

**Government of Andhra Pradesh
Commissionerate of Collegiate Education**

Academic & Administrative Audit (AAA) – 2025-2026

FORMAT – I (COLLEGE PROFILE)

PART- A

**1. Name of the College and Address : SAS GOVERNMENT DEGREE COLLEGE,
NARAYANAPURAM**

URL of Website: **www.sasgdcnrpm.ac.in**

E- Mail: **narayanapuram.jkc@gmail.com**

Phone number: **7207428335**

2. Vision: To disseminate knowledge and transform the lives of the rural and marginalised sections of the society through value based, professionally competent and quality education.

Mission:

- 1. To develop learning practices for Academic and Professional Excellence.**
- 2. To provide Quality learning through curricular, co-curricular and Extra-curricular activities.**
- 3. To inculcate human values and spirit of service to community.**
- 4. To create awareness among students about current socio- economic, political and cultural issues and to denounce all forms of oppression relating to class, caste and gender.**
- 5. To sensitize students on environmental issues and motivate them on ecological justice and sustainable development.**
- 6. To establish an Academic environment rooted in moral principles and practices.**
- 7. To impart extensive training in career and life skill sets.**

**3. Name of the Principal, email, and mobile Number: Dr K Vasudha,
ksh1921980@gmail.com, 9704723056.**

**4. Name of the Vice-Principal, email, and mobile Number: Mr D Reddiah,
deepakreddy1970@gmail.com, 9866447694.**

**5. Name of the IQAC Coordinator, email, and mobile Number: Mr D Reddiah,
deepakreddy1970@gmail.com, 9866447694.**

**6. * Name of the Academic Coordinator (for Autonomous Colleges), email,
and mobile Number: Dr K Ravi, kondaravi577@gmail.com, 9491175498**

7. Year of Establishment: 1972

8. UGC 2(f) and 12 B status (certificates to be verified): **College has 2(f) and 12B Status**

9. Autonomous status – Yes/No, : **No** If yes, Since_____

10. RUSA status: **YES**

11. College land and Plan details /documents : **5.77 acres (Document attached)**

12. Affiliation status: Permanent / temporary (certificates to be verified) : **Temporary**

13. AISHE Status – Document: **Document Available**

14. NAAC Status - **Yes (B+)**

a) Previous NAAC Cycle date and Month: **12.09.2024**

b) Date of Expiry: **11.09.2028**

c) Previous Grade and CGPA (certificates to be verified): **B+ (2.64)**

15. Status of peer team recommendations

S. No	Recommendations made	Recommendations fulfilled/ To be fulfilled
	<p>1. To start job oriented and vocational programmes to cater to the emerging needs of the industry and society.</p> <p>2. To implement the National Educational Policy 2020 more effectively.</p> <p>3. To enhance the physical infrastructure in terms of well- furnished classrooms, computer laboratory and other laboratories, library, gym, health clinic and so on.</p>	<p>1. Computer Science and Computer Applications courses are introduced in B.Sc and B.Com programs</p> <p>2. Steps initiated for the implementation of NEP 2020 by introducing courses like Indian Knowledge systems (IKS) and Artificial Intelligence.</p> <p>3. Physical and IT Infrastructure procured under PM-USHA scheme.</p>

<p>4. To provide hostel facility.</p> <p>5. To have more functional MoUs with the industry, educational institutions and community- based organizations.</p> <p>6. To strengthen the career counselling and placement cell.</p> <p>7. To focus on doctoral research and publication of more number of research papers as per UGC norms.</p> <p>8. To focus on faculty empowerment and development activities consistently by organizing workshops, seminars, etc. and also by participating in such events.</p> <p>9. To harness the potential of the alumni association by strengthening its engagement by the college.</p>	<p>4. Steps on being initiated for the provision of hostel</p> <p>5. Initiated</p> <p>6. Initiated</p> <p>7. Faculty members joined research, and published research papers and awarded Doctoral Degree.</p> <p>8. One National Seminar on Research Competence and One International seminar on Telugu literature were conducted. Many faculty members attended workshops and seminars.</p> <p>9. Steps Initiated</p>
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Action taken report to be attached

16. Previous Recommendations of Academic Audit of the CCE

No. of suggestions made	No of suggestions implemented
1. Conduct more Value added courses	1. Conducted under PM-USHA Scheme Soft Component
2. <u>Improve student admissions</u>	2. Improved
3. <u>Improve research</u>	3. <u>Faculty published research papers</u>
4. <u>Improve Active usage of Computer</u>	4. <u>Established computer lab and AI enabled computer Lab</u>
5. <u>Focus on Guidance and Coaching for PG and Competitive exams</u>	5. <u>Planed to conduct coaching classes for PG entrance and Competitive exams</u>
6. <u>Initiate faculty empowerment programs</u>	6. <u>Conducted Capacity Building Program on computer skills for Non-Teaching Staff</u>
7. <u>To start cleaning and waste management practices</u>	7. <u>Conducted programs under SASA</u>
8. <u>Improve the NAAC grade</u>	8. <u>NAAC grade improved from B (2.11) to B+ (2.64)</u>
9. <u>Preparation of records as per NAAC format</u>	9. <u>Prepared the records as per NAAC format</u>

Action taken report to be attached

17. NIRF Rank (if any): **Nil** Year: 2024-25

18. Green Audit Report by Government Agency: **Nil** Year:

19. Awards & Achievements for the institution during the current Academic Year with details: **Nil**

PART-B

1. No. of Programmes Offered by the College

Year	2024-25	List of Programmes	2025-26	List of Programmes
Number of Programmes	04	1. BA (Economics) 2. B.Com (CA) 3. B.Sc (Zoology)	04	BA (Economics) B.Com (CA) B.Sc (Zoology)

		4. B.Sc (Computer Science)		B.Sc (Computer Science)
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2. No of Value Added Courses introduced (last two years)

Year	2024-25	List of Courses	2025-26	List of Courses
Value Added courses	16	<ol style="list-style-type: none"> 1. Introduction to Social works 2. Principles of Biological Sciences 3. Introduction to Public Administration 4. Health & Hygiene 5. Principles of Management 6. Introduction to Geography 7. Basic Statistics 8. Entrepreneurship Development 9. Analytical Skills 10. Business Writing 11. Investment Planning 12. Project Management 13. Information and Communication Technology 14. Tourism Guidance 	13	<ol style="list-style-type: none"> 1. Introduction to Artificial Intelligence 2. Introduction to Social work 3. Principles of Physical Sciences 4. Applications of Artificial Intelligence 5. Indian knowledge systems 6. Project management 7. Introduction to Public Administration 8. Health and Hygiene 9. Tourism Guidance 10. Introduction to Geography 11. Digital Marketing 12. Basic Statistics 13. Environmental

		15. Digital Marketing 16. Environmental Education		Educations
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3. Details of teaching faculty

No of posts	Sanctioned	Working	Vacancies
Regular	16	06	10
PTL	0	0	0
Contract	0	02	0
Guest	0	06	0
Total	16	14	10

4. Qualifications of teaching staff

Teaching Staff	PG	M. Phil	Ph.D	NET/SET
Regular	06	01	03	04
PTL	0	0	0	0
Contract	02	0	0	0
Guest	06	0	0	0
Total	14	01	03	04

5. Details of non- teaching faculty

No of posts	Sanctioned	Working	Vacancies
10	10	08	02
Total	10	08	02

6. Student strength particulars

a) During the last two years

Year	2024-25			2025-26		
No. of students	I	II	III	I	II	III
	50	32	37	62	50	32

7. No of students appeared in the final year exams during the last two years

Year	2024-25			2025-26		
Programme wise	A	P	%	A	P	%
	37	32	86	32	24	75

8. Teacher – student ratio (Current Year) **1:9**

9. Infrastructure details (Physical and Academic facilities of Criterion-IV)

- i. Total no of class rooms: **06**
- ii. Total no of laboratories: **07**
- iii. Total no of digital classrooms: **01**
- iv. Total no of virtual classrooms: **01**
- v. Total no of ICT enabled classrooms: **0**
- vi. Total no of studios: **Nil**
- vii. Total no of Computers, Student & Computers Ratio: **1:1**
- viii. Total no of printers: **10**
- ix. Total no of scanners: **03**
- x. Total no of Xerox facility (at Depts & Office): **02**
- xi. Total no of Wi-Fi routers: **03**
- xii. Internet Bandwidth: **200 MB (50 mbps+ 50 mbps+ 100 mbps)**
- xiii. Seminar halls: **01**
- xiv. Auditorium: **Open Auditorium**
- xv.** Details of sports facilities: **Volley ball Court, Kho-kho, Basket Ball Court**
- xvi. Gymnasium (No of stations): **12 Stations**
- xvii. Rooms for administration: **02**
- xviii. Water – RO facility: **01**
- xix. Toilets for staff (Men/Women/Differently abled): **01 for men / 01 for Women**
- xx.** Toilets for students (Men/Women/Differently abled): **6 for Men /6 for women**
- xxi. Divyangan friendly facilities (Ramps/Lifts/Softwares): **Ramps**
- xxii. No of fire extinguishers in the labs and corridors: **03**
- xxiii. Solar energy details – LEDs, Green Audit Status: **LED bulbs**
- xxiv.** Examination Cell: **Dr K Ravi, Incharge, Exam. Cell**
- xxv. Library
 - No. of Books & Journals: **6994 Books & 09 Journals**
 - Status of Automation: **Fully Automated**
 - E-journals: **ONOS 6293**
 - Nlist subscription: **Nil**
 - Internet: **50 mbps**
 - Foot Fall: **Yes**

- E-footfall: **No**
- Xerox Facility (at Library): **Yes**
- xxvi. Women's waiting hall: **Yes**
- xxvii. Grievance Reddressal Cell: **Yes**
- xxviii. Health Centre: **Yes**
- xxix. ELL: **Nil**
- xxx. JKC Lab: **Yes**
- xxxi. Computer Labs: **03**
- xxxii. Canteen Facility: **Yes**

10. Research:

- ❖ No of collaborations / Functional MoUs: **10**

<https://sasgdcnrpm.ac.in/ssr.php>

Year	2024-25	2025-26
Number of collaborations / MoUs	10	10
No. of Follow up Activities	05	05

- ❖ No of publications in UGC – CARE listed journals

Year	2024-25	2025-26
Number of Publications	03	07

- ❖ No of start-ups

Year	2024-25	2025-26
Number of start-ups	Nil	Nil

- ❖ No of patents

Year	2024-25	2025-26
Number of patents	Nil	Nil

- ❖ No of Research Guides

Year	2024-25	2025-26
Number of Research Guides	01	01

❖ No of Research Scholars

Year	2024-25	2025-26
Number of Research Scholars	06	06

❖ No of Major/ Minor Research Projects

Year	2024-25	2025-26
Number of Major RPs	Nil	Nil
Number of Minor RPs	Nil	Nil

❖ Incubation Centre with Research Facility: **No**

❖ Consultancy offered:

Area	Organization (MoU)	Revenue Generated
Nil	Nil	Nil

11. Policies prepared and implemented (Give Details)

1. NON -DISCRIMINATION POLICY

India is a country of diversity. It is a hub of different religions, castes and cultures. However, the Indian society is characterized by a highly entrenched system of social stratification. It is these social inequalities that created the barriers of denial of access to materials, cultural and educational resources to the disadvantaged groups of society. These disadvantaged groups are SCs, STs, women, OBC (non-creamy layer), minorities and physically challenged persons. It is clear from the demographic factors that a large section of population of our country is still disadvantaged and marginalized.

Rigid compartmentalized caste system forced SCs to be socially deprived to render services without any claim on returns. The deprivation of dignity, identity and rights resulted in their dehumanization and humiliation. The toils and tears of STs were not very different from those of SCs. The STs were isolated, neglected and exploited. Both SCs and STs continue to suffer from social disabilities even today.

Women, victims of the past traditions and customs of the Indian society, were considered to be unequal and inferior. Even today women are being oppressed. Since gender disparity is known to lead to serious social imbalance, it is essential to neutralize these distortions of the past. The minorities including Muslims, Sikhs, Jains, Buddhists also have become victims of inequality.

To oversee the effective implementation of policies and programmes for disadvantaged groups, to provide guidance and counselling with respect to academic, financial, social and other matters and to enhance the diversity within the campus, a policy was adopted in

the college to lay a protection cover for disadvantaged groups. This policy was framed with the following agenda.

- To enhance the diversity among the students, teaching and non-teaching staff population and at the same time eliminate the perception of discrimination.
- To create a socially congenial atmosphere for academic interaction and for the growth of healthy interpersonal relationships among the students coming from various social backgrounds.
- To make efforts to sensitize the academic community regarding the problems associated with social exclusion as well as aspirations of the marginalized communities.
- To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.
- To look into the grievances of the weaker section of society and suggest amicable solution to their problems.
- To disseminate the information related to schemes and programmes for the welfare of the socially weaker section as well as notifications/memoranda ,office orders of the Government ,or other related agencies/organizations issued from time to time.
- To prepare barrier free formalities/procedures for admission/ registration of students belonging to the disadvantaged groups of society.
- To establish coordination with the Government and other agencies/organizations to mobilize academic and financial resources to provide assistance to students of the disadvantaged groups.
- To organize periodic meetings to monitor the progress of different schemes.
- To adopt measures to ensure due share of utilization by SC/ST in admissions, recruitments (teaching and non-teaching posts) and to improve their performances.
- To sensitize the college on the problems of SC/Stand other disadvantaged groups.

2.IDENTIFICATION POLICY

SAS Govt Degree College made it necessary that Students must carry a valid I.D. card with them at all times when they are on campus. This card must be presented at once when requested by any official of the college. All students are expected to maintain their I.D. cards during all semesters that they are enrolled. If an I.D. card is lost or stolen, it should be reported immediately to class mentor. Violation of this policy will result in disciplinary action under the Student Code of Conduct. The students who are studying in this college are instructed to wear prescribed uniform dress throughout the week except on Wednesday.

3. TIMING POLICY

As per the guidelines of UGC the college has framed the timings as from 10.00 am to 5.00 pm. Every period is of one hour duration and the lunch break is of one hour daily in between 1pm to 2pm. Attendance of all students, teaching and non-teaching staff members and Principal is generated by Finger Print Attendance Recording Machine (Biometric). There is one Finger Print Attendance Recording machine, which records the attendance of the students and staff. All staff members and students are required to mark their attendance both in the morning when they enter the college and evening when they leave college premises. Every hour Class room attendance is taken by concerned lecturer by using Integrated Attendance Management System (IAMS) app designed by Government of AP. Staff should be available in the college premises during the entire period of college hours, on all working days.

4. HOLIDAYS POLICY

The college follows the rules as per the holiday list announced by the affiliating university that is Adikavi Nannayya University, Rajamahendravaram, Andhra Pradesh. However, on the request of students College announces holidays on Local festivals like Subrahmanya Swamy festival at Kaikaram, Peddintamma festival, Kolleru subject to the condition that it must be compensated on another holiday.

5. DISCIPLINE POLICY

The Discipline policy of this institution is as follows.

- Rules of conduct and discipline for students in the college are framed by the college keeping in view the instructions and guidelines issued by Government
- All such rules shall be printed in the college hand book to facilitate perusal by the students
- The code of discipline for students is comprehensive and includes matters like attendance, punctuality, respect for staff members, cordial relations with fellow students, maintenance of peace on the campus, proper use of college property like furniture, scientific equipment, library books, games material etc
- It is clearly stated in the rules that offences like eve teasing, misbehaviour towards staff and damage to the college property will attract severe punishment
- A discipline committee will be constituted in the college to enforce the rules of

discipline. The committee should deal with all problems of discipline in the college and advise the Principal. This committee should consist of a few staff members and also some students nominated by the Principal. The office bearers of the students Union may also be considered for nomination

- As per G.O Ms.No.154 dated 17-1-1964 action can be taken against students who indulge in eve-teasing or a similar activity prohibited on the college premises.
- Maintenance of discipline is of utmost importance. So the Principal should take all necessary steps to improve discipline among the students. not only the disciplinary approach but also through the day in and day out persuasion. Great care should be taken in the following the procedure for awarding punishment. This will avoid future litigation and complications.

Before any student is punished for any act of indiscipline the Principle should

- a) Order an enquiry to be conducted by atleast three staff members
- b) Issue a Show Cause Notice to students and the parent or guardian
- c) Obtain the explanation if possible and place the matter before staff Council for advice

- After following the procedure and fulfilling the prerequisites the Principal may impose suitable punishment under intimation to the Commissioner of Collegiate Education.
- It may be noted that in all cases of imposing punishment on students for acts of indiscipline the Principal should observe the prescribed procedure carefully.

6. INFRASTRUCTURE MAINTENANCE POLICY

For optimum and equitable utilization of available academic and support facilities. Rules and procedures laid by the college are made aware to students and stakeholders. At the beginning of every academic year, orientation to first-year students is given about the facilities available and procedure for maximum utilization of library, laboratories, ICT, sports and other equipment. Classrooms are well maintained and audit is conducted. On regular basis. Electric fans, lights and other equipment are switched off after classes and energy conservation strategies, are displayed near switchboards to avoid electrical equipment wear and tear. All science departments conduct initial practical orientation before start of the practicals semester wise on how to use the various equipment and handling precautions are outlined. Library orientation gives overall view on library usage and online resources and lending rules.

Well labelled usage protocols are pasted on the equipment and usage manuals are kept for ready reference near the equipment.

Budget allocated under various heads of account for maintenance of physical facilities, equipment, furniture, ICT equipment year wise, quarter-wise is optimally utilized.

The annual maintenance contract of the equipment procured is followed and alert the respective departments for preventive maintenance.

After expiry of the period, maintenance is met under plan and non-plan restructured courses. one special person is appointed to look after the maintenance of , laboratory equipment, sports and computers, reprographic facilities, networking of computers, UPS batteries and solar power equipment.

Technical staff and lab attendants are trained on methods of equipment upkeep and to ensure better working.

Computers are frequently updated on operating systems and antivirus soft wares and consumables of printer like toners and computer accessories are replaced. Inter departmental sharing of facilities within the college is promoted so that the available facilities are optimally utilized during teaching and learning process.

Annual stock verifications are made every year before the last working day and reports are made department wise and facility wise. This is done with a list of Items to be repaired, beyond repair and obsolete. Equipment identified as obsolete or to be written off as per procedures for books and equipment laid down by the CCE and after obtaining due permission. Further, college level committees are constituted with teaching and office staff to monitor the stock verification.

Dos and Dents are clearly displayed and log registers are maintained to track the usage of sensitive and costly equipment. Maintenance of buildings and paintings, pooling of loans and upkeep of garden is regularly maintained by concerned committees, which have also students as members to improve accountability among students.

7.ADMINISTRATION POLICY

The particular duties and responsibilities of administrative positions are assigned by the Principal in accordance with college policy which is drafted with reference to the guidelines laid down by Commissionerate of Collegiate Education, Affiliating University, District Collector and Magistrate and respective higher authorities. The policy is as follows:

1. Responsibilities and Duties:

- To plan, organize, and administer the activities of his/her department, committee, cell or section in office/lab efficiently.
- To keep informed of new developments relating to his/her function and to maintain innovative attitude toward change, in order to continuously improve the operation of his/her area of responsibility.
- To establish and maintain an organizational climate that encourages the development, retention, and a high level of morale among the personnel.
- Keep his/her immediate supervisor informed of activities of the unit, particularly of major or unusual developments, and seeking his/her advice and counsel.
- To promote an integrated effort in the administration of the college by cooperating with other administrators and staff and coordinating his/her activities with theirs when such action is indicated.
- To maintain effective relations with faculty, students, and community, and other educational institutions and to interpret college policies and programs accurately and constructively.
- To recommend the budget for his/her department, committee, cell or section in

office/lab limitations established Principal or rules laid by competent authorities to administer his/her budget.

- To serve on committees and councils as directed by college policies and procedures or by his/her immediate supervisor or the Principal.
- To represent SAS Govt Degree College and attend professional meetings as authorized by his/her immediate supervisor with approval of Principal.
- To provide information and reports to cells like IQAC the request of the Principal.
- To implement academic plan to supervise students attending courses..
- To perform any other duties assigned or delegated by his/her immediate supervisor.

2. Utilization of exterior Professional Services : SAS Govt Degree College employs professional service providers including consultants for placements like DRDA of Govt of AP, other private placement consultants, auditors to look in to income

tax and other similar kind of matters, DTP software programmers, Speakers of personality development to rejuvenate students and staff, Marshal Arts performers to learn self defence techniques by girls, and others as necessary and appropriate and to accomplish the mission of the college.

3. Modification in Policies of SAS Govt Degree College : All policies will remain in effect until changed by the IQAC and Staff Council meetings. The adoption of new policies or the changing of existing policies is solely the responsibility of Staff Council.

When action must be taken and the Staff council has provided no guidelines for administrative action, the Principal has the power to act, with such decisions subject to review by action of Staff Council. It is the duty of the Principal to inform the Staff Council promptly of such actions and the need for policy.

New policies and policy revisions shall not be adopted until as subsequent Staff Council meeting and as a second reading. Thus, time shall be given to permit further study of a policy, to provide the Principal time to make suggested changes in a proposed policy, and to give opportunity to interested members/parties to prepare comments. However, temporary approval may be granted by the Staff Council to permit resolution of emergency conditions or special events which will take place before an action can be taken.

4. Signature Authorization: The Principal may designate Vice Principal or a senior Lecturer to conduct the affairs of the college and sign correspondence, documents, forms, applications, and other communications that require action in the Principal's absence except financial matters.

Upon the Principal's return, he/she shall automatically resume full responsibility of the college. Further, Principal may authorise any person of the college attesting the signatures of the respective person not below the rank of senior assistant to represent Principal in other offices.

5. Closing of College Because of Emergencies: The college Principal or delegated representative shall take appropriate actions to evacuate and /or close the college in the event of an emergency.

SAS Govt Degree College looks into and takes of accountability of a variety of sources into its decision to close any or all its segments/ wings/ sites, for any reason. These include student and employee safety, forecast weather conditions, violence outbreak, epidemic/pandemic outbreak and other scheduling concerns.

6. College Committees: The purpose of standing committees is to attend to the routine work of the College on an ongoing basis. In addition to standing committees, task forces may be formed by college Principal to address issues that are episodic in nature.

All committees are advisory in nature and are organized to work on specific issues which help to accomplish the mission of the College.

Members of the staff will be expected to participate actively in the committee work of the college.

7. Standards of Good Practice of Staff Council, IQAC, CPDC, etc:

- As a member of Staff Council, IQAC, CPDC, etc, he shall be responsible to devote time, thought and study to the duties and responsibilities of a member, so that he may render effective and creditable service; work with fellow board

Members in a spirit of harmony and cooperation in spite of differences of opinion That arise during vigorous debates of points of issue ;

- Each member stands for personal decision upon all available facts in each situation; vote his honest conviction in every case, un swayed by partisan bias of any kind; and abide by and uphold the final majority decision to the Committee/cell/council;
- Each member always remembers at all times that as an individual he has no legal authority outside the meetings of the committees/cells/council to conduct his relationships with college staff, the local citizens, and all media of the community on the basis of this fact of adopted resolutions by the committee/cell/council to disturb the harmony atmosphere in college. The members must assure that this college, on one hand, is free from clandestine meetings , on the other hand it is free from eaves-droppings on the resolutions once adopted
- Each member shall resist every temptation and outside pressure to use his position as a member of cell/committee/council to benefit himself or any other individual or agency apart from the total interest of the college.
- Each member shall recognize that it is as important for the committee/cell/council to understand and evaluate
The educational program of the college as it is to plan for the business of college operation.
- Each member shall bear in mind, under all circumstances that the primary function of committee/cell/council is to establish the policies by which the college is to be administered.
- Each member shall welcome and encourage active cooperation by citizens, organizations, and the media of communication in the district with respect to establishing policy on current college operations and proposed future developments.
- Finally, each member must strive step by step toward ideal conditions for the most effective college committees/cells/council service to student community, in a spirit of team work and devotion to public education as the greatest instrument for the preservation and preparation of our representative democracy.

8. Concerns and Complaints; SAS Govt Degree College encourages communication when there is a concern or complaint about an action, or failure to act, by an employee, student, or part time contingent worker of the college.

The college encourages discussion of concerns and complaints through informal conferences with the appropriate college employee. Concerns should be expressed as soon as possible to allow for early resolution. Should informal discussions be unsatisfactory, the college provides a formal complaint procedure. The college strives to resolve all complaints in a fair and expedient manner. Complaints which are determined to be without a factual basis will not be acted upon. Administrative decisions may be appealed to the college Principal. The decision of the Principal is final.

Any concerns about threatening behaviors, harassment or discrimination, disability access, or breach of confidentiality should be immediately directed to college staff. Arrangements like Internal Complaints Committee, Anti Ragging cell, Women Empowerment Cell, Disciplinary Committee are established to address grievances. Next Principal may form a task force committee, apart from above said arrangements, to resolve the respective complicated tasks from time to time and task to task.

8. LEAVES POLICY

The college implements leave policy as communicated through AP leave rules and guidelines laid down by University Grants Commission from time to time. Every employee of the college is entitled for the leaves he/she is eligible for different kind of leaves aim at the welfare of the employee. The principal of the college is the leave sanctioning authority.

9. COMMITMENT POLICY

The College's Principal missions are the education of students and the generation, dissemination and scattering of knowledge. In pursuit of these missions, or as a natural outgrowth of such activities, faculty and staff often become involved in Extension activities along with core activities of the college. In some circumstances such activities give rise to conflicts of interest or commitment. This policy addresses the circumstances in which conflicts of interest or commitment may occur, provides examples of the principles and processes outlined in this policy, and specifies a process for resolving potential conflicts. Principal, Lecturers and members of different committees/cells/units should use good judgment, professional commitment and ethics to protect themselves and the college from potential conflicts. Principal and other administrative advising bodies like CPDC, Staff Council, IQAC, etc. should make employees aware of this policy and create, by example, an atmosphere consistent with the college's missions. Conflicts of interest occur when members are in a position to influence a decision on policy or purchases where the

ey might directly or indirectly receive financial benefit or give improper advantage

to associates. Conflicts of commitment arise when university members' involvements in out-side activities substantially interfere with their primary commitments to the college: to teach, to organise events, to complete minor research Projects, to pursue research, and to meet related obligations to students, colleagues and the college.

Amid these circumstances college adopted certain guidelines

1. All college members should make the fulfillment of their responsibilities to the college the focal point of their professional activities.
 2. College members should only become involved in extramural professional activities insofar as they advance the mission or prestige of the college and the activities shall not interfere with their responsibilities to the college. However, this policy is not intended to unduly restrict involvement in outside activities.
 3. College staff or members or students are traditionally allowed wide leeway in defining their professional agenda and their degree of involvement in outside activities. This tradition has served the college well. In many circumstances, involvement in outside activities promotes the college's missions and prestige. But this leeway of thought or activity must not lead to potential conflicts of interest or commitment.
 4. The members in a position to influence a college business decision for which they might receive material benefit should disclose the nature of the conflict to others involved in the decision. Whenever possible, those with potential conflicts should remove themselves from involvement in the decision.
 5. If the individual should continue to participate in the decision process, discussion with supervisors and documentation of the potential conflicts should be presented to the Principal or Coordinator of respective committee/cell/unit members prior to the making of decision.
 6. The college actively encourages involvement in professional organizations, panels, community organizations and elders like Alumni. However, such involvement should not become so dominant that college staff members no longer effectively satisfy their responsibilities to the college. The counsel of staff should be regarded as a valuable source of detached perspective on such conflicts of commitment.
 7. College members should not engage in direct competition with the college either personally or through a firm in which they have a substantial interest.
9. RESEARCH POLICY

In view of importance given to an affiliated college in the Accreditation of NAAC to promote research, this college adopted the following research policy

1. To establish a cell of lecturers who are having Ph.Ds to assist the activities of research and development .
2. To encourage quality research to flourish and gain prominent nationally and internationally
3. To provide academic leeway to take up research projects
4. To grant and adjustment of timings to all academic staff to pursue their research for Ph.D and to publish their findings as well as their rights where applicable to seek research fund in support of their research in accordance with the terms and conditions of funding agency. College will not interfere in it.
5. To provide guidelines and support to optimum research activity in the campus.

6. The recognition by research activity of academic staff to consider for career growth like career advancement scheme in accordance with terms and conditions Govt of AP.
7. To focus on research effort to find products and solution for local needs.
8. To create scientific/technology tempers and sensitivity among the students.
9. To motivate all the staff to apply for training programs like Orientation Courses

, Refresher Courses, FDP, Short Term Courses or any such academic program which enhances the professional and research quality.

10. To publish research findings through dissemination in peer reviewed journals.
11. To encourage the staff for participation in national and international conferences and similar meetings.
12. To subscribe Journals which require for staff for research
13. To mould the students to take up novel/innovative/non routine project works for the cluster elective papers in CBCS pattern

11. ENVIRONMENT POLICY

Protection of health, safety and the prevention of pollution to the environment are primary goals of the Institute. The Institute will strive to develop services that have no undue environmental impact and are safe in their intended use, efficient in their consumption of chemicals, consumed glass apparatus, etc. This institute understands that its actions might have an impact on the environment and is therefore committed to minimise this impact by following to a range of sustainable practices and setting targets to continually improve its role in environment protection.

1. To comply with relevant current and anticipated environmental legislation, regulations and official codes of practice of Govt of AP and Govt of India
2. To raise awareness of and encourage participation in environmental matters among its students, employees and its other stakeholders.
3. To ensure that the environmental policy is implemented and supported at all levels of the college.
4. To reduce the consumption of resources such as paper and plastic. To minimise plastic waste by encouraging to use biodegradable bags, bags of re-use and recycling.
5. To observe motor vehicle free day on last day of every month.
6. To conduct workshop on plastic free environments
7. To conduct awareness activities on plastic free environment in adopted villages.
8. To conduct extension activities such as organic farming in adopted villages.

Policy Document for Divyanjan Students

The government of India enacted in 1996 Titled “ Persons with the disabilities equal opportunities protection of right and full participation act, 1996”, which laid stress on the provisions to provide a healthy and barrier free environment for the persons with disabilities. Our institution seeks to create an environment that provides equal opportunities to the disabled persons or students and protection against all types of exploitations and social stigma. A policy document has been framed for the purpose as under

In order to cater to the special needs of Divyanjan students the college has developed an appropriate system under which they are provided a comfortable and Hazzel free environment in which they can pursue their academic goals. The ensuing Policy Document highlights the main aspects of policies and procedures adopted by the college with regard to the Divyang students of the college.

- To provide equal educational opportunities to differently abled students
- To set up a separate section in the college library for visually impaired Students where they can read with the help of special software
- All the buildings in the campus must have Ramp facilities to create an inclusive accommodative and disabled friendly environment
- To ensure the pro disabled, modern facilities of special washrooms, reading room, recreation room, wheelchair, etc. So that complete barrier and Hazzel free environment for the differently abled persons/ students shall be created
- To establish a help desk for diviangan students separately in the campus
- To make arrangement for scribes during the examinations
- To help the students with the disabilities to comply with the guidelines issued by the government. UGC or other Regulatory authorities from time to time regarding Divanjan
- To create an encouraging environment for the student with disabilities so that they can perform their best in their studies.
- To provide easy type of assistance be it physical, moral. and financial so that the morale of such students shall boost
- To create proper implementation of the schemes, legislations and provisions framed by the government from time to time for the overall betterment of the persons with the disabilities
- To ensure the participation of such students in curricular ,co-curricular and extra - curricular activities.
- To ensure the accessibilities of devices and tools for the persons with the disabilities for their overall grooming in respect of academic as well as Non-academic spheres.
- To ensure the appropriate and adequate environment, particularly in the classrooms and in other such places for the effective delivery of services.
- To create an environment for such students as they should feel at home and enjoy privileges in respect of dignity and uses the facilities within.

- Provision of wheelchairs shall remain mandatory.
- Display boards and sign post shall be installed in the campus.
- Human assistance in any form Including reader,helper, scribe shall be provided as and when required.
- The college intends to pursue a programme of continuous improvement in its procedures and Practices of its policies with regard to Divyanjan. It shall review the policy on a regular basis and monitor compliance.

12.No. of Committees appointed (Provide links of meeting minutes & reports): 90, <https://sasgdcnrpm.ac.in/ColComm.php>

13.Extension activities (Current year)

- a) No. of Extension activities in the neighborhood for social and holistic development : **12**
- b) No of Extension activities conducted through NSS/NCC/ RED CROSS/YRC: **12**
- c) No of Extension activities in collaboration with government agencies : **Nil**
- d) No of Extension activities in collaboration with Non-Governmental Organizations: **Nil**

14.Feedback, Student Satisfaction Survey mechanism adopted:

(Provide Link): <https://sasgdcnrpm.ac.in/iqacfeed.php>

15.Alumni Association – involvement and activities

No. of meetings conducted: **03**

16.Awards and achievements-current year (to be verified -):**02**

❖ Students: **02**

❖ Staff : **Nil**

17. Total no of scholarships and free ships (Current Year): 82

Total Amount in Rs: - **489797/-**

18.Total no of capacity building and skill development activities conducted by the college (Current Year): **02**

Teaching	Training on Blooms Taxonomy
Non –Teaching	Basic Computer Skills

19. Trainings conducted by JKC for competitive exams during the last two years: **Nil**

Training:

Year	2024-25	2025-26
Number of students registered	0	0
Number of students trained	0	0
a. from your GDC	0	0
b. from other colleges	0	0

Placements:

Year	2024-25	2025-26
No. of companies visited the campus	01	0
Number of students Placed	13	07
a. from your GDC	08	07
b. from other colleges	05	0

CSP:

Year	2024-25	2025-26
Number of students Participated in CSP	57	00
a) B. A	13	00
b) B. Com	22	00
c) B. Sc	22	00

Internship:

Year	2024-25	2025-26
Number of students completed Internship	37	32
d) B. A	5	05
e) B. Com	19	22
f) B.Sc.	13	05

Type of Internships:

Year	2024-25	2025-26
Total No of Physical Internships	24	23
Total No of Online Internships	13	00
Total No of paid Internships	24	09

20. Student Support and Progression

A. Students Progression to Higher Education (Programme wise)

Year	2024-25	2025-26
Number of students	07	0
a) B. A	0	0
b) B. Com	01	0
c) B.Sc.	06	0

B. Employment (Programme wise)

Year	2024-25	2025-26
Number of students	08	00
a) B. A	00	00
b) B. Com	06	00
c) B.Sc	02	00

C. Entrepreneurship (Programme wise)

Year	2024-25	2025-26
Number of students	00	00
a) B. A	00	00
b) B. Com	00	00
c) B.Sc	00	00

21. Grants/funds received from (in Lakhs/Rs.): 49800000/-

A. Government : 49800000/-

B. Non-governmental bodies: **Nil**

C. Individuals/ Philanthropists : **Nil**

D. CSR: **Nil**

E. Budget allocated for Infrastructure: **Nil**

F. Expenditure for Books & Journals : **Nil**

Budget Sanctioned Rs. **14000/-** ; Utilized Rs. **11000/-**

22. Governance and Leadership

❖ Institutional Development Plan (Next two years):

<https://sasgdcnrpm.ac.in/perplan.php>

- ❖ Institutional distinctiveness in specified area: chrome-extension://kdpelmjpfafjppnhbloffcjpeomlnpah/
<https://sasgdcnrpm.ac.in/uploads/ssr/Distinctiveness.pdf>

23. Contribution of IQAC

The Internal Quality Assurance Cell (IQAC) in the College is a catalyst for quality enhancement and quality sustenance in the institution. Through the participation of the stakeholders, especially students and staff, IQAC has contributed significantly to institutionalising quality assurance with the help of various strategies during the last 5 years.

1. Academic calendar and Annual Action plan:

At the beginning of every academic year, the IQAC coordinator, along with the Academic coordinator prepares the annual academic calendar in tune with the Academic calendar issued by APSCHE & CCE and Almanac issued by the affiliating university.

2. Comprehensive feedback mechanism:

Every year feedback is collected from various stakeholders of the college such as students, teachers, alumni, employers and is analysed and action is taken to fill the gaps in teaching- learning, evaluation and other issues.

3. Internal Academic Audit:

The IQAC along with the Academic coordinator conducted Internal academic audit for smooth and effective implementation of Curricular, Co-curricular and Extra curricular activities every year.

4. Organising Orientation programs:

Every year IQAC conducts orientation programmes for all the first year students with a view to make them aware of the academic, physical facilities, learning resources and Vision & Mission of the College.

5. Evaluation of POs, PSOs and COs:

The IQAC encourages the faculty members to inform the students about Program Outcomes, Program Specific Outcomes and Course Outcomes in order to give a clear understanding of the Programmes and courses in the college.

6. Innovation in Teaching- Learning:

The IQAC encourages the staff members on the innovative Teaching-Learning methods including ICT methods. All the faculty members involved in Online teaching classes during COVID-19 imposed lockdown. They prepared YouTube lessons. Further the staff members

attended Online Webinars, FDPs, Orientation and refresher Courses and various trainings.

7. Adoption of Best Practices:

IQAC has institutionalized various Best Practices and was instrumental in promoting quality culture in departmental curricular, co-curricular and Extra curricular activities.

Review of Teaching- Learning Process:

The institution reviews the teaching and learning process, structures, methodologies of operations and learning outcomes annually. For this purpose the IQAC has designed the pattern of review system and assessment of learning outcomes. The review is undertaken at 2 levels. One is at department level and the second level is at institutional level. The process is as following.

1. Monitoring of classes:

The principal monitors the timely conduct of classes and adherence to the academic calendar and Almanac.

2. Feedback system:

Feedback has been collected from the students, teachers and Alumni through a structural questionnaire using a rating scale about the teaching-learning and evaluation process and about the development of college. This is considered one of the best methods for reviewing the teaching learning process.

3. Evaluation of POs, PCOs and COs:

The Programme outcomes, Programme specific outcomes and Course outcomes are evaluated through Continuous Internal Assessment (CIA), University examinations, Progression to higher education and placements. This is systematically evaluated by the IQAC and necessary suggestions are given.

4. Reports on Teaching Methodologies:

With a view to monitoring the quality of teaching learning process The IQAC conducted reviews on teaching methodologies implemented by the faculty periodically. Integration of ICT and experimental learning have been suggested to be employed by the teachers.

5. Review of Examination Results:

The results of Continuous Internal Assessment and University examinations are reviewed by the IQAC for the assessment of the

departments and faculty members of the subject concerned. This helps to ascertain whether Course Outcomes are achieved or not. The strategy for remedial coaching to slow learners was designed.

6. Internal Academic Audit:

Every year Internal Academic audit is conducted every year to review the academic processes, including curriculum, teaching, learning evaluation processes and mechanisms. It also verifies various teaching methods like project works, practicals, internal assessment and external assessment rules and guidelines.

7. Self appraisal:

IQAC has collected API (Self Appraisal Form). From all the teaching staff during the last 5 years and encouraged and motivated the teachers to enhance their performance from time to time. It is used to evaluate faculty upgradation across defined parameters.

❖ Incremental changes during the last two years

1. Increase in the NAAC Grade points from 2.11 to 2.64 in 2024 - 25 academic year

2. Argumentation of infrastructural (Physical and IT) facilities

24. Best Practices of Institution

1. Lab to school

2. No Vehicle Day on first Saturday of every month

25. Evaluative Reports of the Departments (Provide Links);

<https://sasgdcnrpm.ac.in/uploads/AAA%20report%202022-23.pdf>

26. For Autonomous Colleges

A. Academic Council

- Last Academic Council meeting date
- Major decisions for enriching curriculum/Academics

B. Controller of Examinations

- Examination reforms proposed and implemented
- CIA
- Mechanism for addressing grievances
- Mechanism for transparency in setting up of Question papers
- Mechanism for appointing examiners
- Mechanism adopted to ensure the security of information
- CoE expenditure report with details

C. Board of Studies

- Mechanisms for updating curriculum

- Justification Reports for Curricular revamp

D. Governing Body

- Last G.B meeting date
- Major resolutions for administration

27. College Handbook (to be uploaded on the college website): **Yes**
28. College Magazine (to be uploaded on the college website): **Nil**
29. Monthly News Letters (to be uploaded on the college website): **Yes**
30. Departmental meeting Minutes Registers (to be verified): **Available**
31. Reports of various committees (to be verified): **Available**
32. CPDC/Finance Committee Meeting Minutes Registers (to be verified): **Available**
33. Implementation status of Biometric Attendance and TLP Reports (to be verified): **Available**