

**ANNUAL QUALITY ASSURANCE REPORT (AQAR)
2016-17**

SUBMITTED TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

(NAAC)

BANGALORE

2016-17



VSR&NVR COLLEGE (AUTONOMOUS)

AFFILIATED TO ACHARYA NAGARJUNA UNIVERSITY

Re-Accredited with “ B” Grade by NAAC

Tenali -522 202

Guntur Dt.

Andhra Pradesh

Part – A

I. Details of the Institution

1.1 Name of the Institution

V.S.R & N.V.R. COLLEGE

1.2 Address Line 1

NANNAPANENI NAGAR

Address Line 2

ITHANAGAR

City/Town

TENALI

State

ANDHRA PRADESH

Pin Code

522 201

Institution e-mail address

Principal.vsrnvr@gmail.com

Contact Nos.

08644-223388

Name of the Head of the Institution:

D.V. Somaiah Sastry

Tel. No. with STD Code:

08644-226961

Mobile:

+918374344566

Name of the IQAC Co-ordinator:

DR.L.CYRIL ARUN KUMAR

Mobile:

+919441113997

IQAC e-mail address:

iqac.vsrnvr@gmail.com

1.3 NAAC Track ID

1.4 Website address:

www.vsrnvr.ac.in

Web-link of the AQAR:

www.vsrnvrcollege.ac.in/IQAC

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B++	83.2%	2006	5 years
2	2 nd Cycle	B	2.50	2013	5 years
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.6 Date of Establishment of IQAC : DD/MM/YYYY

23-11-2006

1.7 AQAR for the year

2016-2017

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ (DD/MM/YYYY)
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ 04/06/2017 (DD/MM/YYYY)

1.9 Institutional Status

University

State Central Deemed Private

Affiliated College

Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

NCC as an Elective Subject

1.11 Name of the Affiliating University (for the Colleges)

ACHARYA NAGARJUNA
UNIVERSITY

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community
representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No.

Faculty

Non-Teaching Staff Students

Alumni

Others

2.12 Has IQAC received any funding from UGC during the year?

Yes

No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

- Orientation Program on the student support services available in the Library.
- Workshop on Investment & Savings
- Workshop on Environmental pollution in connection with Ozone Day on 16-9-16.
- Orientation class by the Additional Superintendent of Police in connection with Pushkaras.
- Orientation and evaluation of the records connected with NAAC Assessment.
- One Day workshop on SSR Preparation
- Organized UGC Sponsored One Week National Workshop on “On Curriculum Reforms to enrich quality in Higher Education”
- Orientation Program on the newly introduced Cluster System in CBCS was organized for all the staff members .

2.14 Significant Activities and contributions made by IQAC

- Orientation to teaching and non-teaching staff.
- Orientation to students on Student support systems
- Orientation to newly joined students on autonomous system,, examination system etc.,
- Orientation Program on the newly introduced Cluster System in CBCS
- Number of meetings to evaluate the performance of all the departments.
- Rally in connection with Quit India Movement.
- Dr G Gangadhara Rao of the department of Mathematics received Best Teacher Award for this academic year.
- Three One Day Workshops on SSR Preparation and evaluation of what is done so far.
- Participation of students in Inter Collegiate Youth Festival organized at Acharya Nagarjuna University. Internal Academic Audit is conducted and the members are advised to make the programs more quality conscious.
- Feedback from all the stakeholders is analyzed and suggested appropriate measures.

2.15 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body

Provide the details of the action taken

The management approved the plan of action and gave consent to implement them.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes

PhD	3 subjects	--	--	--
PG	02 subjects	--	--	--
UG	03	--	01	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	1	--	--	1
Certificate	11	--	06	11
Others	--	--	--	--
Total	20	-	07	--

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03 (BA; B.Com; B.Sc) &01(PG)
Trimester	-
Annual	-

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

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

Syllabi revised and updated according to the University syllabus and also local demand.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

M.A (English)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
32	31	01	-	-

2.2 No. of permanent faculty with Ph.D.

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	0	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	--	11
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	22	5
Presented papers	--	22	5
Resource Persons	--	04	--

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

Deputation of students to conferences, seminars and workshops, problem solving case studies, simulations and role-playing, web based assignments, paper presentation browsing internet, making use of technology to promote quality teaching, guest lectures, use of computer labs, usage of accounting packages like Tally, Study projects, Interactive sessions, peer learning etc are a few innovative processes.

Students are exposed to experiential learning through Industrial / Study tours. Conducted study tours for giving the pupils first-hand experience in their respective disciplines. ICT enabled teaching -learning process.

2.7 Total No. of actual teaching days

180

during this academic year

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

Photocopy on payment

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

32	08	05
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2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A	21	--	71.42	23.80	--	95.23
B.Com	46	09	43.47	34.78	4.35	83.00
B.Sc.	73	23	80.82	08.21	---	89.00

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes

- IQAC is a significant body, which monitors the process of teaching, learning and evaluation.
- IQAC maintains quality standards in teaching, learning and evaluation.
- It encourages/promotes co-curricular, extra-curricular and other types of activities as a part of asserting quality in teaching, learning and evaluation.
- Analysing the feedback taken from different stakeholders, it takes prompt action.
- It encourages staff members to organize guest lecturers which help improve the teaching learning process.
- It propels the mentors to become friends, philosophers and guides of their wards so that they will be able to help them in the hour of need.
- Stresses the importance of ICT, which can replace teacher centered learning with learner centered learning.
- Insists on experiential and participative learning.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	--
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	4
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	--
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	16	-	--	--
Technical Staff	-	-	-	-

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
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<p>Conduct of Orientation program to the teaching and non-teaching staff.</p>	<p>It is a regular feature. Correspondent, Principal and IQAC Coordinator address the staff on various issues related to the improvement of the standards of students.</p>
<p>Reminding the staff of their commitment to procure 'A' Grade.</p>	<p>Staff members are reminded of their decision in 2013 to work with all commitment to achieve 'A' Grade ,</p>
<p>Forming Committees to collect information Criterion-wise.</p>	<p>Dr D Madhusudan Rao, Dr I Kesava Rao, Dr K Ankama Rao, Dr B Subba Rao Smt K Padmavathy, Smt M Sri Vani, Sri S Niranjana Rao are entrusted with the work of Preparing Criteria .</p>
<p>More workshops on various issues related to accreditation</p>	<p>Workshops related to NAAC activities by Mrs Sarada, former IQAC Cordinator of Chirala College, Coordinator JKC College, Prof DC Reddy, Smt Lalitha Kumari (Volga) are organized at different times for the benefit of students and staff.</p>
<p>Stimulating the department of English to conduct viva for the first and second year students as a part of evaluation.</p>	<p>As placement depends on the way how people communicate, Dept of English is advised to conduct Viva for the students.</p>
<p>Verification of all the records, in view of NAAC and Autonomous members 'visits.</p>	<p>Staff members kept their records ready for the perusal of the Correspondent, Principal & IQAC.</p>
<p>Conduct of Workshop</p>	<p>Instead of seminars, One Week Workshop On "Curriculum Reforms to enrich quality in Higher Education" from 7-13th September was organized.</p>
<p>Motivating WDF to organize intercollegiate competitions.</p>	<p>Women Development Forum organized inter collegiate competitions and a number of colleges participated. They have strengthened their activities- visiting Old Age Homes/ Orphanages, Guest lectures related to Women Empowerment etc are taken up.</p> <p>Alumni Association and Parent Teachers Association meetings are held and they are requested to attend</p>

<p>Motivating all the stakeholders to get ready to face the two important inspections.</p> <p>Strengthening the activities of various Committees/ Cells/ NSS Units</p> <p>More workshops on various issues related to accreditation.</p> <p>Preparation of SSR</p> <p>Motivating the deserving staff to apply for Best Teacher Award</p>	<p>Inter active sessions during NAAC visit.</p> <p>Outreach activities to create awareness on the seasonal diseases, Dengue/ viral fever etc are taken up. Services of NSS volunteers and NCC Cadets is made use of during Pushkaras.</p> <p>To boost up the morale of the staff, a number of workshops are organized, the speakers being the former coordinator of Chirala College, IQAC coordinator of JKC College, Prof DC Reddy for his expertise in those matters, Smt Hemalatha (Volga)</p> <p>Though the information is collected by the Conveners of different criteria, SSR could not be prepared. As per NAAC guidelines, the format is going to be thoroughly changed and till July , the work has to be postponed. It is only on 31st July the new format is announced.</p> <p>Dr G Gangadhara Rao of the Department of Mathematics received the prestigious Best Teacher Award from the Govt of AP for the year 2016-17</p>
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Criterion – III

3. Research, Consultancy and Extension

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

- Publication of Research Bulletin bi annually at the insistence of IQAC.
- Study projects for VI the Semester science students is mandatory.
- Live projects are taken up and the reports they have to submit can be considered as part of research work.
- Two minor research projects sanctioned by UGC are on the verge of submission.
- Organized Seven Day Workshop . As students attend such workshop, their knowledge increases and make them think in the direction of research.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	26	--	--
Non-Peer Review Journals	Nil	--	--
e-Journals	14	--	--
Conference proceedings	--	08	--

3.5 Details on Impact factor of publications:

0.5-7.0

4

6

04

Range

Average

h-index

Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	.-	-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number		1			5
Sponsoring agencies	-	UGC Autonomy	-	-	Alumni

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	01

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum

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

- The yoga Centre and Pyramid are made use of by the Public regularly.
- During summer training in Spoken English in way of Certificate Course is given to

outsiders free of cost.

- The public, especially senior citizens make use of the grounds for walking purpose.
- NCC Units and NCC Cadets participate in the procession in honour of the seven martyrs of Tenali, who lost their lives in Quit India Movement.
- Lecturers of this institution take classes in schools as a token of service motive.
- Speeches are given to school children on meditation.
- WDC makes visits to Old Age Homes and Orphanages and helps them.
- Feeling social responsibility, study centres of distance mode – Dr BRAOU, Gitam, Andhra University – are being run for those , who cannot pursue regular studies.
- Schools and Colleges without playgrounds make use of our grounds to conduct games and sports for their students.
- Department of Chemistry makes it a point to go around and distribute pamphlets on Food adulteration .
- Department of English and NSS Volunteers lead a procession on December 1st to create awareness on HIV and preventive measures to be taken.
- Feeling social responsibility, the Management helps in the conduct of games and various other activities.
- As a token of social responsibility, it permits the local people to make use of the campus for morning and evening walk.
- Science departments conduct a program ‘Lab on Wheels’ which is useful to school children
- Swachh Bharat is one of the successful extension activities taken up by the institution.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:[MAHAMMAD]

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.09Acars	--	--	--
Class rooms	30	--	--	--
Laboratories	12	--	--	--
Seminar Halls	02	--	--	--
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--

Others	--	--	--	--
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4.2 Computerization of administration and library

- Library is to a great extent computerised and automated.
- Internet facility is available to the students.
- INFLIBNET facility is available.

4.3 Library services

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	55182	2699275	745	99004	55927	2798279
Reference Books	5977	764297	80	36778	6057	801075
e-Books	300000	NLIST	-	Free	300000	Free
Journals	117	113572	30	21305	147	134877
e-Journals	6000	Free (NLIST)	6000	Free	6000	Free
Digital Database	Question papers Paper cuttings, Titles of research articles Executive Summaries of MRPs		-	Free	-	Free
CD & Video	190	190000	10	1000	200	20000
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	105	--	--	--	--	--	--	--
Added	--	--	--	--	--	--	--	--
Total	105	--	--	--	--	--	--	--

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

Students and staff make use of smart rooms and e-classroom for presenting PPTs, Video clippings, movies etc., All the science departments, department of Mathematics, Seminar Hall, Auditorium etc., have ICT Infrastructure such as LCDs, Internet connectivity and other e-resources, E gadgets which are essential for ICT based Teaching-Learning .Wi-Fi is available on the campus.

Every department is provided a system with internet and printer provision. Department of Computers arranges programs for technology up gradation.

Central Library has 10 systems with internet connectivity and students can make use of them without any payment.

4.6 Amount spent on maintenance in lakhs :

i) ICT	---
ii) Campus Infrastructure and facilities	491880
iii) Equipments	302933
iv) Others	---
Total :	794813

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC ensures that every student is provided with information on student support services. It sees that
- Every department informs the students of the SSS available in their department.
- Librarian organizes orientation program for the first year students on three days- for BA, BSc & B.Com students separately- to explain and demonstrates different Student Support Services offered by the Library.
- Physical Director takes the students round , shows the multi-gym , Electronic gym, Indoor stadium and many more facilities offered by the institution,
- Science departments exhibit the instruments , labs and explains to them of the support they offer.
- College websites / handbooks provide students with information on student support services and relevant staff contacts to access reasonable support services.

5.2 Efforts made by the institution for tracking the progression

- Progression of students in attendance and academic performance is monitored continually. Mentors take care of that.
- Percentage of attendance of students will be calculated and the names of those who have put up less than 75% will be displayed on notice boards. The parents of these students are also informed .
- During Bridge Courses, staff members assess the students.
- Advanced learners are assigned with value added tasks and their progression is tracked easily as they are in touch with the teacher.
- Below average students are slow learners and remedial coaching is offered to them.
- As most of the assignments are done at home, it is difficult to track their progression.
- Marks that they get in the internal and external examinations are made use of to know their progression.
- Teaching, non-teaching , gifted students and concerned individual departments under different committees are involved to monitor the progression.

5.3 (a) To

743	38	--	--
-----	----	----	----

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	-	-		-	-

No	%
-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
150	420	42	247	--	859	116	369	32	264	--	781

Demand ratio -- Dropout % --

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

- Department of Mathematics conducts a Certificate Course in Mathematical Ability, which is as good as coaching. As it forms part of any competitive exam.
- Department of English conducts Add on Course/ Certificate Course / Diploma in Communicative Skills, which are helpful to face interviews ..
- Guidance for NET and SET Examinations is given by the members , who have successfully faced the exam.
- Making use of the Competitive Exams Section in the Central Library, they take help from the lecturers of the concerned subjects, whenever they have doubts.

No. of students beneficiaries

120

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

- 20 to 25 students are under the care of a staff member, usually for the three years, which builds rapport among the mentors and mentee. The mentor is to be the friend, philosopher and guide of the mentee. He is supposed to know the inns and outs of the mentee and feels free to discuss academic and personal problems with him. He counsels the mentee and sees that he is on the right track. As he knows his calibre , he advises him to pursue higher studies or take up a job that suits him. He recommends the books he has to read , if he is after competitive examinations.
- By arranging guest lectures on career guidance, the Convenor of 'Career Guidance' helps them get the information needed.
- Members of different departments offer career guidance to the students of their subject.

No. of students benefitted

300

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
21	200	45 short listed	-

5.8.Details of gender sensitization programmes

- 5.9
- To promote gender sensitivity and complementing co-existence of men and women, co curricular activities will prove to be conducive. Inter Collegiate Meet is organized by Women Development Cell, competitions in essay writing, Elocution, Singing , Skits etc cantered around the themes of gender sensitivity. One girl spoke on comforts and luxuries proffered to men and denied to women, one participant sang on the sad plight of fair sex, who have been targeted by inhuman men . Even the theme of one of the skits is Domestic violence and the tortures that the innocent brides are put to.
 - The last hour of every Saturday is allotted to Performing Arts and students are encouraged to exhibit their talents like singing, dancing, speaking, interactive sessions etc and many a time they dealt with the topics related to gender sensitization.

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount

Financial support from institution	--	--
Financial support from government	451	Rs.2259196/-
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision : Vision of the institution is to produce competent, committed, socially responsible, human resources by unfolding ‘the perfection already in man’. The vision is in tune with its motto ‘Aathmanam Vijaniyath’ which means ‘Know thy Self’. Roof Pyramid of the college partly helps in translating the vision into reality.

Mission:

- To liberate youth from the bondage of poverty, deprivation, suffering, gender and other discrimination, by offering quality and value based education.
- To cater to the higher educational needs of this area in general and of the weaker sections in particular so that access and equity are provided.
- To raise the social status of women by encouraging women’s education and equal participation.
- To develop community orientation, social responsibility, organizational ability, leadership qualities etc.,
- To instill scientific zeal and develop skilled human resource to meet contemporary challenges.
- To facilitate young learners with opportunities to hone their ethics and leadership potential.
- The vision and mission of the institution is a reflection of the national policies of higher education, in molding human resources to meet contemporary challenges.

6.2 Does the Institution has a management Information System

Information flow and decision making process are systematised due to participative management. Suggestions from the Management committee reach the Principal, who in turn sees that they reach the committees proper. Staff Council ensures the smooth and effective functioning in consultation with the members of the members of their departments. The IQAC meets the Staff Council often and it passes on the information to the members in departmental meetings. Meetings with internal and external stakeholders are common and feedback obtained from all these sources is analysed and steps needed are taken. Students receive the information pertaining to them from the prospectus, Handbook and orientation classes.

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

6.3.1 Curriculum Development

- College involves industrialists, alumnae, parents, students, who are members of BOS/ Academic Council. While designing the curriculum, the suggestions of stakeholders are given weight. Environmental science, Ethics are taken care of in the curriculum.
- Women Development Forum, feedback from the outgoing students, peers, parents , which is given weightage in framing the curriculum. Value addition is given by different departments that enhance the quality of the curriculum.
- Constant touch with all the stakeholders including staff, students, peers, industrialists, alumnae etc., makes the different departments revise the syllabus to the extent possible.

6.3.2 Teaching and Learning

- Providing ICT Infrastructure such as LCDs, Internet connectivity and other e-resources, in the smart rooms.
- Facilitating Learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Making Use of ICT based teaching –learning process
- Making students involve in experiential learning and participative learning
- Allotting Study projects and web-based assignments to the gifted students,
- Offering remedial coaching to educationally backward students. Such steps enhance the scope of improvement. These are a few strategies to improve the quality of Teaching- Learning process.

- The Institution follows semester system with continuous and comprehensive internal assessment as an integral part of its system .Two mid Internal exams and External exams at the end of each semester, percentage of attendance in every semester, continuous assessment of co curricular activities like Group discussion, student seminars, interactive sessions, PPTs, Buzz & Quiz programs, are a few factors that get examined.
- Question papers for internal exams are prepared and valued by the lecturers concerned; Question papers for external examination are set by outsiders and valued by others.
- Evaluation is based on the performance of the candidate in co curricular , extracurricular activities and performance in classroom.
- To ensure that all the stakeholders are aware of the evaluation processes, the complete syllabuses, including examination and evaluation details are made available on the website.
- It is decided to change the percentage of marks for internal and external exams. It is 40% & 60%, and it comes into force for the first year batch from 2017-18 ..

6.3.4 Research and Development

- Research Bulletin bi annually, News Letter SAMATHA biannually , Monographs,in addition to Magazine, are published. In collaboration with IQAC& Alumni Association, two national seminars are organized by two departments every year. Institutional level workshops/ seminars are organized on burning topics.
- Every year a few doctorates / MPhils are produced by the Research guides. Aa few are pursuing research. A number of research articles are published in national/ International journals of repute by the Research Supervisors, their scholars and some of the staff members too.
- Students are assigned Study Projects and web-based assignments, which inculcate research bent of mind. Study Projects are prescribed for students of 6th semester. Gifted students are entrusted with research oriented project-work

6.3.5 Library, ICT and physical infrastructure / instrumentation.

- A spacious library with 53 779 text books, 5386 reference books provides a number of student support services like Open Access; Systems
- Digital Library with 10 systems having internet facility.
- The library is equipped with open educational resources like the Information and
- Library Network (**INFLIBNET**), which provides access to a large number of e-journals and e-books.
- ICT ; Every department has a system with internet facility and printer.
- All science departments have smart rooms to provide ICT based teaching.
- Electronic room is used by all the other departments as per the schedule.
- CDS , PPTs are made use of as part of ICT teaching.
- Physical Infra structure: The College has a very good physical infra structure. Buildings, grounds, furniture and apparatus along with equipments essential for imparting education are procured.

6.3.6 Human Resource Management

- Contented and motivated staff help in creating a working environment congenial to all the stakeholders.
- The abilities and skills of the workforce are used to the optimum in pursuance of the institution's mission .
- The institution has very dedicated , committed and genuine faculty and visionary Management
- Principal practices democratic leadership and does supervisory and administrative work.
- Assessing the interest of the faculty, their services are made use of in the relevant Committees.
- Constituting various committees, the institution decentralizes power/ work so that every one does his/ her work without any sense of uneasiness.
- Efficient, non-controversial members are in charge of Key posts

6.3.7 Faculty and Staff recruitment

After obtaining permission from the CCE, advertisements inviting applications from qualified candidates are published in leading newspapers. Applicants who meet the eligibility criteria stipulated by the UGC , Parent University and state govt are called for an interview . The selection panel consists of the Principal, Secretary, Nominee from the University, RJD and an external subject expert. Candidates deemed suitable to meet the institutions requirements are selected and their names are sent to CCE for approval.

6.3.8 Indus

Commerce students are taken on Industrial visits every year. As this area does not have many industries, the departments find it difficult to have linkages with them. People from industries are invited to deliver guest lecture, which prove to be fruitful . Students derive satisfaction on seeing knowledge and expertise being used for socially useful and productive purposes. Staff members make use of the knowledge to improve and widen the curricula.

6.3.9 Admission of Students

- Admissions are based on merit and as per the norms of the Government, university.
- Admission committee prepares merit lists and admits the students accordingly

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none">• Incentives to the staff for their outstanding performance• OD for attending Seminars and Workshops• Provision of canteen in the campus• Dependant will be considered for employment on compassionate grounds, depending upon the merit of the case, limited to the cadre Junior Assistant, subject to eligibility of the individual concerned and the availability of vacant posts.• Grievance Redressal Cell redresses the genuine grievances of staff so as to ensure a congenial atmosphere
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Non teaching	<ul style="list-style-type: none"> Loans from Cooperative Credit Society Incentives to the staff for their outstanding Provision of canteen in the campus Dependant will be considered for employment on compassionate grounds, depending upon the merit of the case, limited to the cadre Junior Assistant, subject to eligibility of the individual concerned and the availability of vacant posts Grievance Redressal Cell redresses the genuine grievances of NTS so as to ensure a congenial atmosphere
Students	<ul style="list-style-type: none"> Endowment Scholarships for meritorious students Incentives for outstanding performance. Provision of canteen in the campus Fee concession to rank holders. Payment of exam fee for the poor at their request The students who participate in sports, extension, and extracurricular activities are given special guidance by the faculty. If they are from science faculty practicals are conducted in small batches as per their convenience. Rs.12,000,00/- is allocated for conducting separate internal examinations if necessary Grievance Redressal Cell redresses the genuine grievances of staff so as to ensure a congenial atmosphere

6.5 Total fund corpus generated

6.6 annual financial audit has been done Yes No Whether

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	CCE	-	-
Administrative	-	-	YES	Management

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- The percentage of external and internal marks from 70% to 30%.is changed to 60% & 40%. for from 2017-18 .
- Reforms in examinations are made with the consent of the Academic Council .
- Choice Based Credit system , NCC as an Elective Subject, Credits to NSS , NCC, Sports and Games.
- Providing a zerox copy of the answer sheet on payment, are still continued.
- Dummy number system is still followed.
- Results are available on College website and notice board
- Declaration of result is done within 30 days from the date of conducting.
- Instant Examination for Final Degree students who fail in a single subject in the sixth semester

- Students, not satisfied with the marks are provided a zerox copy of the answer sheet on payment

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

NA

6.11 Activities and support from the Alumni Association

- Alumni meetings take place every year.
- Some of the members were students of this college and work in the college. They come forward for the betterment of the institution.
- One batch or other takes permission and spends a day in the institution along with their families, enjoy themselves sharing memories and felicitate their teachers , who are available, even if they are retired.
- Through Alumni Association, which is a registered body, alumna spent about 35 lakhs on renovation works.
- National seminars are organized in collaboration with the Alumni Association.
- Alumnae Visits act as Counselling and motivating sessions.

6.12 Activities and support from the Parent – Teacher Association

- Parents are continuously informed about the progress of their children either through their mobile phones or e-mails .
- Absence of students is informed and parents are requested to attend the meeting to discuss the pros and cons and take the necessary steps.
- Feedback from the parents is taken on issues related to teaching, students response.
- Their valuable suggestions are taken care of.

6.13 Development programmes for support staff

- Recognition of individual's worth has resulted in enhancing their feeling of responsibility and achievements.
- Incentives are given to the staff for their outstanding performance .
- Cooperative and credit society of the College helps the staff by offering financial help on low interest.
- The necessary training programs in the usage of ICT are given by the Department of Computers

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

- Establishment of ECO Club, which is functional throughout the year.
- Organizing lectures on environmental pollution to create awareness among the students on the disastrous consequences, if the same things continue.
- e-waste management , vermin compost making use of the leaves , flowers etc; water harvesting, plantation; implementation of 'No Plastic Day' greenery everywhere in the campus.
- Observing 'No Vehicle Day' is added this year. Procession to create awareness on the need to be eco-friendly.
- Adequate publicity is given on the campus to bring awareness among all students and faculty about conservation of environment by saving power.
- Plantation Programmes; Cleanliness Drive; ban on the use of tobacco.

Criterion – VII

7. Innovations and Best Practices

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

- Since a long time the institution has Career Guidance and Counselling Cells, which offer guidance to the needy and help them in sorting out academic and personal problems.
- Staff guardians, who have been in constant touch with the wards, counsel them on various issues.
- As this is a world of emotional volcanoes, youngsters seem to have developed a tendency of committing suicide, when they face a problem, which, they think is beyond them.
- Personal Counselling Centre is established and students, who are on the verge of depression are brought to the Committee, which offers counselling and helps them come out of the depression.
- It is a confidential matter and those, who receive the help inform others also and bring outsiders also for counselling. This has a very good positive impact on the institution.

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

- Seven members are entrusted with the work of gathering information from the departments..
- Workshops related to NAAC activities by Mrs Sarada, former IQAC Cordinator, VRS&YRN College, Chirala, Sri.P.Gopichand, Coordinator JKC College, Prof DC Reddy, SV University, Tirupathi are organized at different times for the benefit of students and staff.
- Instead of seminars, One Week Workshop on “Curriculum Reforms to enrich quality in Higher Education” from 7-13th September was organized.
- Women Development Cell organized inter collegiate competitions and a number of colleges participated. The themes for Elocution, Essay writing and skit are related to Environmental pollution.
- Alumni Association and Parent Teachers Association meetings are held and they are requested to attend Inter active sessions during NAAC visit.
- Outreach activities to create awareness on the seasonal diseases, Dengue/ viral fever etc are taken up. Services of NSS volunteers and NCC Cadets is made use of during Pushkaras.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Students' Feedback as a part of evaluation
2. Staff Guardianship

7.4 Contribution to environmental awareness / protection

- Strengthening Eco Club activities by means of observing 'No Plastic Day', 'No Vehicle Day' and No Power in the morning of the last working day of the month.
- Environmental studies included as a part of curriculum make students understand the need to protect environment.
- Observing World Ozone Day inviting a competent speaker helps create awareness on the dire need to pay attention to environment.
- Maintaining rain harvesting pits on the campus, plantation by VIPs, looking after vermin compost pits, distribution of clay idols of Lord Vigneswara to the public, essay writing and elocution competitions for students on issues related to environment, announcement of an award to be given to the batch that maintains its area are a few measures of creating awareness on the pollution of environment and inculcating the sense of protecting environment.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

STRENGTHS:

Committed Management for the cause of education

The first College in Tenali and Repalle taluq , which gave lease of life to the downtrodden sections by providing higher educational facilities.

Management well known for its support to the backward classes and its efforts for equality and providing education at a low cost.

Excellent infrastructure, well established classrooms, student-friendly library, highly qualified staff , quality education,

WEAKNESSES

Since its inception 80 to 85% of the students are from SC/ST/ Minorities .

Most of them hail from rural background and illiterate families.

They seem to be satisfied with the incentives they get as under privileged people.

They do not seem to be bothered about the global concept.

Deterioration of standards in general in every sphere.

Delay in government approvals for filling up retired vacancies

OPPORTUNITIES:The institution sends out of its portals at least some students who have real values and who prove themselves to be assets to society.

ICT based education, Value based education, Skill-based, employment oriented certificate courses that are offered are a few opportunities to fulfill the noble cause of the management. They will attract the students.

Opportunities to develop and establish new programmes to meet the new and growing demands of society .Chances to open new Post Graduate courses

THREATS:

Mushroom growth of educational institutions;

Craze of the illiterate parents for corporate colleges

Inability on the part of the parents to differentiate between service –oriented institutions and commercial colleges.

Step motherly attitude of the govt / parents towards government / Aided colleges.

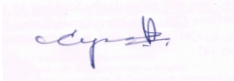
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8. Plans of the Institution for the next year

- The new format for SSR will be released by the end of July. So IQAC has decided
- to activate WDC to organize a few more programs to sensitize students and others on Gender equity.
- IQAC has decided to organize a National Seminar on ‘Social Responsibility’ , in
- Collaboration with Alumni Association.
- Organizing a National Seminar related to Gender Equity
- To motivate Eco Club to strengthen activities as protecting environment is the need of the hour.
- To advise the staff to conduct certificate courses in the first semester itself, as lot of time

has to be devoted by all to prepare SSR.

- To see no stone is left unturned to improve the standards of the students.
- To prepare a perspective plan for the next five years after deliberations
- To apply for Potential for Excellence
- To take up skill based programs in collaboration with the Skill Development
- To enhance outreach programs.



Dr.L.Cyril Arun Kumar

**IQAC Co-Ordinator
VSR & NVR COLLEGE, TENALI**



D.V.Somaiah Sastry

**PRINCIPAL
VSR & NVR COLLEGE (AUTONOMOUS)
TENALI**

Annexure-I
VSR & NVR College (AIDED & AUTONOMOUS), TENALI
Reaccredited by NAAC

ACADEMIC CALANDER FOR 2016-2017

16-06-16	: Reopening of College after summer vacation
16-06-16	: Commencement of class work for III and V semesters
17-06-16	: Orientation to the Staff Members
05-07-16	: Commencement of class work for I semester
05-07-16 to 08-07-16	: Orientation Course for First Degree Students
09-08-16 to 11-08-16	: I Internal Examinations for I , III and V semesters
08-09-16	: Last date for payment of Examination fee
07-09-16 to 09-09-16	: II Internal Examinations for I , III and V semesters
03-10-16	: Semester End Exams - VI & II Sem
05-10-16 to 11-10-16	: Dasara Holidays
19-10-16	: Semester End Examinations - V & III Sem
27-10-16	: Semester End Examinations - I & IV Sem
07-11-16	: Commencement of classes for II, IV and VI semesters
08-11-16	: Orientation to the Staff Members
20-12-16 to 22-12-16	: I Internal Examinations for II , IV and VI Semesters
23-12-16 to 27-12-16	: Christmas Holidays
09-01-17 to 16-01-17	: Sankranti Holidays
28-01-17	: Founder's day
02-02-17 to 04-02-17	: II Internal Examinations for II , IV and VI semesters
10-02-17	: Last date for payment of Examination fees
22-02-17	: Commencement of Practical Examinations
06-03-17	: Semester End Exams - V & III Sem
16-03-17	: Semester End Examinations - VI & II Sem
24-03-17	: Semester End Examinations - IV & I Sem
31-03-17	: Last working day for the academic year 2016-17
16-06-17	: Reopening of College after summer vacation

ANNEXURE-II

STUDENT FEEDBACK FORM

Note i) please give your opinion on the performance of the teacher with reference to the 20 items listed below; the opinion is to be given on a five – point rating scale – I – poor, II – average, III – good, IV – very good, V – excellent.

ii) Please do not write your name or put your signature anywhere.

College:

Name of the Lecturer:

Subject:

Class:

Date:

S. NO	Item	Rating				
		I	II	III	IV	V
1.	Efforts to effectively cover 100% of Syllabus					
2.	The interest generated in the students while teaching in the class room					
3.	Clarity of expression while teaching the topic/lesion					
4.	Depth of subject content explained					
5.	Level of latest developments in the subject taught					
6.	Use of other methods of teaching like class seminar question answer group discussion etc. in the class room					
7.	Encouraging questions on the topic in the class and clearing doubts					
8.	Use of teaching models and teaching aids in the class room					
9.	Encouraging and supervising the students for					

	study projects					
10.	Aptitude shown in arranging field visits, invited lectures etc. in the subject					
11.	Encouraging and guiding students in reading library (subject and general) books and using internet					
12.	Encouraging and guiding students in giving class seminars					
13.	Regularity and seriousness in valuing the answer scripts of monthly tests and discussing the same with the students					
14.	Remedial coaching and efforts made in preparing the students for University Examinations					
15.	Regularity and punctuality to the class					
16.	Enthusiasm shown to encourage and guide students in extracurricular activities like cultural, community service. Nation building etc.					
17.	Counselling and career guidance					
18.	Accessibility of the lecturer outside the class room for academic interaction					
19.	Personal care and affection while dealing with individual students and helping students					
20.	Overall opinion on the lecturer					

Total Score:

ANNEXURE III

PRACTICE—I

1. Title of the Practice: **Students' Feedback as a part of evaluation**

2. The context that required the initiation of the practice:

In participative management, the important stakeholders i.e., students play an important role. With the idea that they can come out with impartial judgement on all the aspects of the institution, including the teaching, learning process, the IQAC has decided to educate the students on the importance of feedback and involve them in the process, so that they can become valuable partners in the development of the Institution. They are the right persons to know about their requirements for their all-round development. With this goal in mind, the institution developed its own system of inviting feedback from the students following the guidelines of NAAC.

3 Objectives:

- To make them realize their potential in improving the status of the institution by being responsible students and by offering their suggestions on different things related to the institution by being partners.
- To create confidence in the students that they have better knowledge than anybody else as they are involved in everything related to the institution and naturally can prove themselves to be better judges by expressing their opinions through feedback.

4 The Practice

Student feedback and evaluation are key components of the Quality Enhancement Framework, a number of methods to obtain good quality feedback for use in reflective, developmental, performance and reward processes are used. Methods of obtaining student feedback may be formal or informal, structured, semi-structured or unstructured. They include surveys, minute papers, focus groups and student consultations. IQAC devises students' Feedback format which elicits information from the students on academic, administrative, extracurricular, co-curricular activities, infrastructural facilities, teaching learning process etc., this feedback provides an opportunity for the students to give their observations and suggestions for further development and better result. Students can mention the strengths and weaknesses of the Departments as provided in the Feedback format. The students provide suggestions for development of the college. Teacher wise specific impression is given by the students on objective basis. It can touch any aspect like Curriculum, Class Room Interaction, Laboratory, Examination- external and internal, Library, College office; Canteen, Common Room and Sanitary system. Effective feedback contributes to improving development policies, programmes and practices by providing policymakers with the relevant evaluation information for making informed decisions. To ensure that *students* enjoy high quality learning experience, to put forth

the need for continual improvement in *teaching , learning process, to revise the curriculum whenever necessary as per the local needs of the students, to rectify the lapses*, Students feedback is analyzed and measures are taken to follow the suggestions of the students.²³⁷ Students' feedback is taken at regular intervals on the performance of the student, who presents a paper in the student seminar is taken. It is hoped that the culture of collecting feedback from students develop their rational thinking skills, leadership qualities and sense of satisfaction with the feeling of taking part in the academic and administrative aspects.

5.Evidence of Success:

After receiving the feedback forms, they are sent to IQAC for analysis. As all the lecturers in charge of the departments are members of the IQAC headed by the Principal, all of them take active part in analysing and taking follow up action. The strengths and weakness of the departments, the problems that the students face and the suggestion they have made are recorded, discussed, analysed and decisions are taken in that direction. Accordingly, IQAC takes measures and strategies for quality assurance and enhancements. When students requested the authorities to offer a Certificate Course in 'Spoken English' and Diploma in 'Communication Skills' free of cost. it is accepted.

Their suggestions on minor issues like cleaning the washrooms twice a day are accepted. Arrangements are made to that effect. Similarly, a teacher is advised to teach at a slow pace so that all students can follow him.. Thus the system of feedback has proved to be largely successful. This, we think, is a sound technique to prepare the balance sheet of the institution.

6.Obstacles faced if any and strategies adopted to overcome them (150 – 200 words)

Initially, the students failed to understand the rationale behind filling up the feedback form. Their fear that staff members may not like, if they express their true feelings regarding their teaching or facilities or whatever and it may anger them, which in turn may result in negative marking in the internals, they were reluctant and hesitant to fill up properly the feedback form. This is the problem we encountered early. Having understand the problem, IQAC contacted the mentors to talk to their mentees and explain the inns and outs of the project. Once the students have understood the positive side of the project, there is some change in the students. The Principal and other teaching staff took attempts to apprise the students the rationale behind filling up the feedback form. Still, there was fear and so they were advised to respond to the feedback form without mentioning his/ her name. If anyone feels hesitant still, he/she can drop suggestions / opinions in the Box. Also, the college administration made it compulsory for the students to fill up the feedback forms. Soon after finishing the examinations, feedback from the outgoing students is taken.

6. Impact of the practice

The feedback has given more strength to the institution to overcome the impact of threats. The students, feedback have helped the institution in evolving the appropriate strategy for quality education. Feedback of the students received by the staff guardian is sent to the Convener, who in turn sorts out the issues to be solved by the Principal/ management. As far as possible, suggestions offered by the students are taken care of. Coordination among all the immediate stakeholders has resulted in successful functioning of the institution.

Resources Required :

As the human resources needed in this project are teaching and non- -teaching staff , no resources are required. Financial resource required is the amount to be spent on the stationery, which is not a problem.

PRACTICE—II

1.Title of the Practice : Staff Guardianship

2. The context that required the initiation of the practice (100)

On finding students to be indisciplined and carried away by wrong influences, which mar their lives and turn them into inhuman beasts, this practice is thought of. Without the guidance of staff, students move like rudderless boat on the ocean of life. They need guidance at every stage in almost everything. Moreover most of the students of our college are from illiterate families and there is no one to guide them properly so that the objective of our college, to send out of its portals responsible citizens cannot be achieved unless teachers take initiative to guide the students in all aspects. So the IQAC of this college has decided to strengthen staff guardianship to the advantage of the students.

3 Objectives:

To establish close rapport with the mentees and guide them in every way. To take care of them as the second parents

To make the students feel that they are their friends, guides and philosophers.

To treat them as though they are their own children and offer academic, and personal guidance.

To make the students understand that their only job is to acquire knowledge needed to lead a good life.

To make the students understand that their only job is to acquire knowledge needed to lead a good life.

As one of the objectives of our institution is to mould the youth into useful, selfless citizens, who are assets to our nation, it is hoped to make them grow into real human beings.

4. The Practice

This practice needs coordination among staff members and Staff Guardian Committee. Depending on the strength of the students and staff, usually 25 to 30 wards are allotted to a staff guardian. Officially one staff guardian class is conducted every month and the feedback is passed on to the Convener, which will in turn be passed on to different sectors for action to be initiated. Some wards remain with the guardian for three full years so that rapport and intimacy are established between the two.

Teacher's responsibility towards students does not cease with just academic enrichment. A good teacher establishes contact with the students and connects with his/her pupils and reach them on multiple levels. By forging strong relationships, teachers are able to affect virtually every aspect of their students' lives, teaching them the important life lessons that will help them succeed beyond term papers and standardized tests. In short, he comes closer to the wards more than their parents and friends. He should make the student feel that he can talk to him anytime on anything. He comes out with his/her personal problems, seeks his advice and sometime monetary help too. This practice is beneficial in both the ways as the teacher gets a sense of satisfaction with the feeling that he has guided the lives of a people. His happiness knows no bounds, if his wards achieve success in career and life. As they know the ins and outs of their wards, guardians can assess the problems they face and help them in sorting them out.

The wards unravel their hearts before the guardians on academic problems. The guardian helps them in his own way and requests the IQAC to see that special classes are arranged for them.

5. Obstacles faced if any and strategies adopted to overcome them

Inability on the part of the students to open themselves before their mentors in the initial stages with the fear that he/she may pass on his comments on a particular lecturer, which may result in prejudice. Reluctance on their part to establish contact with the mentor outside the classroom, due to some inhibitions. Unwillingness to share personal matters with the mentor; hesitation to come close to an elderly person that too to a teacher; diffidence to meet him out of the classrooms; hesitance to part with him his personal problems are some of the obstacles faced the beginning. Feeling the pulse of such students, the mentors tackled them in a different way, by talking to them in a friendly way, by moving with them, by creating scope for them to meet him often, he sees that ice was broken. A good teacher is always respected and loved by the students. Once they realize that the mentor is their well wisher and helps them to the maximum extent, the bond between the mentor and mentee has become stronger.

6. Impact of the practice

This practice has yielded very good result. All the mentors have begun to follow the example of the successful mentor. Majority of the problems are solved by the mentors as they take steps to see that the information reached the people, concerned. As far as possible , the inconveniences that the students face are set right at the earliest .In certain issues, the drawbacks are rectified, provisions are made as per their request, and the suggestions offered by the students are taken cognizance of. The importance attached to them, the response of the higher ups to their problems created an atmosphere congenial to everybody.

.. 7. Resources required :

As offering guidance to students is the responsibility of students, no extra resources are needed for this practice except the commitment of teachers.
