ACADEMIC & ADMINISTRATIVE

AUDIT (AAA) REPORT

2021-22

Academic & Administrative Audit (AAA) – 2021-2022 FORMAT – I (COLLEGE PROFILE)

PART- A

1. Name of the College and Address URL of Website : S A S GOVERNMENT COLLEGE, NARAYANAPURAM, www.
E- Mail: narayanapuram.jkc@gmail.com
Phone number: 08818252189

2.Vision & Mission:

To disseminate knowledge and transform the lives of the rural and marginalized 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 G Giri Babu,**

M.No:9441303670

4. Name of the Vice-Principal, email, and mobile Number: **D Reddaiah , Mail id:** deepakreddy1970@gmail.com **M.No:9398747492**

5. Name of the IQAC Coordinator, email, and mobile Number: **Dr K Ravi**

M.No:9491175498

6. Name of the Academic Coordinator, email, and mobile Number: **Dr K Ravi**

M.No:9491175498

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7. Year of Establishment: **1972**

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

9. Autonomous status – **No**, If yes, Since_____

10. RUSA status: **No**

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 – **Documents Available**

14. NAAC Status -

    a) Previous NAAC Cycle date and Month: **September 16th, 2008**

    b) Date of Expiry: **September 15th, 2013**

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

15. Status of peer team recommendations

S. No	Recommendations made	Recommendations fulfilled/ To be fulfilled
1)	Infra-structure be strengthened/expanded to accommodate the existing science departments (Now functioning in the junior college premises) and also for starting new programmes	A new science block is constructed with 5 rooms out of which 4 rooms used as laboratories such as Physics, Chemistry,Botany and Zoology
2)	Appointment of regular principal, Librarian and regular faculty in many departments be made by the Government; permanent affiliation by the university and 12(B) approval from UGC be given due priority	One principal post allotted to this college from 22-02-2023through G.O No.. 10 ii) Out of 17(SMPC) posts 11 regular are working, 3 contract faculty working and 3 guest faculty working Iii) College obtained the status of 12B
3)	Opening of newer programmes in computer science, business management, and one or two PG programmes such as MCA and MBA be explored.	B.Sc Computer Science and B.Com computer applications introduced
4)	Add-on courses (Diploma/Certificates) with skill orientation such as IT, Agribusiness Management Entrepreneurship development, Event management, among other, be explored.	Certificate courses with Skill Orientation offered.
5)	Uses of ICT in teaching - learning be	Digital class room and virtual class rooms

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		Used in Teaching-Learning Process.
6)	Library be strengthened with addition of journals and e-learning resources and broad band inter connection	Library is strengthened with journals, e-learning resources and 100Mbps Internet connection
7)	The sports potentials (as evident from the past tract record) be exploited to the maximum; the involvement and efficiency of physical Director be made the best use of.	University level and college level games and sports conducted
8)	Communication skills in English be imparted to all the students, especially the first-generation students of villages. Programs through English medium be offered, as was preferred by students.	Communication skills in English imparted to all the students. English is prescribed as the medium of instruction as per the guidelines of APSCHE.
9)	Computer literacy be also provided to all the students of the college by putting the computer center to the maximal use	Basic computer courses provided to the students by JKC.
10)	Student enrolment be improved and sustained by creating a package of student support service (Remedial programme, career guidance and counselling, placement services and special focus on inclusiveness, particularly by increased enrolment of girl children by establishing a girls hostel with UGC funding, among others.	Remedial programme, career guidance and counselling for below average students conducted. Placement cell focus on the student placements. Enrolment of girl children is increased. Planning to establish a hostel for girl children using the opportunity of RUSA

Action taken report to be attached

16. Previous Recommendations of Academic Audit of the CCE

Suggestions made	Action taken
1.Advised to maintain records NAAC format	• Records maintained as per NAAC format
2.Recommended to the start the new certificate courses by all departments in NAAC format	• New Certificate courses conducted
3.Advised to start certificate courses	
4.Advised to conduct the online courses by all departments	• Started
5.Advised to introduce the new UG courses and initiate PG program also	• Planning to conduct Online courses
6.Advised to take Feedback from parents and alumini and do consolidation and to take necessary action	• Single Major subject system introduced as per NEP 2020
7.Advised to improve the enrolment ratio	• Feedback collected and analysed for improvement.

8.Advised to increase the demand ratio	• Efforts are being made
9.Advised to group students as slow and advanced learners by all departments.	• Efforts are being made
10.Advised to Strengthen measures to improve slow learners	• Done
11. Advised to adopt Student Centric methods by all departments	• Done . pass percentage increased
12. Advised to e ncourage ICT enabled teaching by all department	• Adopted
13.Advised to conduct SIP programmes by all departments	• Being conducted
14. Advised to conduct Brige course and remedial course by all departments	Implemented
15.Advised to conduct more field visits	Conducted
16.Advised to conduct more field visits	Conducted
17.Adviced to contribute CCE LMS by all the faculty	
18. Adviced all faculty members join in MOOCs	Advised
19.Adviced to conduct cultural sports and academic events at National level	Advised
20.Advised other faculty to complete Ph.D	Advised
21.Advised other faculty to complete Ph.D	Advised
22.Advised to staff to attend seminars	Some staff members attended seminars
23. Advised to improve Mechanism of transparent and accurate internal assessment	Transparent mechanism implemented
24.Advised to maintain mentoring reports by all staff	Mentor-mentee records maintained
25.Advised to maintain programme outcomes and course outcomes by all Depts	POs,PSOs and Cos prepared and uploaded in the college website
26.Advised to evaluate PO& CO by all Depts	Pos and Cos evaluated by the Departments
27.Advised to take feedback,analyse and take necessary action by all Depts	Feedback collected analysed and action initiated for improvement.
28. Advised to increase the no.of students in SSS	All the students are involved in the Student Satisfaction Survey.

29.Advised to apply for research centre	Plans are being made.
30. Advised the faculty to apply for Research guideship	One faculty member appointed as Research guide
31. Advise to all faculty apply for MRPs	Faculty are advised to apply for MRPs
32. Advise the college to tap research grants from UGC	Plans are being made
33.Advised to start activities under incubation centre	Activities started
34. Advise all faculty to present Research papers at National &International Conferences	Some faculty presented papers
35.Advise the faculty to publiced books	Action initiated.
36.Advise the faculty to present Research papers in UGC-Care Journals	
37. Advised to increase the extension activites	Extension activities Undertaken
38. Advised the departments to start consultancy service in the concerned	Initiated
39. Advised to faculty exchange programme	Faculty exchange program undertaken
40. Advised to Student exachange programme Advised to	Student exchange program undertaken
41. increase the no.of students doing internship	Student internship implemented in 6th semester
42. Advised to all department to obtain MOU's	Almost all the departments obtained MOUs
43. Advised to conduct workshop on IPR and to start industry academia innovative practices	Workshops on Ganitha Ashtavadhanam and preparation of Mathematical models conducted
44. Advised to make efforts for library automation	Library partially automated
45. Advised to Subscription and use E-resourses	e-Resources subscribed
46. Advised to improve Daily usage of library	Daily usage of library by staff and students increased
47. Advised to Maintain minutes of meetings	Minutes of the meetings maintained

48. Advised to increase Activities relating to Capacity building and skill enhancement	Increased
49. Advised the faculty to e ncourage more students for participating and presented papers Advised to encourage students to become Entrepreneurs	Some students have become Entrepreneurs
50. Advised to increase student participation in sports and cultural events	Students' participation increased
51. Advised to increase Alumni meetings and to get more contributions.	Alumni meetings conducted
52. Adivsed to maintain Organizational structure of the Institution	Organogram of the college prepared uploaded in the website
53. Advised the institution to extend financial support aculty.	Financial support extended to staff to attend TOT programs
54. Advised the institution to conduct internal and external financial audits regularly	
55. Advised to make efforts for NIRF rank.	Participated in NIRF ranking
56. Advised improve safety and security measures	Initiated
57. Advised to make efforts to save Energy	Initiated
58. Advised to make efforts for Waste Management	Initiated
59. Advised to start Green campus initiatives	Initiated
60. Advised to Increase Dvyangan friendly Measures	Proposasl submitted to ONGC under C funds

<u>Action taken report to be attached</u>

17. NIRF Rank (if any) :**Nil**   Year:2022

18. Green Audit Report by Government Agency: **HYM ltd, Hyd**
    r:2021   **Yea**

19. Awards & Achievements for the institution

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during the current Academic Year with details: **Nil**

PART-B

1. No. of Programmes Offered by the College

Year	2020-21	List of Programmes	2021-22	List of Programmes
Number of Programmes		1. BA (HEP) 2. B.COM (GEN) 3. B.Sc (MPC) 4. B.Sc (BZC)		1.BA (HEP) 2.B.COM (GEN) 3.B.Sc (MPC) 4.B.Sc (BZC)

2. No of Value Added Courses introduced (last two years)

Year	2020-21	List of Courses	2021-22	List of Courses
Value Added courses	10	1) HVPE,2) ICT 3)E.S 4)CSS 5)ICT (2), 6) CSS (2), 7 CSS (3), 8 Analytical skills, 9Leadership Edn, 10 Enterprenureship	12	1) HVPE, 2)ICT, 3)Anal. Skills, 4) Envi Edn, 5) Tourism guidence, 6) Insurance promotion, 7) Electrical Appliance,8) Plant and Nursery, 9) Business Comm, 10) Diary tech, 11) Financial Market, 12) Poultry forming

3. Details of teaching faculty

No of posts	Sanctioned	Working	Vacancies
Regular	16	09	07
PTL	00	00	00
Contract	00	04	00
Guest	00	03	00
Total	16	16	07

4. Qualifications of teaching staff

Teaching Staff	PG	M. Phil	Ph.D	NET/SET
Regular	09	2	02	03
PTL	00	00	00	00
Contract	03	00	00	01

				00
Guest	03	00	00	
Total	15	02	02	04

5. Details of non- teaching faculty

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

6. Student strength particulars

a) During the last two years

Year	2020-21			2021-22		
No. of students	I	II	III	I	II	III
	81	44	24	94	66	41

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

Year	2020-21			2021-22		
Programme wise	A	P	%	A	P	%
BA (HEP)	5	5	100	12	12	100
B.COM(GEN)	7	7	100	11	9	81.2
B.Sc(MPC)	1	0	00	7	3	43
B.Sc (CBZ)	6	5	83.3	9	9	100

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

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

   i. Total no of class rooms: 13
   ii. Total no of laboratories: 06
   iii. Total no of digital classrooms: 01
   iv. Total no of virtual classrooms: 01
   v. Total no of ICT enabled classrooms:
   vi. Total no of studios: Nil

vii.   Total no of Computers, Student & Computers Ratio: 15, 14:1
viii.   Total no of printers : 05
ix.   Total no of scanners:01
x.   Total no of Xerox facility (at Depts&Office): 01
xi.   Total no of Wi-Fi routers: 02
xii.   Internet Bandwidth: 50mbps….(2)
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 station
xvii.   Rooms for administration: 02
xviii.   Water – RO facility: Nil
xix.   Toilets for staff (Men/Women/Differently abled): 02/01
xx.   Toilets for students (Men/Women/Differently abled): 6/3
xxi.   Divyangan friendly facilities (Ramps/Lifts/Software): Ramp-1
xxii.   No of fire extinguishers in the labs and corridors: Nil
xxiii.   Solar energy details – LEDs , Green Audit Status: LED tube lights, 2020-21 GE certificate
xxiv.   Examination Cell: Sri. D. Reddiah, Incharge, Exam. cell
xxv.   Library
          - No. of Books & Journals: 6994 books & 2journals
          - Status of Automation: Automated
          - E-journals: 6293
          - N-list subscription: yes
          - Internet: available 50 mbps
          - Foot Fall: Yes
          - E-footfall: Reads Excel data Documents
          - Xerox Facility (at Library): Under rapair
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: One lab
xxxii.   Canteen Facility: yes

10. Research :

   ❖ No of collaborations / Functional MoUs

Year	2020-21	2021-22
Number of collaborations / MoUs	1	4
No. of Follow up Activities		

❖ No of publications in UGC – CARE listed journals

Year	2020-21	2021-22
Number of Publications	2	0

❖ No of start-ups

Year	2020-21	2021-22
Number of start-ups	Nil	Nil

❖ No of patents

Year	2020-21	2021-22
Number of patents	Nil	Nil

❖ No of Research Guides

Year	2020-21	2021-22
Number of Research Guides	-00	01

❖ No of Research Scholars

Year	2020-21	2021-22
Number of Research Scholars	Nil	01

❖ No of Major/ Minor Research Projects

Year	2020-21	2021-22
Number of Major RPs	Nil	Nil

Number of Minor RPs	Nil	Nil

- ❖ Incubation Centre with Research Facility: No
- ❖ Consultancy offered: Nil

Area	Organization (MoU)	Revenue Generated
Nil	Nil	Nil

11. Policies prepared and implemented (Give Details):
SAS GOVERNMENT DEGREE COLLEGE ,NARYANAPURAM
INSTITUTIONS POLICY DOCUMENT

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 consid-ered 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 cluding 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

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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 pop-ulation 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 var-ious social backgrounds.

- To make efforts to sensitize the academic community regarding the problems asso-ciated 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 sectionof society and suggest amicable solution to their problems.

- To disseminate the information related to schemes and programmes for the welfareof the socially weaker section as well as notifications/memoranda, office orders ofthe 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/ST and 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. card 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 excepton Wednesday.

3. TIMING POLICY

As per the guidelines of UGC the college has framed the timings as 10.00 am to 5.00 pm.Every period is of one hour time 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 Recorder machine, which record 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 take 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

Nannnayya University, Rajamahendravaram, Andhra Pradesh. However, on the request of students College announces holidays on Local festivals like Subrahmanyaswamy festival at Kaikaram, Peddintlamma 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 a college are framed by the college keeping in view the instructions and guidelines issued from 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 atten- dance, 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 memmbers and also some students nominated by the Principal. The office bearers of the students Union may also 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 awarded .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 at least three staff members

b) Issue to a show Cause Notice to the student 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 im- pose suitable punishment under intimation to the Commissioner of Collegiate Edu- cation .

- 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 student audit. On regular basis. Electric fans, lights and other equipment switched off after classes and energy conservation strategies, or displayed near switchboards to avoid electrical equipment wear and tear. All science departments conduct initial practical orientation before start of the practical semester wise on how to use the various equipment and handling precautions or outlined. Library orientation gives overall view on library usage and online resources and lending rules.
Well labelled usage protocols or 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 yearwise, squatter-wise is optimally utilized.
The annual maintenance contract of the equipment procured is followed and alert the respective departments for preventive maintenance.
After expiring of the period of maintenance is met under plan and non-plan restructure courses, one special people, 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 uploaded on operating systems and antivirus

softwares and consumables of printer like toners and computer accessories or replaced. Interdepartmental 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 one. Items to be repaid beyond repair and absolute or identified and which are absolute or return of 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 Donts 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 Commissioner of Collegiate Education ,Affiliating Univer-sity,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, com- mittee,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 de- velopment, retention, and a high level of morale among personnel.

   - Keep his/her immediate supervisor informed of activities of the unit, particu-larly of major or unusual developments, and seeking his/her advice and counsel.

   - To promote an integrated effort in the

administration of the college by coop- erating 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 authori-ties to administer his/her budget.

- To serve on committees and councils as directed by college policies and proce- dures or by his/her immediate supervisor or the Principal.

- To represent SCIM 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 Prin- cipal.

  - To implement academic plan to supervise students attending courses ..

- To perform any other duties assigned or delegated by his/her immediate su- pervisor.

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 into incometax and other similar kind of matters,DTP software programmers, Speakers of per- sonality development to rejuvenate students and staff , Marshal Arts performers to learn self defence techniques for 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 are

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 a 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 t 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 formal 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 in its decision to close any or all its segments/wings /sites, for any reason. These include student and employee safety, forecast weather conditions, current road conditions, maintenance operations, possible impact on emergency res-ponders, strikes, 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

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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 sit- uation; vote his honest conviction in every case, unswayed 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 con- duct his relationships with college staff, the local citizenry, and all media of the community on the basis of this fact of adopted resolutions by the commit- tee/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, or-ganizations, and the media of communication in the district with respect to establishing policy on current college operations and proposed future develop- ments.

- 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 teamwork 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 communica- tion 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 con- ferences with the appropriate college employee. Concerns should be expressed as soon as possible to allow for early resolution. Should informal discussions be un-satisfactory, 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, disabil- ity 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 arrange- ments, 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 rues 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 , dis- semination 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 ac- tivities along wit 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 princi- ples 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 col- lege 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 oc- cur when members are in a position to influence a decision on policy or purchases where they 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 individuals should continue to participate in the decision process, discussion with supervisors and documentation of the potential conflict 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 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 a 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 apparautus, 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, regula-tions and official codes of practice of Govt of AP and Govt of India

2. To raise awareness of and encourage participation in environmental matters amongst 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 workshops 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.

12. No. of Committees appointed (Provide links of

meeting minutes &

reports):https://sasgdcnrpm.ac.in/admin/uploads/

pdf/3582committees%202021-

2022%20Committees%20(4).pdf

13. Extension activities (Current year)

   a) No. of Extension activities in the Neighborhood for social and holistic development:23

   b) No of Extension activities conducted through NSS/NCC/ RED CROSS/YRC: 10

   c) No of Extension activities in collaboration with government agencies: 03

   d) No of Extension activities in collaboration with Non- Governr

14. Feedback, Student Satisfaction Survey

    mechanism adopted : (Provide

    Link):https://sasgdcnrpm.ac.in/admin/uploads

    /pdf/8973students%20feedback%202021-

    22.pdf

15. Alumni Association – involvement

    and activities : No. of meetings

    conducted :02 per year -

16. Awards and achievements-current year (to be verified -):03

   ❖ Students: Rajesh II B.Com

   ❖ Staff: FIP and TOT's attended

   ❖ Mr B Venkatesulu Reddy Leturer in Physics and Sk Aaisha Lecturer in Botany

   ❖ Six students were selected for University level selections in games and sports.

17. Total no of scholarships and free ships (Current

    Year)_____ Total

    Amount in Rs:- Rs. 2,15,812/-

18. Total no of capacity building and skill development

    activities conducted by the college (Current Year)

25

Teaching		02
Non –Teaching		00

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

Training:

Year	2020-21	2021-22
Number of students registered	00	00
Number of students trained	00	00
a. from your GDC	00	00
b. from other colleges	00	00

Placements:

Year	2020-21	2021-22
No. of companies visited the campus	00	0
Number of students Placed	00	1
a. from your GDC	00	1
b. from other colleges	00	0

CSP:

Year	2020-21	2021-22
Number of students Participated in CSP	64	60
a) B.A	15	17
b) B.Com	13	18
c) B.Sc	36	25

Internship:

Year	2020-21	2021-22
Number of students completed Internship	NA	58
d) B.A	NA	13
e) B.Com	NA	13

f) B.Sc	NA	32

Type of Internships:

Year	2020-21	2021-22
Total No of Physical Internships	00	60
Total No of Online Internships	00	04
Total No of paid Internships	00	00

20. Student Support and Progression

A. Students Progression to Higher Education (Programme wise)

Year	2020-21	2021-22
Number of students	5	10
a) B.A	3	2
b) B.Com	00	2
c) B.Sc	02	6

B. Employment (Programme wise)

Year	2020-21	2021-22
Number of students	00	01
a) B.A	00	00
b) B.Com	00	00
c) B.Sc	00	01

C. Entrepreneurship (Programme wise)

Year	2020-21	2021-22
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.)

A. Government: Nil

B. Non-governmental bodies: Nil

C. Individuals/ Philanthropists: Nil

D. CSR: Nil

E. Budget allocated for Infrastructure: Nil

27

F. Expenditure for Books & Journals: Nil
Budget Sanctioned for 2020-21 Rs. 86000 Utilized Rs.18661

Budget sanctioned for 2021-22 Rs. 90,900 Utilized Rs. 35640

22. Governance and Leadership
   ❖ Institutional Development Plan (Next two years)
   ❖ Institutional distinctiveness in specified area
23. Contribution of IQAC
   ❖ Incremental changes during the last two years

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 COVOD-19 imposed lockdown. They prepared You-Tube 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 IQ AC 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.

24. Best Practices of Institution

   1.Lab to School

   2.Women Empowerment initiatives

25. Evaluative Reports of the Departments (Provide Links)

https://sasgdcnrpm.ac.in/page.php?menu=academic-audit&slug=academic-audit

26. For Autonomous Colleges: NA

   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: Nil
28. College Magazine : 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 : availabl e Registers (to be verified)

33. Implementation status of Biometric Attendance and TLP Reports (to be verified):