sailaja
Controller of Examinations	: Dr. T. Radha Lakshmi
Additional controller of Examinations	: Dr. P. Kamala Sai
Hostel Advisory Committee	: Dr. T. Radha Lakshmi V. Nirmala
Controller of Certificate Courses	: Dr. V. Bharathalakshmi

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### NAAC SUB COMMITTEES 2013 - 2014

1. Co-Ordinator : Dr. T. Radha Lakshmi
2. Magazine & News Letter : Dr. D. Revathi Devi  
Ms. Rajani
3. Old Students Association : Dr. V. Bharatha Lakshmi  
Ms. B. Sallaja
4. Parents' Association : Dr. M. Swaruparani  
Ms. M. Bhavani
5. Extension Activities : Dr. P. Kamala Sai  
Ms. C. Vijayakala
6. Student Counselling Consultancy : Ms. M. Bhavani
7. Campus Maintenance : Ms. V. Nirmala  
Dr. B. Yasoda
8. Library Advisory Board : Ms. Y. Hemalatha



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### NAAC IQAC

1. Dr. Y. Syamalamma Principal	Chairperson	Head of the Institution
2. Smt. K. Saradamma Lect. in Political Science	Member	Staff Member
3. Smt. V. Nirmala Lect. in Commerce	Member	Staff Member
4. Mrs. M. Bhavani Lect. in Zoology	Member	Staff Member
5. Dr. D. Revathi Devi Reader in English	Member	Staff Member
6. Dr. P. Kamalasai Lect. in Hindi	Member	Staff Member
7. Dr. V. Bharalakshmi Reader in Commerce	Member	Senior Administrative Member
8. Ms. C. Vijayakala Lect. in Physical Education	Member	Member
9. Dr. P. Anuradha Lect. in Library & Information Science	Member	Member
10. Ms. A. Lakshmi Kumari	Member	Office Superintendent
11. Dr. C.R. Reddy Correspondent	Member	Managing Committee Member
12. Sri G.D. Reddy Treasurer	Member	Managing Committee Member
13. Dr. K. Mehermani Special Officer	Member	Managing Committee Member
14. Rtn. A.S.N. Raju	Member	Public Local Society
15. Dr. T. Radhalakshmi Lect. in Chemistry	Member	Co-Ordinator

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TUTORIAL BATCHES 2013 - 2014				
S. No	Class	Roll No.	No. of Students	Name of the Staff
1	II B.A	1-30	30	Smt. K. Saradamma
2	II B.A	1-22	22	Dr. M. Ramadevi
3	I B.A	1-22	22	Dr. M. Swarupa Rani
4	III B.Com(G)	1-30	30	B. Revathi
5	III B.Com(G)	31-60	30	G. Vijayamma
6	II B.Com(G)	1-33	33	C. Vijaya Kala
7	I B.Com(G)	1-33	33	Sk. Shakeela
8	III B.Com(CA)	1-30	30	Dr. D. Revathi Devi
9	III B.Com(CA)	31-59	29	B. Sravani
10	II B.Com(CA)	1-25	25	Smt. V. Nirmala
11	II B.Com(CA)	26-50	25	M. Ramanamma
12	I B.Com(CA)	1-25	25	T. Mamatha
13	I B.Com(CA)	26-50	25	N. Sravanti
14	III B.Sc(MCS)	1-29	29	K. Koteswara Rao
15	III B.Sc(MCS)	30-59	29	E. Prasanna
16	II B.Sc(MCS)	1-25	25	M. Sri Lakshmi
17	II B.Sc(MCS)	26-50	25	A. Srinivasulu
18	I B.Sc(MCS)	1-25	25	T. Rajesh
19	I B.Sc(MCS)	26-50	25	K. Vijaya Lakshmi
20	III MPC	1-21	21	D. Santhi
21	II MPC	1-14	14	Dr. B. Yasodha
22	I MPC	1-14	14	T. Rajeswari
23	III CPZ	1-15	15	B. Sallaja
	II BBC	1-12	12	
24	II CPZ	1-15	15	P. Prasanthi
	I CPZ	1-10	10	
25	III BBC	1-12	12	P. Gayatri
	I BBC	1-12	12	
26	III CBZ	1-28	28	Smt. Y. Hemalatha
27	II CBZ	1-29	29	Ch. Lalitha Kumari
28	I CBZ	1-29	29	Smt. M. Bhavani
27	III MPE	1-16	16	P. Ailvelamma
28	II MPE	1-24	24	B. Ramya Swati
29	I MPE	1-24	24	K. Divya Deepa

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Academic Activities for the year 2013 - 2014		
DATE	WEEK	June 2013
10	Mon	Re-opening of the College after Summer Vacation and Commencement of II & III Year Degree classes
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	Result Review Meeting
16	Sun	Holiday
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	Holiday
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	
29	Sat	
30	Sun	Holiday
Number of working days		18
No. of Holidays		2

11

DATE	WEEK	July 2013
1	Mon	
2	Tue	
3	Wed	
4	Thu	Discussion on extra curricular activities with student Representatives
5	Fri	
6	Sat	
7	Sun	Holiday
8	Mon	
9	Tue	
10	Wed	Jyothi day Commencement of classes for I Degree UG & PG
11	Thu	
12	Fri	
13	Sat	Second Saturday Holiday
14	Sun	Holiday
15	Mon	
16	Tue	
17	Wed	
18	Thu	
19	Fri	
20	Sat	
21	Sun	Holiday
22	Mon	
23	Tue	
24	Wed	
25	Thu	
26	Fri	
27	Sat	
28	Sun	Holiday
29	Mon	
30	Tue	
31	Wed	
Number of working days		26
No. of Holidays		5

12

DATE	WEEK	August 2013
1	Thu	
2	Fri	
3	Sat	
4	Sun	Holiday
5	Mon	Syllabus Review Meeting
6	Tue	
7	Wed	
8	Thu	
9	Fri	Ramzan Holiday
10	Sat	Second Saturday Holiday
11	Sun	Holiday
12	Mon	
13	Tue	
14	Wed	
15	Thu	Independence Day Holiday
16	Fri	Varalakshmi Vratam - Holiday
17	Sat	
18	Sun	Holiday
19	Mon	
20	Tue	Commencement of I Internal Examination for U.G. Classes 20th - 23rd 1st Internals
21	Wed	
22	Thu	
23	Fri	
24	Sat	
25	Sun	Holiday
26	Mon	
27	Tue	
28	Wed	Krishnastami
29	Thu	
30	Fri	
31	Sat	
Number of working days		22
No. of Holidays		8

13

DATE	WEEK	September 2013
1	Sun	Holiday
2	Mon	
3	Tue	
4	Wed	
5	Thu	Teacher's Day
6	Fri	
7	Sat	
8	Sun	Holiday
9	Mon	Vinayaka Chavithi - Holiday
10	Tue	
11	Wed	Guest Lecture programme in the Dept. of Zoology
12	Thu	
13	Fri	
14	Sat	Second Saturday Holiday
15	Sun	Holiday
16	Mon	
17	Tue	
18	Wed	
19	Thu	
20	Fri	
21	Sat	
22	Sun	Holiday
23	Mon	Syllabus Review Meeting
24	Tue	
25	Wed	Quiz Programme to UG Arts Classes
26	Thu	
27	Fri	
28	Sat	
29	Sun	Holiday
30	Mon	Seminar in the Dept. of Computer Science
Number of working days		23
No. of Holidays		7

14

DATE	WEEK	October 2013
1	Tue	
2	Wed	Gandhi Jayanthi - Holiday
3	Thu	
4	Fri	Seminar in the Dept. of Commerce
5	Sat	
6	Sun	Holiday
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	
12	Sat	Second Saturday Holiday
13	Sun	Holiday
14	Mon	Vijaya Dasami Holiday
15	Tue	Dasara Holidays From
16	Wed	Bakrid Holiday
17	Thu	
18	Fri	
19	Sat	
20	Sun	Holiday
21	Mon	Reopening after Dasara Holidays
22	Tue	
23	Wed	
24	Thu	Guest Lecture programme in the Dept. of History
25	Fri	
26	Sat	
27	Sun	Holiday
28	Mon	Commencement of II Internal Examinations for UG Classes 28th - 31st II Internals
29	Tue	
30	Wed	
Number of working days		18
No. of Holidays		13

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DATE	WEEK	November 2013
1	Fri	
2	Sat	Deepavali
3	Sun	Holiday
4	Mon	
5	Tue	
6	Wed	
7	Thu	
8	Fri	Last Instruction day for I & III & V Semesters From 9th - 14th November Preparation Holidays
9	Sat	Second Saturday Holiday
10	Sun	Holiday
11	Mon	
12	Tue	
13	Wed	
14	Thu	Moharam - Holiday
15	Fri	Commencement of Semester End Examinations for UG Classes From 15th to 30th
16	Sat	
17	Sun	Holiday
18	Mon	
19	Tue	
20	Wed	
21	Thu	
22	Fri	
23	Sat	
24	Sun	Holiday
25	Mon	
26	Tue	
27	Wed	Karthika Pournami - OH
28	Thu	
29	Fri	
30	Sat	
Number of working days		23
No. of Holidays		7

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DATE	WEEK	December 2013
1	Sun	Holiday
2	Mon	Commencement of PG SEE
3	Tue	
4	Wed	
5	Thu	
6	Fri	Guest Lecture Programme in the Dept. of Physics
7	Sat	
8	Sun	Holiday
9	Mon	
10	Tue	
11	Wed	
12	Thu	
13	Fri	
14	Sat	Second Saturday Holiday
15	Sun	Holiday
16	Mon	
17	Tue	
18	Wed	Supper Christmas Celebrations
19	Thu	Educational Tour for Three days (19th - 21 st December 2013)
20	Fri	
21	Sat	
22	Sun	Holiday
23	Mon	
24	Tue	Christmas eve - OH
25	Wed	Christmas - Holiday
26	Thu	Boxer's day - OH
27	Fri	College Annual Literary competitions for two days (27th to 28th)
28	Sat	
29	Sun	Holiday
30	Mon	College Annual Cultural Competitions for three days
31	Tue	
Number of working days		22
No. of Holidays		9

17

DATE	WEEK	January 2014
1	Wed	New Year's Day - OH
2	Thu	Quiz Programme to UG Science Students
3	Fri	
4	Sat	
5	Sun	Holiday
6	Mon	
7	Tue	
8	Wed	
9	Thu	
10	Fri	
11	Sat	Second Saturday Holiday
12	Sun	Holiday
13	Mon	Bogi
14	Tue	Sankranti
15	Wed	Kanuma
16	Thu	
17	Fri	
18	Sat	
19	Sun	Holiday
20	Mon	Reopening after Pongal vacation
21	Tue	
22	Wed	Commencement of Internal Examination for UG Students 22 nd to 25 th
23	Thu	
24	Fri	
25	Sat	
26	Sun	Holiday - Republic Day
27	Mon	
28	Tue	Guest Lecture Programme in the Dept. of Botany
29	Wed	
30	Thu	
31	Fri	
		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Pongal Holidays From 11th - 19th January </div>
		Number of working days - 19 No. of Holidays - 12

18

DATE	WEEK	February 2014
1	Sat	
2	Sun	Holiday
3	Mon	Syllabus Review meeting
4	Tue	
5	Wed	
6	Thu	Annual Sports Day
7	Fri	College Annual Day Celebrations
8	Sat	Second Saturday Holiday
9	Sun	Holiday
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	
16	Sun	Holiday
17	Mon	
18	Tue	
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	Holiday
24	Mon	
25	Tue	
26	Wed	
27	Thu	
28	Fri	Mahasivaratri - Holiday
		Number of working days - 22 No. of Holidays - 6

19

DATE	WEEK	March 2014
1	Sat	
2	Sun	Holiday
3	Mon	
4	Tue	
5	Wed	
6	Thu	
7	Fri	
8	Sat	Second Saturday Holiday
9	Sun	Holiday
10	Mon	
11	Tue	
12	Wed	
13	Thu	
14	Fri	
15	Sat	Last Instruction Day
16	Sun	Holiday
17	Mon	Holy Holidays
18	Tue	18,19,20,21 II Internals
19	Wed	
20	Thu	
21	Fri	
22	Sat	
23	Sun	Holiday
24	Mon	
25	Tue	
26	Wed	
27	Thu	Commencement of Semester End Examinations for UG & PG Students
28	Fri	
29	Sat	
30	Sun	Holiday
31	Mon	
Number of working days		25
No. of Holidays		6

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DATE	WEEK	April 2014
1	Tue	
2	Wed	
3	Thu	
4	Fri	
5	Sat	
6	Sun	Holiday
7	Mon	
8	Tue	
9	Wed	
10	Thu	
11	Fri	Last Working day
12	Sat	Second Saturday Holiday
13	Sun	Holiday
14	Mon	
15	Tue	
16	Wed	
17	Thu	
18	Fri	
19	Sat	
20	Sun	Holiday
21	Mon	
22	Tue	
23	Wed	
24	Thu	
25	Fri	
26	Sat	
27	Sun	Holiday
28	Mon	
29	Tue	
30	Wed	
Number of working days		9
No. of Holidays		1

Last Working Day  
11-4-13  
College Reopening  
after Summer  
Vacation  
10-6-2014

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D.R.W. DEGREE & P.G. COLLEGE			
AUTONOMOUS - GUDUR			
Academic schedule for the U.G. Courses for the			
Year 2013 - 14			
1 <sup>st</sup> SEMESTER - B.A., B.Com., B.Sc.,			
Commencement of class work : 10-7-2013			
No. of working days : 87			
Year	Month	No. of working days	
2013	July	19	
	August	22	
	September	23	
	October	18	
	November	6	
	Total	87	
<ul style="list-style-type: none"><li>❖ I Internal 20th August - 23 rd August 2013</li><li>❖ II Internal 28th October - 31st October 2013</li><li>❖ Dasara Holidays 12th - 20th October 2013</li><li>❖ Last Instruction day 8-11-2013</li><li>❖ Preparation Holidays for semester and examination 9 to 14th November 2013.</li></ul>			
Schedule for semester and theory examinations			
Time	Day for	Date of Examination	Subject and Paper
2 to 5 p.m.	Fri	15.11.2013	English - I
	Mon	18.11.2013	Telugu / Hindi - I
	Wed	20.11.2013	Foundation Course - I
	Fri	22.11.2013	History-I/Maths-I/ Zoology-I/Biotechnology-I /Foundation of Accounting - I
	Mon	25.11.2013	Eco-I/Com.Sci-I/Physics and - I / Botany-I / Business Economics - I
	Wed	27.11.2013	Pol.Sci-I/Stat-I/Ele-I / Chem-I / Busi.org and Manag-I
	Fri	29.11.2013	Foundamentals of Information Technigians-I For B.Com.,(Gen) Fundamentals and office Automation-I B.Com.,(C.A.)

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3 <sup>rd</sup> SEMESTER			
Commencement of class work: 10-6-2013			
No. of working days :			
Year	Month	No. of working days	
2013	June	18	
	July	26	
	August	23	
	September	23	
	October	18	
	November	6	
	Total	114	
<ul style="list-style-type: none"><li>❖ I Internal 20th August - 23rd August 2013</li><li>❖ II Internal 28th October - 31st October 2013</li><li>❖ Dasara Holidays 12th - 20th October 2013</li><li>❖ Last Instruction day 8-11-2013</li><li>❖ Preparation Holidays for semester and examination 9 to 14th November 2013.</li></ul>			
<u>Schedule for Semester end Theory Examinations</u>			
Schedule for semester end theory examinations			
	Day for	Date of Examination	Subject and Paper
Time 9 to 12 Noon	Sat	16.11.2013	English - II
	Tue	19.11.2013	Telugu / Hindi - II
	Thu	21.11.2013	Foundation Course - I
	Sat	23.11.2013	History-II/Maths-II/Zoo-II /Biotech.-II/Founda. Accountancy
	Tue	26.11.2013	Eco-II/Com.Sci-II/ Phy.(NM)/N.M./Botany-II /Bus. Stat.
	Thu	28.11.2013	Pol.Sci-II/Stat-II/Ele-II / Chem-II/ Income Tax and other Taxes
	Sat	30.11.2013	Background Financial Services B.Com.(S) object oriented Program. in Visual Basic-B.Com(CA)

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5 <sup>th</sup> SEMESTER			
Commencement of class work : 10-6-2013			
No. of working days :			
Year	Month	No. of working days	
2013	June	18	
	July	26	
	August	22	
	September	23	
	October	18	
	November	6	
	<b>Total</b>	<b>113</b>	
<ul style="list-style-type: none"><li>○ I Internal 20th August - 23 rd August 2013</li><li>○ II Internal 28th October - 31st October 2013</li><li>○ Dasara Holidays 12th - 20th October 2013</li><li>○ Last Instruction day 9-11-2013</li><li>○ Preparation Holidays for semester and examination 9 to 14th November 2013.</li></ul>			
<u><b>Schedule for Semester end Theory Examinations</b></u>			
Schedule for semester end theory examinations			
	Day for	Date of Examination	Subject and Paper
Time	Fri	15.11.2013	His-V / Maths-V/Zoo-V Buslaw XVII
	Mon	18.11.2013	His-V/Maths-V/Auditing XVII Zoo VI
9 am to 12 noon	Wed	20.11.2013	Eco-V / Com.Sci V/Phy-V (N.M.) - Bot - V/Cos Man. Acc. - XIX/Phy-V (W.M.)
	Fri	22.11.2013	Eco-VI / Com.Sc.VI / Phy W.M. - VI Bot VI/Cor. Acc. -XX/Phy (N.M.) - VI
	Mon	25.11.2013	Pol.Sci V/Stat - V / Ele-V / Che V (I-slash) Data base Management System XXI
			Foundamentals of C++ (B.Com.C.A.)
	Wed	27.11.2013	Pol.Sci-VI/Stat-VI/Ele-VI/ Che VI / Stat-VI E-comm. (B.Com.Gan) Fundame. of JAVAB.Com., (C.A.)
	Fri	29.11.2013	Environmental Studies

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2 <sup>nd</sup> , 4 <sup>th</sup> , 6 <sup>th</sup> SEMESTER			
Commencement of class work :			
No. of working days :			
Year	Month	No. of working days	
2013-2014	December	22	
	January	19	
	February	22	
	March	12	
	<b>Total</b>	<b>75</b>	
○ Sankranti Holidays 11 <sup>th</sup> - 20 <sup>th</sup> January 2014 ○ I Internal 22 <sup>nd</sup> - 25 <sup>th</sup> January 2014 ○ II Internal 18 <sup>th</sup> - 21 <sup>st</sup> March 2014 ○ Last Instruction Day 15-03-2014. ○ Preparation Holidays for Semester end examinations 22 <sup>nd</sup> - 26 <sup>th</sup> March 2014			
2 <sup>nd</sup> SEMESTER B.A., B.Sc., B.Com.,			
<u>Schedule for Semester end Theory Examinations</u>			
Schedule for semester end theory examinations			
	Day for	Date of Examination	
Time	Day for	Subject and Paper	
2 pm to 5 pm	Mon	27.3.2014	English - II
	Wed	29.3.2014	Telugu / Hindi - II
5 pm	Fri	1.4.2014	Foundation Course - II
	Mon	3.4.2014	His-II / Maths-II / Zoo-II / Biotech-II / Fundamentals of Acc-II
	Wed	5.4.2014	Eco-II / Com. Sci-II / Phys cs-(W.M.)II Bot-II / Phy(NM) Buss Eco-II
	Fri	8.4.2014	Pol.Sci-II / Stat-II / Ele-II / Chem - II / Buss.org and Mang - II
	Mon	10.4.2014	For B.Com., (G) M.S. Office
	Mon	10.4.2014	For B.Com., (CA) M.S. Off.

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4 <sup>th</sup> SEMESTER			
Schedule for Semester end Theory Examinations			
Schedule for semester end theory examinations			
Time	Day for	Date of Examination	Subject and Paper
9 am to 12 noon	Tue	28.3.2014	English - IV
	Thu	31.3.2014	Telugu/ Hindi - IV
	Sat	2.4.2014	For B.Com., (Gen & CA) - Entrepreneurship, B.Sc., Comp. Sci. Students Principles and Concepts. M.S.office-II for B.A. B.Sc., students
	Tue	4.4.2014	His-IV / Maths -IV / Zoo-IV / Biotech-IV / Adva.Acc.
	Thu	7.4.2014	Eco-IV/ Com.Sci.IV / Phy (NM) - II, Phy (W.M.) - IV, Bot - IV, Business Stat.
	Sat	9.4.2014	Pol.Sci-IV / Stat-IV / Ele-IV / Chem - IV / Income Tax and other Taxes.
	Tue	11.4.2014	For B.Com., (G) Banking & Financial Services For B.Com., (CAE) Comm.&Italy
6 <sup>th</sup> SEMESTER			
Schedule for Semester end Theory Examinations			
Schedule for semester end theory examinations			
Time	Day for	Date of Examination	Subject and Paper
9 am to 12 noon	Mon	27.3.2014	His-VII/Maths-VII/Zoo VII Business Law
	Wed	29.3.2014	His-VII/Maths-VIII/Zoo VIII BCRW
12 noon	Fri	1.4.2014	Eco-VII / Com.Sci.VII / Phy N.M./Phy.W.M.-VII/ Cost & Manage. Accounting/Bot. VII
	Mon	3.4.2014	Eco-VIII / Com.Sci.VIII / Phy N.M./Phy.W.M.-VIII
	Wed	5.4.2014	Corporate Accou./Bot.VIII Pol.Sci-VII / Stat-VII / Ele-VII / Che - VII / Sg./B.com(G) Ob. or prog. with C++ B.Com(CA)
	Fri	8.4.2014	Pol.Sci-VIII / Stat- VIII / Ele-VIII / Che - VIII / Talvi Object orl.pro. with JAVA
	Mon	10.4.2014	Environmental studies

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D.R.W. COLLEGE (GUDUR) - AUTONOMOUS		
Academic schedule for the P.G. Courses for the		
Year 2013 - 14		
1 <sup>st</sup> SEMESTER - M.A., M.Sc.,		
Commencement of class work: 12-8-2013		
No. of working days : 74		
Year	Month	No. of working days
2013	August	16
	September	23
	October	18
	November	17
	December	
Total		74
Dasara Holidays 12th - 20th October 2013		
Last Instruction day of the First Semester day 20-11-2013		
Preparation Holidays for semester and examination 24th Nov.to 1st Dec.		
Schedule for semester end theory examinations		
Time	Day for	Date of Examination
9 to 12 noon	Fri	2.12.2013
	Mon	4.12.2013
	Wed	6.12.2013
	Fri	9.12.2013
	Wed	11.12.13

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2 <sup>nd</sup> SEMESTER M.A., M.Sc.,			
Commencement of class work : 20.12.2013			
No. of working days : 60			
Year	Month	No. of working days	
2013-2014	December	07	
	January	19	
	February	22	
	March	12	
	April		
	Total	60	
o Sankranti Holidays 11 <sup>th</sup> - 20 <sup>th</sup> January 2014			
o Last Instruction Day 15-03-2014.			
o Preparation Holidays for Semester end examinations 22 <sup>nd</sup> -26 <sup>th</sup> March 2014			
2 <sup>nd</sup> SEMESTER			
<u>Schedule for Semester end Theory Examinations</u>			
Schedule for semester end theory examinations			
Time	Day for	Date of Examination	Subject and Paper
2 pm to 5 pm	Mon	27.3.2014	Discrete Mathematics/Statistical Mech./Inorganic Chemist-II, Essentials of Macromolecules / Machine Translation.
	Wed	29.3.2014	Measure and integration /Electro mag Theory, lasers and Modern optics/ organic chemistry-II / Human nutrition
	Fri	1.4.2014	Techniques of Translation Partial differential equations / Mathematical physics / Physical Chemistry - II / Clinical & Therap.
	Mon	3.4.2014	Nutrients / Basic Comput. Languages
	Wed	5.4.2014	Topology / Computational Methods and program. General Chemistry Bio Stat and Resea. Meth. A advanced complex Analysis

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3 <sup>rd</sup> SEMESTER M.A., M.Sc.,		
Commencement of class work : 10-9-2013		
No. of working days : 114		
Year	Month	No. of working days
2013	June	18
	July	26
	August	23
	September	23
	October	18
	November	6
	<b>Total</b>	<b>114</b>

❖ Dasara Holidays 12<sup>th</sup> - 20<sup>th</sup> October 2013  
 ❖ Last Instruction day 23-11-2013  
 ❖ Preparation Holidays for semester and examination 24 to 1st December 2013.

**Schedule for Semester end Theory Examinations**

Schedule for semester end theory examinations			
	Day for	Date of Examination	Subject and Paper
Time 9 to 12 noon	Fri	2.12.2013	Advanced topology/quant. Mech.organic chemistry- Genitic Engineering/ Telugu Epics and Moral Values
	Mon	4.12.2013	Functional Analysis/ Nuc and partial physics / org Chem.II cell and Tissue culture / Natural Langu. Proce.
	Wed	6.12.2013	Differential Geometry/Phy of semiconductor devices organic Spectroscopy & its appl. / Food and Industrial Biotechnology/ Human Reso.Manage.
	Fri	9.12.2013	Number Theory/Con. matter physics General Chemistry / Bioprocess Engi and Tech. / Comm. & Journalism.
	Wed	11.12.13	Classical Mechanisms

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4 <sup>th</sup> SEMESTER			
Commencement of class work : 20-12-2013			
No. of working days : 60			
Year	Month	No. of working days	
2013-2014	December	07	
	January	19	
	February	22	
	March	12	
	April		
	<b>Total</b>	<b>60</b>	
☛ Sankranti Holidays 11 <sup>th</sup> - 20 <sup>th</sup> January 2014			
☛ Last Instruction Day 15-03-2014.			
☛ Preparation Holidays for Semester end examinations 22 <sup>nd</sup> - 26 <sup>th</sup> March 2014			
<b><u>Schedule for Semester end Theory Examinations</u></b>			
Schedule for semester end theory examinations			
	Day for	Date of Examination	Subject and Paper
Time 2 pm to 5 pm	Mon	27.3.2014	Gas theory / Qu. Mecha. chemistry of organ. Boron Phosphorus and silica / Environm. Biotechnology
	Wed	29.3.2014	Operations Research / Analytical Techniques / Desi. of organic synth. - II / plant biotechnology
	Fri	1.4.2014	Graph. Theory / Advances in Physiol. / Natural products & Polymers / Animal Biotechnology
	Mon	3.4.2014	Banach Algebra / Condensed matter physics - II / General Chemistry / Genomics & Proteomics
	Wed	5.4.2014	Mathematical Statistics.

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D.R.W. COLLEGE (GUDUR) - AUTONOMOUS			
Academic schedule for the P.G. Courses for the			
Year 2013 - 14			
1 <sup>st</sup> SEMESTER - M.C.A. & M.B.A.,			
Commencement of class work :			
No. of working days :			
Year	Month	No. of working days	
2013	September	23	
	October	18	
	November	23	
	December	22	
	January	19	
	Total	91	
☛ Dasara Holidays 12th - 20th October 2013			
☛ Pongal Holiday 11th to 19th January.			
☛ Last Instruction.			
Schedule for semester end theory examinations			
	Day for	Date of Examination	Subject and Paper
Time 9 to 12 noon	Mon	20.1.2014	Pa - I, Disc. Mathe. / Management & Or. Theo.
	Wed	22.1.2014	Pa - II, Probability and stat.
	Fri	24.1.2014	Pa - III, introd. Progra. Manager. Economics
	Mon	27.1.2014	Pa-IV Comp. Orga./ Accounting for Man.
	Wed	29.1.2014	Pa - V Org. and Man.
	Fri	31.1.2014	Infor. Tech. for stat.
	Mon	1.2.2013	Case Analysis

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### 2<sup>nd</sup> SEMESTER - M.C.A. & M.B.A.,

Commencement of class work :

No. of working days :

Year	Month	No. of working days
2014	February	
	February	
	March	
	April	
	May	
	June	
Total		91

☉ Summer Vacation

☉ Last Instruction.

#### Schedule for semester end theory examinations

	Day for	Date of Examination	Subject and Paper
Time 9 to 12 noon	Mon	26.5.2014	Pa - VI, Com. Orie. Ope. research Management Info. Sys.
	Wed	28.5.2014	Pa - VII/X Dt.a St./Human Resource Management.
	Fri	30.5.2014	Pa - VIII / XI, Opera Sys. Marketing Manage.
	Mon	2.6.2014	Pa-XI/XII File Stru./Finan. Management
	Wed	4.6.2014	Pa - X/XIII Accounting and Financial Management/ Product in Management
	Fri	6.6.2014	Busi. Environment
	Mon	9.6.2014	Operation Research
		11.6.2014	Interpersonal Skill & and Team Building

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### 3<sup>rd</sup> SEMESTER - M.C.A. & M.B.A.,

Commencement of class work : Dec 27th

No. of working days : 75 days

Year	Month	No. of working days
2013-2014	August	11
	September	23
	October	18
	September	23
	October	18
	November	23
Total		75

☉ Last Instruction day : April 30th

☉ Dasara holidays : 12th 20th October

☉ Preparation holidays : from 2.12.2013 to 7.12.2013

#### Schedule for semester end theory examinations

	Day for	Date of Examination	Subject and Paper
Time 9 to 12 noon	Mon	9.12.2013	I /XVIII - Datab. Mana. + System Manag. of Technology and Innova.
	Wed	11.12.2013	II / XVIII - Data Commun. and Computer Network/ Entrepre.
	Fri	13.12.2013	III / XIX - Software Engin./ Computer Appli.
	Mon	16.12.2013	IV / XXI - Design and Analysis of Algorithms Career planni.and develop.
	Wed	18.12.2013	V / XXII - Technical Comm and Computer Ethics/ Worki Capital Manage.
	Fri	20.12.2013	XXIII - Management of Fir Services - for MBA
	Mon	23.12.2013	Perfo. and Reward Mane.

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4 <sup>th</sup> SEMESTER - M.C.A. & M.B.A.,			
Commencement of class work : Dec 27th			
No. of working days : 75 days			
Year	Month	No. of working days	
2013-2014	December	4	
	January	19	
	February	22	
	March	25	
	April	5	
	<b>Total</b>	<b>75</b>	
❖ Last Instruction day : April 5th			
❖ Sankranti holidays : 11th 19th January 2014			
❖ Preparation holidays : from 7.4.2014 to 12.14.2014			
Schedule for semester end theory examinations			
	Day for	Date of Examination	Subject and Paper
Time 9 to 12 noon	Mon	14.4.2014	XVI / I - Production and Marketing Management Strategic Management
	Wed	16.4.2014	XVII / II - Data Ware housing and Data Mining International Busi. Man.
	Fri	18.4.2014	XVIII / III - Web Progm. Business Law
	Mon	21.4.2014	XIX / IV - User Interface Design / Organi. Dev.
	Wed	23.4.2014	XX / V - E-Commerce / Presentation Skills
	Fri	25.4.2014	VI - Risk Manag. and Insurance
	Mon	28.4.2014	VII - International Finan. Management
	Wed	30.4.2014	VIII - Change Manage.

## ENCLOSURE – II ( Best Practices)

### Best practice : I

#### ❖ Title of the practice

“SAHAYA” (Helping Hand)

#### ❖ Objectives of the practices

- To create better harmony among student community
- To develop helping nature
- To extend possible help to the needy people
- To develop simplicity among students
- To promote social responsibility

#### ❖ The context

‘Sahaya’ giving helping hand is initiated in the college with a aim to develop a sense of pride and providing platform for collective thinking and community feeling

#### ❖ The Practice

Sahaya – live and let live concept donate rupee one. A box was kept near the office room with a caption on it “Live and let live” – donate rupee one. The entire student are encouraged to donate rupee one to the box. The visitors, Parents, Officials who visits the institution are also encouraged to donate liberally to the box. The principal of the college and the faculty members motivate the students to donate their contribution in the box on special occasions like Birthdays, Teachers day, Fresher’s Day, Farewell parties etc. The staff will also contribute liberally during special occasions.

The box will be opened by the principal of the college once in a month in the presence of the student union members, all class representatives and the senior faculty members. The money will be counted and kept for utilization on various activities for under privileged people.

#### ❖ Evidence of Success

By adopting this best practice students developed social responsibility and togetherness among them. The money collected has been utilized for extending helping hand to the needy people in orphanages, old age homes and differently abled persons. The students developed simplicity and stopped

spending money on luxuries. This has developed social responsibility among all the students in the campus. Every month the money is being utilized for extending helping hand to the needy people. The institution never faced any constraints or limitations in following the practice.

❖ **Problems encountered and resources has required**

The institution never encountered any problem from implementing the practice as it is voluntary service. Most of the students donate rupee one from their pocket money with total pride and there is no compulsion. The visitors who visiting the institution also donate liberally by seeing the caption “Live and let live” as this practice is self sustained practice and the resources are generated on voluntary basis there is no for depth resources.

## **Best Practice – II**

**Title of the practice :**

### **Maintenance of the Hostel mess by students on dividing system**

❖ **Objective of the Practice**

- To minimize the expenditure on overheads
- To inculcate co – operation and coordination among hostel inmates
- To develop managerial skills among students
- To inculcate dignity of labour culture among students
- To develop self discipline among the students

❖ **The Context :**

Maintenance of hostel mess by students on dividing system with no profit no loss basis. The total maintenance of the mess in the hostel is being done by the student representatives. Motivating the students towards the practice is the contextual future or challenging issue

❖ **The Practice**

There are 665 students are residing in the attached hostel in the college campus. The institution introduced a practice of maintaining the hostel mess on “No profit and No loss system” on dividing basis. The total maintenance of the mess is being look after by the students. There is no compromise on quality and quantity as the mess is being run on no profit and no loss. The issue of provisions maintaining the menu with majority opinion of the

students, distributing the evening snacks, serving the breakfast, lunch and dinner in rotation turns. Calculating the mess bill are all done by the students. This will reduce the overheads in the kitchen and maintenance of the Hostel. Students are divided in to groups and allot these duties. As there are no servers the students will serve the food in a rotating turns. Each student will nearly get one or two duties in a year. Hence the students are happy to share the responsibility and there is drastic change in the mess bill .

❖ **Evidence of Success**

The practice is successfully implemented it inculcated the habit of co – operation and co –ordination. The Students are developing managerial skill which will be very much useful to them. In future to maintain their houses as home ministers. It helps the students to inculcate the habit of dignity of labour. The hostel expenditure is minimized. Quality food is being served on subsidized rates. The practice is well appreciated by all the officials of Government and the Universities. The District Collector visited the hostel to study the practice of running the hostel. The Vice-Chancellor of Women's University and the Vice-Chancellor of S.V. University sent their team of faculty members and students to study the maintenance of the hostel. All the officials appreciated the management of the college for running the hostel in a unique way.

❖ **Problems encountered and resources required**

So far there are no problems are encountered as all the students are voluntarily and willingly doing the work. As the practice minimize the expenditure the students are happily rendering their services. No financial resources are required in this practice. Only man power is required the man power is voluntarily extended by the hostel inmates.

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