

# **AQAR 2013 – 2014**

**S.K.R.College for Women,**

Opp. T.T.D.Kalyana Mandapam,  
Prakash Nagar, Rajamahendravaram.

**Submitted**

**To**

**NATIONAL ASSESSMENT AND ACCREDITATION  
COUNCIL**

an Autonomous Institution of the University Grants Commission

**P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072  
India**

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

## Part – A

### 1. Details of the Institution

1.1 Name of the Institution

Smt. Kandukuri Rajyalakshmi  
College for Women

1.2 Address Line 1

Opp.: T.T.D. Kalyana Mandapam

Address Line 2

Prakash Nagar

City/Town

Rajahmundry

State

Andhra Pradesh

Pin Code

533103

Institution e-mail address

skrcollege@yahoo.com

Contact Nos.

0883-2467391

Name of the Head of the Institution:

Dr. A. Suguna

Tel. No. with STD Code:

0883-2467391

Mobile:

09397901960

Name of the IQAC Co-ordinator:

Dr. J. Lalitha Bharathi

Mobile:

09949463959

IQAC e-mail address:

skrcollege@yahoo.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

----

1.4 NAAC Executive Committee No. & Date:

(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)

EC/41/39, 75-80 B+ Grade,  
dated: 10th February 2007.

1.5 Website address:

skrcw.org

Web-link of the AQAR:

----

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B <sup>+</sup>	7.9	2007	5years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY 02/04/2012

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

1.9 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 2012-13 submitted to NAAC on 06.01.2017

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

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

Adikavi Nannaya University,  
Rajahmundry (ANUR)

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

Autonomy by State/Central Govt. / University

---

University with Potential for Excellence

--

UGC-CPE

--

DST Star Scheme

--

UGC-CE

--

UGC-Special Assistance Programme

--

DST-FIST

--

UGC-Innovative PG programmes

--

Any other (*Specify*)

--

UGC-COP Programmes

--

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

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

05

2.4 No. of Management representatives

--

2.5 No. of Alumni

05

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

16

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

1. Women's Advancement – Inspiring change.
2. Motivation
3. Self - Responsibility

2.14 Significant Activities and contributions made by IQAC

1. Preparation of Institutional Activity Plan (Annual)
2. Educational Tours

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1.Obtaining feedback from students on Teachers and curriculum.	Obtained.
2. Conducting Study Tours	Conducted.
3. Planned to conduct remedial classes	Conducted.

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

---
-----

### 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				
PG	02		02	
UG	03		02	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	05		04	

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	
Annual	03

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students

(On all aspects)

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

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

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

The Institution follows the regulations and syllabi as prescribed by the University.

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

--

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	27	--	27	--	--

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
	--	--	--	43	--	--	--	--	--	43

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	01		
Presented papers			
Resource Persons			



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

- |   |
|---|
| <ol style="list-style-type: none"> <li>1. Educational Surveys.</li> <li>2. Study Tours and Field Trips.</li> <li>3. Seminars, Assignments and Group Discussions.</li> <li>4. Remedial Teaching</li> </ol> |
|---|

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

190
-----

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

---
-----

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

15	--	--
----	----	----

2.10 Average percentage of attendance of students

80
----

2.11 Course/Programme wise distribution of pass percentage : (2012 -13 result)

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.	42	40	15	15	07	77
B.Sc.	102	42	08	13	--	61
B.Com	83	38	32	14	--	84

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

1. Through continuous feedback mechanism.
2. Informal interaction with students.
3. Ward tutor system.

### 2.13 Initiatives undertaken towards faculty development

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

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	15	45	--	45
Technical Staff	--	--	--	--

## Criterion – III

### 3. Research, Consultancy and Extension

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

1. Encouraging faculty to register for M.Phil. and Ph.D. programmes.
2. Motivating faculty to apply for minor research projects.
3. Large scale upgradation of internet facilities.

#### 3.2 Details regarding major projects ----

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects ----

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	04	
Non-Peer Review Journals			
e-Journals			
Conference proceedings / Research papers			

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from ----

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		01			
Sponsoring agencies		CIIL, Mysore			

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year --

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College   
 Total

3.16 No. of patents received this year

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

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

02
--

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	82	State level	--
National level	--	International level	--

3.22 No. of students participated in NCC events:

University level	80	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	07
National level	--	International level	--

3.25 No. of Extension activities organized

University forum	--	College forum	--		
NCC	12	NSS	34	Any other	--

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

- Blood donation camp
- Clean and Green Activity
- Plantation Programme

**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	12.5 acres	--	--	12.5 acres
Class rooms	40	--	--	40
Laboratories	11	--	--	11
Seminar Halls	02	--	--	02
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	2,58,689	--	UGC	2,58,689
Others	--	--	--	--

4.2 Computerization of administration and library

Office and Library are computerised.
--------------------------------------

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20678	--	722	3,59,970	21400	--
Reference Books	--	--	--	--	--	--
e-Books						
Journals & Periodicals	1214	--	26	1900	1240	--
e-Journals						

Digital Database						
CD & Video						
Others (specify)						

4.4 Technology upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	66	03	Available	--	--	01	16	--
Added	10	--	--	--	--	--	--	--
Total	76	03	Available	--	--	01	16	--

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

Computers are provided to all departments and internet access is provided by supplying data cards.

4.6 Amount spent on maintenance in lakhs :

i) ICT	--
ii) Campus Infrastructure and facilities	--
iii) Equipments	2.59
iv) Others	--
<b>Total :</b>	<b>2.59</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Monitoring the Activities of NSS units, Red Ribbon Club, Eco Club, Women Empowerment Cell and Consumer Club.
- Conducting Orientation and Mentorship Sessions.
- Providing Financial Assistance to Students.

#### 5.2 Efforts made by the institution for tracking the progression

Information sought department wise by circulars.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
694	21	--	--

#### (b) No. of students outside the state

--

#### (c) No. of international students

--

No	%

Men

No	%

Women

Last Year (2012-13)						This Year (2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
274	175	47	233	04	733	287	158	43	222	05	715

Demand ratio 1:1

Dropout 03%

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

Nil

No. of students beneficiaries

Nil



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

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

5.6 Details of student counselling and career guidance

1. The Institution offers counselling for academic, career, personal and psycho- social issues through tutorial system and mentoring system.
2. The career guidance and placement cell guides the students.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	--	--	--

5.8 Details of gender sensitization programmes

1. Survey and visit to surrounding areas to sensitize the public on women's issues.
2. International Women's Day celebrations 08-03-2014.

5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount in Rs.
Financial support from institution	20	30,000
Financial support from government	452	10,66,627
Financial support from other sources	80	1,50,000
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: ---

**Criterion – VI**

## **6. Governance, Leadership and Management**

### 6.1 State the Vision and Mission of the institution

The Vision of the college is 'WHERE WOMEN ARE RESPECTED, THERE SHINES THE GOD'.

The Mission is to EMPOWER WOMEN THROUGH EDUCATION.

### 6.2 Does the Institution has a management Information System

Yes. Website developed.

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

#### 6.3.1 Curriculum Development

1. College adopts the University Syllabus
2. Organises Extension Lectures.

#### 6.3.2 Teaching and Learning

- ICT enabled Teaching.
- Class room seminars, study projects and Assignments have become an integral part
- Maintenance of teaching diary and teaching plan.

### 6.3.3 Examination and Evaluation

Unit Tests, Quarterly, Half-yearly, Pre-final Examinations and Assignments.

### 6.3.4 Research and Development

- Faculty are encouraged to publish research papers.
- Students are encouraged to do study projects.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Books and journals are added.
- ICT enabled student halls are maintained.

### 6.3.6 Human Resource Management

1. Effective interpersonal relations, togetherness, leadership qualities are the institutional strategies adopted.
2. Duties assigned according to faculty aptitude.
3. Parent friendly campus – Principal and senior faculty available to meet, discuss, counsel and mentor students at all times.

### 6.3.7 Faculty and Staff recruitment

The institution has the required number of qualified teachers to handle all the courses. The faculty strength is 30 Aided and 40 Un-aided and 23 Aided and 32 Un-aided Non Teaching Staff.

### 6.3.8 Industry Interaction / Collaboration

Industrial tours are arranged to ITC and CTRI located at Rajahmundry.

### 6.3.9 Admission of Students

The admission procedure is followed as per the norms of Government and Adikavi Nannaya University.

6.4 Welfare schemes for

Teaching	Felicitations in recognition of achievements and on the occasion of superannuation.
Non teaching	1.Festival Advance 2. Uniform to support Staff 3. Fee concession for daughters of non teaching staff.
Students	1.Merit Scholarships 2. Remedial coaching for slow learners 3. Book bank facility 4. Hostel, Canteen Facility 5. Gym 6. Medical Check-up. 7. Grievance Redressal Cell

6.5 Total corpus fund generated

--

6.6 Whether annual financial audit has been done

Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	CCE	Yes	IQAC
Administrative				

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

For UG Programmes Yes  No

For PG Programmes Yes  No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

- Scholarships
- Medical check up.
- Mid Day Meals to one hundred students

6.12 Activities and support from the Parent – Teacher Association

--

6.13 Development programmes for support staff

Arranging seminars, workshops and extension lectures for support staff in administration.

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

1. Effective functioning of Eco-club.
2. Conducting Environmental Awareness Programmes.
3. Ungradation of approach drive way and student recreation areas.

## 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.

1. Establishment of Women Empowerment Cell.
2. Conduct of a Series of Lectures on Human Values and Professional Ethics.

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

1. Feedback was obtained from students on Lecturers.
2. Study tours conducted to CIFT Kakinada and Aquaculture units, Balabhadrapuram.
3. Remedial classes conducted.

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

Decentralisation (Functioning through Committees)

***\*Provide the details in annexure (annexure need to be numbered as ii)***

7.4 Contribution to environmental awareness / protection

1. Clean and Green maintained in the campus.
2. Campaign to avoid the usage of plastic.

7.5 Whether environmental audit was conducted?      Yes       No

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

Strengths – 1. Beautiful Campus of 12.5 acres with own buildings.

2. committed faculty.

Weakness – 1. Number of grant in aid posts dwindling.

Opportunities – 1. To increase enrolment of students by dedicated faculty.

2. UGC sponsored remedial coaching to academically backward students.

Challenges - 1. To achieve academic excellence.

2. Improving the communication skills of students.

3. Introducing add on courses and certificate courses

8. Plans of institution for next year

1. Administration reforms.
2. Enhance research activity and publication.
3. To establish linkage with research bodies.



Name: *Dr. J. Lalitha Bharathi*  
Signature of the Coordinator, IQAC



Name: *Dr. A. Suguna*  
Signature of the Chairperson, IQAC

## Annexure i

Smt. Kandukuri Rajyalakshmi College for Women, Rajahmundry.  
Accredited at "B" level by NAAC

### PROFORMA – 1

#### LECTURER'S EVALUATION

Class & Group : .....

Year

Lecturer's Name :

Department :

Please indicate your rating for your teacher by drawing a circle around the appropriate letter among those given against each statement.

Sl. No	Particulars	Strongly Agree	Agree	Disagree	Strongly Disagree
01.	My Lecturer is punctual to the class	A	B	C	D
02.	I understand easily what my lecturer is teaching	A	B	C	D
03.	My Lecturer comes well prepared for the class	A	B	C	D
04.	My Lecturer communicates clearly	A	B	C	D
05.	My Lecturer makes good use of examples and illustrations	A	B	C	D
06.	My lecturer is helpful when students raise doubts	A	B	C	D
07.	My Lecturer completes the syllabus on time	A	B	C	D
08.	My Lecturer completes the practical on time (if applicable)	A	B	C	D
09.	My Lecturer conducts the class regularly	A	B	C	D
10.	My Lecturer enquires about My absence to the class	A	B	C	D
11.	My Lecturer is very helpful to weaker students/slow learners	A	B	C	D
12.	My Lecturer is fair to all students in evaluations	A	B	C	D
13.	My Lecturer is available during college hours for consultations	A	B	C	D
14.	My Lecturer takes active part in co-curricular activities	A	B	C	D
15.	My Lecturer creates awareness of recent developments in the subject	A	B	C	D



16.	My Lecturer provides more information than in text book	A	B	C	D
17.	My Lecturer holds the attention of students throughout the class	A	B	C	D
18.	My Lecturer encourages discussion in the class	A	B	C	D
19.	My Lecturer gives useful explanation while returning answer paper and assignment	A	B	C	D
20.	My Lecturer inspires me	A	B	C	D
21.	Overall, he / she is one among the best lecturers	A	B	C	D

Kindly comment about the following aspects in one or two sentences about your lecturer:

- 1) Class seminars by students :
- 2) Certificate course / Additional coaching by the lecturer :
- 3) Remedial classes for slow learners :
- 4) Activities conducted by the lecturer :
- 5) Class tests and evaluations :
- 6) Your lecturer as a Role Model (Mentor) :
- 7) Hard feelings / bitter experience, if any :
- 8) Sweet memories :
- 9) Your expectations from the Lecturer :
- 10) Any other observations :

PROFORMA – II

LECTUTER'S EVALUATION

Name:.....Department:.....No.of Students.....

Sl. No	Particulars	A%	B%	C%	D%
01.	My Lecturer is punctual to the class				
02.	I understand easily what my lecturer is teaching				
03.	My Lecturer comes well prepared for the class				
04.	My Lecturer communicates clearly				
05.	My Lecturer makes good use of examples and illustrations				
06.	My lecturer is helpful when students raise doubts				
07.	My Lecturer completes the syllabus on time				
08.	My Lecturer completes the practical on time (if applicable)				
09.	My Lecturer conducts the class regularly				
10.	My Lecturer enquires about My absence to the class				
11.	My Lecturer is very helpful to weaker students/slow learners				
12.	My Lecturer is fair to all students in evaluations				
13.	My Lecturer is available during college hours for consultations				
14.	My Lecturer takes active part in co-curricular activities				
15.	My Lecturer creates awareness of recent developments in the subject				
16.	My Lecturer provides more information than in text book				
17.	My Lecturer holds the attention of students throughout the class				

18.	My Lecturer encourages discussion in the class				
19.	My Lecturer gives useful explanation while returning answer paper and assignment				
20.	My Lecturer inspires me				
21.	Overall, he / she is one among the best lecturers				

**(A = Strong Agree B = Agree C=Disagree D=Stronly Disagree)**

Signature of the Co-ordinator

Signature of the Principal

## **BEST PRACTICES**

**TITLE:** “DECENTRALISATION (FUNCTIONING THROUGH COMMITTEES)”

**GOAL:**

1. To tap the creative potential of all staff members to improve operational efficiency of the college
2. To ensure smooth and efficient management of academic program through the Semester
3. To help the students in their pursuit of knowledge and groom their leadership qualities and develop communication skills
4. To promote and arrange extracurricular activities to bring out the hidden talents of the students
5. To make everyone a part of decision making process
6. To provide healthy leisure time for every student and make them physically fit and mentally robust

**CONTEXT:**

Committees are inevitable in all types of organizations including colleges. They are a fact of organizational life. Committees are useful in harmonizing the efforts of the staff at different levels. They, therefore, have come to occupy an important place in the hierarchy of the college management.

Sometimes there is a need to get opinion of other persons for taking important decisions. The thinking of various persons is pooled together through deliberations and discussions and common decisions are reached. Because of collective information and analysis, committees are more likely to come up with solutions to complex problems. In the present context of communication and information revolution, the need for committees is more.

The challenging issues are - finding the right register, obtaining acceptance from the staff to shoulder additional responsibility, delays in designing and defining the roles of the respective committee members.

**PRACTICE:**

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/ field and administrative skills. The committees are constituted by the Principal in consultation with the HODs and staff concerned for one academic year. Keeping in view the capabilities and commitment of the members of various committees, academic and administrative work has been distributed. These committees work under the chairmanship of Principal.

The procedure followed for constituting a committee is – A staff meeting is conducted and faculty is invited to give their choice of preference of committee. If the preference made by the faculty is found suitable by the team (Principal and HODs) they approve the same in

consultation with the Correspondent. In case of any tie or any mismatch, the team reassigns the staff member. However, in certain cases the Principal along with the HOD may appoint faculty to various committees with the approval of the Correspondent.

The outgoing in-charges of the committees shall hand over all the relevant documents and files to the new in-charges in the presence of the Principal or a representative appointed by her.

For the purpose of efficient and effective functioning of the college, 33 Committees have been relentlessly working. To mention a few of them-Admission Committee, Academic Calendar Committee, Time- Table committee, Examination Committee, UGC Committee, Sports Committee, Magazine Committees Hostel Advisory Committee, Cultural Association, Library Association, and other conflicts if any or resolved by the principal.

The following constraints/ limitations are identified during the course of working of the committees

### **EVIDENCE OF SUCCESS:**

- The pressure of administrative and academic work is reduced for the principal which enables her to concentrate on the other and key functions of the college.
- Various departments in the college are working with better coordination as committees help to bring out an agreed view of the problem by taking into account divergent views expressed in such meetings.
- The committees consist of senior faculty and junior faculty. The views of the junior faculty are given recognition and importance which gives them encouragement and makes feel as an integral part of decision making process. Thus, committees boost the morale of the Jr. Faculty and motivate them to improve their performance.
- Committees also provide an opportunity to the faculty to grow and develop in their extracurricular activity/ field and administrative Skills.
- The success of formation of different committees in respect of administrative and academic matters is evident from the fact that they not only ensure efficient, effective, smooth and successful functioning of the college but also provide a good forum for training the faculty as they learn the value of interaction, group dynamics and human relations.

### **PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:**

During the course of functioning of various committees, the following problems are identified.

- As most of the faculty members working in this institution are ladies, sparing extra time to attend a committee meeting after the teaching hours becomes a problem.
- Sometimes disagreement in committee meetings may be taken at personal level which promotes spirit of competition and hampers the co-operations among members.
- During the course of serious discussions, sometimes criticism may be directed not on the issue on hand but on the person/s.

- In the present scenario, some of the faculty members feel that they are overburdened with roles and responsibilities of various committees.
- Ensuring perfect team work sometimes becomes an issue as the members of committee are drawn from different departments.

There are nearly 33 Committees/ Associations/Cells/ Units/ Clubs have been constituted since its inception with the sole aim of enhancing the ability and style of functioning in order to cater the community.