

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)

Year of Report – 2017-2018

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

UNIVERSITY GRANTS COMMISSION



By

THE IQAC

SRI RAMAKRISHNA DEGREE COLLEGE (Autonomous)

Nandyal, A.P. – 518 501.

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COMPOSITION OF IQAC

Sl.No	Name	Designation	Category
1	Dr. S.Siva Reddy Principal	Chairman	Ex-officio
2	Sri E.V.Bhaskara Reddy Selection Grade Lecturer in English	Coordinator	Faculty
3	Prof. N.T.K.Naik Registrar Rayalaseema University, Kurnool	Member	External Expert
4	Prof. G.Chandrasekar Rao Professor of Economics (Rtd.) S.V.University, Tirupathi	Member	External Expert
5	Sri Malepati Rajasekhar Industrialist, Nandyal	Member	Stake Holder and Community Representative
6	Sri Mohan Reddy Industrialist, Nandyal	Member	Stake Holder and Community Representative
7	Sri D.Tirupalu	Member	Management Representative
8	Sri. K.B.V.Subbaiah Controller of Examinations	Member	Faculty
9	Dr. S. Hanumantha Rao Selection Grade Lecturer in Economics	Member	Faculty
10	Dr. V.C.L..Saraswathi Lecturer in Telugu	Member	Faculty
11	Sri. T. Ramakrishnudu Senior Lecturer in Commerce	Member	Faculty
12	Dr.U.V.S.Kumar Senior Lecturer in Computer Science	Member	Technical Staff
13	Sri G.Siva Reddy Superintendent	Member	Administrative Staff
14	Sri. S.Venkat Rao Lecturer in Computer Science	Member	Alumni Representative
15	S.Manohar III B.Com. (C.A.)	Member	Student Representative

PART – A

AQAR for the year

2017-18

1. Details of the Institution

1.1 Name of the Institution

SRI RAMAKRISHNA (AUTONOMOUS) DEGREE COLLEGE

1.2 Address Line 1

D.No.25/530

Address Line 2

Srinivasa Nagar

City/Town

Nandyal

State

Andhra Pradesh

Pin Code

518 501

Institution e-mail address

drgrkreddy@yahoo.com

Contact Nos.

9440290459

Name of the Head of the Institution:

Dr.G.Ramakrishna Reddy

Tel. No. with STD Code:

08514-240766

Mobile:

9440290459

Name of the IQAC Co-ordinator:

E.V.Bhaskara Reddy

Mobile:

9849925916

IQAC e-mail address:

bhaskaraenglish@gmail.com

1.3 NAAC Track ID

APCOGN13444

OR

1.4 NAAC Executive Committee No. & Date:

EC(SC)/05/RAR/076 dated 03-03-2015

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

www.srkdc.org

Web-link of the AQAR:

www.srkdc.org/AQAR2017-18.docx

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	860	2007	2012
2	2 nd Cycle	A	3.01	2015	2020
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

01/07/2007

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 17.05.2017 (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

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)

1.11 Name of the Affiliating University (*for the Colleges*)

Rayalaseema University, Kurnool

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

Autonomy by State/Central Govt. / University

Yes

University with Potential for Excellence

UGC-CPE

Yes

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:

No. Faculty

Non-Teaching Staff

Students

Alumni

Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

International

National

State

Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

<p>Prepared schedule for the conduct of the meetings of the Statutory and Non-Statutory Bodies</p> <p>Assisted the Administration in preparing and recording the minutes of the Statutory and Non-Statutory Bodies</p> <p>Conducted Academic Audit.</p> <p>Guided the teaching Department in organizing Seminars, Workshops and Conferences</p> <p>Conducted Free Coaching for students appearing for various competitive Examinations</p> <p>Assisted the NCC and NSS Wings in conducting a number of Extension Activities</p>

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 *

S.No	Action Plan	Achievement
1	International Anti-Drugs Day – to be conducted on 26.06.2017	International Anti-Drugs Day was conducted on 26.06.2017
2	A Seminar on “ Career Opportunities in State and Central Government Services” to be conducted	A Seminar on “ Career Opportunities in State and Central Government Services” was conducted on 11.07.2017
3	A National Level Seminar on “Vachana Kavithvam” to be organized.	A National Level Seminar on “Vachana Kavithvam” was organized by the Department of Telugu on 13.07.2017
4	A Tree Plantation Programme to be organized in the month of August	A Tree Plantation Programme was organized by the NCC and NSS wings on 12.08.2017.
5	A debate on “ Amaravathi – A People’s Capital” to be conducted	A debate on “ Amaravathi – A People’s Capital” was conducted on 13.08.2017
6	A Seminar on “Physical Literacy for Better Living” to be conducted in the month of August	A Seminar on “Physical Literacy for Better Living” was conducted on 16.08.2017
7	A Seminar on “JALASAMRAKSHANA-NADULAANUSANDANAM” to be conducted in the month of August	A Seminar on “JALASAMRAKSHANA-NADULAANUSANDANAM” was conducted on 17.08.2016
8	An awareness Programme on “Internet Resources” to be conducted in the month of August	An awareness Programme on “Internet Resources” was conducted on 18.08.2017
9	A Seminar on “Double Digit Growth” to be conducted	Seminar on “Double Digit Growth” was conducted on 19.08.2017

10	An awareness Programme on “Dental Health” to be conducted in the month of August	An awareness Programme on “Dental Health” was conducted on 20.08.2017
11	A Seminar on “THE ROLE OF INDUSTRIES IN THE DEVELOPMENT OF A.P.” to be conducted	Seminar on “THE ROLE OF INDUSTRIES IN THE DEVELOPMENT OF A.P.” was conducted on 21.08.2017
12	A Seminar on “VIDYA-KNOWLEDGE SOCIETY-SKILL DEVELOPMENT” to be conducted in the month of August	A Seminar on “VIDYA-KNOWLEDGE SOCIETY-SKILL DEVELOPMENT” was conducted on 22.08.2017
13	Seminar on “Agriculture & Allied Sectors” to be conducted	Seminar on “Agriculture & Allied Sectors” was conducted on 23.08.2016
14	“Hindi Divas” to be celebrated	“Hindi Divas” was celebrated on 19.09.2017
15	E-Commerce Exhibition to be organized	E-Commerce Exhibition was organized by the Department of Commerce on 29.09.2017
16	A Workshop on “Entrepreneurship Development” to be conducted	A Workshop on “Entrepreneurship Development” was conducted on 17.10.2017
17	A Centre for Entrepreneurship Development and Incubation (CEDI) to be established.	A Centre for Entrepreneurship Development and Incubation (CEDI) was established in association with Rayalaseema University, Kurnool on 17.10.2017
18	A Seminar on “Materials for Energy Conservation” to be conducted	A Seminar on “Materials for Energy Conservation” was conducted by the Department of Physics on 04.11.2017
19	A Seminar on “Women Empowerment” to be conducted	A Seminar on “Women Empowerment” was conducted on 14.11.2017
20	A Seminar on “Goods and Services Tax (GST)” to be organized.	A Seminar on “Goods and Services Tax (GST)” was organized on 27.11.2017
21	A Guest Lecture on “ Digital Payments” to be conducted	A Guest Lecture on “ Digital Payments” was conducted by the Department of Computer Science on 04.12.2017
22	Campus Placements Drives to be conducted	Campus Placements Drives were conducted on 29.07.2016 and 17.12.2017
23	A Seminar on “ Differential Equations” to be conducted	A Seminar on “ Differential Equations” was conducted by the Department of Mathematics on 28.12.2017

Please 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 AQAR was placed before the Governing Body of the College for its consideration and suggestions. The Body approved the AQAR with the following suggestions.

1. Explore avenues for the introduction of Market Oriented Restructured Courses to enhance the employability skills of the student community.
2. Promote a genuine interest for research among the faculty as well as the students.
3. To engage the alumni association more actively in the co-curricular and extra-curricular activities being carried out by the college.

PART – B

Criterion – I

1. 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	02			
PG	11	02	13	
UG	08	02	08	
PG Diploma				
Advanced Diploma				
Diploma	03			03
Certificate	05			05
Others				
Total	29	04	21	08

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	21
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 Annexure-ii

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

The College has formed separate Boards of Studies for each subject to revise the course syllabi every year. Accordingly, the respective Boards, composed of University Nominees, Subject Experts, Industry Representatives, Alumni in addition to the College Faculty, meet well before the commencement of the next academic year to deliberate and decide on the course revision, evaluation practices and pedagogy. This year too, the Boards met during the month of February and effected many changes to the syllabi, evaluation and teaching methodology, the details of which are available with the respective departments.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	72	59	9	2	2

2.2 No. of permanent faculty with Ph.D.

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
	3	1	2	1	2	1	0	0	7	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	5	18
Presented		3	6
Resource Persons		1	4

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

- The following are some of the Innovative Practices adopted by this Institution.
- Orientation talks in some of the leading local junior college students so that they know about the Courses and resources of the institution.
 - Showing films about the college at the time of admissions, highlighting various aspects of the college including job prospects after course completion.
 - Orientation programme for freshers.
 - A course on Vocabulary Improvement for the vernacular medium students by the Department of English.
 - Online Internal Assessment Examinations
 - Students Seminars
 - College Magazine run by the students
 - Industrial Visits by students & faculty

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

180

2.8 Examination/ Evaluation Reforms initiated by the Institution

Online Multiple Choice Questions
Bar coding, Photocopy and Double Valuation

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

70	70	70
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2.10 Average percentage of attendance of students

85

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 (H.E.P)	36	05	27	03	-	97.22%
B.Com.	272	18	149	63	-	84.55%
B.Sc.	255	129	100	02	-	90.58%
B.B.M	78	09	51	15	-	96.15%
Total	641	161	327	83	-	89.08%

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

The IQAC plays an active role in all the activities undertaken by various departments. Feedback is obtained on the entire teaching faculty and each teacher's performance is evaluated by the Principal with assistance from the IQAC. The IQAC of the college takes initiative in organizing academic development programmes for the faculty. The IQAC in association with the Sodhana, the Research Committee, has organized workshops to guide teachers on research for doctoral studies and for Minor Research Projects and Major Research Projects. The IQAC organizes Workshops for the newly recruited faculty to enlighten them about the various curricular, co-curricular and extra-curricular activities as well as evaluation practices including the online internal assessment system practiced by the college.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-----
UGC – Faculty Improvement Programme	01
HRD programmes	12
Orientation programmes	25
Faculty exchange programme	-----
Staff training conducted by the university	22
Staff training conducted by other institutions	4
Summer / Winter schools, Workshops, etc.	5
Others	One Staff Member attended the FDP at IIM - Kozikode

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	32	07	03	
Technical Staff	06	01		

Criterion – III

3. Research, Consultancy and Extension

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

- The following are some of the initiatives for promoting research climate in the institute.
1. Establishment of the research committee, “**Sodhana**”, to facilitate, promote and monitor research activity.
 2. Publication of an in-house magazine/journal for providing opportunities to students and faculty to contribute research articles.
 3. Organized a UGC sponsored National Level Workshop on “**Research Methodology**”.
 4. Organization of Seminars, Workshops, IT Meets and Management Meets on a regular basis.
 5. Incentivises and Increments to the faculty engaged in research activity

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		03	03	
Outlay in Rs. Lakhs		Rs.22,41,200	Rs.22,41,200	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		05	05	
Outlay in Rs. Lakhs		Rs.6,95,000	Rs.6,95,000	

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals		5	
e-Journals			
Conference proceedings		6	

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		UGC	Rs.22,41,200	Rs. 22,41,200
Minor Projects	2014-16	UGC	Rs.6,95,000	Rs.6,95,000
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			Rs.29,36,200	Rs.29,36,200

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		5	6	2	11
Sponsoring agencies		College Management	College Management	College Management	College Management

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

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

3.16 No. of patents received this year : ---

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 International level

3.23 No. of Awards won in NSS:

University level State level National level International level

3.24 No. of Awards won in NCC:

University level State level National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- International Yoga Day was celebrated on 21-06-2017 in which nearly 300 NCC Cadets participated.
- Vanam – Manam programme was organized on 29-07-2017.
- National Harmony Day was celebrated on 20-08-2017.
- Divisional Level Youth Festival was organized on 27-10-2017.
- National Constitutional Day was celebrated on 26-11-2017.
- A Mega Blood Donation Camp was organized on 09-12-2017.
- A Workshop on “Cashless Transactions” was organized on 30-11-2017.
- Human Rights Day was celebrated on 10-12-2017.
- A Debate on “Demonetization of Currency Notes – Its Impact” was organized on 23-12-2017.
- A presentation on Disaster Management was conducted on 26-12-2017.
- A Seminar on “Global warming & Environment protection” was organized on 28-12-2017.
- A Debate on “Anti Terrorism – Global Peace” was organized on 30-12-2017.
- “SwachaBharath-Clean and Green India” – A Tree Plantation Program was organized on 03-01-2018.
- A Seminar on “Problems of Adolescent youth” was organized on 04-01-2018.
- A Rally was taken out on 06-01-2018 by the NCC cadets of the college to create awareness about “Drug Addiction & Alcoholism”.

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		108900 Sq.Ft.		College Management	108900 Sq.Ft.
Class rooms		35632 Sq.Ft.		College Management	35632 Sq.Ft.
Laboratories		28920 Sq.Ft.		College Management	28920 Sq.Ft.
Seminar Halls		9032 Sq. Ft.		College Management	9032 Sq. Ft.
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		175 Computers	75 Computers	UGC & College Management	250 Computers
Value of the equipment purchased during the year (Rs. in Lakhs)				UGC & College Management	Rs.1687500
Others	Indoor Stadium	.		UGC & College Management	
	Toilet Block	350 Sq. Ft	150 Sq. Ft.	Management	Rs.350000

4.2 Computerization of administration and library

Library:

The College has purchased Electronic Resource Management package for e-journals. A Separate Webpage for library has been created on the institutional website. Students and Faculty are being provided In-house access to e-publications. 05 Computers with Internet Facility and 02 Printers are available in the Library for the Faculty and Students.

Administration:

The College has gone for automation for the smooth and effective administration of all its wings. The College Office, the Examinations Section and the Library are computerized. The attendance of the Faculty and Students are being electronically recorded and maintained. The admissions data is also electronically recorded and maintained. The College office has made arrangements for the easy access of this information to students/parents.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20135	9005200	4121	525500	22596	9530700
Reference Books	2461	506300	452	150600	4523	656900
e-Books						
Journals	95	85600	12	8640	107	94240
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	175	3	10 Mbps (1)	1	-	10	4	-
Added	75	1	10 Mbps (1)	1	1	2	5	-
Total	250	4	2	2	1	12	9	-

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

The College is taking every care to mould the students to take maximum advantage of the open resources available on the net. The faculty are also accessing the open e-resources for the benefit of the students as well as for their own benefit. For this purpose, the College has a separate Internet Centre where the faculty and students can access the net free of cost. The freshers including the newly appointed faculty are being imparted with basic computer education to enable them avail the e-resources. The department of computer science is organizing Basic course in computer literacy every year.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs.36,80,300
ii) Campus Infrastructure and facilities	Rs. 5,60,500
iii) Equipments	Rs.6,00,000
iv) Others	Rs.81,71,500
Total :	Rs.1,30,12,300

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC is taking an active interest in creating awareness among the students about the various support services available to them in the college. Some of the IQAC initiatives in this regard are as follows:

The IQAC is organizing an Orientation Programme for First Year Students to inform them about the facilities available to them in the college. The IQAC is ensuring that the students are informed well in advance about the various cultural programmes organized by different agencies including the college. The IQAC in association with some faculty members is motivating the students to join Student- clubs and exhibit their talents. The IQAC is also involved in the appointment of Faculty as Student Mentors who in turn counsel students about the student support services.

5.2 Efforts made by the institution for tracking the progression

The following are some of the efforts made by the Institution for tracking the progression.

The college has established Mentor System to monitor student progression. Also the teaching departments organize Parent-Teacher meets on a regular basis, to develop a rapport with the Parents and to keep track of the academic progression of their wards. Further, the college has set up a Grievance Redressal Committee comprising of the senior teachers and Students' Council representatives. The committee not only looks into the grievances of the students and also elicits informal feedback on various activities of the college. The College also collects feedback from the students at the end of every academic year. This helps the institution in taking a reality check and initiate corrective measures wherever necessary.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2316	596	5	-

(b) No. of students outside the state

05

(c) No. of international students

NIL

No	%
1736	59.65

Men

No	%
1176	40.38

Women

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	General	SC	ST	OB C	Physically Challenged	Total
972	413	67	974	3	2586	1046	450	68	113 2	01	2912

Demand ratio 1.3 Dropout % 1

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

The college is providing free Coaching programmes for students aspiring to join Government services. For this purpose, the college has constructed annex building that has a total area of 4000 sft. which is being used for providing coaching classes to students appearing for various competitive examinations such as ICET, P.G.CET, Ed.CET, APGET etc.

This year too, the college has conducted free coaching classes for various competitive examinations during the months of April and May. The services of expert faculty drawn from different parts of the state have been availed. The entire program was supervised by the IQAC of the college.

No. of students beneficiaries

115

5.5 No. of students qualified in these examinations

NET

SET/SLET

GATE

CAT

IAS/IPS etc

State PSC

6

UPSC

Others

72

5.6 Details of student counselling and career guidance

The College has an active Career Guidance and Placement Cell to offer counselling to the students with regard to their career. It strives to create awareness among the students about skills required in the job market. It organizes a number of seminars and workshops to enlighten the students on topics such as communication skills, interview skills, inter-personal skills and other soft skills. The cell has purchased a number of books and CD'S on Personality Development, General Knowledge and Competitive Examination for the use of students.

The Department of Computer Science and Department of Commerce are playing an active part in the effective functioning of the Cell.

A **“Personality Development Programme”** was organized by the college Career Guidance Cell of the college on 27th July 2017.

The Cell has organized a felicitation programme to Sri Prem Kumar and Sri Vijaya Simha Reddy who have cracked the UPSC Examinations on 30th September 2017.

The Department of Computer Science has run a Soft Skills Training Programme in the month of September 2017.

The Cell has organized a Seminar on “Career Opportunities in State and Central Services” on 17-12-2017.

No. of students benefitted

415

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
3	324	47	17

5.8 Details of gender sensitization programmes

The College is organizing gender sensitization programmes through its Women Empowerment Cell.

A one day “**Workshop on Laws and Women Empowerment**” was organized on 15th February 2018.

A seminar on “**Women Empowerment**” was organized on the occasion of International Women’s Day on 8th March 2018.

A Guest Lecture on “**Indian Culture- Current Society**” was organized by the Department of Telugu of the college to bring out the difference between Ancient Indian Society and the Modern Indian Society in its treatment of women.

A Workshop on “The Evils of Ragging” was organized in association with the local police department on 08th July 2017.

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

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	20	Rs.165000
Financial support from government	1481	Rs.10642480
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:

1. New furniture was purchased for the Computer lab to meet the requirements
2. New toilet block was built.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

“To create a learning environment that enables the students to transform into productive citizens with creativity and competence”.

Mission

“To facilitate learning through advancement and dissemination of knowledge, skills and attitudes vital to holistic development of learners and to be a world class learning centre imparting quality education to learners irrespective of socio economic background and facilitate the learner to transform into an integrated personality”.

6.2 Does the Institution has a management Information System

Yes.

1. Administrative procedures including finance
2. Student admission
3. Student records
4. Evaluation and examination procedures

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

6.3.1 Curriculum Development

The College has constituted Boards of Studies for all the subjects being taught in the college. The Boards include experts from Industry and Research Bodies as Special Invitees. Student Representatives are also the members of the Board of Studies. Members of the civil society are also invited to be a part of the Board of Studies. The Boards have an in-depth analysis of the feedback received from various sources on the curriculum and effect necessary modifications through the resolutions passed in the meetings held every year well before the commencement of the academic year.

6.3.2 Teaching and Learning

1. e-class-Rooms
2. Commerce & Language Laboratory
3. Teaching with molecular models and charts
4. ICT enabled Teaching
5. Demonstrative Classes
6. Field Trips and Lab visits for hands-on experience
7. Coaching Classes for communicative skills
8. Certificate courses for Skill-based Learning

6.3.8 Industry Interaction / Collaboration

The teaching Departments of the College collaborate with different government and Non-governmental agencies to provide the students with practical exposure and a chance to apply their learning in their respective fields of study. These collaborations also provide opportunities to students to take part in meaningful extension activities. The College has collaborations with the following agencies.

1. Rayalaseema University, Kurnool
2. Girne American University, Cyprus.
3. CATS, Bangalore.
4. Jawahar Knowledge Centre, K.V.R. Degree College for Women, Kurnool
5. Rotary Club, Nandyal
6. Lions Club, Nandyal
7. AIM for Seva, Mahanandi
8. Sneha Old Age Home

6.3.9 Admission of Students

Admission is conducted as per University norms & Government orders

6.4 Welfare schemes for

Teaching	Loans are given to teaching staff whenever emergency arises
Non teaching	Loans are given for non teaching staff whenever emergency arises
Students	1. Scholarships 2. Helping poor students for payment of fees.

6.5 Total corpus fund generated

Rs.4,75,000

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	Commissionate of Collegiate Education, A.P.	Yes	IQAC
Administrative	Yes	Commissionate of Collegiate Education, A.P.	Yes	Local Auditing Firm

6.8 Does the University/ Autonomous College declare 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?

1. On line Internal Assessment tests and immediate result announced immediately to ensure objectivity.
2. Advance supplementary exams for final year students who have only one arrear.
3. Photocopy of answer script provided to students on request

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

The Parent University is fully supportive of the initiatives undertaken by the College as an Autonomous Institution. The University is nominating subject experts for the Boards of Studies constitute by the College. It is also nominating Professors for the Academic Council and Governing Body of the College. The University professors are also acting as Resource Persons for the various Seminars, Workshops and Conferences being organized by the College.

6.11 Activities and support from the Alumni Association

- The Alumni Association is taking an active interest in the activities of the College.
1. The Alumni are acting as the members of Boards of Studies and offering valuable suggestions for curriculum enrichment.
 2. The Alumni are acting as Resource Persons for the Seminars and Conferences
 3. Alumni meet is organized every year in the month of March/April to offer various suggestions for the improvement of quality of the institution.
 4. Alumni are involved in the Extension Activities of the College.

6.12 Activities and support from the Parent – Teacher Association

- The parents and teachers meet at regular intervals every year.
1. Parents along with their wards attend the Orientation Programme at the beginning of the academic year.
 2. Class-wise Parent-Teacher meetings are conducted after the semester examination marks are announced
 3. The Principal meets the parents of the students who fail to put in minimum required attendance and counsels the erring students in the presence of their parents.

6.13 Development programmes for support staff

The college is constantly trying to enhance the skill-set of the support staff.

1. Training Classes are run for the support staff during holidays to improve their Computing Skills
2. Interest free loans are being offered by the management to the support staff in need

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

1. The Eco Club members work throughout the year to maintain an eco-friendly campus
2. The College has set up solar panels and tapping solar energy to reduce the consumption of energy from conventional sources.
3. Rainwater Harvesting Structure is built.
4. NSS Volunteers are actively involved in anti plastic campaign inside the campus

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.

Organized “Graduation Day” in a grand manner on the lines of Convocation Ceremony by the University.
The newly constructed Indoor stadium is declared open.
Organizing University Level, State Level and National Level Sports Competitions
Bio-metric Attendance of the staff and students
Increasing the capacity of the Solar Panels set up in the campus as part of Green Initiative
Celebration of International Yoga Day

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

Please see Annexure - iii

7.3 Give two Best Practices of the institution

Please see Annexure - iv

7.4 Contribution to environmental awareness / protection

1. Constitution of the Eco Club by the Department of Botany.
2. Enhancement of the capacity of the Solar Panels
3. Participation in Anti-Plastic Campaign

7.5 Whether environmental audit was conducted? Yes No

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

8. Plans of institution for next year

Action Plan 2018 - 19
An Additional Indoor Stadium to be constructed for Shooting and Archery
The Department of Commerce to organize a National Level Seminar on “Digital Transactions”
The Department of English to organize a National Level Seminar on “English for Commerce and Business”
The Department of Telugu to organize a Seminar on “ Language and Culture”
The Department of Computer Science to organize a Seminar on “Mobile Adhoc Networks”
The Department of Botany to organize a Workshop on “Environment Conservation”
The Department of Zoology to organize a Workshop on “Biodiversity”
The Department of Physics to organize a Seminar on “ Latest Trends in the field of Physics”
The Department of Mathematics to celebrate “ Mathematics Day”
The Department of Computer Science to organize the National Level IT Meet – Kameroun-2018
The Department of Commerce & Management to organize the National Level Management Meet – Ripples-2018
The Career Guidance and Placement Cell to organize a Seminar on “Career Prospects in the field of Retail Chain Management”
The Women Empowerment Cell to organize a Seminar on “Empowering Women through Education”
International Yoga Day to be celebrated in the month of June
National Harmony Day to be celebrated in the month of August
International Anti-Drugs Day – to be conducted
A Seminar on “ Career Opportunities in State and Central Government Services” to be conducted
A Tree Plantation Programme to be organized by NCC and NSS wings
“Hindi Divas” to be celebrated
Commerce Exhibition to be organized by the Department of Commerce
NSS Day to be celebrated
NCC Day to be celebrated

Divisional Level Youth Festival to be celebrated

State Level and National Level Sports competitions to be hosted.

Blood Donation Programme to be organized by NCC and NSS wings.

Name: Sri E.V. Bhaskara Reddy

Name: Dr. M. Ramasubba Reddy

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure I

Sri Ramakrishna (Autonomous) Degree College, Nandyal Academic Calender for the Year 2017-2018 Semesters I, III & V

Date	Month	Day	Working Day	Date	Month	Day	Working Day	Date	Month	Day	Working Day
5	June-17	1	Mon	19	July-17	36	Wed	1	Sep-17	70	Fri
6		2	Tue	20		37	Thu	2		Bakrid	
7		3	Wed	21		38	Fri	3		-	Sun
8		4	Thu	22		39	Sat	4		71	Mon
9		5	Fri	23		-	Sun	5		72	Tue
10		-	Sec.Sat	24		40	Mon	6		73	Wed
11		-	Sun	25		41	Tue	7		74	Thu
12		6	Mon	26		42	Wed	8		75	Fri
13		7	Tue	27		43	Thu	9		-	Sec.Sat
14		8	Wed	28		44	Fri	10		-	Sun
15		9	Thu	29		45	Sat	11		76	Mon
16		10	Fri	30		-	Sun	12		77	Tue
17		11	Sat	31		46	Mon	13		78	Wed
18		-	Sun	1		47	Tue	14		79	Thu
19		12	Mon	2		48	Wed	15		80	Fri
20		13	Tue	3		49	Thu	16		81	Sat
21		14	Wed	4		50	Fri	17		-	Sun
22		15	Thu	5		51	Sat	18		82	Mon
23	16	Fri	6	-	Sun	19	83	Tue			
24	17	Sat	7	52	Mon	20	84	Wed			
25	-	Sun	8	53	Tue	21	85	Thu			
26	Ramzan		9	54	Wed	22	86	Fri			
27	18	Tue	10	55	Thu	23	87	Sat			
28	19	Wed	11	56	Fri	24					
29	20	Thu	12	-	Sec.Sat	25					
30	21	Fri	13	-	Sun	26					
1	22	Sat	14	Krishnaashtami		27					
2	-	Sun	15	Independence day		28					
3	23	Mon	16	57	Wed	29					
4	24	Tue	17	58	Thu	30					
5	25	Wed	18	59	Fri	28					
6	26	Thu	19	60	Sat	29					
7	27	Fri	20	-	Sun	30					
8	-	Sec.Sat	21	61	Mon	1					
9	-	Sun	22	62	Tue	2					
10	28	Mon	23	63	Wed						
11	29	Tue	24	64	Thu						
12	30	Wed	25	Vinayaka Chavithi							
13	31	Thu	26	65	Sat						
14	32	Fri	27	-	Sun						
15	33	Sat	28	66	Mon						
16	-	Sun	29	67	Tue						
17	34	Mon	30	68	Wed						
18	35	Tue	31	69	Thu						

Examinations

Ist Internal Examinations Commence from: 05-08-2017

IInd - Internal Examinations Commence from: 18-09-2017

I III & V Semester End Examinations Commence From 02.10.2017

Sri Ramakrishna (Autonomous) Degree College, Nandyal
Sri Ramakrishna (Autonomous) Degree College, Nandyal
Academic Calendar for the Year 2017-2018

Semesters II, IV & VI

Date	Month	Day	Working Day
23	October-17	1	Mon
24		2	Tue
25		3	Wed
26		4	Thu
27		5	Fri
28		6	Sat
29		-	Sun
30		7	Mon
31		8	Tue
1		9	Wed
2	10	Thu	
3	11	Fri	
4	12	Sat	
5	-	Sun	
6	13	Mon	
7	14	Tue	
8	15	Wed	
9	16	Thu	
10	17	Fri	
11	-	Sec.Sat	
12	-	Sun	
13	November-17	18	Mon
14		19	Tue
15		20	Wed
16		21	Thu
17		22	Fri
18		23	Sat
19		-	Sun
20		24	Mon
21		25	Tue
22		26	Wed
23	27	Thu	
24	28	Fri	
25	29	Sat	
26	-	Sun	
27	30	Mon	
28	31	Tue	
29	32	Wed	
30	33	Thu	
1	De-2017	34	Fri
2		35	Sat
3		-	Sun
4		36	Mon
5		37	Tue

Date	Month	Day	Working Day
6	December-16	38	Wed
7		39	Thu
8		40	Fri
9		-	Sec.Sat
10		-	Sun
11		41	Mon
12		42	Tue
13		43	Wed
14		44	Thu
15		45	Fri
16	46	Sat	
17	-	Sun	
18	47	Mon	
19	48	Tue	
20	49	Wed	
21	50	Thu	
22	51	Fri	
23	52	Sat	
24	-	Sun	
25	53	Mon	
26	54	Tue	
27	55	Wed	
28	56	Thu	
29	57	Fri	
30	58	Sat	
31	-	Sun	
1	Jan-18	59	Mon
2		60	Tue
3		61	Wed
4		62	Thu
5		63	Fri
6		64	Sat
7		-	Sun
8		65	Mon
9		66	Tue
10		67	Wed
11	68	Thu	
12	69	Fri	
13	Makara Sankranti Holidays		
14			
15			
16			
17			
18			

Date	Month	Day	Working Day	
19	Sankranti Holidays			
20				
21				
22		Jan-18	70	Mon
23			71	Tue
24			72	Wed
25			73	Thu
26			74	Fri
27			75	Sat
28			-	Sun
29	76		Mon	
30	77		Tue	
31	78		Wed	
1	Feb-18	79	Thu	
2		80	Fri	
3		81	Sat	
4		-	Sun	
5		82	Mon	
6		83	Tue	
7		84	Wed	
8		85	Thu	
9		86	Fri	
10		-	Sec.Sat	
11	-	Sun		
12	87	Mon		
13	Maha Sivarathri			
14			88	Wed
15			89	Thu
16			90	Fri
17			91	Sat
18			-	Sun
19			92	Mon
20			93	Tue
21			94	Wed
22			95	Thu

Examinations

Ist - Internal Examinations Commence from: 18-12-2017

IInd - Internal Examinations Commence from: 16-02-2018

II,IV & VI Semester End Examinations Commence From 04-03-2018

Annexure – ii
FEEDBACK ANALYSIS

S.No.	Particulars	Excellent (%)	Very Good (%)	Good (%)	Average (%)
1	Teaching	11.19	69.04	11.57	08.20
2	Subject Knowledge	13.20	68.10	12.40	06.30
3	Classroom Management	21.00	70.00	06.00	03.00
4	Evaluation	02.50	76.65	12.45	08.40
5	Resourcefulness	19.73	52.25	20.50	07.52
6	Accessibility	13.00	74.00	08.00	05.00
7	Regularity	09.56	79.75	06.45	04.34

Annexure - iii

ACTION TAKEN REPORT (ATR)
International Anti-Drugs Day was conducted on 26.06.2017
A Seminar on “ Career Opportunities in State and Central Government Services” was conducted on 11.07.2017
A National Level Seminar on “Vachana Kavittvam” was organized by the Department of Telugu on 13.07.2017
A Tree Plantation Programme was organized by the NCC and NSS wings on 12.08.2017.
A debate on “ Amaravathi – A People’s Capital” was conducted on 13.08.2017
A Seminar on “Physical Literacy for Better Living” was conducted on 16.08.2017
A Seminar on “JALASAMRAKSHANA-NADULAANUSANDANAM” was conducted on 17.08.2017
An awareness Programme on “Internet Resources” was conducted on 18.08.2017
Seminar on “Double Digit Growth” was conducted on 19.08.2017
An awareness Programme on “Dental Health” was conducted on 20.08.2017
Seminar on “THE ROLE OF INDUSTRIES IN THE DEVELOPMENT OF A.P.” was conducted on 21.08.2017
A Seminar on “VIDYA-KNOWLEDGE SOCIETY-SKILL DEVELOPMENT” was conducted on 22.08.2017
Seminar on “Agriculture & Allied Sectors” was conducted on 23.08.2017
“Hindi Divas” was celebrated on 19.09.2017
E-Commerce Exhibition was organized by the Department of Commerce on 29.09.2017.
A Workshop on “Entrepreneurship Development” was conducted on 17.10.2017
A Centre for Entrepreneurship Development and Incubation (CEDI) was established in association with Rayalaseema University, Kurnool on 17.10.2017
A Seminar on “Materials for Energy Conservation” was conducted by the Department of Physics

on 04.11.2017

A Seminar on “Women Empowerment” was conducted on 14.11.2017

A Seminar on “Goods and Services Tax (GST)” was organized on 27.11.2017.

A Guest Lecture on “ Digital Payments” was conducted by the Department of Computer Science on 04.12.2017

Campus Placements Drives were conducted on 29.07.2016 and 17.12.2017

A Seminar on “ Differential Equations” was conducted by the Department of Mathematics on 28.12.2017

Annexure – iv

SRI RAMAKRISHNA DEGREE COLLEGE (AUTONOMOUS) :: NANDYAL, A.P.

BEST PRACTICES OF THE INSTITUTION

Best Practice – I

1. Title of the Practice

e- Internal assessment through effective use of Multiple Choice Question Bank

2. Objectives of the Practice

- To increase the element of objectivity and consistency in marking.
- To ensure validity, reliability and fairness in conduct of internal assessment tests and marking.
- To enable assessment of large classes effectively.
- To train the students to appear for online competitive exams with confidence.

3. The Context

After the grant of Autonomy the College has thoroughly overhauled its evaluation system and introduced Continuous Evaluation System. As part of this, 30% of the total marks in each paper have been allotted for the Internal Component. The College conducts two Internal Assessment Tests for 15 marks each in every paper and awards marks to the students by calculating the average of the marks scored in the two tests. It had been observed that the attendance patterns of the students were not healthy especially in the Arts and Commerce streams. So, after the grant of Autonomy, the College has allotted 05% of the Internal Component for the Attendance. In order to improve the communication skills and presentation skills of the students, 05% of the Internal Component has been allocated for Classroom Seminars by the Students. Another 05% marks has been allocated for Assignment work to improve the writing skills of the students. The two Internal Assessment Tests are aimed at assessing the different cognitive skills of the students.

Over the years, the college has provided increased access to education. To sustain the quality of education, it is imperative to have an objective, consistent and reliable assessment tool. Assessment through Multiple choice questions is one such reliable method. To make the formative assessment question paper more objective, it is imperative that a quality question bank is available in all subjects. Further, most of the eligibility tests and competitive examinations at the State/National/International levels are conducted as online examinations.

Hence it is the need of the hour to prepare the students for online exams. This necessitated the creation of the computerized question bank for Formative e-assessment for internal assessment tests. A novel evaluation practice / tool has been designed to test students' skill. Automatic generation of questions according to blueprint avoids bias in the selection of questions. Mark processing in this context is automatic and avoids human errors.

4. The Practice

Preparation of Faculty

At the beginning of every academic year the newly recruited faculty is introduced to the novel practice during the orientation. In addition, faculty members were given additional training by experts in the area of question bank preparation. Techniques in designing the stem of the question and distracters of the multiple choice questions are practiced in the workshop.

Creation of Question Bank

The Internal Assessment tests have exclusively Multiple Choice Questions (MCQ's) at three hierarchical cognitive levels of learning namely knowledge, understanding and higher ability. A blue print is framed at the departmental level based on the various units of the syllabus and ensuring that the question paper has 40% of the questions on knowledge level, 30% on understanding level and 40% on higher ability questions. The bank has six fold of the number of questions in the blue print covering all the units of the syllabus. Subject experts and senior teachers validate the questions available in Question Bank.

Custom made software is employed for the purpose of question bank creation, updation and generation. Faculty members replenish the questions which have been already used for the previous semester examination. So that the Question Bank always has six fold.

e-generation of MCQs

On the day of the Assessment tests, questions are generated automatically as and when the students log in. The questions are generated according to the blue print. Students get to see on the screen each of the 30 questions separately. In the allotted time of 30 minutes students can change their answers any number of times. However, once the allotted time is over the students cannot change or mark answers. The students can immediately check their score and also the answers for questions they couldn't mark correctly. This system enables strict confidentiality and complete objectivity in the assessment process of the students.

Conduct of e-assessment Examination

Hands on training and mock exams are also conducted to the I year UG students prior to the final examination. On the day of the examination the questions are uploaded in the server and shared in a number of PC's according to the class strength so that all the students of the particular class are able to take the assessment simultaneously. The questions are jumbled so that no two students sitting next to each other will have the same question in their desktop screen. The examination duration (in minutes) for the e-assessment is equal to the number of questions plus another five minutes.

Scoring & Report Generation

Once the students take up the e- internal assessment the answers given by them are stored in the server and the scoring is done automatically by the software. The system generates reports as soon as the test is completed which saves the precious time of the faculty spent on manual scoring of the answer scripts.

5. Evidence of Success

- The e-assessment has enabled the institution to economize the usage of a large amount of paper every semester.
- Malpractice is minimized since each student gets a different set of questions.
- As soon as the examination is over, the reports are auto generated which gives the scores of all students who took the examination.
- The Question Bank of all courses consists of a pool of validated Multiple Choice Questions comprising all the units of syllabus at the 3 cognitive levels of learning knowledge, understanding and higher ability serve as a valuable asset to the institution.

6. Problems Encountered and Resources Required

- The mismatch between the number of PC's available and number examinees.
- Difficulty in the allotment of time slots for different batches of students as all the students have to take the test in a particular paper on a single day.

- The distracters are not jumbled. The software employed for conducting the examination can be fine-tuned to jumble not only the questions but also the distracters in each question.
- The same computing facility is used as laboratories for conducting e-assessment as well. Hands on training and mock exams are conducted for the I UG students sometimes impede the conduct of laboratory exercises for other students.

7. Notes - Reliability, Security and Data Integrity Measures

- The existing QB is always six fold of the required number or even more.
- The system is versatile and can also work on other kind of technology with the little modification and quite flexible to install and maintain.
- Soft copy and back up of the QB is stored and is kept under the control of coordinator of CIT.
- Additional copy question bank is stored in examination office under the custody of Controller of Examinations.
- Students are supplied with the hard copies of the Question Bank well in advance.
- This is a novel evaluation practice / tool designed to test student's skill. Automatic generation of question according to blueprint avoids bias in the selection of questions. Mark processing in this context is automatic and avoids human errors.

Best Practice – II

1. Title of the Practice

INFORAYS – The Student-Managed College Magazine

2. Objectives of the Practice

- To improve the writing skills of the students.
- To give an opportunity to the students for creative expression of their ideas, thoughts and feelings.
- To develop Research Culture in the students.
- To provide opportunities to the students to play leadership roles
- To train the students to work as teams.

3. The Context

After the grant of Autonomy, the College has initiated several quality enhancement and sustenance measures. As part of this, the college has started publishing a monthly magazine managed by an Editorial Board comprised of only the students of the college. It had been observed that the students had very little scope for creative expression of their ideas, thoughts and feelings. Further, it had been observed that the reading and writing habits of the students were on the wane. So, the College has taken a decision to start a monthly magazine called INFORAYS to be totally managed by the students. The students and also the staff were asked articles to the magazine. The received articles were to be assessed by the editorial board and published on the basis of their merit. The articles were on topics relevant to the respective domains of the students and staff, topics of national and international importance. Students were also asked to write Articles on Environmental Issues.

4. The Practice

Preparation of Students and Faculty

Soon after the idea of student managed magazine took genesis, the faculty members of all the departments have been asked to orient their students towards the new practice. In pursuance of the instructions received, they have conducted separate sessions for the students to enlighten them about need to contribute articles to the magazine. For the interested students, the English Department conducted special classes to hone their writing skills. The students who were picked for the Editorial Board were given special training in Editing and other related areas by the experts.

Logistics

The Management of the college came forward to provide the logistical and financial support required to run the magazine smoothly and successfully. A separate room, with all the necessary Equipment like computers, printers, scanners etc was allotted to the Editorial Team. A team of senior faculty members was asked to provide the necessary support to the team. A local printing press has been asked to collect the manuscripts from the Editorial Team and submit the printed copies every month on time. A team of students from the Management Department has been assigned with the job of collecting advertisements for the Magazine. Another group of students from the Computer Science Department has been given the job of assisting the Editorial Board in designing the cover pages of the magazine.

Selection and Publication of Articles

Students are asked to submit their articles to the Editorial Board before the 15th of every month. Then the articles are scrutinized by the Board after which they are sent to the English Department for proof reading. The articles on certain topics are sent to the respective departments for their opinion on their print worthiness. The magazine also publishes news and photos related major events conducted in the college. Finally, the manuscripts are sent to the printer for publication and timely submission.

5. Evidence of Success

- The publication of the monthly Magazine has given the students a platform to express their ideas, thoughts and feelings creatively.
- Since the introduction of this practice, the number of students visiting the College Library has gone up considerably. It is ample evidence that the students have started reading books other than the prescribed books.
- A large number of students are contributing articles, reports and also tidbits to the magazine which goes to show that the students have started to write on their own.
- The students who wish to contribute articles and reports to the Magazine are frequently seeking the help of the faculty members, especially of the English Department. This has resulted in the increased interaction between the student community and the teaching community.

6. Problems Encountered and Resources Required

- Initially, it was difficult to get enough number of articles for the Magazine.
- Since it was a new experience to the students to work on the Editorial Board, they couldn't properly edit the items and submit them on time for publication.

- Even now, the Institution is finding it difficult to attract enough number of advertisements for the Magazine as a result of which it still requires financial assistance from the Management.
- It has been observed that sometimes the articles received from the students are not up to the required quality yet they find way into the Magazine for want of alternatives.
- The Editorial Board was given a separate room with necessary furniture and equipment such as a computer, printer, scanner, latest video camera etc. However, the Magazine is currently being run mainly with the financial assistance from the Management. The Magazine is planning to invite articles from the students and faculty of other reputed institutions too for improving the quality of its content. This requires additional funds from an external agency.
