

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

Academic & Administrative Audit (AAA) – 2020-2021

FORMAT – I (COLLEGE PROFILE)

PART- A

1. Name of the College and Address: Smt. N.P.S. GDC (W), Chittoor

URL of Website: **www.npsgcwctr.edu.in**

E- Mail : **chittoor.w.jkc@gmail.com**

Phone number : **9966247353**

2. Vision & Mission :

“Produce educated, intellectually – enlightened, scientifically – advanced, technologically – equipped and functionally – disciplined citizens capable of carrying out the most vital, practical and intellectual tasks of the society with courage, confidence, self – reliance and self – actualization.”

Smt. N.P.S. Government College for Women, Chittoor Strives to “ to produce an academic pool of patriotic, secular, Knowledgeable, Competent, skilled, technical and resourceful women graduates and postgraduates in Science, Commerce, Business and Humanities streams by inculcating in them the qualities of self - learning, self- reliance. Self – dependence with a view to empower them with all virtues and enlist their participation in national development.”

3. Name of the Principal, email, and mobile Number: Dr. K.Manohar, 9966247353, manoharkoppolu@gmail.com

4. Name of the Vice-Principal, email, and mobile Number :

A.M. Narendra Kumar, 9441392480, amnarendrakumar@gmail.com

5. Name of the IQAC Coordinator, email, and mobile Number:

Dr.M.Rukmani, 9441409397, malaleconomics@gmail.com

6. Name of the Academic Coordinator, email, and mobile Number:

Kum.I. Sajani, 9493223096, sajaniithepalli@gmail.com

7. Year of Establishment: 1982

8. UGC 2(f) and 12 B status (certificates to be verified): Certificates available

9. Autonomous status – Yes/No, If yes, Since NO

10. RUSA status : Phase II Under process

11. College land and Plan details /documents : 23.02 Acres

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

13. AISHE Status – Document : C-27724

14. NAAC Status - in the preparation of IIQA III cycle

a) Previous NAAC Cycle date and Month: **11- 05-2015**

b) Date of Expiry : **30- 03-2020**

c) Previous Grade and CGPA (certificates to be verified): **B. Grade - 2.24**

15. Status of peer team recommendations

S.NO	Recommendations made	Recommendations fulfilled
	• Introduce more short term and PG courses • Introduction of soft skill and Vocational programmes • To strengthen research culture among faculty • Strong measures to enhance Students enrolment • To take efforts to improve passing percentage in the final examination • To initiate system for advance learners	1. Introduce more short term and PG courses While thanking NAAC organization for suggesting to run short term plus PG courses to safeguard the vulnerable section of students belonging to the area, the institution after studying the flexibilities in accordance with the suggestions conducting short duration courses such as the details of which are given hereunder • 1. Tailoring • 2. Yoga • 3.Embroidery Further with effect from the current Academic year the following post graduate courses are commenced they are: 1. M. Com 2. Introduction of soft skill and Vocational programmes It is decided by all the staff of the college under the chairpersonship of the principal to establish and run programmes specially designed for Soft Skills and Vocational programmes for the students admitted in this college its

	• Transport facility to be organized • Maintaining healthy and hygienic environment in the Hostel • Security facility for Hostel • Formalization of the feedback mechanism • More Students need to be involved in college activities • Office and Library fully automation • ICT facilities needs to be enhanced • Health care facilities needs to strengthened • Upward mobility for UG Departments	help the learners to get self-employed or to get themselves employment in any organization. Accordingly, the staff and Principal are at present designing the programmes with an intention to commence by the Academic Year 2022-2023 positively without fail. Accordingly, students are imbued with confidence and to create interest move on the direction and to move on direction shown 3. To strengthen research culture among faculty The Academic Staff are made aware the significance of research and orientation nature which has already inherited is excavated and to direct them to accomplish the doctoral degrees and many other research programmes where and when opportunity comes, besides encouraging them to write articles on several contemporary issues with feasible solutions and to get a standard to get them be published in standard educational magazines. 4. Strong measures to enhance Students enrolment Measures for improving the student enrolment ratio year after year the following steps are taken time to time 1. Visiting all Jr. Colleges in the
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		area inclusive of private colleges to get the mobile numbers and addresses of the students. 2. Just a week before the results and a fortnight after the results making calls to the student parents and a lightening them of the process and of admission and the importance and other merits of our college in comparison with other colleges. The parents whose response is meagre and those who do not have Mobile numbers the Staff of the College visit them and explain the facts to get admission into our college by convincing them totally. 5. To take efforts to improve passing percentage in the final examination It is a common application for all. the subjects where students are failed and backlog students are observed with an eagle eye and taken care by conducting classes as per the requirement of learners and giving full-fledged material with importance due given to the topics and make them to learn to pass the examinations. Where they failed earlier. At the inference of the report the Principal and the Staff in
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		coordination have taken all actions where ever required to keep run the institution at its best speed. 6. To initiate system for advance learners After the admissions the advanced learning students of ability will be identified in the beginning and special interest and drive will be taken to make their life colorful. Accordingly programmes are chalked out with consensus of all the Staff in the meeting chaired by the Principal of the college. The resolutions taken then are implemented.
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Action taken report to be attached

16. Previous Recommendations of Academic Audit of the CCE

Suggested to get website in to functioning and upload the Research project & Papers

No. of suggestions made	No of suggestions implemented
1. Website Functioning 2. Upload of Research project & Papers	1. Dynamic website is now functioning 2. Research projects and papers uploaded in website

Action taken report is attached

17. NIRF Rank (if any) : Year: **Rank not awarded**

18. ISO Certification: Year: **2022**

- 19.** Awards & Achievements for the institution during the current Academic Year with details: **Achieved Best N.S.S Programme officer at state level (Evidence Attached)**

PART-B

1. No. of Programmes Offered by the College

a. Current Academic Year : **UG - B.A(HEP).,**

B.A(CA)

B.Com(G).,

B.Com(CA).,

B.B.A

B.Sc(MZC)

B.Sc(MSCs).,

PG-

M.Sc(Zoology),

M.Sc(Microbiology),

M.Com

b. Last Two Years : Same as Mentioned above

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Programmes	UG - 07 PG - 02	UG - 07 PG - 02	UG - 07 PG - 02	UG - 07 PG - 03	UG - 07 PG - 03

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

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Value Added courses	Diploma Courses : 03	--	--	--	--

3. Details of teaching faculty

No of posts	Sanctioned	Working	Vacancies
Regular	26	15	
PTL	–	–	
Contract		7	
Guest		4	

Total		26	
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4. Qualifications of teaching staff

Teaching Staff	PG	M. Phil	Ph.D	NET/SET
Regular	15	05	08	06/06
PTL	--	--	--	--
Contract	07	02	01	01/01
Guest	4	–	–	–
Total	26	07	09	07/07

5. Details of non- teaching faculty

No of posts	Sanctioned	Working	Vacancies
10	10	06	04
Total	10	06	04

6. Student strength particulars

a) During the last two years

Year	2017-18			2018-19			2019-20			2020-21			2021-22		
No. of students	I	II	III	I	II	III	I	II	III	I	II	III	I	II	III
	135	194	162	160	135	194	206	160	135	166	199	160	225	166	199
TOTAL	491			489			501			525			590		

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

Year	2017-18			2018-19			2019-20			2020-21			2021-22		
Program me wise	App eare d (A)	Pas sed (P)	%	A	P	%	A	P	%	A	P	%	A	P	%
BA	50	47	94	46	36	78	16	12	75	97	68	70			
BSC	58	41	71	90	69	77	55	46	84	246	137	55.6			
BCOM	132	108	82	141	104	74	108	98	91	342	269	78.6			
BBA	22	22	100	16	16	100	05	05	100	34	30	88			

8. Teacher – student ratio (Current Year) : **22:1**

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

- i. Total no of class rooms :**20**
- ii. Total no of laboratories :**13**
- iii. Total no of digital classrooms :**03**

- iv. Total no of virtual classrooms :**01**
- v. Total no of ICT enabled classrooms:**01**
- vi. Total no of studios :**NIL**
- vii. Total no of Computers, Student & Computers Ratio : **1:36**
- viii. Total no of printers : **13**
- ix. Total no of scanners : **05**
- x. Total no of Xerox facility : **04**
- xi. Total no of Wi-Fi routers :**03**
- xii. Internet Bandwidth : **200MBPS**
- xiii. Seminar halls :**01**
- xiv. Auditorium : **01**
- xv. Details of sports facilities
- xvi. Gymnasium (No of stations) : **01**
- xvii. Rooms for administration : **04**
- xviii. Water – RO facility : **01**
- xix. Toilets for staff (Men/Women/Differently abled) : **02**
- xx. Toilets for students (Women/Differently abled) : **03**
- xxi. Divyangan friendly facilities (Ramps/Lifts/Softwares) : **01**
- xxii. No of fire extinguishers in the labs and corridors :**02**
- xxiii. Solar energy details – Power generation through solar energy is generating , Green Audit Status : **Under Process**
- xxiv. Library
 - No. of Books & Journals : **25350**
 - Status of Automation : **Partially**
 - E-journals: **NIL**
 - Nlist subscription : **NIL**
 - Internet : **Yes**
- xxv. Women's waiting hall : **01**
- xxvi. Grievance Reddressal Cell :**01**
- xxvii. Health Centre : **NIL**
- xxviii. ELL : **NIL**
- xxix. JKC Lab : **01**
- xxx. Computer Labs : **02**

10. Research :

❖ No of collaborations / Functional MoUs

Year	2017-18	2018-19	2019-20	2020-21	2021-22
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Number of collaborations / MoUs	–	—	B.SC-03 BA-01 B.COM-02	B.SC-03 BA-01 B.COM-02	
TOTAL			06	06	

❖ No of publications in UGC – CARE listed journals

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Publications	—	06	06	06	–

❖ No of start-ups

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of start-ups	NIL	NIL	NIL	NIL	NIL

❖ No of patents

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of patents	NIL	NIL	NIL	NIL	01

❖ No of Research Guides

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Research Guides	01	NIL	NIL	NIL	01

❖ No of Research Scholars

Year	2017-18	2018-19	2019-20	2020-21	2021-22
Number of Research Scholars	01	NIL	NIL	NIL	01

❖ No of Major/ Minor Research Projects

Year	2017-18	2018-19	2019-20	2020-21	2021-22
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Number of Major RPs	NIL	NIL	NIL	NIL	NIL
Number of Minor RPs	01	NIL	02	02	NIL

❖ Incubation Centre/s: Yes/No: **NIL**

❖ Consultancy offered:

Area	Organization (MoU)	Revenue Generated
NIL	NIL	NIL

11. Policies prepared and implemented:

S.No.	Name of the policy	Implementation
1.	Non-Discrimination Policy	College does not discriminate Colour, religion, ethnic back ground and genetic information.
2.	Identification Policy	Uniform dress code is strictly followed - Wearing valid ID card in with the campus must - Report immediately to Class teacher when ID card lost or stolen
3.	Timing Policy	- Strictly implemented College timings from 10am to 5pm - Lunch break: 1.20pm to 2.20pm - Four Biometric machines arranged to maintain attendance for both Faculty and Students - Every Period Class room Attendance is taken by concerned lecturer and uploaded in to OTLP App.
4.	Prayer Policy	- Every Monday and Thursday Prayer will be conducted. - To inculcate the habit of knowing around, every week one student should read News paper - Every day one student should write "Thought of the day" on the entrance black board
5.	Discipline Policy	- The students are instructed not to bring any cell phone in to the class room. - Students use the rest rooms properly and keep them clean and neat. - Teaching Staff are advised not to attend to any calls while in the Class Rooms /

		Laboratories /Library. No Employee is authorized to put up any information (whether Written / Poster /Sign, etc.) on the College Notice Board, Walls, Doors, without the prior approval of the Head of the institution.
6.	Mobile phone policy	- Students are not permitted to use mobile phones within the Class room. - The mobile phones shall be kept in silent mode / off - Students violating the above rules will be warned - Staff members are allowed to use mobile phones in their respective cabins. - Staff members are allowed to use mobile phone in the classroom for the purpose of taking online attendance only
7.	Infrastructure Development Policy	The infrastructure development committee will monitor the required infrastructure in various class rooms and entire campus
8.	Administration policy	- All written communication within the Institution will be in both Telugu and English - All employees shall orally communicate either with each other or with students in English or Telugu language or the language understood by them. - All e-mail, Internet, Fax or other electronic transmissions shall be carried out in the English language - All staff members of Smt.NPS. Degree College for Women, Chittoor are in what's App group. Any information concerned to the college can be communicated through this group. Admin of the group is Principal and Senior faculty only - All students, teaching and non-teaching and principal are in another what App group. Any information concerned to the students can be communicated through this group.
9.	Commitment Policy	- Principal constitute committees to visit various Junior colleges and staff numbers motivate Inter students to get 100% enrollment in every group. - The students and staff are committed to get 100% pass in their respective subjects' and

		departments. Committed to invite more no of companies for Campus selection and provide maximum employment opportunity to the Outgoing students.
10.	Research Policy	- Provide research facilities in terms of laboratory equipment, research journals and research incentives etc. required by the faculty. - Encourage and promote a research culture (e.g. Teaching work load remission, opportunities for attending conferences etc., - Encourage the faculty to undertake research by collaborating with other research organizations/industry. Some of the faculty acting as co-guides for reputed universities. many department s have MoUs - Organize workshops/ training programmes/ sensitization programmes by the institution to promote a research culture on campus. - Organized workshops/ training programmes/ sensitization programmes by the institution to promote a research culture on campus. - More Number of publications are published by the faculty in reputed/ referred journals - Prepared college magazine with relative priorities every Year.
11.	Environmental Policy	- The students are strictly instructed to throw the waste in the wet and dry dustbins separately placed in the class rooms and corridors in the college - Creating awareness to no plastic zone in the college campus
12.	Formation of Committees Policy	This policy is framed by Head of the institution depending on the capability of the individual
13.	Grievances & Redressal Policy	- The college has placed a Grievances box to post Grievances at college entrance. - Any grievance in the college is dealt very seriously and addressed at the earliest
14.	Incubation policy	An incubation Centre was set up to create a platform for sharing creative and innovative ideas by the students and staff.

12. Extension activities (Current year)

- a) No. of Extension activities in the Neighborhood for social and holistic development : (**All departments**)
- b) No of Extension activities conducted through **NSS-25** /NCC- / RED RIBBON : 5 -/ YRC-11
- c) No of Extension activities in collaboration with government agencies: NILL
- d) No of Extension activities in collaboration with Non-Governmental Organizations: NILL

13. Feedback, Student Satisfaction Survey mechanism adopted : **YES**

14. Alumni Association – involvement and activities : **Association registration completed**

15. Awards and achievements-current year (to be verified -)

- ❖ Students: **Gold Medals to class toppers**
- ❖ Staff: **NIL'**

16. Total no of scholarships and free ships (Current Year) : 485

Total Amount in Rs:- 486342.00

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

Teaching	01
Non –Teaching	01

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

Training:

Year	2020-21	2021-22
Number of students registered	38	30
Number of students trained	38	30
a. from your GDC	38	30
b. from other colleges	–	–

Placements:

Year	2020-21	2021-22
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No. of companies visited the campus	2	1
Number of students Placed	16	10
a. from your GDC	16	10
b. from other colleges	–	–

19. Student Support and Progression

A. Students Progression to Higher Education (Programme wise)

Year	2020-21	2021-22
Number of students	19	
a) B.A	04	
b) B.Com	06	
c) B.Sc.	09	

B. Employment (Programme wise)

Year	2020-21	2021-22
Number of students	43	NIL
a) B.A	10	NIL
b) B.Com	14	NIL
c) B. Sc	19	NIL

C. Entrepreneurship (Programme wise)

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

20. Grants/funds received from (in Lakhs/Rs.)

A. Government: **NIL**

B. Non-governmental bodies: **lions club -5000/- & 15,000- Sports / Games** (Donated by CPDC Secretary)

C. Individuals/ Philanthropists :**1,00,000/- OC Poor students Scholarship & 50,00,000/- Gold Medals** (Donated by CPDC Secretary)

D. CSR : **NIL**

E. Budget allocated for Infrastructure : **RUSA Funds (2,00,00,000/-)**

F. Expenditure for Books & Journals

Budget Sanctioned Rs. 52,000/- ; Utilized Rs. 20,000/- (2021-22)

21. Governance and Leadership

❖ Institutional Perspective Plan (Next two years)

Action Plan 2022-2023

College always considers the ever widening realms of education and opportunities available through the new areas of expertise, to rise to the challenges of ever-changing needs of the learners in developing their all-round skills. The college has been able to translate the policies into reality in a modest way. The growing number of institutions in higher education sometimes may be resulting in dilution of standards. It is therefore imperative for every institution to know where they stand in the process of imparting quality education to its learners. It is with this view our college is applying for RUSA's financial assistance in the way of infrastructural development which will definitely help us to improve further or to initiate corrective measures for effective realization of our aims and objectives and enable the institution in toning up its educational standards according to global standards.

Implementation of academic and non-academic reforms Our DPR is based on inputs from wide range of stakeholders -industry, alumni, students, faculty and support staff and parents. We propose to ensure that the DPR is assiduously implemented, new projected budgets are executed, and new courses proposed are introduced effectively. In order to ensure the proper implementation of institutional reforms, a hierarchy of officials both at senior and student level will be constituted. At senior level, an executive board comprising college faculty will be formed to formulate guidelines and monitor the implementation of IRs. The recommended modifications will be implemented at department level for academics and administrative level for non-academic reforms. The sub-committees formed under RUSA will further provide budgetary support and monitor its implementation. Feedback from stakeholders will be taken at all subsequent stages to assess the progression of the scheme

Improvement in Soft Skills

- Effective Communication skills
- Protocol & Business etiquette
- Career Planning & Goal Setting to reach greater heights in life
- Leadership Skills through participation in clubs/societies activities
- Entrepreneurship and self-employment opportunities
- Effective Interpersonal Skills and working in a Team
- Team Building Skills through software / spoken English
- Use of computers and Internet
- Positive Thinking & self-motivation
- Social Skills to deal with public
- Health and Fitness
- Personal Grooming
- Importance and Effective usage of Visual Aids for developing presentation skills
- Audience Handling
- Time Management
- Grammar and spoken English
- Importance of Voice Modulation
- Community outreach activities

- Making Documentaries (for the students of Functional English/Hindi)

Increased learning outcomes of the students The College strives to augment regular classroom teaching through exposure to the industry and academia, talks from industry experts and professors from other institutions, field visits etc. The college takes keen interest in inculcating in the students

- Relevant knowledge-academic and technical skills.
- Develop intellectual acumen, ethical uprightness, social responsibility, and spiritual growth.
- To enhance employability and entrepreneurship skills.
- Cultivate orientation towards research and R & D. In orders to achieve excellence in above Endeavour, we

- Use ICT to supplement traditional walk, talk and chalk method of teaching

- Assess the students through regular tests, quizzes, and presentations apart from university exams.

- Promote students' participation in inter and intra college theme-based competitions/ fests/ events

- Encourage students to involve themselves actively in the events organized by the societies like Aids awareness, heritage, Traffic awareness, environment protection, gender equity etc.

- Training students in self-defense techniques

- Organize workshops on interview skills, presentation and soft skills, CV writing, GDs.

- Take up community-based interventions.

	Important Dates/weeks	Activities Planned	Concerned Department	Remarks
June- 2022	05/06/22	World Environmental Day	Eco Club	
	14/06/22	World Blood Donors Day	NSS	
	21/06/22	International Yoga Day	NCC / NSS	
	I Week	IQAC Meeting- Preparation of Institutional Plan	IQAC- Board	
		Admission Process	Admission Committee	
		Preparation of Committees	Principal & Vice-Principal	
		Preparation of Curricular Plan	HOD- All Department	
	II Week	Review Meeting	Principal	
		Preparation of Sports equipment and field	Sports Committee	
	III Week	Anti – Ragging Awareness Programme	Anti – Ragging Committee	
	Every Saturday	Student Seminars/Extension Lectures /Quiz	Concerned Departments	
		Awareness on Health, hygiene and nutrition		
July -2022	1 st July	Staff Meeting	Principal	
	12/07/22	Staff Council Meeting	Principal Vice-Principal (Only Heads)	
Weekly Programme		Result Review	All Committees	
	I	Student Representative Meeting	Academic Coordinator	
	II	IQAC – Meeting of Executive Body- Preparation of Institutional Plan	IQAC- Board	
	III	Health and Nutrition- Awareness on		

		Anemia		
		Academic Audit of Records	Principal-Academic Coordinator	
	IV	Swach Bharath	NCC/NSS	
	Every Saturday	Seminars, Study projects		
AUGUST-2022	06/08/22	Organ Donation Day	Health Club	
	12/08/22	International Youth Day	Physical Education	
	15/08/22	Independence Day Celebration	Institution	
	26/08/22	Women's Equality Day	Women's Empowerment Cell	
	29/08/22	Telugu Bhasha Dinotsavam	Dept. Of Telugu	
	29/08/22	National Sports Day/ICC- Combat Techniques for girls	Physical Education	
Weekly Programme				
	I Week	Staff Meeting – 1 st August	Principal	
		Staff Council Meeting (Only Heads) 5 th August	Principal	
		IQAC – Meeting of Executive Body	IQAC- Board	
		Work Shop	Department of English	
	II Week	Health and nutrition	Health Club	
	III Week	Swach Bharath	NSS	
	Every Saturday	Student Seminars/Extension Lectures /Quiz	1.All Departments	
		Eco fest	Zoology	
September-2022	05/09/22	Teachers Day Celebration Guru pujothsavam	Institution	
	08/09/ 22	International Literacy Day	(Literacy Club)	
	17/09/22	Hindi Diwas Celebrations	Dept. of Hindi	
	24/09/22	NSS Day	NSS	
	27/09/22	World Tourism Day	Dept. of Commerce	
	29/09/22	Freshers Day Health and Nutrition	Student Club Health Club/	

	II Week	Review Meetings	Principal	
	III Week	Yuvatharangam (Inter-class selections)	Literary/Cultural Committee Sports Committee	
	3rd Saturday	Swach Bharath	NSS /NCC	
	IV Week	Remedial	All Departments	
	4th Saturday	College Social Responsibility	Related Activities by NSS	
	Every Saturday	Student Seminars/Extension Lectures /Quiz	1. Department of Science 2. Department of History 3. Department of commerce	
October-2022	Important Dates			
	02/10/22	Gandhi Jayanthi Lal Bahdur Shastri Jayanthi	Institution	
	31/10/22	National Integration Day/ National Unity Day(Cultural Fest)	NSS / Department of Political science	
Weekly Programme				
	I Week	Staff Council Meeting (Only Heads) 15 th October	Principal	
		Review Meetings	Principal	
		IQAC Evaluation	IQAC Coordinator	
	II Week	Health and Nutrition World Sight Day-Health Club		
		Yuvatharangam-Cluster Level	Literary, Cultural,Sports Committees	
	III Week			
	3rd Saturday	Swach Bharath	NSS/ NCC	
	4th Saturday	Yuvatharangam-State Level	Literary,Cultural,Sports Committees	
	Every	Student	1. Department of	

	Saturday	Seminars/Extension Lecture /Quiz	Public Administration 2. Department of Political Science 3. Department of Micro Biology	
November-2022	Important dates			
	11/11/22	National Education Day	Department of English	
	14/11/22	Pandit Jawaharlal Nehru Birthday World Diabetes Day	Institution	
	25/11/22	International Day of Elimination of Violence against women	Women's Empowerment Cell	
	26/11/22	Constitution Day	Department of Political Science	
	27/11/22	NCC Day	NCC	
Weekly Programme				
	I Week	Staff Council Meeting (Only Heads) 5 th November	Principal	
		Review meetings	Principal	
	II Week	IQAC	IQAC Coordinator	
		Yuvatharangam	Grand Final	
		Health and Nutrition Awareness of Diabetes		
	3rd Saturday	Swach Bharath	NCC/ NSS	
	Every Saturday	Student Seminars/Extension Lecture /Quiz	1. Department of Statistics 2. Department of English	
December-2022	Important Dates			
	01/12/22	AIDS Day	Red Ribbon club	
	10/12/22	Humans Rights Day	Political Science	

	22/12/22	National Mathematics Day	Department of Mathematics	
	24/12/22	National Consumer Day	Department of Commerce	
Weekly Programme				
January-2023	I Week	Staff Meeting – 1 st December	Principal	
		Staff Council Meeting (only Heads)- 5 th December	Principal	
		Review Meetings	Principal	
		IQAC Executive body	IQAC	
	3rd Saturday	Swach Bharath	NCC/ NSS	
	Every Saturday	Student Seminars/Quiz	1. Department of Mathematics	
	25/01/23	National Voters Day	NSS	
	26/01/23	Republic Day	Institution	
		Weekly Programme		
	I Week	Staff Meeting – 1 st January	Principal	
		Staff Council Meeting (only Heads) 5 th Jan	Principal	
		IQAC Meeting	IQAC	
		Review meeting	Principal	
	II Week	State Level Presentations	Concerned Departments	
	III Week	Health and Nutrition Menstrual Hygiene for Girls	YRCS	
	3rd Saturday	Swach Bharath	NCC/ NSS	
January-2023	Important dates			
	12/01/23	National Youth Day (Vivekananda Birthday)	Physical Education	
	25/01/23	National Voters Day	NSS	
	26/01/23	Republic Day	Institution	
Weekly Programme				

	I Week	Staff Meeting – 1 st January	Principal	
		Staff Council Meeting (only Heads) 5 th Jan	Principal	
		IQAC Meeting	IQAC	
		Review meeting	Principal	
	II Week	Jignasa Study Projects State Level Presentations	Concerned Departments	
	III Week	Health and Nutrition Menstrual Hygiene for Girls		
	3rd Saturday	Swach Bharath	NCC/ NSS	
	4th Saturday	Harithaharam	Harithaharam Committee	
February-2023		Important Dates		
	21/02/23	Antharjathiya Mathru Bhasha dinothsavam	Department of Telugu	
	28/02/23	National Science Day	All Science Departments	
Weekly Programme				
	I Week	Staff Meeting – 1 st February	Principal All- Staff	
		Staff Council Meeting (only Heads) 5 th Feb	Principal	
		CPDC Review meeting	CPDC Committee	
	06/02/23	Extention Activity- Income Tax	Commerce department	
		IQAC Meeting	IQAC	
	II Week	Review meetings	Principal	
		Performance Improvement	Revision and Remedial Classes	

	III Week	Health and Nutrition Awareness on Cancer	Red Ribbon club	
	3rd Saturday	Parent Teacher meeting	Principal/ Mentors	
		Swach Bharath	NCC/ NSS	
	Every Saturday	Field Trips	Any Department	
March-2023	Important Dates			
	8/03/23	International Women's day	Women's Empowerment Cell	
		Workshop on NAAC Preparation	IQAC	
		Weekly Programme		
	I Week	Staff Meeting 1 st March	Principal	
		Staff Council Meeting (Only Heads) 5 th March	Principal And staff	
		Budget	Principal	
		IQAC Meeting	IQAC	
	II Week	Review meetings	Principal	
		Health and Nutrition-Oral Health Day		
	III Week	Stock Verification	Labs and Library	

SMT.NPS. GOVERNMENT DEGREE COLLEGE (W), CHITTOOR
Academic Calendar for 2023-24

June -2023

1. International Day of Yoga
- 2.Re – opening of College
3. Commencement of Classes for III, V Semesters
4. Admissions Process: Committees, Applications, Prospectus, press note.

5. Preparation of Academic Records /Time -Table/Attendance Registers.
6. Class In-charge Lecturers -Action Plan.
7. Preparation of Annual Curricular Plan
8. College Campus cleaning with NSS & NCC Students.
9. Celebration of National Educational Day, 2020

July-2023

1. 1st July National Doctors Day
2. 18th July Nelson Mandela International Day
3. College Campus Cleaning
4. 26th Kargil Vijay Diwas
5. Internal Examinations
6. Orientation program to 1st year students
7. Result Analysis of 2022-23
8. IQAC meeting
9. Commencement of I Semester Classes
10. Career Guidance Programme

August -2023

1. Independence Day celebrations/ Academic Festival.
2. Telugu Bhasa Dinostovam
3. 23rd International day for the Trade and abolition
4. 26th Women's Equality Day, International Dog Day
5. 29th National Sports Day or Rashtriya Khel Divas
6. College Campus Cleaning
7. IQAC meeting
6. Commencement of I Semester Classes
8. Career Guidance Programme

9. Spoke Tutorial Online Programme

September -2023

1. 14th Sep World first Aid Day
2. 15th Sep International day of Democracy
3. College Campus Cleaning
4. IQAC meeting
5. Career Guidance Programme
6. Spoke Tutorial Online Programme

October -2023

1. 1st International Day of the Older Pensions
2. 2nd Gandhi Jayanthi, International Day of Non-Violence
3. 4th World Animal Welfare Day
4. IQAC meeting
5. Career Guidance Programme
6. Spoke Tutorial Online Programme

November -2023

1. 1st World Vegan Day
2. 5th World Tsunami Day
3. 7th National Cancer Awareness Day
4. 8th World Radiography Day
5. End Semester Examinations for II, IV & VI Semesters

December-2023

1. World AIDS Day Awareness Program – Rally
2. World Human Rights Day
3. College Campus Cleaning
4. National Mathematics Day
5. Internal Examinations
6. Orientation program to 1st year students

7. Result Analysis of 2019-20
8. IQAC meeting
9. Commencement of I Semester Classes
10. Career Guidance Programme
11. IBM Open P Teach Online Programme
12. Spoke Tutorial Online Programme
13. TCS –ION Online Programme
14. AQAR, 2019-20 Submission

January -2024

- 1.P.G. Courses- Admissions
2. Vanam – Manam Programme
3. Traffic Awareness Rally by NCC Cades
4. Conducting of first internal assessment examinations for I, III & V semester Students
5. Republic Day Celebrations.
6. Fundamental Duties Day
7. Review Meet with Departments
8. Organizing Campus Drive by JKC
9. National Youth Day
10. National Voters Day Celebrations
11. NIRF, 2023
12. AISHE,2023
13. Blood Donation Camp

February -2024

1. National Science Day
2. Review Meet with Departments
3. Swath Bharath Programme
4. Career Guidance Cell - Orientation on Entrance Exams.
5. IQAC meeting

March- 2024

1. International Women's Day Celebrations.
2. Review Meet with Departments
3. Stock Verification for 2020-21
4. Field trips
5. University Examinations for I, III & V Semesters
6. Commencement of Classes for II, IV & VI Semesters

April- 2024

1. World Health Day
2. Dr. B.R. Ambedkar Jayanthi

- ❖ No of policies developed by the Institution and details: **14 (Policies list Attached)**

22. Contribution of IQAC

- ❖ Incremental changes during the last two years

Smt.NPS Govt.Degree College for Women-Chittoor Significant Contributions of IQAC

The Internal Quality Assurance Cell of Smt.NPS Government Degree College for Women, Chittoor is to achieve excellence in teaching, research, student support, extension and consultancy, with social relevance. The quality management system encompasses **organizational structure, procedures, processes and financial, non-financial, human, and technological resources.** Smt.NPS Government Degree College for Women, Chittoor assures quality education and training by process benchmarking, performance benchmarking and strategic benchmarking.

Internal quality assurance systems in the institution are formulated on the basis of guidelines of external quality assurance agencies such as ISO, NAAC, UGC and the affiliating university.

- Through internal and annual external audits, our quality assurance systems have evolved over a period of time, and have been strengthened.

- Regular ISO audits and the active functioning of IQAC during the last five years of this college have greatly strengthened our quality management systems, resulting in achievement of academic and institutional objectives, and greater alignment with policies, procedures and systems prescribed by the external quality assurance agencies and regulatory authorities.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The IQAC of Smt.NPS Government Degree College for Women, Chittoor established in June 2006, has initiated many quality sustenance and enhancement measures during the last 5 years. The IQAC, through many proactive initiatives, has succeeded in internalisation of quality cultures and institutionalization of best practices. IQAC develops quality benchmarks and parameters for various academic programmes.

OBJECTIVES

- To develop a system for conscious and consistent catalytic action, to improve the academic and administrative performance of the institution.
- To facilitate institutionalization of quality initiatives, for improvement of the academic and administrative performance of the college.

FUNCTIONS

- IQAC has evolved operational framework for quality assurance by integrating with all academic and administrative operations of the institution.
- It associates closely with every academic operation of the institution to ensure that all operations have structured strategies and well-defined processes of delivery. This enables tangible measurement of performance, which will serve as reference for sustaining and improving quality of future initiatives.
- It closely observes student support initiatives being delivered at various touch-points across the system, to identify deviations from student-centric approaches. Once such shortcomings are identified, the IQAC actively involves in the amendment and

modification of processes/systems, communicates the same and also plays a key role in ensuring firm adherence to these modifications.

- It also continuously validates the conformity between academic and administrative delivery, to ensure that there is no disconnect in comprehensive effectiveness.
- Development and application of quality benchmarks
- Parameters for various academic and administrative activities of the institution
- Dissemination of information on various quality parameters to all stakeholders
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes

STRATEGIES

The IQAC of Smt. NPS Govt. Degree College for Women, Chittoor shall evolve mechanisms and procedures for:

- Ensuring timely, efficient, and progressive performance of academic, administrative and financial tasks
- Relevant and quality academic/ research programmes
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of assessment and evaluation process
- Ensuring the adequacy, maintenance and proper allocation of support structure and services
- Sharing of research findings and networking with other institutions in India and abroad.

MAJOR CONTRIBUTIONS

The Internal Quality Assurance Cell of Smt.NPS Government Degree College for Women, Chittoor is organized Organization of seminars, workshops and training programmes at institutional and national levels, for faculty, students and support staff, to enhance their functional efficiency. The Institution is organized one National Workshop on “Emerging Trends in Higher Education: The Role of IQAC” which is sponsored by NAAC-Bangalore on quality aspects of education, initiated collaborative programmes in the areas of curriculum review, dissemination of information on best practices and innovative practices in departments and other institutions, and institutionalized them through seminars and reporting systems, thus maintaining quality culture of continuous improvement. Development of course file with annexure on teaching plan, pedagogy and content, periodical academic audits, assessment plan and learner-centric activities help teachers benchmark the teaching-learning-evaluation process, help increase integration of ICT in teaching-learning and promote use of ICT, along with sensitization and training of faculty.

- Ensure clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
- Provide a sound basis for decision-making to improve institutional functioning
- Act as a dynamic system for quality changes in the institution
- Build an organized methodology of documentation and internal communication

23. Best Practices of Institution

1. **HUMANITY WITH SELF MADE MASK AND HYGIENE WITH HAND SANITISER**
2. **Learning by doing' and 'earning by learning.**

24. Evaluative Reports of the Departments: Teaching notes, Teaching diaries and other department related records are verified by the head of the institute.

25. For Autonomous Colleges

A. Academic Council

- Last Academic Council meeting date
 - Major decisions for enriching curriculum/Academics
- B. Controller of Examinations**
- Examination reforms proposed and implemented
 - CIA
 - Mechanism for addressing grievances
 - Mechanism for transparency in setting up of Question papers
 - Mechanism for appointing examiners
 - Mechanism adopted to ensure the security of information
 - Co expenditure report with details
- C. Board of Studies**
- Mechanisms for updating curriculum
 - Justification Reports for Curricular revamp
- D. Governing Body**
- Last G.B meeting date
 - Major resolutions for administration
- 26. College Handbook (to be uploaded on the college website): **Uploaded on the website****
- 27. College Magazine (to be uploaded on the college website): **Uploaded on the website****
- 28. Monthly News Letters (to be uploaded on the college website) : **Available in the college website - <https://www.npsgcwctr.edu.in>****
- 29. Departmental meeting Minutes Registers (to be verified) : **Maintained****
- 30. Reports of various committees (to be verified) : **Maintained****
- 31. CPDC/Finance Committee Meeting Minutes Registers (to be verified) : **Maintained****
- 32. Implementation status of Biometric Attendance and TLP Reports (to be verified) : **Maintained****