



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SKBR Government Degree College
• Name of the Head of the institution	Dr J Lakshmi Kumari
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	08642222020
• Mobile No:	9491880547
• Registered e-mail	macherlajkc@gmail.com
• Alternate e-mail	skbriqac@gmail.com
• Address	SriSilam Road
• City/Town	Macherla
• State/UT	Andhra Pradesh
• Pin Code	522426
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Acharya Nagarjuna University				
• Name of the IQAC Coordinator	Sk Abdul Kalam				
• Phone No.	8985852001				
• Alternate phone No.	8985202071				
• Mobile	9177399009				
• IQAC e-mail address	skbriqac@gmail.com				
• Alternate e-mail address	bezawadasubbaraol@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://skbrgdcml.ac.in/AQAR%2023019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://skbrgdcml.ac.in/ANU%20ugcoursesacademiccal20-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	75	2006	02/02/2006	01/02/2011
Cycle 2	B++	2.77	2017	23/01/2017	22/01/2022
6.Date of Establishment of IQAC			01/01/2006		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
0	0	0	0	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			No File Uploaded		
9.No. of IQAC meetings held during the year			5		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>1. On line classes are introduced successfully 2. Webinars are conducted by Computers , Telugu, Physics and Botany Departments. 3. Online Quiz are also conducted 4. Video lessons are also prepared 5. Online Guest lectures are also conducted</p>	
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
Online classes	Conducted Successfully.
Webinars for Students	Webinars are conducted by four departments
Online Quiz Programmes	Online Quiz Programmes are conducted
ICT	All the teaching staff are acquaintance with ICT
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Staff Council	21/10/2021

14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021	23/03/2022
15. Multidisciplinary / interdisciplinary	
16. Academic bank of credits (ABC):	
17. Skill development:	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):	
20. Distance education/online education:	

Extended Profile

1. Programme

1.1 9

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

File Description	Documents
Data Template	View File

2. Student

2.1 214

Number of students during the year

File Description	Documents
Data Template	View File

2.2 184

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

File Description	Documents
Data Template	View File

2.3 39

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 21

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 52

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	9
Number of courses offered by the institution across all programs during the year	

File Description	Documents
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2. Student

2.1	214
Number of students during the year	

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File Description	Documents
Data Template	View File

2.3	39
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	21
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	52
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	12
Total number of Classrooms and Seminar halls	
4.2	0
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	27
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

SKBR Government Degree College is affiliated to Acharya Nagarjuna University, Guntur and implements the University-approved courses. To make the curriculum delivery effective, the institution organizes meetings at college and department level through its IQAC, which collects the feedback from various stakeholders, analyses it objectively and sends the reports to the respective departments so that necessary steps can be taken. Some faculty members are BoS members at the University level and discuss the suggestions given by the BoS members. Course outcomes are also set while framing the syllabus to promote higher order thinking among students. The members are involved in not only designing well-structured syllabi but delivering the curricula using various pedagogical techniques. In the beginning of Academic year, lecturers prepare academic plans and monthly curricular plans following the annual academic calendar. Bridge courses are also offered to those students who join the programmes other than their previous disciplines. Lecturers organize various activities like

group discussions, seminars, activity based learning, Field visits, etc. Guest lectures are also arranged on current topics to enhance the skills. The institution motivates the students to take part in various extracurricular activities that inculcate core values and ethics.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The Academic Calendar is prepared by the University every year before the commencement of class work. It includes such details as dates of commencement of class work, internal evaluation, external evaluation and holidays. This academic calendar is shared to every student and faculty through whatsapp group by the academic committee of the institution. Based upon the academic calendar, faculty prepare their action plan for continuous evaluation for their course work. The internal evaluation contains marks scored by the students through their performance in seminars, quizzes, group discussions and mid-exams. Besides, the students are encouraged to submit their assignments promptly on time. The IQAC of the institution takes care of the functioning of CIE properly by collecting the feedback from the students and sharing with the Heads of the Departments. Thus, it ensures that the faculty and the administrative staff adhere to the academic calendar set by the University and in case the university makes any changes, they are duly implemented.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	http://skbrgdcml.ac.in/ANU%20ugcoursesacademiccal20-21.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the D. Any 1 of the above

following academic bodies during the year.
Academic council/BoS of Affiliating
University Setting of question papers for
UG/PG programs Design and Development
of Curriculum for Add on/ certificate/
Diploma Courses Assessment /evaluation
process of the affiliating University

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

1.2 - Academic Flexibility

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

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

9

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

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

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

4

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

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

88

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

79

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

1.3 - Curriculum Enrichment

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

For the holistic development of the students, SKBR GDC offers various courses such as 'Human Values and Professional Ethics' and 'Environment and Sustainability' as part of its curriculum prescribed by the Parent University and APSCHE.. It also organizes different programmes on social issues like gender sensitization through Women Empowerment Cell, National Voters' Day, and Constitution Day through the Department of Political Science to create awareness among the students about the importance of political participation. Besides, the Social Sciences departments collectively conduct special classes on various occasions to educate the students on human values like sovereignty, rights, duties, liberty, equality, democracy. The institution also implements a strict code of ethics which every student, faculty and support staff must abide by. The NSS and NCC wings initiate various awareness campaigns both in and outside the campus on environment sustenance through such programmes as Swachh Bharat,

Naadu Nedu, No Plastic Day and No Vehicle Day. They also motivate the students to keep the campus, streets and homes clean. In order to sensitize the students, science departments, too, organize Earth Day, Ozone Day, Plastic Free Awareness, and Water Conservation every year, in which the students actively participate.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

0

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

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

0

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://skbrgdcml.ac.in/feedback%20report%20of%202020-2021.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

370

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

184

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The effective ward system practised in the college distinguishes students into slow, moderate and advanced learners depending upon their learning abilities. Initially, based on the intermediate marks, every department sorts the students out and offers a bridge course accordingly, which can help assess their learning abilities. The institution also organises Deeksharamb(Student Induction Programme) for the newly joined students. In the induction programme itself, the head of the institution explains the functioning of the programme. Continuous Internal Evaluation also helps the mentor monitor the progress of a student and arrange remedial classes for slow learners. Personal counselling is also given to the slow learners by their mentor. Arranging coaching classes for competitive exams for advanced learners. Additional information is also provided to advanced learners to get a better score. The advanced learners are encouraged to participate in extracurricular activities. Faculty also organise various pedagogical activities like role-play, quiz, problem based learning, etc. so that the confidence and knowledge levels of a student can be measured and appropriate advice can be rendered. Special attention is placed to the slow learners by their mentor by providing question banks to them.

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

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

Number of Students	Number of Teachers
214	21

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

SKBR GDC provides a better platform for the students to enhance their skills. As per the NEP, problem solving methodologies improve student's thinking out of bounds. During the COVID 19 pandemic, the institution used digital platforms to reach out to the students. Most of the teachers prepare presentations and record their classes and share them with the students for their reference. All departments arrange field visits for experiential learning. Students interact with the members and experts in an industry where they go for their field work. To inculcate interest in a particular field and give exposure to a variety of fields, the faculty conducts seminars, group discussions and role plays. HOTS helps us improve the problem solving methodology of a student. Faculty has to create the learning experience to allow learners to have a singular focus. Students focus on the critical components first so that they acquire an ability to solve any type of problems. Brainstorming sessions are also organized in the classrooms to solve problems or to create something new.

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

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

All the faculty utilize the teaching aids like smart boards and online teaching tools to provide a better learning platform for the students. The college provides ICT facilities such as projector, smart boards and audio visual equipment. The students also enjoy access to the e-books and e-journals from e-Pathshala. And also some of the students can enroll themselves into MOOCS offered by the university. Materials are also distributed to the students through their whatsapp groups and also some faculty use Google classrooms to share the materials. Even during the pandemic this academic year, all the faculty have provided better education to the students by utilizing the online teaching tools. The college also has a g-suite and all the faculty have their own g-suite ids. With the help of g-suite ids, they have taken the classes throughout the pandemic situation. The faculty also shares the presentations with the students.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://skbrgdcml.ac.in/infrastructure%20facilities.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

21

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

21

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

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

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

04

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

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

2.4.3.1 - Total experience of full-time teachers

124

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

The college has a transparent and vigorous assessment process as far as recurrence and assortment of tests are concerned. To guarantee straightforwardness in internal evaluation, the arrangement of internal examination is intimated to the students well in advance as per the university schedule. The Principal holds meetings of the resources and guides them to guarantee viable execution of the assessment criteria. At the section level, confirmations are given absolutely on merit premise and to maintain legitimacy, all the results and scorecards are shown on Notice board. Students who concede in the concerned course are surveyed constantly through different assessment processes at every department. Ceaseless assessment is made through Group Discussion, Unit Tests, Assignments, Field Visit/Field Work and Seminars Presentation. Unit tests are conducted routinely according to the timetable given in the scholastic schedule. The weightage for the unit tests shifts according to the concerned staff. The exhibition of the understudies is shown on the Notice board and conveyed to the students. Extra care taken to the poor performers through remedial classes. Students showing up for Second/third year are requested to attend the workshops of the concerned subject. Points are given by their instructors to the students to plan for powerpoint presentations.

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

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

Complete transparency is maintained by the institution in the internal assessment processes and also it adopts the university-prescribed mechanism. In the beginning of the semester, the head of every department holds an induction programme for the benefit of the students wherein they are informed about the various components in the assessment process during the semester. The internal assessment schedule is prepared as per the university academic calendar and communicated to the students in advance. Evaluation of the scripts is done by the respective faculty within three days from the date of examination. The corrected scripts are distributed to the students for verification and if any grievances are raised, they are addressed immediately. The marks obtained in

the internal assessment are posted in the university portal along with their seminar and attendance marks. The students who have practical papers, faculty observe their day to day performance and evaluate accordingly. Students submit lab records to their respective faculty along with the observation and they are also evaluated by the external examiner appointed by the university. The internal assessment for the practical marks include the day to day performance, submission of lab records and tests conducted on experiments. The end examination for the laboratory and projects shall be conducted with internal and external examiners.

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

2.6 - Student Performance and Learning Outcomes

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

APSCHE (Andhra Pradesh State Council for Higher Education) defines and sets course outcomes for all the programmes. They are prepared according to the vision and mission of APSCHE. The department organises an internal meeting with the department members and discusses these outcomes. And also the department head instructs all members to discuss these outcomes with students in the classroom. These outcomes are also displayed on the college website. Keeping the course outcomes in view, the faculty prepare an action plan in the very beginning of every semester. The faculty also apprise the students of not only the assessment process but also the various activities like seminars, quizzes, group discussions, presentations, etc. that become part of the assessment criteria in the induction programme itself.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://skbrgdcml.ac.in/programms%20outcomes.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

SKBR GDC, though affiliated to the Acharya Nagarjuna University, follows the APSCHE-designed POs and COs which are prepared keeping the industry needs in mind. The university conducts BoS meetings and the members of BoS discuss the POs and COs prescribed by APSCHE. The finalized POs and COs are implemented and evaluated by the heads of the respective departments. The HoDs evaluate the POs and COs by conducting seminars, quizzes, assignments, study projects, case studies, field visits, internal assessment, Semester end examinations, etc. They also collect feedback from various stakeholders like Alumni, Employers, Parents and teachers, and conduct extra- and co-curricular activities to bring awareness among the students. The Continuous Internal Assessment is also helpful in the evaluation of POs and COs and if there is any revision to be made in the syllabi, the institution represents to the Academic Audit Cell of the University to look after the suggestions given by the stakeholders.

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

2.6.3 - Pass percentage of Students during the year

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

38

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

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution

may design its own questionnaire) (results and details need to be provided as a weblink)

<http://skbrgdcml.ac.in/SSS%2020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

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

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

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

during the year

4

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

2

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

00

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

3.3 - Extension Activities

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

With a view to sensitizing the students on social issues, the institution conducts various socially-relevant programmes such as Cleanliness Drives, Blood Donation Camps, so on and so forth with the help of college NCC, NSS, WEC and RRC. The NSS volunteers actively participate in the cleaning of college premises and occasionally take Swachh Bharat Abhiyan Mission, Aids awareness programmes etc. to the nearby villages. As part of this, they plant trees, clean the localities and distribute health kits with the help of charity organizations. The NCC team sensitises the students about traffic rules, discipline and leadership skills. The WEC educates the girl students on gender issues and on legal recourse to be taken in case of emergencies. The red ribbon club and the NSS unit organize blood donation camps. Besides, the institution has made it mandatory for departments to conduct activities to mark their respective important national and international days, which helps the students gain practical knowledge and social skills. All these initiatives go hand in hand with the academic activities and help in the holistic development of a student.

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

00

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry,

community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

00

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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

969

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

3.4 - Collaboration

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

00

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

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

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

00

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has adequate infrastructure and physical facilities for teaching -learning process effectively. Most of the departments equipped with computers and printers with Wi-Fi connectivity. The College has 1, one seminar Hall with ICT facility and, 6 science laboratories, 2 Museums, 1 English lab, 2 smart classrooms, 1 computer science laboratory, NCC and NSS room, Ladies waiting hall, GYM and 13 classrooms, All the Science Laboratories are well equipped for the present requirements of syllabi. Each science department is provided with LCD projector with Wi-Fi and LAN facility. Most of the faculty prepares presentation for their lectures so that students can easily understand. In laboratories, the LCD projectors are placed so that

the demonstration of some experiments has shown virtually.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://skbrgdcml.ac.in/infrastructure%20facilities.pdf

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

There are 10 Sports facilities (shuttle Court, Volley Ball Court, Indoor sports, Gymkhana) in the Campus. The Gymkhana, located in the campus, having two rooms and has space for a well-equipped 12-station Gymnasium and space for Yoga. One table tennis board and other indoor games like carom, Chess. Dr.A.Krishnaveni, the Physical director as well as Gym Instructor motivated the students on usage of Gym in their daily life. The Gym is equipped with three electronic and one manual treadmill, two cycles, dumbbells and plates, Leg Extension & Leg Curl Machine, Latt Pull Down Machine, Low Pulley & High Rows Pulley, Chest Press Machine and Pack Deck. It is open from Monday to Saturday and the Instructor is available from 6.00 to 9.00 in the morning and 5.00 to 8.00 in the evening.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://skbrgdcml.ac.in/infrastructure%20facilities.pdf

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

8

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://skbrgdcml.ac.in/infrastructure%20facilities.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

00

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

4.2 - Library as a Learning Resource

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

The library is partially automated and the books information and journal information available in the desktop which is placed in the library. The library also having three more systems to browse the content by the students and staff. The library having 25779 textbooks and 1084 reference books. 25 journals and 9866 e-journals are also available to the staff and students to upgrade themselves in their career. During working hours, facilities available include borrowing/returning/ renewal of books, press clippings, reference services, UGC Inlibnet Online services, etc. Visitors book is also maintained in the library for both staff and students.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources E. None of the above

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

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

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

00

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

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

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

28

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

4.3 - IT Infrastructure

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

Continuous upgradation of technology and the infrastructure is one of the quality policies of the institution. The Government of Andhra Pradesh provides fibernet to every Government organizations. The college having upto 50Mbps of internet bandwidth and also the college maintained Wi-Fi facility in the campus. Students and Staff are also having an access to download their e-resources. Most of the departments are provided with computer and other related accessories. The Internet bandwidth is upgraded time to time as per requirement and the technology is also constantly updated. The hardware routers and servers upgraded regularly to match higher data speed demand. The college uses open source softwares and also the faculty uses google classrooms in replacement of virtual classes. All the labs are provided with LCD projector so that the practical demonstration is given by the faculty.

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

4.3.2 - Number of Computers

39

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

4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

00

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has standard procedures for maintaining of physical facilities in the laboratory, library and sports. The lab attendants continuously monitor the equipment and take care of the infrastructure available in their lab. There is a government junior college located beside SKBR GDC and the students come in the month of January. The faculty of science departments explained to them and demonstrated some experiments. Non computer students also used the computer available in the computer lab and practice typing tutor and office automation tools. The classrooms are utilized to conduct semester end examinations by the affiliated university and also some times to conduct external examinations like POLYCET or any other entrance tests. The sports equipment well utilized by the students. .

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

267

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

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

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

00

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

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

B. 3 of the above

File Description	Documents
Link to institutional website	https://skbrgdcml.ac.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

11

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

9

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

5

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

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

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

government examinations) during the year

00

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

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

00

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

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

The students of SKBR GDC actively participate in various administrative, co-curricular and extracurricular activities. Every class has class representative and he/she continuously gets the feedback from other students concerning the teaching and learning process and collects the grievances, if any, from them and informs the principal and other faculty members in the review meetings with the principal. The students of final year and second year organize freshers' party for newly joined students to inject confidence in them. The senior students also take initiatives to motivate the other students in various extracurricular activities

like campus cleaning, fests, blood donation camps, awareness programmes, etc. The senior students meet the juniors once in a semester to discuss the issues and the improvements to be made in the library facilities, infrastructural facilities and academics.

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

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

2

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

5.4 - Alumni Engagement

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

The college has a registered Alumni Association which contributes significantly through non-financial modes. The SKBR GDC has a strong Alumni Association and they actively involved in each and every programme organized by the college. The alumni formed into a group and established a walker's club that developed a walking track with open gym facilities for the town-folk and a play area for children. The people utilize the ground for walking in the morning and evening session and also some children play cricket and other outdoor games. The alumni association also arranged guest lectures by the alumni to encourage the students. They also

provide coaching for competitive exams in association with the political science and other concerned departments.

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

5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the institution is to provide higher educational opportunities to the rural and disadvantaged sections of the students and cultivate among them scientific temper, creative thinking, right character and promote dynamic and forward looking outlook. It is to be achieved through quality education in the arts, humanities, science and technology streams which are integrated to the market demands so that the students can have wider employment opportunities.

For the effective realization of the above vision and mission, the Principal as the head of the institution constitutes various committees and governance bodies that look into various academic, curricular and extracurricular and administrative needs. These bodies are headed and run by the members of both the teaching and support staff in close association with the students, the primary stakeholders of the institution. The members of each of these committees meet from time to time to discuss the issues relating to the aspect assigned to them and make suggestions to improve quality in their respective area, keeping in view the changes that are effected in the curriculum and new areas that emerge in the job market.

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

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

The principal as the head of the institution holds complete authority over its day-to-day functioning. She is also accountable to everything that happens at the college level. However, this power can be decentralized and responsibilities can be accorded to other faculty and support staff in areas not directly concerned with the finance matters. One such area is admissions. The college follows the procedure prescribed by APSICHE in enrolling the students for its various programmes. The entire procedure is carried out online. So the heads of the departments of various conventional and restructured courses are engaged in this process of entering, checking the details of all students applied for this college and counselling them to go for an appropriate programme that suits their skillset and improves their future prospects. The designated support staff with the help of the respective head of the department maintains the documents, sorts them out into the different programmes and presents them whenever needed. Here, the designated head can take a decision on his/ her own whether to offer a particular student an admission into his/her programme and advise him/her to go for some other programme without having to approach the principal. This process of decentralization and participative management has enabled the institution to complete the admission process hassle-free.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Sri Kasu Brahmananda Reddy Government College was established in 1966 with the objective of providing quality intermediate and graduate education to the students in the vicinity of Macherla

region. However, in 1996, the college was divided into SKBR Government Junior College for intermediate education and SKBR Government Degree College for graduation. Since then, it has been continuing as a degree college. It began with conventional courses. Later, restructured courses were introduced to attract a wide range of aspirants. Over the last three years, post graduate programme in computer science has been offered in affiliation with the Acharya Nagarjuna University. As a result, the college is now being turned into a college of UG and PG Programmes.

The strategic plan is prepared in consultation with the staff members and it is implemented in collaboration with every member. The progress is continuously monitored so that necessary changes can be brought in to make it more effective.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	NA
Upload any additional information	No File Uploaded

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

The college, being the government-run, has the commissioner as the administrative head of all the colleges across the state overseeing the appointment of the teaching and non-teaching staff, implementation of service rules, setting and guiding the implementation of policies. At the institutional level, the principal functions as the head overseeing both the academic and administrative activities keeping in view the policies, service rules and procedures set and modified by the Government of Andhra Pradesh and Commissionerate of Collegiate Education from time to time. Apart from the principal, we have the Vice Principal, who assists the principal and acts as the principal in her absence. After that, we have heads of the various departments to look after the academic as well as administrative activities of their respective departments.

For the sake of administration, we have Office Superintendent, who takes care of the financial, budgetary, enrolment of students, and other aspects of the office. Under him, we have a Senior Assistant, Junior Assistant, Record Assistant and Attenders to

assist in the office administration.

Apart from these statutory bodies, there is an advisory body called College Planning and Development Committee that advises the principal, helps her get the funding from the alumni or any other donors and offer any other support as and when required.

File Description	Documents
Paste link for additional information	NA
Link to Organogram of the Institution webpage	NA
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution implements all the welfare measures sanctioned by the Government of Andhra Pradesh. They include:

1. APGLI (Andhra Pradesh Government Life Insurance Scheme)
2. GIS (Group Insurance Scheme)
3. GPF (General Provident Fund for employees appointed before 2004)
4. CPS (Contributory Pension Scheme for employees appointed after 2004)

5. EHS (Employee Health Scheme)
6. Recommendation of Compensatory Appointment in case of the death of an employee

The measures 1 to 5 all take monthly contributions from the individual employees, some fixed and some as per the convenience of the employees. Apart from these Government-sponsored schemes, the institution has taken steps to ensure that the women employees do not face any harassment by constituting a Women Empowerment Committee.

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

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

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

00

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

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

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

00

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

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

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

9

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

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

The faculty members have to undergo an annual performance appraisal through API (Academic Performance Indicator) system. They are evaluated based on their performance in curricular, extracurricular, research activities. Each area has its own

parameters and score. It includes a three-layer system, which begins with the self-analysis of the individual faculty member, followed by the principal and ends with the external evaluator appointed by the Office of the Commissionerate of Collegiate Education. The scores obtained by the faculty member over the years will be considered for his/her promotion to the next Academic Level.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Principal initiates internal financial audits periodically to check whether all the financial records are in proper order so that when the external audit happens under the supervision of the Regional Joint Director of the Commissionerate of Collegiate Education, there will not be any hiccups. The process goes on smoothly.

The external financial audits are done once a year by, as mentioned above, the Office of RJDCE. The designated authorities visit the college office and check the records such as Pay Bill Registers of the employees, Term Fee Registers of the students, Scholarship ledgers, budgetary allocations and spending records along with the invoices. If all the records tally, they certify that the audit is complete and all the financial transactions are valid.

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

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

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

00

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

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

This college, being a government-run institution, receives annual budget for the maintenance of various activities on the campus. Apart from this budget, we can mobilize some amount from the term fees paid by the students under various heads such as library, sports, etc. Then, we have a periodical allocation of funds for the expansion and developmental activities of the college under RUSA. These funds, together with the funds and resources offered by the college alumni and philanthropists, will be properly utilized by constituting various college-level committees, which take feedback and inputs from departmental heads and deliberate on what to prioritize and what to put off for a later date. Based on these deliberations, purchases take place. These will be promptly recorded and the invoices are diligently maintained for internal as well as external audits.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

In order to enhance the quality of the institution in all spheres, various quality assurance strategies initiated by The IQAC of the institution are as under:

All the faculty members are encouraged and supported to participate in Orientation, refresher courses, Workshops, Seminars and conferences related to the teacher-learning process and research.

Lecturers with Ph.D are also encouraged and motivated to act as research guides for the research scholars.

Lecturers are also supported and encouraged to participate in examination evaluation processes.

The IQAC also provides guidelines, internet access and verification processes for the students to get the scholarships through JnanaBhumi Portal.

The college also provides platform for the students to participate in Intra- College and Inter -College level debates, competitions, seminars etc.

Regular meetings of IQAC are conducted under the chairmanship of Principal with an agenda and after thorough discussions the Action Plan is implemented.

All the faculty members are encouraged to ICT for effective teaching-learning processes.

Almost all the laboratories are provided with charts, models etc for effective teaching- learning process. LCD's are installed in most of the Departments.

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

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

The institution reviews it's teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. Some are:

1.Students feedback on faculty, teaching learning process and

evaluation: Students feedback significantly shows the actual quality of teaching learning process. The students feedback is conducted as per the following norms: a. All the students are allowed to give feedback on faculty, teaching learning process and evaluation so that actual picture is ascertained. b. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly. c. The whole process is being operated through IQAC and no other faculty member is involved at any stage.

2.Academic monitoring: The academic monitoring committee conducts regular visit to the classes regarding the regularity and punctuality of class work. The Principal is informed on daily basis.

3.Remedial Classes: The teachers conduct remedial classes and revision for the students wherever needed.

4.Syllabus Monitoring: The principal keeps vigil on the completion of syllabus and ascertains information regarding the quantum syllabus completed, so that the prescribed syllabus is completed within stipulated time.

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

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://skbrgdcml.ac.in/Adobe%20Scan%20Apr%2022,%202022%20(1).pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

As the institution is located in a small town and the students are from economically poor sections of the society. On top of this, the parents could be mostly illiterate. Hence, the promotion of gender equity is a necessity. The college has a Women Empowerment Cell and an Anti-ragging Cell, which ensure the welfare and safety the women students. The Women Empowerment Cell plays a critical role in maintaining gender equality in the campus. It deals with the complaints, if any, made to it by the women students and takes necessary action to resolve them at the earliest. It maintains a separate record of all the grievances and works with the motto of zero grievances.

WEC observed the International Women's Day on March 08, 2021 to sensitize the staff and the students about the gender-related issues. It also conducted a legal awareness programme on March 20, 2021 with the Principal Junior Civil Judge, Sri. C. Madhu Babu and Lawyers, Sri Ravi Chandra, Sri Hanuma Naik, and Sri. P. Srinivasa Rao. Girls waiting room with attached washrom facilities are provided for the girl students.

File Description	Documents
Annual gender sensitization action plan	NA
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	NA

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Though the institution does not have solid waste management plant on its premises, it arranges all that required to properly gather the solid waste and e-waste and dispose of it with the help of the local municipal workers, who visit the college every alternative day to take away the waste. For the maintenance of liquid waste, we have the internal drainage system that ensures that the waste goes into the pits. Thus, we ensure the premises are hygiene.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **D. Any 1 of the above**

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **E. None of the above**

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

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities **E. None of the above**

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities

(Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information :

Human assistance, reader, scribe, soft copies of reading material, screen reading

E. None of the above

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

This college is vibrant with the students hailing from wide social strata. Therefore, it leaves no stone unturned in keeping up the harmony among them. It has prescribed uniform to its students so that there is absolute uniformity among all the students notwithstanding their religious or social identity. After the

admissions were over, the management held a freshers' day to make the newly-joined students to know not only each other but also their seniors. That ensured the promotion of camaraderie among the students. The management actively encouraged and participated in the celebration of various festivals that motivated an understanding of different cultures and traditions.

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

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

The management of the institution believes in the adage that today's students are tomorrow's citizens. Therefore, it made it a policy all the important days such as the days of the freedom fighters, social reformers and constitutional days such as national voters' day, international yoga day, etc. are observed in the campus. It brought awareness among the students about their constitutional rights, duties and responsibilities.

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

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

4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

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

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

The institutional calendar includes not just the academic activities but the Co-curricular and Extra-curricular activities as well, which include national and international commemorative days. In this, the IQAC team of the college led by the Co-ordinator plays a crucial role in not only preparing the calendar but also implementing it. While planning the co-curricular activities, suggestions are sought from the heads of the respective departments what and when they need to organize the necessary activities as per the curricular requirements so that there cannot be inter-departmental clashes in the scheduling of the activities. And as for the extra-curricular activities, which are, though organized by a particular department or by the college management as a whole, meant for the entire student community. These activities commence with the celebration of International Yoga Day on the 21st of June every year and encompass the events such as Telugu Basha Dinotsavam, National Sports' day, Constitutional day, AIDS Awareness Day, Human Rights Day, Hindi Divas, Computer Literacy Day, National Mathematics Day, Matru Basha Dinotsavam, National Science day, National Voters' Day and so on. The fundamental objective of these programmes is to inculcate patriotism and social awareness among the students.

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

7.2 - Best Practices

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

Best Practice-1

Title of the Practice: Promotion of e-learning resources

Objectives of the Practice:

To train the students on the use of e-learning resources

Context

The pandemic has been still causing disruptions in the functioning of educational institutions. So the administration felt it necessary to incorporate online teaching and learning tools part of its curriculum delivery mechanism.

The practice

Like in the last year, the students were divided into groups of 15 to 20; each group was assigned to a computer faculty to teach and demonstrate how to operate the apps.

Evidence of Success

After the training programme, the students displayed a significant improvement in their ability to effectively use the said learning apps.

Problem Encountered

Many of the students are not in a position to afford smart phones. So we found it difficult to assemble all of them at one place and

train them at one go.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Since its inception in 1966, the college has been fulfilling the dreams of the poorest of the poor students in the society by providing quality higher education. It places special emphasis on instilling confidence among them by imparting skills that may help them to face the competitive world and make a career for themselves. The faculty encourage the students to actively get involved in various exploratory activities in the college. This helps the students imbibe scientific temper, progressive outlook, gender equality and most of all patriotic fervour. We have conducted certificate and skill development programmes to equip the students with recent trends. The college has conducted society outreach programmes through NSS and NCC to take the students nearer to the society and understand the real problems of the people directly. These community programmes develop leadership qualities and also a sense of togetherness among the students. The college is also committed to encourage and enhance the participation of women in Higher Education. Training in empowerment of women and their capability enhancement are taken up by WEC and supported by all. Thus the college tries to foster oneness among the students paving the way to send out students with a spirit of National development and Integrity.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

SKBR Government Degree College is affiliated to Acharya Nagarjuna University, Guntur and implements the University-approved courses. To make the curriculum delivery effective, the institution organizes meetings at college and department level through its IQAC, which collects the feedback from various stakeholders, analyses it objectively and sends the reports to the respective departments so that necessary steps can be taken. Some faculty members are BoS members at the University level and discuss the suggestions given by the BoS members. Course outcomes are also set while framing the syllabus to promote higher order thinking among students. The members are involved in not only designing well-structured syllabi but delivering the curricula using various pedagogical techniques. In the beginning of Academic year, lecturers prepare academic plans and monthly curricular plans following the annual academic calendar. Bridge courses are also offered to those students who join the programmes other than their previous disciplines. Lecturers organize various activities like group discussions, seminars, activity based learning, Field visits, etc. Guest lectures are also arranged on current topics to enhance the skills. The institution motivates the students to take part in various extracurricular activities that inculcate core values and ethics.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The Academic Calendar is prepared by the University every year before the commencement of class work. It includes such details as dates of commencement of class work, internal evaluation, external evaluation and holidays. This academic calendar is

shared to every student and faculty through whatsapp group by the academic committee of the institution. Based upon the academic calendar, faculty prepare their action plan for continuous evaluation for their course work. The internal evaluation contains marks scored by the students through their performance in seminars, quizzes, group discussions and mid-exams. Besides, the students are encouraged to submit their assignments promptly on time. The IQAC of the institution takes care of the functioning of CIE properly by collecting the feedback from the students and sharing with the Heads of the Departments. Thus, it ensures that the faculty and the administrative staff adhere to the academic calendar set by the University and in case the university makes any changes, they are duly implemented.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	http://skbrgdcml.ac.in/ANU%20ugcoursesacademiccal20-21.pdf

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

D. Any 1 of the above

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

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

9

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

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

4

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

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

88

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

79

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

1.3 - Curriculum Enrichment

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

For the holistic development of the students, SKBR GDC offers various courses such as 'Human Values and Professional Ethics' and 'Environment and Sustainability' as part of its curriculum prescribed by the Parent University and APSCHE.. It also organizes different programmes on social issues like gender sensitization through Women Empowerment Cell, National Voters' Day, and Constitution Day through the Department of Political Science to create awareness among the students about the importance of political participation. Besides, the Social Sciences departments collectively conduct special classes on various occasions to educate the students on human values like sovereignty, rights, duties, liberty, equality, democracy. The institution also implements a strict code of ethics which every student, faculty and support staff must abide by. The NSS and NCC wings initiate various awareness campaigns both in and outside the campus on environment sustenance through such programmes as Swachh Bharat, Naadu Nedu, No Plastic Day and No Vehicle Day. They also motivate the students to keep the campus, streets and homes clean. In order to sensitize the students, science departments, too, organize Earth Day, Ozone Day, Plastic Free Awareness, and Water Conservation every year, in which the students actively participate.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

0

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

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

0

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

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://skbrgdcml.ac.in/feedback%20report%20of%202020-2021.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

370

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

184

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The effective ward system practised in the college distinguishes students into slow, moderate and advanced learners depending upon their learning abilities. Initially, based on the intermediate marks, every department sorts the students out and offers a bridge course accordingly, which can help assess their learning abilities. The institution also organises Deeksharamb(Student Induction Programme) for the newly joined students. In the induction programme itself, the head of the institution explains the functioning of the programme. Continuous Internal Evaluation also helps the mentor monitor the progress of a student and arrange remedial classes for slow learners. Personal counselling is also given to the slow learners by their mentor. Arranging coaching classes for competitive exams for advanced learners. Additional information is also provided to advanced learners to get a better score. The advanced learners are encouraged to participate in extracurricular activities. Faculty also organise various pedagogical activities like role-play, quiz, problem based learning, etc. so that the confidence and knowledge levels of a student can be measured and appropriate advice can be rendered. Special attention is placed to the slow learners by their mentor by providing question banks to them.

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

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

Number of Students	Number of Teachers
214	21

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

SKBR GDC provides a better platform for the students to enhance their skills. As per the NEP, problem solving methodologies improve student's thinking out of bounds. During the COVID 19 pandemic, the institution used digital platforms to reach out to the students. Most of the teachers prepare presentations and record their classes and share them with the students for their reference. All departments arrange field visits for experiential learning. Students interact with the members and experts in an industry where they go for their field work. To inculcate interest in a particular field and give exposure to a variety of fields, the faculty conducts seminars, group discussions and role plays. HOTS helps us improve the problem solving methodology of a student. Faculty has to create the learning experience to allow learners to have a singular focus. Students focus on the critical components first so that they acquire an ability to solve any type of problems. Brainstorming sessions are also organized in the classrooms to solve problems or to create something new.

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

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

All the faculty utilize the teaching aids like smart boards and online teaching tools to provide a better learning platform for the students. The college provides ICT facilities such as projector, smart boards and audio visual equipment. The students also enjoy access to the e-books and e-journals from e-

Pathshala. And also some of the students can enroll themselves into MOOCs offered by the university. Materials are also distributed to the students through their whatsapp groups and also some faculty use Google classrooms to share the materials. Even during the pandemic this academic year, all the faculty have provided better education to the students by utilizing the online teaching tools. The college also has a g-suite and all the faculty have their own g-suite ids. With the help of g-suite ids, they have taken the classes throughout the pandemic situation. The faculty also shares the presentations with the students.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://skbrgdcml.ac.in/infrastructure%20ofactivities.pdf

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

21

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

21

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

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

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

04

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

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

2.4.3.1 - Total experience of full-time teachers

124

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has a transparent and vigorous assessment process as far as recurrence and assortment of tests are concerned. To guarantee straightforwardness in internal evaluation, the arrangement of internal examination is intimated to the students well in advance as per the university schedule. The Principal holds meetings of the resources and guides them to guarantee viable execution of the assessment criteria. At the section level, confirmations are given absolutely on merit premise and to maintain legitimacy, all the results and scorecards are shown on Notice board. Students who concede in the concerned course are surveyed constantly through different assessment processes at every department. Ceaseless assessment is made through Group Discussion, Unit Tests, Assignments, Field Visit/Field Work and Seminars Presentation. Unit tests are conducted routinely according to the timetable given in the scholastic schedule. The weightage for the unit tests shifts according to the concerned staff. The exhibition of the understudies is shown on the Notice board and conveyed to the students. Extra care taken to the poor performers through remedial classes. Students showing up for Second/third year are requested to attend the workshops of the concerned subject. Points are given by their instructors to the students to plan for powerpoint presentations.

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

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

Complete transparency is maintained by the institution in the internal assessment processes and also it adopts the university-prescribed mechanism. In the beginning of the semester, the head of every department holds an induction programme for the benefit of the students wherein they are informed about the various components in the assessment process during the semester. The internal assessment schedule is prepared as per the university academic calendar and communicated to the students in advance. Evaluation of the scripts is done by the respective faculty within three days from the date of examination. The corrected scripts are distributed to the students for verification and if any grievances are raised, they are addressed immediately. The marks obtained in the

internal assessment are posted in the university portal along with their seminar and attendance marks. The students who have practical papers, faculty observe their day to day performance and evaluate accordingly. Students submit lab records to their respective faculty along with the observation and they are also evaluated by the external examiner appointed by the university. The internal assessment for the practical marks include the day to day performance, submission of lab records and tests conducted on experiments. The end examination for the laboratory and projects shall be conducted with internal and external examiners.

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

2.6 - Student Performance and Learning Outcomes

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

APSCHE (Andhra Pradesh State Council for Higher Education) defines and sets course outcomes for all the programmes. They are prepared according to the vision and mission of APSCHE. The department organises an internal meeting with the department members and discusses these outcomes. And also the department head instructs all members to discuss these outcomes with students in the classroom. These outcomes are also displayed on the college website. Keeping the course outcomes in view, the faculty prepare an action plan in the very beginning of every semester. The faculty also apprise the students of not only the assessment process but also the various activities like seminars, quizzes, group discussions, presentations, etc. that become part of the assessment criteria in the induction programme itself.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://skbrgdcml.ac.in/programms%20outcomes.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

SKBR GDC, though affiliated to the Acharya Nagarjuna University, follows the APSCHE-designed POs and COs which are prepared keeping the industry needs in mind. The university conducts BoS meetings and the members of BoS discuss the POs and COs prescribed by APSCHE. The finalized POs and COs are implemented and evaluated by the heads of the respective departments. The HoDs evaluate the POs and COs by conducting seminars, quizzes, assignments, study projects, case studies, field visits, internal assessment, Semester end examinations, etc. They also collect feedback from various stakeholders like Alumni, Employers, Parents and teachers, and conduct extra- and co-curricular activities to bring awareness among the students. The Continuous Internal Assessment is also helpful in the evaluation of POs and COs and if there is any revision to be made in the syllabi, the institution represents to the Academic Audit Cell of the University to look after the suggestions given by the stakeholders.

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

2.6.3 - Pass percentage of Students during the year

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

38

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

2.7 - Student Satisfaction Survey

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

<http://skbrgdcml.ac.in/SSS%2020-21.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

00

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

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

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

00

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

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

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

4

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

3.2 - Research Publications and Awards

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

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

2

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

3.2.2 - Number of books and chapters in edited volumes/books published and papers

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

00

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

3.3 - Extension Activities

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

With a view to sensitizing the students on social issues, the institution conducts various socially-relevant programmes such as Cleanliness Drives, Blood Donation Camps, so on and so forth with the help of college NCC, NSS, WEC and RRC. The NSS volunteers actively participate in the cleaning of college premises and occasionally take Swachh Bharat Abhiyan Mission, Aids awareness programmes etc. to the nearby villages. As part of this, they plant trees, clean the localities and distribute health kits with the help of charity organizations. The NCC team sensitises the students about traffic rules, discipline and leadership skills. The WEC educates the girl students on gender issues and on legal recourse to be taken in case of emergencies. The red ribbon club and the NSS unit organize blood donation camps. Besides, the institution has made it mandatory for departments to conduct activities to mark their respective important national and international days, which helps the students gain practical knowledge and social skills. All these initiatives go hand in hand with the academic activities and help in the holistic development of a student.

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

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

00

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

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

00

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

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

969

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

3.4 - Collaboration

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

00

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

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

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

00

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has adequate infrastructure and physical facilities for teaching -learning process effectively. Most of the departments equipped with computers and printers with Wi-Fi connectivity. The College has 1, one seminar Hall with ICT facility and, 6 science laboratories, 2 Museums, 1 English lab, 2 smart classrooms, 1 computer science laboratory, NCC and NSS room, Ladies waiting hall, GYM and 13 classrooms, All the Science Laboratories are well equipped for the present requirements of syllabi. Each science department is provided with LCD projector with Wi-Fi and LAN facility. Most of the faculty prepares presentation for their lectures so that students can easily understand. In laboratories, the LCD projectors are placed so that the demonstration of some experiments has shown virtually.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://skbrgdcml.ac.in/infrastructure%20facilities.pdf

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

There are 10 Sports facilities (shuttle Court, Volley Ball Court, Indoor sports, Gymkhana) in the Campus. The Gymkhana, located in the campus, having two rooms and has space for a well-equipped 12- station Gymnasium and space for Yoga. One table tennis board and other indoor games like carom, Chess. Dr.A.Krishnaveni, the Physical director as well as Gym Instructor motivated the students on usage of Gym in their daily life. The Gym is equipped with three electronic and one manual treadmill, two cycles, dumbbells and plates, Leg Extension & Leg Curl Machine, Latt Pull Down Machine, Low Pulley & High Rows Pulley, Chest Press Machine and Pack Deck. It is open from Monday to Saturday and the Instructor is available from 6.00 to 9.00 in the morning and 5.00 to 8.00 in the evening.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://skbrgdcml.ac.in/infrastructure%20ofacilities.pdf

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

8

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://skbrgdcml.ac.in/infrastructure%20ofacilities.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

00

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The library is partially automated and the books information and journal information available in the desktop which is placed in the library. The library also having three more systems to browse the content by the students and staff. The library having 25779 textbooks and 1084 reference books. 25 journals and 9866 e-journals are also available to the staff and students to upgrade themselves in their career. During working hours, facilities available include borrowing/returning/ renewal of books, press clippings, reference services, UGC Inflibnet Online services, etc. Visitors book is also maintained in the library for both staff and students.

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

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

E. None of the above

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

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

00

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

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

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

28

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

4.3 - IT Infrastructure

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

Continuous upgradation of technology and the infrastructure is one of the quality policies of the institution. The Government of Andhra Pradesh provides fibernet to every Government organizations. The college having upto 50Mbps of internet bandwidth and also the college maintained Wi-Fi facility in the campus. Students and Staff are also having an access to download their e-resources. Most of the departments are provided with computer and other related accessories. The Internet bandwidth is upgraded time to time as per requirement and the technology is also constantly updated. The hardware routers and servers upgraded regularly to match higher data speed demand. The college uses open source softwares and also the faculty uses google classrooms in replacement of virtual classes. All the labs are provided with LCD projector so that the practical demonstration is given by the faculty.

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

4.3.2 - Number of Computers

39

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

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

00

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

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has standard procedures for maintaining of physical facilities in the laboratory, library and sports. The lab attendants continuously monitor the equipment and take care of the infrastructure available in their lab. There is a government junior college located beside SKBR GDC and the students come in the month of January. The faculty of science departments explained to them and demonstrated some experiments. Non computer students also used the computer available in the computer lab and practice typing tutor and office automation tools. The classrooms are utilized to conduct semester end examinations by the affiliated university and also some times to conduct external examinations like POLYCET or any other entrance tests. The sports equipment well utilized by the students. .

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

267

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

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

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

00

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

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

B. 3 of the above

File Description	Documents
Link to institutional website	https://skbrgdcml.ac.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
11	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
9	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

00	
File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded
5.2.2 - Number of students progressing to higher education during the year	
5.2.2.1 - Number of outgoing student progression to higher education	
5	
File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File
5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year	
00	
File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year	
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.	

00	
File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File
5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)	
<p>The students of SKBR GDC actively participate in various administrative, co-curricular and extracurricular activities. Every class has class representative and he/she continuously gets the feedback from other students concerning the teaching and learning process and collects the grievances, if any, from them and informs the principal and other faculty members in the review meetings with the principal. The students of final year and second year organize freshers' party for newly joined students to inject confidence in them. The senior students also take initiatives to motivate the other students in various extracurricular activities like campus cleaning, fests, blood donation camps, awareness programmes, etc. The senior students meet the juniors once in a semester to discuss the issues and the improvements to be made in the library facilities, infrastructural facilities and academics.</p>	
File Description	Documents
Paste link for additional information	NA
Upload any additional information	No File Uploaded
5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)	
5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year	

2

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

5.4 - Alumni Engagement

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

The college has a registered Alumni Association which contributes significantly through non-financial modes. The SKBR GDC has a strong Alumni Association and they actively involved in each and every programme organized by the college. The alumni formed into a group and established a walker's club that developed a walking track with open gym facilities for the town-folk and a play area for children. The people utilize the ground for walking in the morning and evening session and also some children play cricket and other outdoor games. The alumni association also arranged guest lectures by the alumni to encourage the students. They also provide coaching for competitive exams in association with the political science and other concerned departments.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) **E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the institution is to provide higher educational opportunities to the rural and disadvantaged sections of the students and cultivate among them scientific temper, creative thinking, right character and promote dynamic and forward looking outlook. It is to be achieved through quality education in the arts, humanities, science and technology streams which are integrated to the market demands so that the students can have wider employment opportunities.

For the effective realization of the above vision and mission, the Principal as the head of the institution constitutes various committees and governance bodies that look into various academic, curricular and extracurricular and administrative needs. These bodies are headed and run by the members of both the teaching and support staff in close association with the students, the primary stakeholders of the institution. The members of each of these committees meet from time to time to discuss the issues relating to the aspect assigned to them and make suggestions to improve quality in their respective area, keeping in view the changes that are effected in the curriculum and new areas that emerge in the job market.

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

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

The principal as the head of the institution holds complete authority over its day-to-day functioning. She is also accountable to everything that happens at the college level. However, this power can be decentralized and responsibilities

can be accorded to other faculty and support staff in areas not directly concerned with the finance matters. One such area is admissions. The college follows the procedure prescribed by APSCHE in enrolling the students for its various programmes. The entire procedure is carried out online. So the heads of the departments of various conventional and restructured courses are engaged in this process of entering, checking the details of all students applied for this college and counselling them to go for an appropriate programme that suits their skillset and improves their future prospects. The designated support staff with the help of the respective head of the department maintains the documents, sorts them out into the different programmes and presents them whenever needed. Here, the designated head can take a decision on his/ her own whether to offer a particular student an admission into his/her programme and advise him/her to go for some other programme without having to approach the principal. This process of decentralization and participative management has enabled the institution to complete the admission process hassle-free.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Sri Kasu Brahmananda Reddy Government College was established in 1966 with the objective of providing quality intermediate and graduate education to the students in the vicinity of Macherla region. However, in 1996, the college was divided into SKBR Government Junior College for intermediate education and SKBR Government Degree College for graduation. Since then, it has been continuing as a degree college. It began with conventional courses. Later, restructured courses were introduced to attract a wide range of aspirants. Over the last three years, post graduate programme in computer science has been offered in affiliation with the Acharya Nagarjuna University. As a result, the college is now being turned into a college of UG and PG Programmes.

The strategic plan is prepared in consultation with the staff members and it is implemented in collaboration with every

member. The progress is continuously monitored so that necessary changes can be brought in to make it more effective.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	NA
Upload any additional information	No File Uploaded

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

The college, being the government-run, has the commissioner as the administrative head of all the colleges across the state overseeing the appointment of the teaching and non-teaching staff, implementation of service rules, setting and guiding the implementation of policies. At the institutional level, the principal functions as the head overseeing both the academic and administrative activities keeping in view the policies, service rules and procedures set and modified by the Government of Andhra Pradesh and Commissionerate of Collegiate Education from time to time. Apart from the principal, we have the Vice Principal, who assists the principal and acts as the principal in her absence. After that, we have heads of the various departments to look after the academic as well as administrative activities of their respective departments.

For the sake of administration, we have Office Superintendent, who takes care of the financial, budgetary, enrolment of students, and other aspects of the office. Under him, we have a Senior Assistant, Junior Assistant, Record Assistant and Attenders to assist in the office administration.

Apart from these statutory bodies, there is an advisory body called College Planning and Development Committee that advises the principal, helps her get the funding from the alumni or any other donors and offer any other support as and when required.

File Description	Documents
Paste link for additional information	NA
Link to Organogram of the Institution webpage	NA
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution implements all the welfare measures sanctioned by the Government of Andhra Pradesh. They include:

1. APGLI (Andhra Pradesh Government Life Insurance Scheme)
2. GIS (Group Insurance Scheme)
3. GPF (General Provident Fund for employees appointed before 2004)
4. CPS (Contributory Pension Scheme for employees appointed after 2004)
5. EHS (Employee Health Scheme)
6. Recommendation of Compensatory Appointment in case of the death of an employee

The measures 1 to 5 all take monthly contributions from the individual employees, some fixed and some as per the convenience of the employees. Apart from these Government-

sponsored schemes, the institution has taken steps to ensure that the women employees do not face any harassment by constituting a Women Empowerment Committee.

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

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

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

00

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

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

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

00

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

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

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

9

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

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

The faculty members have to undergo an annual performance appraisal through API (Academic Performance Indicator) system. They are evaluated based on their performance in curricular,

extracurricular, research activities. Each area has its own parameters and score. It includes a three-layer system, which begins with the self-analysis of the individual faculty member, followed by the principal and ends with the external evaluator appointed by the Office of the Commissionerate of Collegiate Education. The scores obtained by the faculty member over the years will be considered for his/her promotion to the next Academic Level.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Principal initiates internal financial audits periodically to check whether all the financial records are in proper order so that when the external audit happens under the supervision of the Regional Joint Director of the Commissionerate of Collegiate Education, there will not be any hiccups. The process goes on smoothly.

The external financial audits are done once a year by, as mentioned above, the Office of RJDCE. The designated authorities visit the college office and check the records such as Pay Bill Registers of the employees, Term Fee Registers of the students, Scholarship ledgers, budgetary allocations and spending records along with the invoices. If all the records tally, they certify that the audit is complete and all the financial transactions are valid.

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

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

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

00

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

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

This college, being a government-run institution, receives annual budget for the maintenance of various activities on the campus. Apart from this budget, we can mobilize some amount from the term fees paid by the students under various heads such as library, sports, etc. Then, we have a periodical allocation of funds for the expansion and developmental activities of the college under RUSA. These funds, together with the funds and resources offered by the college alumni and philanthropists, will be properly utilized by constituting various college-level committees, which take feedback and inputs from departmental heads and deliberate on what to prioritize and what to put off for a later date. Based on these deliberations, purchases take place. These will be promptly recorded and the invoices are diligently maintained for internal as well as external audits.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

In order to enhance the quality of the institution in all

spheres, various quality assurance strategies initiated by The IQAC of the institution are as under:

All the faculty members are encouraged and supported to participate in Orientation, refresher courses, Workshops, Seminars and conferences related to the teacher-learning process and research.

Lecturers with Ph.D are also encouraged and motivated to act as research guides for the research scholars.

Lecturers are also supported and encouraged to participate in examination evaluation processes.

The IQAC also provides guidelines, internet access and verification processes for the students to get the scholarships through JnanaBhumi Portal.

The college also provides platform for the students to participate in Intra- College and Inter -College level debates, competitions, seminars etc.

Regular meetings of IQAC are conducted under the chairmanship of Principal with an agenda and after thorough discussions the Action Plan is implemented.

All the faculty members are encouraged to ICT for effective teaching-learning processes.

Almost all the laboratories are provided with charts, models etc for effective teaching- learning process. LCD's are installed in most of the Departments.

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

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

The institution reviews it's teaching learning process, structure and methodologies of operations and learning outcomes

at periodic intervals. Some are:

1. Students feedback on faculty, teaching learning process and evaluation: Students feedback significantly shows the actual quality of teaching learning process. The students feedback is conducted as per the following norms: a. All the students are allowed to give feedback on faculty, teaching learning process and evaluation so that actual picture is ascertained. b. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly. c. The whole process is being operated through IQAC and no other faculty member is involved at any stage.

2. Academic monitoring: The academic monitoring committee conducts regular visit to the classes regarding the regularity and punctuality of class work. The Principal is informed on daily basis.

3. Remedial Classes: The teachers conduct remedial classes and revision for the students wherever needed.

4. Syllabus Monitoring: The principal keeps vigil on the completion of syllabus and ascertains information regarding the quantum syllabus completed, so that the prescribed syllabus is completed within stipulated time.

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

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://skbrgdcml.ac.in/Adobe%20Scan%20Apr%2022,%202022%20(1).pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

As the institution is located in a small town and the students are from economically poor sections of the society. On top of this, the parents could be mostly illiterate. Hence, the promotion of gender equity is a necessity. The college has a Women Empowerment Cell and an Anti-ragging Cell, which ensure the welfare and safety the women students. The Women Empowerment Cell plays a critical role in maintaining gender equality in the campus. It deals with the complaints, if any, made to it by the women students and takes necessary action to resolve them at the earliest. It maintains a separate record of all the grievances and works with the motto of zero grievances.

WEC observed the International Women's Day on March 08, 2021 to sensitize the staff and the students about the gender-related issues. It also conducted a legal awareness programme on March 20, 2021 with the Principal Junior Civil Judge, Sri. C. Madhu Babu and Lawyers, Sri Ravi Chandra, Sri Hanuma Naik, and Sri. P. Srinivasa Rao. Girls waiting room with attached washrom facilities are provided for the girl students.

File Description	Documents
Annual gender sensitization action plan	NA
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	NA

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

Though the institution does not have solid waste management plant on its premises, it arranges all that required to properly gather the solid waste and e-waste and dispose of it with the help of the local municipal workers, who visit the college every alternative day to take away the waste. For the maintenance of liquid waste, we have the internal drainage system that ensures that the waste goes into the pits. Thus, we ensure the premises are hygiene.

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

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

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

E. None of the above

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

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

7.1.6.1 - The institutional environment and

E. None of the above

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

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

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

E. None of the above

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

This college is vibrant with the students hailing from wide social strata. Therefore, it leaves no stone unturned in keeping up the harmony among them. It has prescribed uniform to its students so that there is absolute uniformity among all the students notwithstanding their religious or social identity. After the admissions were over, the management held a freshers' day to make the newly-joined students to know not only each other but also their seniors. That ensured the promotion of camaraderie among the students. The management actively encouraged and participated in the celebration of various festivals that motivated an understanding of different cultures and traditions.

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

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

The management of the institution believes in the adage that today's students are tomorrow's citizens. Therefore, it made it a policy all the important days such as the days of the freedom fighters, social reformers and constitutional days such as national voters' day, international yoga day, etc. are observed in the campus. It brought awareness among the students about their constitutional rights, duties and responsibilities.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,

D. Any 1 of the above

administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

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

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

The institutional calendar includes not just the academic activities but the Co-curricular and Extra-curricular activities as well, which include national and international commemorative days. In this, the IQAC team of the college led by the Co-ordinator plays a crucial role in not only preparing the calendar but also implementing it. While planning the co-curricular activities, suggestions are sought from the heads of the respective departments what and when they need to organize the necessary activities as per the curricular requirements so that there cannot be inter-departmental clashes in the scheduling of the activities. And as for the extra-curricular activities, which are, though organized by a particular department or by the college management as a whole, meant for the entire student community. These activities commence with the celebration of International Yoga Day on the 21st of June every year and encompass the events such as Telugu Basha Dinotsavam, National Sports' day, Constitutional day, AIDS Awareness Day, Human Rights Day, Hindi Divas, Computer Literacy Day, National Mathematics Day, Matru Basha Dinotsavam, National

Science day, National Voters' Day and so on. The fundamental objective of these programmes is to inculcate patriotism and social awareness among the students.

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

7.2 - Best Practices

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

Best Practice-1

Title of the Practice: Promotion of e-learning resources

Objectives of the Practice:

To train the students on the use of e-learning resources

Context

The pandemic has been still causing disruptions in the functioning of educational institutions. So the administration felt it necessary to incorporate online teaching and learning tools part of its curriculum delivery mechanism.

The practice

Like in the last year, the students were divided into groups of 15 to 20; each group was assigned to a computer faculty to teach and demonstrate how to operate the apps.

Evidence of Success

After the training programme, the students displayed a significant improvement in their ability to effectively use the said learning apps.

Problem Encountered

Many of the students are not in a position to afford smart phones. So we found it difficult to assemble all of them at one place and train them at one go.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

Since its inception in 1966, the college has been fulfilling the dreams of the poorest of the poor students in the society by providing quality higher education. It places special emphasis on instilling confidence among them by imparting skills that may help them to face the competitive world and make a career for themselves. The faculty encourage the students to actively get involved in various exploratory activities in the college. This helps the students imbibe scientific temper, progressive outlook, gender equality and most of all patriotic fervour. We have conducted certificate and skill development programmes to equip the students with recent trends. The college has conducted society outreach programmes through NSS and NCC to take the students nearer to the society and understand the real problems of the people directly. These community programmes develop leadership qualities and also a sense of togetherness among the students. The college is also committed to encourage and enhance the participation of women in Higher Education. Training in empowerment of women and their capability enhancement are taken up by WEC and supported by all. Thus the college tries to foster oneness among the students paving the way to send out students with a spirit of National development and Integrity.

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

7.3.2 - Plan of action for the next academic year

The management of the college, in consultation with the teaching and non-teaching staff, has decided to set the below-mentioned plan of action for the next academic year, i.e. 2021.2022:

1. To have MoUs with nearby industries, organizations and educational institutions for industry exposure and student exchange;
2. To organize one week online workshops for teachers as part of their FDP;
3. To see that all the staff and the students get vaccinated against COVID-19;
4. To implement No Vehicle Day in a broadersense;
5. To continue Lab on Wheels initiative; and
6. To increase the use of ICT tools in the teaching and learning processes.