

AQAR

Report of the year 2016 – 17

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**

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

Rajamahendravaram

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.J.Lalitha Bharathi

Tel. No. with STD Code:

0883-2467391

Mobile:

09397901960

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

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)

1.5 Website address:

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 st Cycle	B ⁺	7.9	2007	5years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

1.8 AQAR for the year

2016-17

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 05.04.2016
- ii. AQAR 2013-14 submitted to NAAC on 05.04.2016
- iii. AQAR 2014-15 submitted to NAAC on 05.04.2016
- iv. AQAR 2015-16 submitted to NAAC on 05.04.2016

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,
Rajamahendravaram (ANUR)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and

Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. Be Bold for change, give memories, not things.

2.14 Significant Activities and contributions made by IQAC

1. Preparation of Institutional Activity Plan (Annual)
2. Organised 01 workshop and 03 certificate courses
3. Suggested remedial coaching measures
4. Internal Academic Audit and Stock verification

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 workshops	Conducted.
3. Conduct certificate courses	Conducted
4. Week long cultural fest	Conducted
5. East Godavari Intercollegiate cultural fest	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	01		01	
UG	04		01	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	05		02	

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	05
Trimester	
Annual	01

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,*

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.

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Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	17	10	06	01	--

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
	--	--	--	51	--	--	--	--	--	--

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 Seminars/	09	24	
Presented papers	02	10	--
Resource Persons	--	--	15

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

- | |
|--|
| <ol style="list-style-type: none"> 1. Student participation Sheet 2. Students Projects 3. Educational Surveys 4. Study Tours and Field Trips |
|--|

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

180

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

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

75

2.11 Course/Programme wise
distribution of pass percentage : 2015-2016

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I	II	III	Pass %
B.A.	38		03	12	15	78.95
B.Sc.	86		09	05	27	48.84
B.Com	24		05	07	08	83.33

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	01
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	14	46	--	46
Technical Staff	--	--	--	--

Criterion – III

3. Research, Consultancy and Extension

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

1. Motivating faculty to apply for minor Research Projects.
2. Encouraging faculty to present Research Papers.
3. Encouraging faculty and students to conduct Seminars and Workshops.

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		01		
Outlay in Rs. Lakhs		5 allotted		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	02		
Non-Peer Review Journals			
e-Journals			
Conference proceedings / Research papers		04	

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

Level	International	National	State	University	College
No. of conferences organized by the Institution			01	02	
Sponsoring agencies	--	--	College	DRC, IQAC	--

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	
	Granted	Nil
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

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	NA	State level	10
National level	04	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	01
National level	--	International level	--

3.25 No. of Extension activities organized

University forum	--	College forum	--		
NCC	12	NSS	30	Any other	--

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

- She team inauguration
- Clean and Green Activity
- Yoga Programme
- Awareness on Cash less transactions
- Breast cancer awareness programme
- Important national days observed

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	--	--	12.5
Class rooms	40	--	--	40
Laboratories	11	--	--	11
Seminar Halls	02	--	--	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		02(conica &minolta xerox mschines)	College development fund	1.56 lakhs
Value of the equipment purchased during the year (Rs. in Lakhs)		02(Bio-metric machines)	Special fee	23000/-
Others	--	--	--	--

4.2 Computerization of administration and library

Office and Library are totally computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21582	--	75	7805	21657	--
Reference Books	--	--	--	--	--	--
e-Books						
Journals	1699	--	--	--	1699	--
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	86	03	Available	--	--	01	16	--
Added	01	--	--	--	--	--	--	--
Total	87	03	Available	--	--	01	16	--

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

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

4.6 Amount spent on maintenance in lakhs :

i) ICT

0.5

ii) Campus Infrastructure and facilities

--

iii) Equipments

1.79

iv) Others

--

Total :

0.5

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.
- Providing Financial Assistance to Students.
- Conducting Orientation and Mentoring Sessions.

5.2 Efforts made by the institution for tracking the progression

Information sought department wise by circulation.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
823	21	--	--

(b) No. of students outside the state

00

(c) No. of international students

--

No	%

 Men

No	%

 Women

Last Year (2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
305	135	70	212	06	728	361	162	83	215	02	823

Demand ratio 1:1

Drop out 03%

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

JKC

No. of students beneficiaries 81

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 guide the students.

No. of students benefitted 50

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
--	--	--	02

5.8 Details of gender sensitization programmes

1. Survey and visit to surrounding areas to sensitize the general public on women's issues.
2. International Women's Day celebrations on 08-03-2017.

5.9 Students Activities

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

State/ University level 02 National level 03 International level --

No. of students participated in cultural events

State/ University level 04 National level 01 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		30000
Financial support from government	461	540000
Financial support from other sources		175000
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 THE 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

College adopts the University Syllabus. Organises Extension Lectures.

6.3.2 Teaching and Learning

- ICT enabled teaching.
- Class Room Seminars, Study Projects and Assignments have become 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

- Students are doing study projects.
- Faculty published the research papers.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Books are added.
- ICT enabled student halls are maintained.
- Library is completely automated.

6.3.6 Human Resource Management

Effective inter personal relations, togetherness, leadership qualities are the institutional strategies adopted.

6.3.7 Faculty and Staff recruitment

Sufficient no. of qualified teachers to handle all the courses.

The faculty strength is 17 Aided and 51 Un-aided, Non Teaching Staff - 14 Aided and 46 Un-aided.

6.3.8 Industry Interaction / Collaboration

Industrial tours are arranged to Nagarjuna Fertilizers Ltd, Kakinada, Sarvaraya Sugars Ltd., Kesavaram Bottling Unit.

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. Fee concession for daughters of non teaching staff. 3. Uniform to support Staff
Students	1. Merit Scholarships 2. Remedial teaching for slow learners 3. Book bank facility 4. Hostel and Canteen Facility 5. R.O. plant for Safe drinking water. 6. Gym 7. Medical Check-up. 8. 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) have 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 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?

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

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

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. Conduct of Environmental awareness Programmes.
3. Up gradation of 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. ICT Infrastructure Strengthened.
2. Establishment of Digital Class Rooms for ICT based teaching.

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

1. Feedback obtained from students on Lecturers and on Curriculum.
2. Work shop conducted on the topic “Be bold for change, Give memories, not things “
3. Two certificate courses in Sanskrit – Sarala & Sugama

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

1. Educational Field trips.
2. Joy of sharing – financial support to needy

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

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.

2. No certificate courses.

3. No funding for research projects.

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

2. Remedial coaching to academically backward students.

Challenges - 1. To achieve academic excellence.

2. Improving the communication skills of students and understanding of socio- economic condition of the students.

3. Introducing Add-on Courses and Certificate Courses.

4. To establish the linkage with research bodies.

8. **Plans of institution for next year**

1. Field trips and industry visits.

2. To conduct National Seminars and workshops.

3. Enhance research activity and publication.

4. Enhance consultancy services.

5. Introducing the public address system.

6. To introduce course on women's studies.

7. Administration Reforms

Name: Dr. A. Vasundhara

Signature of the Coordinator, IQAC

Name: Dr. J.Lalitha Bharathi

Signature of the Chairperson, IQAC

Annexure i

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

PROFORMA – I

LECTUTER'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 PRACTICE

Title: Educational Field Trips

GOAL: -

As rightly quoted by Albert Einstein ,” Education is not the learning of facts , but the training of the mind to think.” That extensive thinking and acquisition of lasting concepts are rooted on concrete and rich experience. It is possible only when the students learn from the educational field trips. Involvement in a real world experience makes learning more meaningful and memorable. These can add variety to the regular class room programme which tend to be self- motivated and helps on their map skills.

The purpose of the trips is usually observation for education , non experimental research or to provide students with experiences outside their everyday activities. It will produce civilized young men and women who appreciate culture and the arts.

The use of educational field trips has long been a major part of the educational programme for the students. It provides the participants with firsthand experience related to the topic or concept discussed in the classroom.

CONTEXT: -

A field trip is a visit to a place outside the classroom which is designed to achieve certain objectives which can't be achieved as well by other means. They expose students a new experience and can increase interest and curiosity in that topic. It results in effective gains towards abstract concepts.

It is justified that the students are evaluated their axis of grading and marking is shifted to outside classroom participation, project work, communication skills etc., Then only the quality of education can be improved through students involvement in the tours and trips. The present day educational system needs the enhancement of curriculum through the educational possibilities via educational trips for the improvement of social relations. As said by Alexander. K. Trenfor “The best teachers are those who show you to look but don't tell you what to see”. can be materialized to build a society where there is a wide range of application.

EVIDENCE OF SUCESS:-

The evidences of this extensive learning approach results in Inquiry based on learning approach, Technical competency development, collecting examples, providing valuable qualitative and effective learning experience, attaining observation skills, and fostering strong bonds of friendship. In a nutshell, it is about sparkling curiosity, gathering data, practicing reflective thinking, exercising reasons.

PROBLEMS ENCOUNTERED:-

The difficulties in attaining this practice may include Time considerations, lack of support from the management or administration, poor students' behavior and attitudes, shortage of resource and medical risk.

RESOURCES REQUIRED: -

Good planning must proceed field trips. Careful attention should be given to trip selection, pre visit preparation, logistics planning , preparing the students before field trip and discussion ,funding from the institution, students' participation, faculty advice and assistance, good managing skills etc.,

BEST PRACTICE

TITLE: “THE JOY OF GIVING FINANCIAL SUPPORT TO NEEDY”

GOALS:

- 1) To make the students know the “Art of Happiness”
- 2) To make the students realise the happiness that comes from giving without expecting anything in return
- 3) To make the students learn about the best ways of giving financial support to the needy
- 4) To motivate the students recognise and help the financially needy persons.

CONTEXT:

Have you ever noticed how you feel when you give away things/ money? The act of true giving is something wonderful and amazing. One of life’s most basic laws is “Every single act of love, kindness and generosity will multiply and return to you many times over. The more you give, the happier you will feel. Basically, giving means ensuring that you are making someone happy by providing them what they wanted and thereby making them feel happy and cared.

Why should we support / help others by giving away something?

On one hand, there are people who live their life lavishly. They are not only enjoying the joy of essentials but also have what they want and desire; a luxurious living providing them an extra comfort. On the other hand, there are people who cannot even afford the basic requirements of living. Poor people do not have enough clothing, food, education and healthcare. Being poor means, deprived economically, politically and socially. They hardly get opportunities. They have inadequate nutrition, higher risk of diseases and lack of access to healthcare and basic essentials for living resulting in low achievement. One cannot make such people opulent but can help them achieve the essentials of life and lead a decent life. Financially supporting the needy is a noble endeavour. Providing financial support to needy will help them in overcoming hardship they face every day. Studies have shown that most people when they are down or blue, and when they get involved supporting financially someone, it brightens up their mood and makes them happy.

PRACTICE:

Giving financial and moral support, showing heartfelt humility and respect makes them aware that someone really does care about them and trying to improve their condition. It also helps them discover their own capabilities and capacity and putting them to use at the right place at the right time.

In this college, financial support to needy is extended in two ways viz., (a) Internally and (b) externally. Internally staff and students extend their financial support to the

educationally forward and economically backward students as we feel that imparting knowledge can help the poor and needy to stand on their feet. Education is the beginning of getting out from hardships of life. Supporting the needy students financially would help them to become independent, self sufficient and better human beings through the power of education. It is praiseworthy to mention here that the Alumni Association of the college has been playing a commendable role in catering to the educational needs of the financially backward students. Financial support is given not only to the needy students but also to the un-aided non-teaching employees of this college who are getting very meagre amount of salaries. The staff, students and Alumni Association financially support the children of these employees for their education, marriages etc. Sometimes, the healthcare needs of these employees are also taken care of.

Externally, financial support is given to the needy people by conducting fund raising activities during the times of natural calamities and medical emergencies. NCC cadets and NSS Volunteers play a laudable role for collecting funds through conducting road shows, going shop to shop in the main bazaar. Offices etc.

EVIDENCE OF SUCCESS:

1. The joy of financially supporting needy could be seen on the faces of the people who share and give. The smile, the glow of happiness all is very much evident and it is such a pleasure to see those faces and interaction with such people strengthens our spirits too.
2. People feel that if they come to rescue of needy in times of their financial hardships, their brains get activated and some positive energy flows through the body which in turn helps them to improve their physical, mental, social and spiritual health.
3. The supporters started realising that ‘The more you give, the more you get’
4. Since charity forms an indispensable part of our great Indian Culture, giving away something to the needy not only gives joy but also enables us to follow and keep up our most valued traditions and culture.
5. The joy of supporting the needy financially could only be experienced and could not be put down in any kind of wonderful words. Let us all try to experience that wonderful feel of sharing and caring and giving out things/money, so that the future generation to come would also find happiness and peace.
6. Most of the students, staff and public get benefited in various ways out of this best practice.

PROBLEMS ENCOUNTERED:

1. Some Alumni staying abroad are facing the problem in identifying the right register as they don't have direct contact with the genuine needy students.
2. At times. Some people render financial help to the needy, but at the same time try to give wide publicity of their generosity which sometimes hurt the feelings of the receiver.
3. Sometimes people extended their helping hand in the financial distress of others with an expectation to get something more in return in future.

4. When huge sums of money is collected for the purpose of extending financial help , it may lead to misappropriation and frauds

CONCLUSION: THE JOY OF GIVING

A woman who was travelling alone in the mountains found a precious stone in a stream. The next day she met another traveller who as hungry, the women opened her bag to share her food. The hungry traveller saw the precious stone and asked the woman to give it to him. She did so without any hesitation. The traveller left, rejoicing in his great fortune. He knew the stone was worth enough to give him security for a lifetime. But a few days later he came back to return the stone to the woman. “ *I have been thinking*” he said—“ I know how valuable the stone is, but I give it back in the hope that you can give me something even more precious. Give me what you have within you that enabled you to give me the stone.”

GIVING IS THE MASTER KEY TO SUCCESS IN ALL APPLICATONS OF HUMAN LIFE.
