

### **YEARLY STATUS REPORT - 2020-2021**

Part A		
Data of the Institution		
1.Name of the Institution	S.U.M.GOVERNMENT DEGREE COLLEGE	
Name of the Head of the institution	Dr.Ch.Ramachandram	
Designation	Principal	
Does the institution function from its own campus?	Yes	
Phone no./Alternate phone no.	08541278625	
Mobile No:	9703835525	
Registered e-mail	prl-gdc-kdnl-ce@telangana.gov.in	
Alternate e-mail	kondanagula.gdc@gmail.com	
• Address	SRI UMAMAHESHWARI GOVERNMENT DEGREE COLLEGE, KONDANAGULA VILLAGE, BALMOOR MANDAL, NAGARKURNOOL DISTRICT, TELANGANA, PIN CODE-509401.	
• City/Town	KONDANAGULA VILLAGE, BALMOOR MANDAL, NAGARKURNOOL DISTRICT,	
State/UT	TELANGANA	
• Pin Code	509401	
2.Institutional status		
Type of Institution	Co-education	
• Location	Rural	

• Financial Status		UGC 2f	and	12(B)				
Name of the Affiliating University		у	PALAMURU UNIVERSITY MAHABUBNAGAR DISTRICT TELANGANA STATE					
• Name of the	e IQAC Coordi	nator		Dr.DUP	SING	H LAKAVATH	[	
• Phone No.				085412	78625	5		
Alternate p	hone No.			08541278625				
• Mobile				949095	8834			
• IQAC e-ma	ail address			sumnaa	c@gma	ail.com		
Alternate e-mail address			dupsinghlakavath@gmail.com					
3.Website address (Web link of the AQ. (Previous Academic Year)		QAR .	https://gdcts.cgg.gov.in/Uploads/files/buttonDetails/56726.pdf					
4. Whether Academic Calendar prepared during the year?		red	Yes					
• if yes, whether it is uploaded in the Institutional website Web link:		ne	http://ccets.cgg.gov.in/Uploads/files/buttonDetails/68057.pdf					
5.Accreditation D	<b>Details</b>							
Cycle	Grade	CGPA	A	Year of Accredita	ation	Validity from	n	Validity to
Cycle 1	B+	2	.53 2017		7	23/01/201	.7	22/01/2022
6.Date of Establis	shment of IQA	C		12/03/2014				
7.Provide the list UGC/CSIR/DBT/					C etc.,			
Institutional/Department /Faculty	Scheme		Funding Agency		Year of award with duration		Aı	nount
Institution	Quarter budget	_	State Government		2020-21 365 days			1.76
8.Whether composition of IQAC as per latest NAAC guidelines		Yes						
<ul> <li>Upload latest notification of formation of IQAC</li> </ul>		ion of	View File	<u>.</u>				

9.No. of IQAC meetings held during the year	2
Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	No
If No, please upload the minutes of the meeting(s) and Action Taken Report	View File
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
• If yes, mention the amount	

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

All the institutional activities pertaining to curricular and co curricular are being conducted by IQAC of the College. The following are the contributions made. 1. Telangana formation day celebrated on 2nd June 2020. 2. International Day for the elimination of Sexual Violence in Conflict was conducted online mode on 19-06-2020. 3. International Youth Day was conducted on 12-08-2020. 4. International Women's Day is celebrated on 08-03-2021 online mode. 5. All the faculty members are instructed to take online classes as per College Time-table. 6. All the faculty members are instructed to participate in FDP programmes organised by various institutions. 7. As per the instructions of the Principal, the whole college campus was cleaned and sanitized. 8. Awareness programme was conducted on Covid-19 by virtual platform. 9. By the following of the Covid-19 instructions, the Physical classes were taken from 1st February 2021 onwrads. 10. All the III and II year students are enrolled in Hire mee and Digital Employment Exchange of Telangana (DEET) by TSKC. 11. Students are trained in Spoken Tutorial IIT, Bombay, and 30 students are received certificates. 12. Renewal of Telangana Academy for skills and knowledge. (TASK) college registration and Students are enrolled. 13. Zoology and Commerce departments are conducted online quiz programme. 1. Telangana formation day celebrated on 2nd June 2020. 2. Telangana ku haritha Haram programme was conducted on 25th June 2020. 3. All the faculty members are instructed to take online classes as per College Time-table. 4. All the faculty members are participated in FDP programmes organised by various institutions. 5. As per the instructions of the Principal, the whole college campus

was cleaned and sanitized. 6. Awareness programme was conducted on Covid-19 by virtual platform. 7. By the following of the Covid-19 instructions, the Physical classes were taken from 1st February 2021 onwrads. 8. All the III and II year students are enrolled in Hire mee and Digital Employment Exchange of Telangana (DEET) by TSKC. 9. Students are trained in Spoken Tutrorial IIT, Bombay, and 30 students are received certificates. 10. Renewal of Telangana Academy for skills and knowledge.(TASK) college registration and students are enrolled. 11. Zoology and Commerce departments are conducted online quiz programme.

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

Plan of Action	Achievements/Outcomes
To conduct Online classes due to covid-19 lockdown.	Conducted Online classes and prepared Youtube lessons during covid-19 lockdown
To register students in Spoken Tutorial IIT Bombay.	30 students are received certificates sucessfully through online.
To encourage the students to register in TASK	11 students are registered in TASK sucessfully through online
International Selfcare Day	Not conducted due to Covid-19
National Teachers Day	Successfully conducted on 05-09-2020.
HUMAN RIGHTS DAY	Successfully conducted on 10-12-2020
WORLD AIDS DAY	Successfully organized on 01-12-2020
NATIONAL SCIENCE DAY	Successfully organized on 28-02-2021
International Women's Day	Celebrated on 08-03-2021 online mode.
13.Whether the AQAR was placed before statutory body?	Yes
Name of the statutory body	

Name	Date of meeting(s)
IQAC	23/03/2022

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission	
2020-21	25/01/2022	

### 15. Multidisciplinary / interdisciplinary

The institution is planned to implement the new Education policy Multidisciplinary/interdisciplinary, it is important as a modern society increasing research experiences provide opportunities for students to implement the scientific process demands applications/oriented knowledge developing soft skills, including the problem solving, critical thinking and communication, The institution planned to conduct workshop on NEP system.

#### 16.Academic bank of credits (ABC):

The University Grants Commission (UGC) has set-up Academic Bank of Credit (ABC) - a virtual entity

which will keep records of all the students in the Indian higher education space. It is set-up with an aim to provide students with mobility of not only moving between institutes while pursuing one degree but also offers the flexibility of leaving a course and rejoining it after taking some time off from where a student had left it. It also supports the multiple entries and exists systems as offered under the National Education Policy (NEP) which enable a student to get

appropriate certification who decide to leave a programme after a certain time period. The institutes planned to conduct National seminar onNational Education Policy.

#### 17.Skill development:

The institution is implement skill development programmes through TSKC lab, Computer lab etc. The students can make use of this training to understand the essentials of language skills understanding Different Speech Sounds, Speaking without Errors, Building Conversations, Understanding Non-verbal Communication, Formal and Informal Communication, Personality Development and Building Self-Esteem Team Building and Group Discussion, Facing etc.,

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

This college is located in Tribal area, Chenchus and Lambadas population is living in this area. More HEIs, and more programmes in higher education, to promote the strength, usage of language

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

Program Outcomes (POs) and Program Specific Outcomes (PSOs) are communicated to the students

in the orientation classes conducted and the faculty clearly explains the Course Outcomes (COs) to the students at the beginning of each course. Program Outcomes are prepared by the Faculty of Sciences, Faculty of Arts and Faculty of Commerce and are made available on the college website. Outcomes describe what students are expected to know and abilities to be achieved by them at the completion of graduation. These relate to the skills, knowledge and personality that students attain as they progress through the program. Program-Specific Outcomes are prepared for the specific Choice Based Credit System UG Programs offered in the college. (B.A CBCS) (B.Com CA) (B.Sc Physical

Sciences) (CBCS, and B.Sc Life Sciences CBCS). Program Specific Outcomes are the statements that

describe what the graduates of a specific program are expected to do. Course Outcomes (COs) are

identified for each course in the departments keeping in view the Vision & Mission and Program Outcomes

( POs) and Program Specific Outcomes (PSOs) of the college. Course Outcomes indicate what a student can

do after the successful completion of a course. Course Outcom also make the students realize related

skills and abilities of the Course.

#### 20.Distance education/online education:

The institution is providing Distance education through Dr.BRAOU (Dr.Bheem Rao Ambedkar Open University) from 2019-20 academic year. as on today 900 students are used this study center.

#### **Extended Profile**

### 1.Programme

1.1

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

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File Description	Documents
Data Template	<u>View File</u>

### 2.Student

2.1

Number of students during the year

File Description	Documents
Data Template	<u>View File</u>

2.2

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

File Description	Documents
Data Template	View File

2.3

Number of outgoing/final year students during the year

File Description	Documents
Data Template	<u>View File</u>

### 3.Academic

3.1

Number of full time teachers during the year

File Description	Documents
Data Template	<u>View File</u>

3.2

Number of Sanctioned posts during the year

Extended Profile			
1.Programme			
1.1		5	
Number of courses offered by the institution across all programs during the year			
File Description	Documents		
Data Template	<u>View File</u>		
2.Student			
2.1		202	
Number of students during the year			
File Description	Documents		
Data Template		View File	
2.2		116	
Number of seats earmarked for reserved category State Govt. rule during the year	Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description	Documents		
Data Template		View File	
2.3		43	
Number of outgoing/ final year students during the	ne year		
File Description	Documents		
Data Template		View File	
3.Academic			
3.1		15	
Number of full time teachers during the year			
Number of full time teachers during the year  File Description	Documents		

		10
Nu	mber of Sanctioned posts during the year	

File Description	Documents
Data Template	<u>View File</u>

4.Institution	
4.1	18
Total number of Classrooms and Seminar halls	
4.2	1.09161
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	68
Total number of computers on campus for academic purposes	

### Part B

#### **CURRICULAR ASPECTS**

#### 1.1 - Curricular Planning and Implementation

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

#### Academic Calendar:

- Follows the Academic Calendar issued by the, Commissionerate of Collegiate Education (CCE) and Palamuru University.
- According to the academic calendar and University almanac, the Principal conduct the meeting with all the Heads of Departments to distribute workload, allots subjects, plans the activities of the department and to review to the completed syllabus.

#### Time-Table Committee:

The time table is prepared by the respective departments. Time tables are displayed on the notice board and also uploaded on the college website.

Teaching Plan and Teaching Diary:

At the beginning of the academic year each faculty member prepares Teaching plane. They record teaching and practical classes in a diary. Periodic assessment of curriculum delivery is reviewed by HOD.

Labs: Optimal utilization of well-equipped laboratories for practical curriculum delivery.

Teaching Aids: Faculty uses chalk and board as well as charts, maps and models. .Techniques like seminar, group discussion, quiz, case study are used foreffectivepresentation of the curriculum. Study materials, Social sites like YOU TUBE, Whatsapp etc. are used for effective teaching. ICT based materials will be uploaded on the college website. Internet, computer, LCD projectors and other audio-visual aids are used regularly.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	http://ccets.cgg.gov.in/Uploads/files/butt onDetails/68057.pdf

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

SUM GDC strictly follows the Academic calendar issued by the University and plans all its activities including the conduct of a continuous internal evaluation (CIE). The Institute prepares Institute-level calendar and then each department prepares its own calendar.

Syllabus coverage for each CIE is determined in advance and is subject to faculty members. These include internal assessment tests (IA), assignments, quizzes and seminars. Continuous Internal Evaluation of Students (CIE).

Due to Covid 19 pandamic situation the implimentation of academic

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calendar was disturbed and classes are conducted through onlineare being conducted through Zoom, Google Meet, Whats app, etc. YouTube channel created by faculty members and uploaded concerned subjects and encouraged the students utilised.

File Description	Documents
Upload relevant supporting documents	<u>View File</u>
Link for Additional information	http://ccets.cgg.gov.in/Uploads/files/butt onDetails/68057.pdf

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

D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<u>View File</u>
Any additional information	No File Uploaded

#### 1.2 - Academic Flexibility

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

1.	<b>2.</b> ]	1.1	_	Nun	nber	of	Prog	ramm	es in	which	<b>CBC</b> S	S/ Ele	ctive	course	system	im	plement	ted

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<u>View File</u>

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

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

5

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	No File Uploaded

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

Nil

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

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

#### 1.3 - Curriculum Enrichment

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

The institute covers cross-cutting issues asmentioned below:

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- 1. Gender: Many events such as folk dance competitions and hemoglobin checkup camps are organized for women and girls. The Anti-Women Harassment Committee and the Internal Complaints Committee organize programs on women's empowerment, laws for women, Women's Day. To protect Girls Major gender issues are addressed through activities such as campaigns, articles and poster exhibitions, wallpaper presentations, etc.
- 2. Environment and Sustainablity: NSS units Promotes environmental protection through tree planting and other sustainable development programs. The NSS conducts various environmental activities such as tree planting, village sanitation, sewer cleaning, soak peat digging, gazar grass removal, plastic free drive, poster competition, debate competition. Variousactivities are planned in the institution forenvironmental protection and sustainability, But due to Covid-19 pandamic situation we unable to undertake.
- 3. Human values & Professional Ethics: Programs on value Education for students were organised Guest Lectures to bring awareness among the students. National festivals such as Independence Day and Republic Day serve as a platform to promote patriotic and moral values. Various social activities like health and hygiene awareness programs, medical checkup camps, AIDS awareness programs, voter awareness program, road safety campaign, blood donation were initiated by the college..

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	No File Uploaded

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

### Nil

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work//internships (Data Template)	No File Uploaded

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the	в.	Any	3	of	the	above
syllabus and its transaction at the institution						
from the following stakeholders Students						
Teachers Employers Alumni						

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

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

File Description	Documents
Upload any additional information	<u>View File</u>
URL for feedback report	https://ccets.cgg.gov.in/Uploads/files/but tonDetails/64566.pdf

### TEACHING-LEARNING AND EVALUATION

#### 2.1 - Student Enrollment and Profile

### 2.1.1 - Enrolment Number Number of students admitted during the year

### 2.1.1.1 - Number of sanctioned seats during the year

360

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<u>View File</u>

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

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

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

### 2.2 - Catering to Student Diversity

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

Students will be identified based on:

1. Performance in Intermediate Scores

Strategies followed to facilitate slow learners:

For every 10 students, usually 5 to 6 are identified as slow learners. The student counselor assesses the nature of their problems and motivates them in a friendly way to reach their academic goals.

Additional classes will be conducted to clear up doubts and reexplain critical topics to improve performance.

Strategies followed to facilitate quick learners:

Quick learners are identified by their performance in exams, interaction in the classroom and laboratory, their basic knowledge, conceptual comprehension and articulatory abilities, etc. The Institute promotes independent learning that contributes to their academic and personal development.

Strategies followed for student development:

All the staff maintain good relations with the students and solve their problems sensitively. Each class is divided into two batches and special tutorial classes are conducted for all students for all branches of undergraduate courses.

To provide additional details on important topics on Improving their subjective knowledge & Providing counseling for personal issues.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
448	15

File Description	Documents
Any additional information	No File Uploaded

#### 2.3 - Teaching- Learning Process

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

The student centric methods such as experiential learning, participative learning and problem solving methodoligies are planned in the academic year but due to Covid-19 pandamic situation unable to put into action. Discussions: These are followed on a number of topics where students have to come up with different views and thought processes so that the learning process is justified in an argument-psychological learning way. Laboratory experiential practice: Higher education is always justified with the help of practical knowledge. We, therefore, strive to expose our students to all possible labs from first-year labs such as physics, chemistry, and English. From their second year, students in the core department are given exposure to applied activites??to a depth depending on their student ability, so that the student can learn it through experience. Small projects: We encourage our students to develop some mini-projects from Year II onwards, even though Palamuru University is not part of the curriculum, to develop practical knowledge with innovations. Students are divided into small groups so that individual attention can be paid and the role of each student is prominent.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Teachers use ICT-enabled tools for an effective teaching-learning process.

The Institute uses the following tools:

Use of ICT by Faculty:-

- .Online Quiz- Faculties prepare online quizzes for students after completing each unit .
- Counseling is provided to students with the help of video conferencing - Zoom / Google Meet applications.
- Video Lecture- Recording of video lectures made available to students for long-term practice and future reference.

#### ICT tools:

- 1. Projectors are available in different classrooms/labs.
- 2. Desktop Computers are set up in the on-campus computer lab and faculty cabins.
- 3. Printers- They are installed in labs and all popular locations.
- 4. Photocopier machines Multifunction printers are available at all prominent locations within the Institute. Four photostat machines are available on campus.
- 5. Seminar Rooms- Three seminar halls are equipped with all digital facilities.
- 6. Conference Hall- It is digitally equipped with a mic, projector, cameras, and computer system.
- 7. Online Classes (Zoom, Google Meet, Microsoft Team, Google Classroom)

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

### ${\bf 2.3.3}$ - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

### 2.3.3.1 - Number of mentors

15

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<u>View File</u>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<u>View File</u>

### 2.4 - Teacher Profile and Quality

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

15

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<u>View File</u>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

2

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<u>View File</u>

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

### 2.4.3.1 - Total experience of full-time teachers

10

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

#### 2.5 - Evaluation Process and Reforms

- 2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.
- 1. Carrying mobile phones or any reading material through the invigilator is strictly prohibited. The invigilator is expected to be vigilant and make frequent rounds in the examination hall.
- 2. Invigilators should announce in the examination hall that students will not be allowed to use electronic devices in the examination hall.
- 3. Only teaching staff should be appointed as invigilators. Subject teachers should not be appointed as invigilators in the examination halls where students are writing.

- 4. Adjustment in Invigilation Duty should be notified to the Academic and Examination Controller (AEC) one day before the due date and alternative arrangements should be made in case of absence.
- 5. Adjustments / interchange functions are not allowed in invigilators. The AEC will make adjustments if necessary.
- 6. Do not allow the candidate to go to the toilet during the exam, especially during the first 30 minutes or the last 15 minutes of the exam.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The Internal Assessment Test (IAT) and Assignment are given in the Academic Calendar, which is displayed well in advance of the session.

- 2. The course teachers will present a question bank in advance for IAT-I and IAT-II which will be conducted for one hour as per the academic calendar.
- 3. The evaluation method consists of internal examinations that are conducted regularly throughout the semester and are designed to check and report on the student's periodic performance.
- 4. Attendance of internal examinations by teachers for academic monitoring / academic audit, question papers, valueanswer sheets / copies, all records and summary of mark sheets and data bank.
- 5. Each evaluation method has full transparency in the internal evaluation..
- 6. For each laboratory session, student Viva will be assessed through question to answer. Students performance in an internal assessment is used by faculty to identify slow and advanced

learners in their respective subjects. Unsolved grievances at the teacher level if any are addressed at the department level. University conducts and evaluates the external examinations. Regarding grievances on external examinations, University provides an opportunity to the students for revaluation of Answer scripts.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

### 2.6 - Student Performance and Learning Outcomes

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

#### Communication mechanism:

- College adopts outcome based education rather than input oriented bell shaped learning. SUM Government Degree College follows the following mechanism to inform teachers and students of learning outcomes.
- Graduate characteristics are explained to first year students at the beginning of the program.
- Teachers spend at least five hours introducing the subject to students.
- Results of learning outcomes of programs and courses are periodically monitored and measured.
- Teachers were informed of the importance of learning outcomes at each IQAC meeting and staff meeting.
- Students will also be informed about the program results, program specific results and course results through tutorial sessions.
- Identify the most relevant concepts that arise in daily life and develop a strategy to reach solutions in relevant subjects and understand the relationship between key concepts and applications.
- Use basic laboratory equipment to perform measurements correctly and effectively and analyze and interpret results, including quantitative perception of uncertainty.
- Effectively communicate the results of scientific work, using clearly and neatly organized writing and presentation skills and using equations and visualization tools as needed.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

- Program Outcomes (POs): It represent the knowledge, skills and attitudes. The students should have at the end of a course completion of their respective program.
- Course Outcomes (COs): It gives the resultant knowledge and skills the student acquires at the end of each course.
- Program Specific Outcomes (PSOs ): These are statements that defines outcomes

of a program which make students realize the fact that the knowledge and techniques learnt in this course has direct implication for the betterment of society and its sustainability.

#### Response:

The college has clearly stated learning outcomes of the Programs and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

- Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students.
- The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Committee meeting.
- The students are also made aware of the same through Tutorial meetings
- Workshops have also been conducted for developing the Programme Educational Objectives and Learning outcomes at college level.

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

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

43

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

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

https://ccets.cqq.qov.in/Uploads/files/buttonDetails/64523.pdf

#### RESEARCH, INNOVATIONS AND EXTENSION

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

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<u>View File</u>

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<u>View File</u>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

00

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<u>View File</u>

#### 3.2 - Research Publications and Awards

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

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

02

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	No File Uploaded

### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/international conference proceedings per teacher during the year

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

00

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<u>View File</u>

#### 3.3 - Extension Activities

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

This college planned to undertake Extension activities in neighborhood community, sensitizing students to social issues, for their holistic development, in the academic year, but due to Covid -19 pandamic situation, we are unable to undertake the activites.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<u>View File</u>

### 3.3.2 - Number of awards and recognitions received for extension activities from government

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### / government recognized bodies during the year

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

01

File Description	Documents
Any additional information	<u>View File</u>
Number of awards for extension activities in last 5 year(Data Template)	<u>View File</u>
e-copy of the award letters	No File Uploaded

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

2

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<u>View File</u>

- 3.3.4 Number of students participating in extension activities at 3.3.3. above during the year
- 3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/NCC/ Red Cross/ YRC etc., during the year

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<u>View File</u>

#### 3.4 - Collaboration

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

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<u>View File</u>
Any additional information	No File Uploaded

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

3

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<u>View File</u>

#### INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

Students and staff utilize infrastructure such as Classrooms, Laboratories, Library, Furniture, Equipment and other facilities such as drinking water and sanitation.

This college have an approach for the creation and enhancement of infrastructure to meet the changing needs in higher education. Available infrastructure meets appropriate regulations such as a healthy, comfortable and conducive educational environment.

The institute covers an area of ??10 acres with ample playground, seminar hall, bicycle stand and 12 spacious comfortable sitting arrangement classrooms suitable for conducting tutorials, seminars and counseling for students for effective communication between teachers and students.

SUM Government Degree Colege has a spacious and fully equipped seminar hall for conducting various functions, seminars, expert lectures and other activities. It has an administrative office, a TSKC Lab and eleven departments such as English, Telugu, History, Economics, Political Science, Commerce, Chemistry, Physics, Zoology, Botany and Computer Science with Science Laboratories.

The Institution has good computing equipment and facilities such as LCDs, Internet connectivity and well-equipped science laboratories are available to conduct science and practical experiments.

The library provides informative knowledge to students and teachers. In addition some departments have a special departmental library to provide subject related books.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

The college provides better infrastructural facilities for the indoor and outdoor games. The college is having 10 acres of land, The institution gives utmost importance to the overall development of the students and organize various sports, games, and cultural activities.

Gymnasium: The Department of Physical Education has a 18 station Gym. All the students and teachers have access to the College Gymnasium to make use of the tools under the guidance of the Incharge Physical Director Sri.R.Venkataiah, Lecturer in Physics.

Yoga: The institution celebrates International Yoga Day on June 21 every year. All the students andteachers are involved in Yoga for physical, mental and psychological development. The Seminar Hall is utilized for the practice of Yoga. The college N.S.S. Program Officers are entrusted with the responsibility to carry out the implementation of Yoga practice.

Due to Covid-19 Pandamic situation the Yoga celebrations not conducted in the campus.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

07

#### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

07

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<u>View File</u>

### 4.2 - Library as a Learning Resource

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

No Automation of Library.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

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

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e- journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<u>View File</u>

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

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

#### 0.23

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<u>View File</u>

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

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

62

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<u>View File</u>

#### 4.3 - IT Infrastructure

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

Continuous upgrading of technology and infrastructure is one of the organization's quality policies. The institute offers an ITenabled teaching-learning environment on campus 24 hours a day.

Leased web connectivity is in place to provide for all students and staff via Wi-Fi and physical connectivity.we have had CRT monitors, INTEL P4 (processor) with 1 GB of RAM, 2 internet facilities, they are from Airtel with 25 Mbps. However, for now, we have upgraded to TFT monitors with dual-core with 2GB of RAM and are using a single internet system leased line with 40 Mbps.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

### **4.3.2 - Number of Computers**

68

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

### **4.3.3** - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<u>View File</u>

### 4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<u>View File</u>

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.

#### Classroom management:

The classroom is the most basic and important workspace, managed with proper systems and procedures as recommended by management and the university. This will be followed keeping in view the modern teaching-learning environment.

Classrooms are well equipped with all the latest technology like smart boards, mic systems and other technology for better and more effective teaching.

#### Laboratory

As the college has five science departments, Although the laboratory has many tools and equipment, it is maintained by department incharges.

#### Library

For the overall smooth functioning of the library, it is divided into the following sections and each section has its own unique identity and Registers are maintained as follow.

- 1. Acquisition Register
- 2. Students Issue Register
- 3. Staff Issue Register
- 4. Visitors Register
- 5. Newspaper Clippings Register

#### Sports & Games

This college having various indoor and outdoor sports facilities for students. Students should be encouraged to participate in competitions for holistic development. Coaches are hired with the permission of the principal for events that have good student representation.

#### Computers

Updated software used for computer management , administrative and overall management of campus infrastructure.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### STUDENT SUPPORT AND PROGRESSION

### **5.1 - Student Support**

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

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

206

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

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

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

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

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

49

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

49

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<u>View File</u>

### **5.1.5 - The Institution has a transparent** mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<u>View File</u>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

# **5.2 - Student Progression**

# 5.2.1 - Number of placement of outgoing students during the year

# 5.2.1.1 - Number of outgoing students placed during the year

1

File Description	Documents
Self-attested list of students placed	<u>View File</u>
Upload any additional information	No File Uploaded

# 5.2.2 - Number of students progressing to higher education during the year

# 5.2.2.1 - Number of outgoing student progression to higher education

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<u>View File</u>

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

0

File Description	Documents
Upload supporting data for the same	<u>View File</u>
Any additional information	No File Uploaded

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

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at unive rsity/state/national/international level (During the year) (Data Template)	<u>View File</u>

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

The college has various committees with student representatives serving in all academic and administrative committees such as

- 1. Class Committee Each UG class has a Committee to review the academic activities, progress.
- 2. College Magazine Committee Students representatives who are nominated in the editorial board helps to collect articles, poems, drawings, etc from talented students. They compose, edit and take initiative in printing the newsletters at the Department level and work for the preparation of magazines at the college level. The faculties of the editorial board will guide them in the entire process of printing and releasing the magazine, Kondanagula.
- 3. NSS Committee Students contribution to the society is significant and SUM GDC students always show their concern in this regard. Due to Covid-19 Pandamic situation the NSS programms are not conducted.
- 4. Women Empowerment Cell/Committee The College has established a Women Empowerment Cell "Akaansha" in the college campus to empower and safeguard the rights of female members faculty, staff, and students of the College. The WEC works to promote gender sensitivity in the college and conduct diverse programs to educate, sensitize both males.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	<u>View File</u>

# 5.4 - Alumni Engagement

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

SUM Government Degree College (SUM GDC) is an alumni association registered under the Societies Registration Act in Kondanagula. It was formed on 10 April 2015 with Registration No: 181/2015 under the Societies Registration Act 1860.

SUM GDC and the Alumni Association jointly believe in creating and maintaining affiliations with its alumni. The Alumni Association provides an interface to build relationships between alumni, staff and students at the Institute.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

# 5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

# GOVERNANCE, LEADERSHIP AND MANAGEMENT

# 6.1 - Institutional Vision and Leadership

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

The college follows its vision and mission to serve better for students. The governance of the college matches vision and the mission of the college.

Our vision and the mission are as follows:

### Vision:

To become a centre for potential excellence in higher education in this Tribal agency students.

# Mission:

- To cater to the academic needs of all sections of society.
- To mould the students into responsible citizens with social awareness.
- To develop life skills and employability skills of students to strive for all round development
- To help students build self-confidence and face challenges of life.
- OBJECTIVES
- Imparting quality of higher education.
- to bridge the knowledge gap between rural agency students and urban students,
- To equip the students with employability skills like communication skills and computer skills through TSKC.
- To impart of the value orientated education.
- To develop leadership qualities.
- To provide orientation to students towards research i.e., Jignasa student study project.
- To implement the curriculum.
- To review month wise curriculum plan of each lecturer of the college by the Head of the Institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

### IQAC Functions:

- IQAC is responsible for fixing quality parameters for various academic and administrative activities
- Monitoring the organization of class work and related academic activities
- There are various committees in the college for academic and administrative works viz., Admissions, Examinations, Cultural, Literary, Library, Sports, etc to ensure smooth and effective functioning of the college. Each committee has a coordinator/convener and 3 members, with the principal as the chairperson. These Committees frequently meet to plan various activities of the college.
- Decentralized management: It includes the Principal, Staff and students.
- PRINCIPAL: The Principal is the Key person who implements the plans and policies of Higher authorities.
- STAFF: Teaching and Non-teaching staff plays a key role for the effective implementation of the Plans and polices. In the College, Conveners, Coordinators and incharges of various academic and administrative committees are constituted for conduct curricular, Co-curricular and extra curricular for effective academic adminstration.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

# 6.2 - Strategy Development and Deployment

# 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Perspective / strategic planning focuses on current trends and performs better when adopting disruptive forces in higher education. It assesses shareholder expectations, needs of students, faculty members, employers, and local people.

The following plans will be evaluated after proper discussion and after considering short, medium and long term development plans. The college has a student-centric approach and stakeholders are the ultimate beneficiaries of these developments.

SUM GDC's strategic plan includes the following:

The curriculum approved by the Palamuru University is strictly adhered to and encourages faculty and students to attend online classes to improve subject knowledge in pandemic time.

Activities are planned at the beginning of each academic year through the academic calendar and advice is sought from faculty members.

Key features of strategic planning:

- Developing a Multidisciplinary Innovation Ecosystem, leading to incubation at the Institute, skill-based learning for students.
- Publishing paper in popular journals by faculty members and encouraging students in the same way.
- Sponsoring faculty members and students for national / international level events
- Sign a memorandum of understanding with the industry to invite experts for training, interaction, interactive sessions.
- Introduce certificate / value added courses
- Industrial and field visits, alumni interaction
- Training for non-teaching staff

File Description	Documents
Strategic Plan and deployment documents on the website	<u>View File</u>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

- Government agency as per Norms.
- The NSS grants are audited externally by the registered chartered accountant
- The Principal of the College nominates the Faculty members for the internal audit supported by other Teaching Staff.
   They regularly audit the cheques and receipts including fee receipts and payments with vouchers and necessary supporting documents. Cash books are maintained by the office for each and every account

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://ccets.cgg.gov.in/Uploads/files/but tonDetails/64588.docx
Upload any additional information	<u>View File</u>

# 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	<u>View File</u>
Any additional information	No File Uploaded
Details of implementation of e- governance in areas of operation, Administration etc (Data Template)	<u>View File</u>

# **6.3 - Faculty Empowerment Strategies**

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

List of welfare activities provided by the organization to teaching and non-teaching staff The Instituion run by the Government of Telangana. Hence, the Government's Welfare schemes are extended for employees of the Teaching and Non-teaching staff. The following measures are initiated by the Government to Teaching

### and Non-Teaching staff.

- Faculty are encouraged to participate in development programs such as Orientation, Refresher, Faculty Development Programs, etc.
- Telangana State Government Life Insurance (TSGLI):TSGLI main purpose of the scheme is to ensure protection for the families of deceased Government employees and to augment their resource at the time of retirement.
- General Provident Fund (GPF):
- Contributory Pension Scheme.
- .Pay Revision for State Government Employees.
- Pay Revision to UGC Lecturer.
- .Group Insurance Scheme.
- Employees Health Scheme.
- Incentives for PhD/M.Phil.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<u>View File</u>

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

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

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

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

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

13

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<u>View File</u>

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

Key features of: Teaching Staff

- a) Performance of each faculty member is assessed on an annual self-assessment basis for the Performance Based Assessment System (PBAS)
- b) Promotions are based on the PBAS Proforma for the UGC Career Advancement Scheme (CAS) based on the API score.
- c ) The Institute undertakes a wide range of activities in addition to academics. For this the faculty members are assigned additional duties and responsibilities, which are mostly voluntary.
- D) Faculty members will be notified in advance of their outstanding promotion.
- F) Faculty members to be promoted are recommended based on their API score and must appear before the Screening-cum-Selection Committee.

### Non-Teaching Staff:

All non-teaching staff are also assessed through annual confidential reports and annual performance appraisals. Different staffing parameters are assessed under different categories i.e. role and habits, departmental competencies, ability to work hard, discipline, trustworthiness, relationships / cooperation with superiors, subordinates, peers, students and the public, drafting power (applicable here) Organization (in the case of ministerial staff) and technical competencies (in the case of workshop staff).

The Annual Confidential Report grants employees promotions and financial upgrades, and the performance appraisal system significantly assists employees in evaluating their performance, motivating them, analyzing their strengths and weaknesses, and ensuring better performance.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

# 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various

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internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Principal of the College nominates the Faculty members for the internal audit supported by other Teaching Staff. They regularly audit the cheques and receipts including fee receipts and payments with vouchers and necessary supporting documents. Cash books are maintained by the office for each and every account

External Audit Audit of books of accounts and financial statements by the certified chartered accountant is a statutory requirement. Appointment of a competent chartered accountant is done by the Executive Committee (EC) of CLF with the approval of the general body of the society in the annual general meeting.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

### 0.45

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non- government bodies, individuals, Philanthropers during the year (Data Template)	<u>View File</u>

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

The sources of funding are as follows: 1.Fees: Fees charged from students of various sanctioned and self-financed courses as per University and Government regulations. 2.Salary Grant: The college

receives salary sanction from the State Government. To this end, we will prepare and send an annual budget to estimate the required salary grant to the State Government. The grant includes the salaries of full-time permanent teachers and non-teaching staff as well as part-time teachers working in sanctioned posts. 3. The purchasing committee takes care that the purchases are done in an orderly and regulatory manner. 4. College Development Committee Fundraising and the use of these sources from time to time in their meetings. 5. Regular internal audits from a chartered accountant and external audits from the government should ensure proper resource mobilization. 6. The Time Table Committee oversees the proper use of classrooms and laboratories. 7. The Library Advisory Committee takes care to make proper use of the resources in the library. 8. Our Botanical Garden is maintained by the Department of Botany now it is under progress. 9. Campus Cleanliness and its utilization is overseen by the Campus Cleanliness and Beautification Committee. 9. To ensure optimal utilization of resources, Principal directives are issued.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

# 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

Performance of the Institute.

- 1. Improving the quality of teaching and research through regular inputs for all concerned on feedback from students, parents and Alumni
- 2. Provide inputs for best practices in governance for effective resource utilization and Better services for students and staff.
- 3. Provide inputs for academic and administrative audit and results analysis, improvement in weakly identified areas.

Students and staff provide their feedback and suggestions on

teaching, administration,

Implementing IQAC quality assurance strategies and Processes at all levels.

The Institute IQAC prepares, evaluates and recommends the following for approval which are relevant to nstitute and government statutory authorities:

- (A) Annual Quality Assurance Report (AQAR)
- (B) Self-study reports of various accreditation bodies (ISO 9001, UGC 12b, NAAC)
- (C) Performance Based Assessment System (PBAS) for Career Advancement Scheme (CAS)
- (D) Stakeholder opinion
- (E) Process performance & consistency
- (F) Reports of action taken
- (G) New missions according to national missions and government Policies

IQAC has spearheaded efforts to obtain ISO certification over the past five years.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The IQAC is constantly reviewing and taking steps to improve the quality of teaching-learning Process. The academic calendar is premade, displayed and distributed at the Institute and strictly followed. Admission to various programs, summer, winter and

intermediate holidays, examination Schedule and announcement of results will be announced in the academic year.

All new students must attend the Orientation Program. They were introduced to philosophy, the uniqueness of the education system, the teaching process, the continuous evaluation system, the compulsory core courses, the various co-curricular activities, the discipline and the culture of the Institute. They will be informed about the course timetable, program structure and syllabus in advance at the begining of the Semester.

Class committees are held regularly with students to take feedback and as appropriate steps are taken to improve the teaching-learning process. Teachers also take feedback from students individually for their respective courses through IQAC directly. Students are also free to contact the Principal. Green activities held in campus to tree planting to botanical garden.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<u>View File</u>

### INSTITUTIONAL VALUES AND BEST PRACTICES

# 7.1 - Institutional Values and Social Responsibilities

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

The following measures are initiated by S.U.M.Goverenment Degree College for the promotion of gender equity during the academic year 2020-21. They are:

- 1. International Day for the elimination of Sexual Violence in Conflict conducted online mode on 19-06-2020.
- 2. International Youth Day conducted on 12-08-2020.
- 3. International Day of the Girl is on 11-10-2020. Being the day is Sunday, this program conducted on 12-10-2020.
- 4. International Day of Women and Girls in Science observed on 11--02-2021.
- 5. International Women's Day is celebrated on 08-03-2021 online mode.

Due to Covid-19 pandamic situation, gender equity programms were not conducted.

File Description	Documents
Annual gender sensitization action plan	https://ccets.cgg.gov.in/Uploads/files/but tonDetails/64558.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	<u>View File</u>
Any other relevant information	No File Uploaded

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

Waste management is one of the most challenging issues in our modern civilization. Higher population density than population is one of the most challenging factors, on the other hand, we are getting some resource utilization.

Proper waste management means maintaining a clean and healthy environment. Various types of waste are disposed of in the college and they have proper system functioning.

The following waste is disposed of by the college:

- 1. Solid waste: Solid wastethrow them in the appropriate bins and then empty them and finding waste disposal area inour college campus.
- 2. Liquid Waste: Liquid waste is mostly produced in our college:

### I) Sewage waste

### II) Canteen waste

Liquid waste is generated during washing of food preparation and cooking utensils from canteen

Liquid waste from college washrooms is safely managed by an drainage system and it disposed inopen place, that naturally disposed into a sockpits.

- 3. e-Waste Management:e-waste management repaired or disposed of appropriately to ensure that such hazardous items do not accumulate within the campus.
- 5. E-Medical Waste Management- The college does not have an e-Medical Waste Management System.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Any other relevant information	No File Uploaded

# 7.1.5 - Green campus initiatives include

# 7.1.5.1 - The institutional initiatives for

B. Any 3 of the above

# greening the campus are as follows:

- 1. Restricted entry of automobiles
- 2. Use of Bicycles/ Battery powered vehicles
- 3. Pedestrian Friendly pathways
- 4. Ban on use of Plastic
- 5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	<u>View File</u>
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<u>View File</u>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information: Human assistance, reader, scribe, soft copies

B. Any 3 of the above

of reading material, screen	reading
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File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	<u>View File</u>

- 7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).
- S.U.M. Government Degree Collegebelieves in equality of all cultures and traditions from the fact that students from different castes, religions, and regions study without any discrimination. Although the organization has a diverse socio-cultural background, we are not intolerant of cultural, regional, linguistic, religious, socio-economic, and other differences. National festivals, anniversaries, and monuments of great Indian personalities like Mahatma Ghandhi, Sardar Vallabai patel, Pandit Jawarlal Nehuru, Dr. Bhimrao Ambedkar, Sarvepalli Radhakrishnan and Lal Bahadur Shastri with great enthusiasm. On the occasion of Sardar Vallabhbhai Patel Jayanti on October 31, the organization celebrates Rashtriya Ekta Divas (Staff and students take vothon National Unity Day) every year.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

Conducts various activities to create awareness among students and employees about the values, rights, duties, and responsibilities of citizens. As part of strengthening democratic values, Under the guidance of the Voter Awareness Forum were created to educate students and the general public about democracy. Previous activities related to this work were undertaken by our NSS. Every year Republic Day is celebrated on January 26 by holding events to mark the significance of the Constitution of India. Similarly, Constitution Day is celebrated on November 26 every year. Independence Day is also celebrated every year to highlight the independence struggle and the importance of the Constitution of India.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	<u>View File</u>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

Apart from the celebration of national and international days, S.U.M. Government Degree College also celebrates/observes the birth and death anniversaries of eminent Indian historical heroes and social reformers to make the students aware of their contribution in the freedom struggle and their role in the development of the Nation. The intention of organizing such programs is to Educate and inform the new generations about the story of the sacrifice of their lives.

- ? Birth/Death Anniversaries of Great and Renowned Indian Heroes and Social Reformers.
- Savitribai phuleBirth Anniversary.
- Dr. Babasaheb Ambedkar [Birth and Death Anniversary days.
- Mahatma Gandhi Jayanthi
- Dr. A P J Abdul Kalam Birth Anniversary (Vachan Prerna Din)
- Dr. Sarvapalli Radharkrishna (Birth Anniversary)
- Lal Bahadur Shastri (Birth Anniversary)
- Swami Vivekanand (Birth Anniversary)

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

# 7.2 - Best Practices

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

Best Practices I

# 1. Galla Gurigi (Financial Assistance to Eligible Students by College)

Profile of students enrolled in various courses in the college has been obtained that most of the students are coming from tribal areas with low financial backgrounds. Their parents are unable to provide them with sustainable financial assistance as migrant agriculture is not a definitive source of income. So, great goals of learning by providing financial assistance to poor students, especially tribals, to save them from dropping out of college due to poverty. The steakholders who are attached with the college are used to put some amount in Galla gurigi which is kept infront of the college office room.

### Best Practices II

1. Podu-Veedu (Against Shift Cultivation (ASC) in Nallamala Agency Area, Telangana

Shifting cultivation continues to be a predominant agricultural practice in Nallamala forest in Telangana by Chenchu tribe, despite state discouragement and multipronged efforts to wean indigenous communities away from it. Their land, due to remoteness, poor access to markets and undulating terrain, leaves them with few alternatives. Being this college has present in Nallamala forest, resolved to take up it as the best practice to the cause to stop Podu Cultivation.

File Description	Documents
Best practices in the Institutional web site	<u>View File</u>
Any other relevant information	No File Uploaded

# 7.3 - Institutional Distinctiveness

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

This College has placed tremendous emphasis on the center for potential excellence in higher education in this region - a distinctive area for the College's vision.

The college emphasizes the need for mainstream students from the lower and weaker sections to ensure justice and equality in

society. The education it provides is not only towards the practical goal of job opportunities but also to build the life of the mind and sensitize and guide its students to community service in their quest for a better life for the community. The college is 100% seamless and has a 'move together' starting unit and a cell of equal opportunities.

The College pursues a Proactive Financial Support and runs the 'Development of Weaker Section Policy', programs on the teaching and learning of the Computer and other ICT skills as well as skills training, computer literacy, and mobility training program for weaker sections.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

# 7.3.2 - Plan of action for the next academic year

Future Plans of Action for next Academic Year i.e. 2021-22

- 1. To arrange career Guidance programmes.
- 2. To obtain a better NIRF Ranking.
- 3. To undergo NAAC Accreditation to get a better grade than 1st cycle.
- 4. To Provide Coaching classes by the experts for Higher Education.
- 5. To help the students take part in Jignasa Study Project.
- 6. To conduct Awareness programmes on Haritha Haram, Aajaad Amruth Maohtsav etc.,
- 7. To give equal opportunities in all Co-Curricular activities without gender bias.
- 8. To provide holistic value-based education inculcates entrepreneur abilities in students.
- 9. To conduct Cleanliness programmes i.e., Swatchh Bharath.
- 10. To arrangeCertificate Courses like Spoken Tutorial.