

# **ANNUAL QUALITY ASSURANCE REPORT (AQAR) 2013-14**

**SUBMITTED TO**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**(NAAC)**

**BANGALORE**



**VSR&NVR COLLEGE (AUTONOMOUS)**

**AFFILIATED TO ACHARYA NAGARJUNA UNIVERSITY**

**Re-Accredited with " B" Grade by NAAC**

**Tenali -522 202**

**Guntur Dt.**

**Andhra Pradesh**

# The Annual Quality Assurance Report (AQAR) of the IQAC

## 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.	08644-226961
Name of the Head of the Institution:	V.V.Sekhara Prasad
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

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1.4 Website address:

www.vsrnvr.ac.in

Web-link of the AQAR:

www.vsrnvrcollege.in/IQAC

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

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

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

23/11/2006

1.7 AQAR for the year (for example 2010-11)

2013-2014

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 2013-14----- **05/06/2014.** (DD/MM/YYYY)
- ii. AQAR\_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR\_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR\_\_\_\_\_ (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

UGC

University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other ( <i>Specify</i> )	-
UGC-COP Programmes	-		

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	08
2.2 No. of Administrative/Technical staff	01
2.3 No. of students	03
2.4 No. of Management representatives	02
2.5 No. of Alumni	02
2.6 No. of any other stakeholder and community representatives	02
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	02
2.9 Total No. of members	21
2.10 No. of IQAC meetings held	09
2.11 No. of meetings with various stakeholders:	No. 10 Faculty 06
Non-Teaching Staff Students	01 Alumni 01 Others -02

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

1. Women Reservation Bill.
2. Hurdles in imparting Communication Skills to the rural students of Urban Colleges.
3. Workshop – Current Trends in Algebra and its Algebra.
- 4.INSPIRE

2.14 Significant Activities and contributions made by IQAC

- Motivating all the members to strive for getting a better grade in the next cycle.
- Facilitating Learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Taking periodic feedbacks from students, alumni, parents and other stake holders on quality related areas, the learning process is assessed and improvement measures are suggested to ensure quality enhancement and excellence.
- Stressing the need of Value-Based Education classes to inculcate values in students.
- Prompting Women Development Cell to arrange Guest lectures, awareness programs on gender equity and women empowerment.
- Analysing the Feedback on the Student Support Services offered by the library, performance of the staff, feedback from parents and other stakeholders and taking appropriate measures.
- Organizing INSPIRE programme sponsored by DST.
- Motivating Career Guidance Cell to strengthen its activities.
- Motivating the staff to apply for the Minor and Major Research Projects.
- Sensitizing students to ecological and environmental issues.
- Offering more skill based and employment oriented certificate/ Diploma courses

\* Attach the Academic Calendar of the year as Annexure- I

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	01	--	01	--
UG	03	--	01	--
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	01	--	--	01
Certificate	08	-	--	08
CC for outsiders	01	--	--	01
<b>Total</b>	17	-	02	--

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)

*\*Please provide an analysis of the feedback in the Annexure II*

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 keeping in mind globalisation.

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

UGC selected our Institution to take up NCC as an Elective Subject, which is implemented.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
33	-	-	-	-

2.2 No. of permanent faculty with Ph.D.

07

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

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

--

--

10

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	24	4
Presented papers	--	24	4
Resource Persons	--	02	--



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

- Role Play, Brainstorming sessions, Buzz & Quiz programs, Student seminars, cooperative learning, Group Discussions, Guest lectures, ICT enabled Teaching-Learning process.
- Conducted study tours for giving the pupils first-hand experience in their respective disciplines; language lab to enhance communicative skills.
- Institution has adopted teaching methods like Power Point presentations Subject Video lessons, Interactive Boards, , Use of Language lab and Computer labs, usage of accounting packages like Tally,

2.7 Total No. of actual teaching days during this academic year

180

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

28	09	05
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2.10 Average percentage of attendance of students

75-80

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	19	5	9	3	0	89
B.Com	91	10	41	21	3	82
B.Sc.	158	25	100	5	0	82

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

- By chalking out the plan of action for the entire year, IQAC sees that all the departments follow it.
- It instructs all the staff members to prepare curricular plan, including co-curricular activities month-wise/ week-wise and follow the schedule meticulously. Teaching plan and dairies have to be submitted to the Principal before the 5<sup>th</sup> of every month for perusal.
- It promotes and determines quality related activities and issues through various programmes and activities such as seminars, workshops, conferences, role playing exercises, case studies, academic meetings etc.
- It promotes co-curricular and extra-curricular activities, which enhance the quality of learning.
- It persuades the staff to offer skill-based, employment- oriented certificate courses and Diplomas.
- By analysing the feedback on teaching learning processes from students, it monitors the performance.
- By means of internal academic audit at regular intervals, it acts as a check.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	--
Faculty exchange programme	04
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	01
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
<ul style="list-style-type: none"> <li>• Orientation to all the staff members Analysis of the reasons for getting 'B' Grade.</li> <li>• Shifting the focus on quality teaching.</li> <li>• Introduction of Certificate courses and Diploma Courses as was suggested by the NAAC Peer Team.</li> <li>• Administering justice to gifted students and slow learners</li> <li>• Invited lectures to be arranged to enthuse the students.</li> <li>• As skills without values are of no use, the Department of Telugu is advised to organize Value Based Education classes on every Saturday involving competent people, staff members and students.</li> <li>• Planning to curtail pollution and save nature</li> </ul> <p>.Conduct of internal Academic Audit at different spells.</p>	<ul style="list-style-type: none"> <li>• In the orientation Program, review of results is taken up. All the members have taken a decision to strive for 'A' grade.</li> <li>• The focus is shifted more towards quality education.</li> <li>• Certificate courses in Tally, Yoga &amp; Meditation, Mathematical Ability, Spoken English, Tourism, Journalism&amp; Diploma course in 'Communication Skills'are taken up.</li> <li>• Study Projects, Class Seminars and Cooperative learning were assigned to the former and remedial coaching to the latter.</li> <li>• Guest lectures on gender equity, values, social responsibility etc., by the guest faculty/ alumni , which will be a source of inspiration.</li> <li>• In a world of diminishing values, it is necessary to talk of values often, to imbibe values is students. The responsibility of planning and executing it on every Saturday is entrusted to the department of Telugu .</li> <li>• ECO club has shouldered the responsibility . 'No Plastic Day' and 'No vehicle Day'are observed .</li> <li>• IQAC conducted Internal Academic Audit as a measure of evaluation process.</li> </ul>

<ul style="list-style-type: none"> <li>• Staff members have to apply for Major/ Minor Research Projects/ and Seminars.</li> <li>• Feedback to be taken on every activity and on the teaching and learning process and also from the outgoing students.</li> <li>• Strengthening of research activities is the responsibility of the research supervisors and all the staff members too.</li> <li>• Involvement of students along with NSS Volunteers and NCC Cadets to participate in Clean and Green program to make them understand dignity of labour.</li> <li>• Initiative taken to organize National Seminars</li> </ul>	<ul style="list-style-type: none"> <li>• Three Staff members received monetary help to take up MRP from UGC,Hyderabad.</li> <li>• Feedback paves way for corrective measures. So IQAC encourages all stakeholders to take feedback and analysis taken.</li> <li>• Research is given priority . Four Research Guides are busy guiding research scholars.</li> <li>• Clean &amp; Green program- on Thursday by NSS Volunteers and on Tuesday &amp; Friday by NCC Cadets and on Wednesday all other students participate.</li> <li>• UGC sponsored (autonomous) One Day National Seminar on” Hurdles in imparting Communication Skills to the rural students of Urban Colleges’ organized by the Dept of English &amp; IQAC, in collaboration with the Alumni Association of VSR&amp;NVR COLLEGE: on 01.03.2014.</li> <li>• Humanities, organized One-Day UGC( autonomous) sponsored National Seminar on “Women Reservation Bill” on 25<sup>th</sup> February,2014 in collaboration with IQAC&amp; Alumni Association.</li> </ul>
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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

- Motivating staff members to apply for financial aid to UGC and other agencies to go for Minor and Major Research Projects.
- Encouraging staff members to seek financial help from different agencies and conduct National Seminars / workshops.
- Establishing linkages with institutions and research labs to carry out research.
- Publishing quality research articles .in reputed National / International journals.
- Cultivating research bent of mind among students by guiding student study projects
- Providing the needed infra structure for research
- Publication of College Research Bulletin bi-annually.

#### 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	Nil	03	03	Nil
Outlay in Rs. Lakhs	Nil	6.30 lakhs	6.30 lakhs	Nil

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	22		
Non-Peer Review Journals	nil		
e-Journals		6000	
Conference proceedings	nil		

#### 3.5 Details on Impact factor of publications:

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	1	UGC	300000/-	
	1	UGC	160000/-	
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	-	-	4,60,000	-

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		2			
Sponsoring agencies	-	UGC Autonomy	-	-	-

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	<input type="text" value="--"/>
From Management of University/College	<input type="text" value="--"/>
Total	<input type="text" value="4.60 Lakhs"/>

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
-	-	-	-	-	-	-

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	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>
NCC	<input type="text" value="01"/>	NSS	<input type="text" value="02"/>
		Any other	<input type="text" value="1"/>

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

- NSS Units and NCC Cadets participate in extension activities, whenever their services are needed by the public.
- NSS camps were conducted to foster social responsibility amongst students
- WDC has made it a point to collect old clothes and distribute them to the needy.
- Department of English and NSS Volunteers lead a procession on December 1<sup>st</sup> to create awareness on HIV and preventive measures to be taken.
- Feeling social responsibility, the Institution in collaboration with the Municipality sprinkled chemicals in the roadside canals and distributed pamphlets and medicines in all the wards to see that Dengue does not spread.
- As a token of social responsibility, it permits the local people to make use of the campus for morning and evening walk.
- The Institution allows the public to make use of Yoga Centre and Pyramid meant for meditation.
- Public is allowed to make use of the campus for walking exercise.
- A procession is taken up by the Management, Staff and students in support of Anna Hazare.



## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

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

#### 4.2 Computerization of administration and library

- Library is partially 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	53779	2300000	1231	200000	55000	2500000
Reference Books	5386	500000	292	100000	5678	600000
e-Books	-	-	-	-	-	-
Journals	-	-	30	40000	30	40000
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	150	15000			150	1500
Others (specify)	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	85	--	--	--	--	--	--	--
Added	--	--	--	--	--	--	--	--
Total	85	--	--	--	--	--	--	--

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

- Every department is provided a system with internet facility and printer.
- By subscribing to INFLIBNET, all the members are given an opportunity to access lakhs of e-books and thousands of e-journals.
- Library is provided with ten systems with internet connection. Students can browse internet free of cost..
- All the science departments are provided with smart rooms, interactive boards, LCD Projectors, so that ICT can be made use of optimally.
- Wi-Fi is available in the campus, Those who have laptops can make use of it.
- The Department of Computers organizes computer literacy programme for non-teaching staff and the students to increase the awareness about the use of IT among them
- Well Equipped Electronic Class room established for usage of Faculty as well as students.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT	--
ii) Campus Infrastructure and facilities	Rs.6,15,322/-
iii) Equipments	Rs.6,67,382/-
iv) Others	--
<b>Total :</b>	<b>Rs.12,82,704/-</b>

## 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. Under the care of the IQAC
- 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 , fitness centre,, Indoor stadium and many more facilities offered by the institution,
- Controller of Examinations organizes orientation class for the first year students and informs them of the various services and matters connected to exams.
- Science departments exhibit the instruments, labs and explain to them of the support they offer.College websites / handbooks provide students

#### 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 all notice boards. The parents of these students are informed .
- During Bridge Courses, staff members assess the students and arrange special classes for slow learners.
- 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 offered remedial coaching.
- 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

5.3 (a) Total Number of students

**1092**

(b) No. of students outside the state

0

0

(c) No. of international students

Men	No	%
	-	-

Women	No	%
	-	-

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
222	476	47	390	---	1135	242	468	43	339	---	1092

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, Spoken English etc., which are helpful to face interviews ..
- Guidance for NET and SET Examinations is given by the members , who have successfully faced the exam.
- The librarian guides the students , who want to appear for competitive exams by recommending books to be referred in the Competitive Section of the library.

Number of beneficiaries

130

#### 5.5 No. of students qualified in these examinations

NET	1	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

## 5.6 Details of student counselling and career guidance

- 20 to 25 students are under the care of a staff member, usually for 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 ins and outs of the mentee and feels free to discuss academic and personal problems with him. He counsels the mentee so that he can see 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. If the mentor fails to convince any mentee on the verge of depression, he refers the case to Personal Counselling Center' of the college.

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
-	-	-	-

## 5.8 Details of gender sensitization programmes

- Women Development Cell organized a debate on "Is Gender Sensitization, the Need of the Hour" to make both boys and girls think seriously about the issue.
- In the Parent Teacher Meeting, parents are advised to raise daughters more like sons.
- Mrs Jagadeswari, a famous lawyer of the town addressed the students on several issues related to the unjust treatment meted out by women. She enlightened them on various laws that are in force in support of women. Guest lectures on Domestic Violence, Gender inequality, biased attitude towards women are arranged to create awareness of the need for women empowerment.
- Feeling that Women in India suffer from Gender inequality because of the lack of gender sensitization on the part of males, many people blame that degradation of values and ethics amongst the youth is the root cause of such problems which are directly or indirectly related to the lack of gender sensitivity be it the case of eve-teasing, domestic violence or the case of brutal rape. It is decided to make it a point to see that the topics related to gender sensitization should be discussed in Value Based Education classes on every Saturday Group Discussion on 'The Sexual Harassment of Women' was organized on 23-8-13 and elocution competition was conducted on the topic 'Gender Discrimination should disappear' on 8-3-14.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

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	677	Rs.4723600
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 have 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, as members of BOS/ Academic Council. While designing the curriculum, the suggestions of the stakeholders are given weight. Environmental science, Ethics are taken care of in the curriculum. Value addition is given by different departments that enhance the quality of the curriculum.

Taking feedback from the outgoing students, peers, parents, rrevision of syllabi is made as per the local/national/global needs within limits, Introduction of skill-based and employment oriented Certificate courses improve the quality.

#### 6.3.2 Teaching and Learning

ICT Infrastructure such as LCDs, Internet connectivity and other e-resources, which are essential for ICT based Teaching-Learning are provided in the smart rooms.

Modern teaching aids like LCD have been incorporated. Study projects are given to the gifted students, remedial coaching is provided for educationally backward students. Such steps enhance the scope of improvement.

Feedback from students, parents, alumnae and other stakeholders on teaching learning process quality is enhanced.

#### 6.3.3 Examination and Evaluation

- 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 the semester, percentage of attendance in every semester, continuous assessment thro 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 , extra curricular 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.



#### 6.3.4 Research and Development

- Research has gained momentum. Research culture is slowly spreading in the institution among students too. Two members from the department of Physics, one from Mathematics and another from Zoology are selected as Research supervisors by the parent University. In addition to their regular work, these four have been guiding research scholars.
- Research Promotion Committee is constituted to promote research culture and publish Research Bulletin. .
- 28 Scholars registered in 3 departments namely Mathematics, Physics and Zoology.  
2 Ph.Ds are awarded. Minor research projects are on hand. Research articles are published in National/ International journals. Study Projects and assignments help students develop their research bent of mind. Four lecturers are awarded Ph.D and a few are pursuing research.

#### 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 , internet provision, reprographic facilities. 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.
- All science departments have smart rooms to provide ICT based teaching. Electronic room is used by all the other departments as per the schedule .
- Infrastructure for sports & games - Indoor stadium with two wooden courts to play Shuttle badminton, multi-gym, electronic gym for the well being of students and staff Playgrounds to play any game of one's choice are provided.

### 6.3.6 Human Resource Management

- The Management is efficient and effective and maintains cordial relations with the employees.
- The employer and the academic head ensure that personnel knows their role and goal .
- The institution has very dedicated, committed and genuine faculty and visionary Management.
- Principal practices democratic leadership and does supervisory and administrative task.
- Assessing the interest of the faculty, their services are made use of in the relevant Committees.

### 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- cum- trial teaching session. The selection panel consists of the Principal, Management, Nominee from the University, RJD and an external subject expert. Candidates are selected on the basis of merit and their names are sent to CCE for approval.

### 6.3.8 Industry Interaction / Collaboration

- Industry interaction provided for the B.Com Students.
- Department of Commerce organizes guest lectures by entrepreneurs and Industrial tours.

### 6.3.9 Admission of Students

- Admission of students are made as per the stipulations of the affiliating university and state government.
- Roaster System is followed for admission. Admission is based on merit and is transparent.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> <li>➤ Credit Society loan facility</li> <li>➤ Provision of canteen in the campus, Parking</li> <li>➤ Loan facility from banks</li> <li>➤ Checkups by doctors</li> <li>➤ Faculty Development Program</li> <li>➤ Fitness centre, Yoga centre free of cost</li> <li>➤ Marriages of children in the campus without payment</li> <li>➤ Free internet access</li> <li>➤ Well established library</li> </ul>
Non-Teaching	<ul style="list-style-type: none"> <li>➤ Credit Society loan facility</li> <li>➤ Provision of canteen in the campus</li> <li>➤ Loan facility from banks</li> <li>➤ Checkups by doctors</li> <li>➤ OD facility</li> <li>➤ Fitness centre, Yoga centre free of cost</li> <li>➤ Marriages of children in the campus without payment</li> <li>➤ Free internet access</li> </ul>
Students	<ul style="list-style-type: none"> <li>➤ Merit Scholarships</li> <li>➤ Number of student support services</li> <li>➤ Free certificate courses.</li> <li>➤ Hostel ,Parking, canteen facilities</li> <li>➤ Gym &amp; Fitness centre free of cost</li> <li>➤ Free internet access</li> <li>➤ Awards for meritorious students</li> <li>➤ Scholarship for merit</li> <li>➤ Good library</li> </ul>

6.5 Total corpus fund generated :-- Rs.7,00,000/-

6.6 Whether annual financial audit has been done    Yes  No

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?

- Reforms in examinations are made with the consent of the Academic Council.
- For the last six years the percentage of external and internal marks is 75% & 25%. It is made 70% & 30%.
- Choice Based Credit system is introduced. To become a graduate , one has to pass one Add on Course
- NCC as an Elective Subject is introduced. Syllabus for the course is prepared as per UGC Guidelines, involving NCC Commodore. Credits are allotted to NSS , NCC, Sports and Games.
- Dummy number system is followed. Results through 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 Xerox 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

- Outgoing students become members of Alumni Association.
- After completing PG, some take classes to gain experience with the permission of the management.
- As most of the students belong to marginalized society, they contribute their mite in the form of advice.
- Alumni of this college, who work in the almatater establish Endowment scholarships in the form of fixed deposits , Interest accrued on it will be given to meritorious students on College Day.
- 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 spend 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.
- Alumni runs stores in the campus on no loss, no profit business.

#### 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.
- Most of the parents are illiterate and in the meetings they are advised to treat their daughters and sons in the same way.

#### 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.
- The non-teaching members are motivated to pursue higher education through distant mode.

#### 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 is taken up 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.

- Strengthening Eco Club activities by means of observing ‘No Plastic Day’, “ No Vehicle Day’ has a positive impact on the immediate stakeholders. Realizing the importance, everyone is following it sincerely.
- Introduction of NCC as an Elective Subject for NCC students has a positive impact as Cadets who go through this course find it easy to secure a job.
- Bridge courses conducted by some departments have a positive impact as it proved to be of great help to the students to overcome the problems.
- Assigning Study projects and make the students present the report in the form of PPT, which is explained to the peers is recognized as a positive gesture.
- Inclusion of Library hours and games periods in the time table has a positive impact as their visits to the library physical education department has changed their attitude and inculcated the habit of reading/ referring in the library.

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

- As per the plan of action, staff members are putting efforts to get a better grade next time. As per the suggestions made by the NAAC Peer team, Certificate courses in Tally, Yoga & Meditation, Mathematical Ability, Spoken English are taken up.
- To sensitize girls to the thousand problems that they are being exposed, Women Development Forum is established. Gifted students are entrusted with Study Projects and Seminar papers. Their services are made use of in cooperative learning, which is beneficial both ways.
- Value based education class is conducted in the last hour of every Saturday to inculcate values in the students. As environmental pollution has become a menace, awareness programs in the form of lectures, rallies are organized by Eco Club, which observes ‘No Plastic Day & No Vehicle Day’
- By providing smart rooms for all the science departments, ICT based education is being given to students. People have become quality-conscious, four people are awarded Ph.Ds. Four Research supervisors are guiding a number of scholars.
- Two staff members received financial assistance to take up Minor Project work from the UGC

### 7.3. Give two Best Practices of the institution

1. Staff Guardian Ship and Wards
2. Instituting Optimum User Award

### 7.4 Contribution to environmental awareness / protection

- Strengthening Eco Club activities by means of observing ‘No Plastic Day’ and ‘ No Vehicle Day’
- Lectures on topics related to environmental pollution by experts from outside or competent speakers from the faculty in the Value Based Education Class on every Saturday serve the purpose of creating environmental awareness among the students .
- Observing World Ozone Day inviting a competent speaker helps create awareness on the dire need to pay attention to environment.
- Students are motivated to bring a sapling, which they plant and take care of it.
- Maintaining rain harvesting pits on the campus, plantation by VIPs, looking after vermin compost pits, 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.
- Delay in government approvals for filling up retired and resignation 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 .increased community engagement including forming alliances with community based organizations. Use of distance education, flexible learning and adoption of new information and communications technologies to increase access.


**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.
- Wrong notion of the parents about government / Aided colleges.

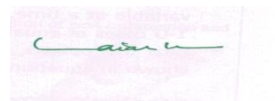


## 8. Plans of institution for next year:-

- Strengthening the activities of various clubs/cells, especially that of Eco and Red Ribbon Clubs in the college in consultation with IQAC.
- Conduct of Internal Academic Audit & Implementation of innovative methods to improve quality of education.
- Outreach programs by departments and institution to inculcate Social responsibility.
- Conduct of a few more Certificate Courses/ Diploma Courses, which help students.
- Giving priority to ICT based teaching, learning process.
- Guest lectures on Gender sensitivity and programs – be they cultural or literary – have to be arranged by WDC.
- Emphasis on service oriented activities by NSS volunteers and NCC Cadets



*Dr. L. Cyril Arun Kumar*



*D. V. Somaiah Sastry*

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

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

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**Annexure-I**  
**VSR & NVR College TENALI.**  
Autonomous Accredited at B by NAAC

**ACADEMIC CALANDER FOR 2013-14**

14-06-13	:Reopening of College after summer vacation
14-06-13	:Commencement of class work for III and V Semesters
03-07-13	:Commencement of class work for I semester
12-08-13 to 14-08-13	:I Internal Examinations for I , III and V semesters
<b>10-09-13</b>	<b>:Last date for payment of Examination fee</b>
11-09-13 to 13-09-13	:II Internal Examinations for I , III and V semesters
09-10-13 to 16-10-13	:Dasara Holidays
<b>17-10-13</b>	<b>: Semester End Exams - V &amp; III Sem.</b>
<b>25-10-13</b>	<b>:Semester End Examinations - I &amp; IV Sem.</b>
<b>04-11-13</b>	<b>:Semester End Examinations - II &amp; VI Sem.</b>
04-11-13	: Commencement of classes for II, IV and VI semesters
19-12-13 to 21-12-13	: I Internal Examinations for II , IV and VI
23-12-13 to 26-12-13	:Christmas Holidays
13-01-14 to 18-01-14	:Sankranti Holidays
23-01-14 to 25-01-14	: II Internal Examinations for II , IV and VI semesters
28-01-14	:Founder's day
<b>31-01-14</b>	<b>:Last date for payment of Examination fees</b>
<b>21-02-14</b>	<b>:Commencement of Practical Examinations</b>
<b>04-03-14</b>	<b>: Semester End Exams - I &amp; III Sem.</b>
<b>13-03-14</b>	<b>:Semester End Examinations - VI &amp; IV Sem.</b>
<b>22-03-14</b>	<b>:Semester End Examinations - II &amp; V Sem.</b>
29-03-14	:Last working day for the academic year 2012-13
16-06-14	: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

#### **I. Title of the Practice : Staff Guardianship and Wards.**

##### **1. The context that required the initiation of the practice**

On finding students to be in disciplined and carried away by wrong influences, which mark 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.

##### **2. 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.

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.

### **3. 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.

### **4. 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.

### **5. 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.

#### **6. Resources required :**

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

## **II. Title of the practice : Institution of Optimum User Award**

### **1. The context that required the initiation of the practice :**

Lack of library facilities in most of the schools/colleges and the fast growing corporate culture seem to have nullified the significance of libraries. Failure on the part of some students to recognize the existence of libraries, the student support services resulted in neglecting the temple of knowledge. it offers and how central it is to learner-centric learning. It supports the students in their studies.

As per the guidelines of UGC and NAAC traditional methods of teaching has to be replaced by student –centered learning in higher educational institutions , and rote learning has to be replaced by creativity.

### **2. Objectives :**

Many students do not know the value of the libraries and in fact they seem not to recognize the very existence of the library. Unless they visit library and unless they know that library is student friendly, they fail to understand the significance of the library.

To inculcate the habit of acquiring knowledge on one's own by means of reading, to create awareness among such students the need to be creative, which is possible only when they cease to be mugging machines, it is necessary to see that they visit the library regularly.

### **3. The Practice :**

The present generation of students do not seem to believe in hard work and securing a good position on his/ her own. Many students attend classes, they neither play games nor spend time in the library, which are very much needed for the physical and mental well being and they do not seem to understand the significance of globalization. Mere degree is of no use now a days . Skills and grip over the subject make them reach their goal.

To cultivate the habit of making the students visit the library and making use of its resources, an hour is included in the time table. It did not work well .Unless there is some change in their attitude, they may not like to walk on the right path. So the library committee has decided to institute Optimum User Award , which is nothing but a strategic move. That student will receive the award in the function in connection with the College Day, that too from a VIP. It is prestigious to receive an award from the dais on the College Day amidst the cheers of other students. Slowly some change is perceived in some of the students, who were reluctant to visit the library .Students make it a point to visit the library regularly, at least during interval , sign in the log register and spend sometime and go away. This regular habit has made them go to the book shelves and see the books available in the library and the various student support services offered in the library. The friendly personnel of the library, the guidance they offer made the students regular visitors and slowly they developed taste for books, which proved to be an obsession.

#### **4. Obstacles faced if any and strategies adopted to overcome them:**

In the beginning students used to sit for a few minutes in the library. Some students used to while away their time sitting in the library without doing anything. The library personnel took such students around and explained the various student support services offered to them. They slowly introduced the different sections in the library and the collection of books and so on. The library personnel took care and made them participate in quiz programs and slowly succeeded in developing their interest in reading.

#### **5. Impact of the practice:**

It took quite some time for the students to come to the library for the purpose it is meant. Motivated by the library personnel, they slowly developed rapport with them and also with the books, which has resulted in their regular visits.. This regular habit has made them go to the book shelves and see the books available in the library and the various student support services offered in the library. The friendly personnel of the library, the guidance they offer made the students regular visitors and slowly they developed taste for books, which proved to be an obsession. As per the advice of the library committee, staff members began to assign students with some tasks connected with the library like preparing a paper to be presented in student seminar or web –based assignment, which forces them to stay in the library as it is the only place, where they can get internet access free of cost.

#### **6. Resources required :**

Patience and will power of the library personnel Institution of the Optimum User's Award has a very positive impact on the students.