

# **ANNUAL QUALITY ASSURANCE REPORT: 2017-18**

*Submitted to*

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**



*Submitted by*

**PRINCIPAL**

**V.S.M. COLLEGE(AUTONOMOUS)  
(Re-Accredited with 'B' Grade by NAAC)  
RAMACHANDRAPURAM – 533 255  
EAST GODAVARI DISTRICT  
ANDHRA PRADESH**

SEPTEMBER 2018

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

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

**1. Details of the Institution**

1.1 Name of the Institution

V.S.M. College(Autonomous)

1.2 Address Line 1

D.No. 19-1-70/2

Address Line 2

Main Road

City/Town

Ramachandrapuram

State

Andhra Pradesh

Pin Code

533 255

Institution e-mail address

vsmcollege66@gmail.com

Contact Nos.

08857 242328

Name of the Head of the Institution:

Sri N.S.V. Kiran Kumar

Tel. No. with STD Code:

08857 242328

Mobile:

9866522999

Name of the IQAC Co-ordinator:

Sri B.V.V. Sagar

Mobile:

9440463625

IQAC e-mail address:

vsmciqac2008@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

APCOGN 13492

1.4 NAAC Executive Committee No. & Date:

EC/66/RAR/065 dated 21.02.2014

(For Example EC/32/A&A/143 dated 3-5-2008)

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

www.vsmcollege.org.

Web-link of the AQAR:

<http://www.vsmcollege.org/AQAR.2017-18.doc>

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     | 2.33 | 2008                  | 2013            |
| 2       | 2 <sup>nd</sup> Cycle | B     | 2.69 | 2014                  | 2019            |
| 3       | 3 <sup>rd</sup> Cycle | --    | --   | ---                   | --              |
| 4       | 4 <sup>th</sup> Cycle | --    | --   | --                    | --              |

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

21.08.2008

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

2017-18

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 2009-10 submitted to NAAC on 26.04.2010
- ii. AQAR 2010-11 submitted to NAAC on 28.04.2011
- iii. AQAR 2011-12 submitted to NAAC on 21.09.2012
- iv. AQAR 2012-13 submitted to NAAC on 07.09.2013
- v. AQAR 2013-14 submitted to NAAC on 30.09.2014
- vi. AQAR 2014-15 submitted to NAAC on 24.08.2015
- vii. AQAR 2015-16 submitted to NAAC on 21.11.2016
- viii. AQAR 2016-17 submitted to NAAC on 02.02.2018

1.10 Institutional Status

University State  N Central  N Deemed  N Private  N

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)

Adikavi Nannaya University  
Rajahmundry

1.12 Name of the Affiliating University (for the College)

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

2.14 Significant Activities and contributions made by IQAC

- International Yoga Day was celebrated on 21.06.2017
- Anti-ragging meeting was conducted on 22.07.2017, District Superintendent of Police, Kakinada, E.G.Dt. was resource person.
- 100 plants were transplantation in the programme of “Vanam Manam” by our students
- Guest lectures was conducted by every department during the academic year 2017-18.
- Autonomous Board of studies meeting, Academic Council meeting, Governing Body meeting were conducted.
- NSS Day was celebrated on 24.09.2017.
- NSS special camp was conducted in the adopted villages Chelluru, Pasalapudi, Rayavaram.
- Academic Audit for the academic year 2017-18 was conducted by CCE, Govt. of Andhra Pradesh, Hyderabad.
- Voters day celebrated on 25.01.2017.
- A workshop was organised by the P.G. Department of Commerce and Management Studies ont the Topic “Emerging issues to Indias Financial System” on 17.10.2017. Prof. S. Teki, AKNU was the resource person.
- A workshop was organised by the P.G. Department of Commerce and Management Studies ont the Topic “Securitization and the challenges faced in Micro Finance” on 10.01.2018. Prof. S. Teki, AKNU was the resource person.
- Enterprenure ship awareness camp was conducted by 6.3.18 to 8.3.18 by APSSDC.
- Study tour conducted by the Department of Zoology on 14<sup>th</sup> and 15<sup>th</sup> December 2017 visited Indiragandhi Zoological Park, Visakhapatnam and Arakuvalley.
- Field trip conducted by Dept. of Zoology visited CIFE, Kakinada on 20.02.2018.
- Study Tour was conducted by Department of Botany on 07.01.2018 visited CTRI(Krushu Viznana Kendram, Kalavacharla).
- Filed trip conducted by the Dept. of Botany on 10 & 11 January 2018 visited Rampachodavaram, Maredumilli and Kadium Nurseries.

- Our NCC students participated in Swachatha Pakwada from 01.12.2017 to 15.12.2017
- Divisional level youth festival was conducted in VSM College on 25.07.2017 by SETRAJ, Kakinada
- NSS Units of our College conducted blood grouping programme to our College students in Collaboration with Dept. of Zoology on 22.09.2017.
- Workshop on topic “Ethical values through Literature” by Sanskrit department on 16-9-2017.
- Telugu Basha Dinotsavam (Telugu Language Day) was Conducted on 29-8-2017 Sri. T. Tejeswararao Asst. Professor, Aditya College, Kakinada was the chief guest.
- Our college NCC students participated in Swachhta HI Sewa from 16-9-2017 to 1-10-2017.
- World Tourism day celebrations – 2017 was conducted at our college on 30<sup>th</sup> and 31<sup>th</sup> August, 2017.
- UGC National Seminar was organized by Department of Economics on the topic “Indian Agriculture: Challenges and Opportunities from 17-11-2017 to 18-11-2017.

## 2.15 Plan of Action by IQAC/Outcome

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

| Plan of Action  | Achievements  |
|---|---|
| <ul style="list-style-type: none"> <li>• Implementation of Autonomous status</li> </ul> | <ul style="list-style-type: none"> <li>• Autonomous status was successfully implemented by conducting different committee meetings and conduct of Semester End Examinations.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Conduct of workshops</li> </ul>                | <ul style="list-style-type: none"> <li>• Three Workshops were conducted by inviting eminent personalities.</li> <li>• They are. Prof. S. Teki, AKNU, Rajahmundry, Sri T. Tejeswararao, Asst. Professor Aditya College.</li> </ul> |

|  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Motivation of faculty in Research activities such as publication of papers in journals and participation and presentation of papers in seminars.</li> </ul> | <ul style="list-style-type: none"> <li>Articles published in international Journals : 7</li> <li>Articles published in National Journals : 8</li> <li>Papers published in Seminar proceedings : 56</li> </ul>   |
| <ul style="list-style-type: none"> <li>Conduct of CRT Programmes</li> </ul>  | <ul style="list-style-type: none"> <li>CRT Classes conducted liberally to all final year students</li> </ul>  |
| <ul style="list-style-type: none"> <li>Celebration of important days in the College</li> </ul>   | <ul style="list-style-type: none"> <li>The following days were celebrated.</li> <li>International Yoga Day : 21.6.2017</li> <li>Independence Day : 15.08.2017</li> <li>Tanguturi Prakasam Panthulu Jayanthi 23.08.2017</li> <li>Gurajada Venkata Apparao Jayanthi : 21.09.2017</li> <li>NSS Day : 24.09.2017</li> <li>Valmiki Day : 27.10.2017</li> <li>Founders Day : 06.11.2017</li> <li>Republic Day : 26.01.2018</li> </ul>   |
| <ul style="list-style-type: none"> <li>Celebrations of Alumni meet</li> </ul>  | <ul style="list-style-type: none"> <li>VSM College old students association meeting conducted on 06.11.2017</li> </ul>  |
| <ul style="list-style-type: none"> <li>Inviting eminent personalities to deliver guest lectures.</li> </ul>  | <ul style="list-style-type: none"> <li>Distinguished personalities delivered guest lectures on different topics.</li> <li>Prof. S. Teki, Dean, Academic Affairs, Adikavi Nannaya University, Dr. Ch. N. Rani Lecturer in English, SKBR College, Amalapuram, Dr. M. Sudhamai, Lecturer in Telugu, Dr. R.V. Kameswara Sarma, Lecturer in Sanskrit, Smt. V. Uma Jyothi, Lect. in Hindi, Dr. A.R.S. Kumar, Lect.in Physics, Dr. K. Harichandra Prasad, Lect. in Chemistry, Dr. A. Srinivasa Rao, Lect.in Botany, Dr. K.S.V.K.S. Madhavi, Lect. in Zoology, Dr. G.Steeven Raju, Lect.in Economics, Dr.V. Therisis, Lect.in Comp. Science were delivered guest lectures.</li> </ul> |
| <ul style="list-style-type: none"> <li>Participation of students in games and sports.</li> </ul>   | <ul style="list-style-type: none"> <li>Many students participated in the inter-collegiate and Inter University Games and sports and secured medals.</li> <li>.</li> </ul>   |



|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Conduct of NSS Special camps in different villages.</li> </ul>               | <ul style="list-style-type: none"> <li>• There are six NSS Units in the College. All NSS volunteers rendered their services in the adopted villages Rayavaram, Chelluru, Pasalapudi.</li> </ul>                          |
| <ul style="list-style-type: none"> <li>• Inviting different companies for campus placements in the College</li> </ul> | <ul style="list-style-type: none"> <li>• Different companies such as Infosys, V-technologies, Thyrocare, Karvy, NFCL, Techmahindra conducted campus placements. students were selected.</li> </ul>                       |
| <ul style="list-style-type: none"> <li>• Preparation of records for Academic audit</li> </ul>                         | <ul style="list-style-type: none"> <li>• Academic Audit was conducted by the Academic advisors appointed for CCE, Govt. of AP, Hyderabad.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Conduct of internal examinations</li> </ul>                                  | <ul style="list-style-type: none"> <li>• Internal examinations were conducted and evaluated and marks communicated to the students. Test analysis was also conducted to rectify the mistakes of the students.</li> </ul> |

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

2.16 Whether the AQAR was placed in statutory body Yes  No   
 Management  Syndicate  Any other body

Provide the details of the action taken The Management approved the IQAC plan of action.

### 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                     | 8                             | -  | 7                                   | -  |
| UG                     | 6                             | -  | 2                                   | -  |
| PG Diploma             | -                             | -  | -                                   | -  |
| Advanced               | -                             | -  | -                                   | -  |

|              |    |   |   |   |
|--------------|----|---|---|---|
| Diploma      |    |   |   |   |
| Diploma      | -  | - | - | - |
| Certificate  | 06 | - | - | - |
| Others       | -  | - | - | - |
| <b>Total</b> | 20 | - | 9 | - |

|                   |    |   |   |   |
|-------------------|----|---|---|---|
| Interdisciplinary | 18 | - | - | - |
| Innovative        | -  | - | - | - |

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

(ii) Pattern of programmes:

| Pattern   | Number of programmes        |
|-----------|-----------------------------|
| Semester  | 8 PG Courses + 6 UG Courses |
| Trimester | -                           |
| Annual    | -                           |

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

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

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

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

College is affiliated to Adikavi Nannaya University, Rajahmundry. Hence the College follow the Syllabi of Adikavi Nannaya University. College is Autonomous from 2015-16, changes are made in the syllabi in the Board of studies meeting by the permission of Chairperson.

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

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

|       |                  |                      |            |        |
|-------|------------------|----------------------|------------|--------|
| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|

|                                    |     |    |    |    |    |
|------------------------------------|-----|----|----|----|----|
| 2.1 Total No. of permanent faculty | 104 | 88 | 16 | -- | -- |
|------------------------------------|-----|----|----|----|----|

|   |    |
|---|----|
| 2.2 No. of permanent faculty with Ph.D. | 16 |
|---|----|

|   |                  |     |                      |    |            |    |        |   |       |    |
|---|------------------|-----|----------------------|----|------------|----|--------|---|-------|----|
| 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  |
|   | 25               | Nil | --                   | -- | 11         | 02 | 03     |   | 00    | -- |

|   |    |    |    |    |    |
|---|----|----|----|----|----|
| 2.4 No. of Guest and Visiting faculty and Temporary faculty | 11 | 02 | 03 | 00 | -- |
|---|----|----|----|----|----|

2.5 Faculty participation in conferences and symposia:

| No. of Faculty   | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended         | Nil                 | 08             | --          |
| Presented        | 7                   | 13             | 01          |
| Resource Persons | Nil                 | 02             | --          |

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

- The Institutions has adopted innovative methods like OHP transparencies, Power Point Presentations, live lectures, video lessons, use of language lab and e-classrooms.
- Conducting class room seminars, group discussions, assignments, quizzes, debate, study projects etc.,
- Internet connections are available in all departments to adopt innovative methods in teaching and learning.
- Department of English is using E Resources and Globarena Software.

|   |     |
|---|-----|
| 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) | Double valuation for the PG Courses<br>Photocopy of Answer books issue to UG Courses |
|--|--|

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

2.10 Average percentage of attendance of students

|     |
|-----|
| 87% |
|-----|

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.                   | 33                             | -             | 12  | 10 | 4   | 78%    |
| B.Com                  | 161                            | -             | 66  | 54 | 8   | 79%    |
| B.Sc.                  | 261                            | -             | 102 | 72 | 9   | 70%    |
| M.Sc.(Org.Che)         | 26                             | 2             | 15  | 1  | -   | 69%    |
| M.Sc.(Ana.Che)         | 17                             |               | 13  | -- | -   | 76%    |
| M.Sc.(Zoology)         | 34                             | 4             | 20  | 3  |     | 79%    |
| M.Sc.(Botany)          | 30                             | 2             | 11  | -  | -   | 43%    |
| M.Com                  | 5                              | 3             | 1   | -  | -   | 80%    |
| MBA                    | 183                            | 6             | 151 | -  | -   | 85%    |
| MCA                    | 42                             | 5             | 34  | -  | -   | 92%    |

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

- The IQAC evaluates the teaching and learning processes by taking feedback from students, staff, parents and alumni.
- It monitors and evaluates the teaching and learning by conducting periodical meetings.
- It contributes to the teaching and learning processes by the supply of necessary equipment and material.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|---|-------------------------------------|
| Refresher courses                             | Nil                                 |
| UGC – Faculty Improvement Programme           | Nil                                 |
| HRD programmes                                | Nil                                 |
| Orientation programmes                        | Nil                                 |

|  |     |
|--|-----|
| Faculty exchange programme                     | Nil |
| Staff training conducted by the university     | Nil |
| Staff training conducted by other institutions | Nil |
| Summer / Winter schools, Workshops, etc.       | 03  |
| 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 | 22                            | --                         | Nil  | --                                     |
| Technical Staff      | 04                            | --                         | Nil  | --                                     |

### Criterion – III

#### 3. Research, Consultancy and Extension

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

- The IQAC distributes UGC guidelines of Major, Minor Research Projects, Seminars and Workshops and also old proposals to the faculty to apply for the above programmes to the UGC for financial support.
- IQAC played a key role in establishing the Research & Innovation centre in College to promote research at Institutional level.
- It motivates the faculty to participate in seminar and present papers.
- It also encourages the teaching staff to publish articles in peer reviewed journals.
- The College has a Research Committee constituted the Principal as Chairperson and four senior faculty as members. It tracks the UGC schemes.

##### 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     | 02            | -        | -      |
| Non-Peer Review Journals | -             | 03       | -      |
| e-Journals               | -             | -        | -      |
| Conference proceedings   | 06            | 30       | 20     |

### 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<br>( <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

3.10 Revenue generated through consultancy

3.11 No. of conferences

| Level               | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number              | -             | 1        | -     | -          | -       |
| Sponsoring agencies | -             | UGC      | -     | -          | -       |

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 | -      |
| 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  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

- Organised a workshop on “Inspiring Science Projects” on National Science Day i.e. on 28.02.2018 by Research & Innovation Centre, VSM College to inculcate interest and inspiration towards Science Education to the nearby villages school children.
- Villages were adopted by NSS Units for development.
- Public from Ramachandrapuram and surrounding areas were undergone a training programme on ‘Soft Skills’ during summer 2017.
- Students from High Schools and Junior Colleges permitted to visit libraries and Labs.



- Campaigns on Important Days were organised for public awareness such as Environmental Day, World Population Day, International Literacy Day, Voter's Day, Breast Feeding Week etc.
- Blood Donation Camp was organised on the occasion of Police Martyrs week.
- International Women's Day was celebrated in the College by inviting distinguished personalities.
- International Mother Tongue Day was also conducted by inviting eminent personalities.
- Mineral water supplied to households at free of cost.

#### 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   | 14 Acres | Nil           | Management     | 14 Acres |
| Class rooms   | 48       | 2             | Management     | 50       |
| Laboratories  | 36       | 2             | Management     | 38       |
| Seminar Halls   | 01       | 1             | Management     | 02       |
| No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year. | Nil      | Nil           | Nil            | Nil      |
| Value of the equipment purchased during the year (Rs. in Lakhs)                   | Nil      |               |                |          |
| Others  | Nil      | Nil           | Nil            | Nil      |

##### 4.2 Computerization of administration and library

|   |
|---|
| <ul style="list-style-type: none"> <li>• Administrative Offices (both U.G. and P.G.) are computerised.</li> <li>• Libraries (both U.G. and P.G.) are computerised.</li> </ul> |
|---|

##### 4.3 Library services:

|                 | Existing             |         | Newly added |       | Total |         |
|-----------------|----------------------|---------|-------------|-------|-------|---------|
|                 | No.                  | Value   | No.         | Value | No.   | Value   |
| Text Books      | 51300                | 5484510 | 10          | 3500  | 51310 | 5491369 |
| Reference Books | 10967                | 2170738 | -           | -     | 10967 | 2170738 |
| e-Books         | INFLIBNET AND DELNET |         |             |       |       |         |

|                  |                      |       |   |   |      |       |
|------------------|----------------------|-------|---|---|------|-------|
| Journals         | 92                   | 72392 |   |   | 92   | 72392 |
| e-Journals       | INFLIBNET AND DELNET |       |   |   |      |       |
| Digital Database | -                    | -     | - | - | -    | -     |
| CD & Video       | 1925                 | -     | - | - | 1925 | -     |
| Others (specify) | -                    | -     | - | - | -    | -     |

#### 4.4 Technology up gradation (overall)

|          | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 360             | 4             | 1        | 1                | 1                | 2      | 23          | --     |
| Added    | -               | -             | -        | -                | -                | -      | -           | --     |
| Total    | 360             | 4             | 1        | 1                | 1                | 2      | 23          | --     |

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

- 4.
- The College has two Internet Centres for Students and Staff.
  - Orientation Programmes are conducted to the Students and Staff.
  - Personality Development Programme was conducted by Department of English.
  - Department of Computer Science organised training programme on Soft Skills to Staff and students.
  - Certificate Courses is conducted on Tally.
  - Special coaching classes were conducted for students on Indoor and Outdoor games.
  - Campus recruitment training is conducted to final year students

i) ICT

0.40

ii) Campus Infrastructure and facilities

3.00

iii) Equipments

0.80

iv) Others

-

4.20

**Total :**

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students are aware to utilize the services of Libraries by taking text books, reading Journals and Dailies.
- Students are informed to avail the services of e-classroom and communication lab.
- Students are motivated to utilize the latest and sophisticated lab equipment purchased under UGC CPE Grants.
- Students are encouraged to join in NCC (Army and Navy wings).
- Students are aware to join in NSS.
- Students are directed to join in Inter-Disciplinary and Certificate Courses.
- Students are informed to visit Career Guidance and Placement Cell.
- Women students are informed to avail the services of Women Empowerment Centre.
- Students are informed to join in coaching classes conducted for appearing the AUCET, ICET etc.
- Students are advised to participate in co-curricular activities- Classroom Seminars, Assignments, Field Works, Project Work, Quiz, Debate, Group Discussion, Book Reviews, Celebration of Important Days, Feedback etc.
- Students are informed to utilize the services of Physical Education Department by participating Games and Sports.
- Students are directed to avoid ragging activities in the campus. If there is any ragging activity, it is brought to the notice of the Anti-Ragging Committee. Anti-ragging flexes are displayed at prominent places in the college

5.2 Efforts made by the institution for tracking the progression

- The Management and the Principal monitor the administration and address the grievances of the staff and students immediately.
- Faculty and students are encouraged to participate and present papers in national and international seminars and also published papers in peer reviewed journals.
- Progression of students is analysed by conducting of internal examinations and public examinations.
- The faculty are motivated to use modern teaching methods such as Computer Based Learning, PPT, E – Classrooms, Group Discussions, Debate, Field Trips etc.
- There are 6 NSS Units and 2 NCC Units (Army & Navy). Students are encouraged to join in NSS and NCC. Extension Activities are under taken by these students by the adoption of the villages, Blood Donation Camp etc.
- Students are motivated to participate in Games and Sports and cultural activities.

5.3 (a) Total Number of students

| UG   | PG  | Ph. D. | Others |
|------|-----|--------|--------|
| 1667 | 584 | 00     | 00     |

(b) No. of students outside the state

1

(c) No. of international students

0

| No   | %   |
|------|-----|
| 1385 | 61% |

Men

| No  | %   |
|-----|-----|
| 866 | 39% |

Women

| Last Year 2016-17 |     |    |      |                                  |       | This Year 2017-18 |     |    |      |                                  |       |
|-------------------|-----|----|------|----------------------------------|-------|-------------------|-----|----|------|----------------------------------|-------|
| General           | SC  | ST | OBC  | Physical<br>ly<br>Challeng<br>ed | Total | General           | SC  | ST | OBC  | Physical<br>ly<br>Challeng<br>ed | Total |
| 908               | 472 | 9  | 1196 | 2                                | 2590  | 760               | 356 | 20 | 1113 | 2                                | 2251  |

Demand ratio 1:1

Dropout 2.4 %

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

- Students were given coaching for various Universities Common Entrance Test for joining PG Courses
- Coaching was given to the students for Integrated Common Entrance Test (ICET) for admission into MBA & MCA Courses.

No. of students beneficiaries

205

5.5 No. of students qualified in these examinations

|             |    |           |    |      |    |        |     |
|-------------|----|-----------|----|------|----|--------|-----|
| NET         | 00 | SET/SLET  | 00 | GATE | 00 | CAT    | 00  |
| IAS/IPS etc | 00 | State PSC | 00 | UPSC | 00 | Others | 260 |

5.6 Details of student counselling and career guidance

AQA

- The College has counselling and guidance cell which helps students to speak about their problem with their mentors and trained experts. The mentoring system helps to keep a close watch on the students so as to identify those with problems. Counselling sessions are arranged for helping those with a problem. The college also as a very active placement cell which organises sessions on career guidance as well as in the on campus placement.

Page 20

No. of students benefitted

350

### 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 |
| 07                              | 230                             | 191                       | 53                        |

### 5.8 Details of gender sensitization programmes

- Women Empowerment Centre is regularly conducting various programmes relating to gender sensitization.
- One day programme on 'Sexual Harassment' was conducted.
- Women students are 37 percent in the College. They are motivated to participated in games and sports, Cultural activities and also to joint in Naval NCC in adoption to the regular academic programmes.
- Women students are trained in Self protecting skills.
- Girl students were actively participated in Rangoli competitions in and around colleges.

### 5.9 Students Activities

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

State/ University level

National level

International level

10

00

00

No. of students participated in cultural events

State/ University level

National level

International level

20

00

00

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

Sports: State/ University level  National level  International level

Cultural:State/ University level  National level  International level

5.10 Scholarships and Financial Support

|   | Number of students | Amount     |
|---|--------------------|------------|
| Financial support from institution                                      | 00                 | 00         |
| Financial support from government                                       | 1350               | 9995800.00 |
| Financial support from other sources                                    | 15                 | 15000.00   |
| Number of students who received International/<br>National recognitions | 00                 | 00         |

5.11 Student organised / initiatives

Fairs State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Nil

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**Vision**

- V.S.M. College, Ramachandrapuram is a premier educational Institution. In this prestigious college everyone is dedicated to the motto “**VIDYA VIJAYATETARAM**”. [It enshrines the truth that education triumphs over everything else. The aristocracy of wealth, social position, power, birth and such advantages take a secondary place while education possesses a unique value].
- We strive to reach the star of perfection through an earnest academic pursuit for excellence and our efforts blossom into service through creative and emphatic involvement to transform society.

**Mission**

- To impart holistic education to all students without discrimination especially the less privileged in molding their character to emerge as self-reliant, enlightened, empowered changing agents of society.
- To produce knowledgeable, responsible, skilled, cultured, confident and competent future citizens of India with a desire to develop its progress and welfare. These students

## 6.2 Does the Institution has a management Information System

- Yes, the Institution has Management Information System.

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

### 6.3.1 Curriculum Development

- The College became autonomous in 2015 as Autonomy provides space for innovation and implement design of curriculum. The College made a move to avail these benefits.
- Institution made this work in a team manner by the guide lines of faculty, subject expert, Nominees, who are appointed by parental university through Board of Studies meeting.
- Upgrading the syllabus which is approved in the Board of studies meeting, Academic Council meeting, Governing Body Meeting of the respective Departments.
- The suggestions offered by experts are taken into consideration for the designing and developing the curriculum. Students feedback about the curriculum and college is collected regularly through IQAC. The college gives more weightage to the students feedback and it is taken into consideration while restructuring the syllabus.

### 6.3.2 Teaching and Learning

- The institution has already initiated ICT enabled teaching and learning in the campus.
- The teacher centric learning is gradually shifted to student centric learning.
- The College provides Syllabus Books and Question Banks to all students in the beginning of the academic year.
- Academic calendar is provided to the staff and students in the beginning of the academic year in which the rules and regulations, academic activities are given.
- The College is having the well experienced lectures to teach all the courses.
- The libraries are opened from 9.00 A.M. to 5.00 P.M. without Break. There is open access system.
- The staff members are encouraged to participate Orientation and Refresher Courses and participate in Seminars, Workshops and Conferences.
- Curricular and lesson plans were designed by the staff of each department with lecture outlines.
- Teaching diary and teaching notes were prepared by the staff.
- PPTs and posters for important topics were prepared and used for in the classrooms for effective teaching by the staff.
- After completion of the topic, learning material and important question banks are given to the students

### 6.3.3 Examination and Evaluation

- The ratio of marks are allotted to continuous internal assessment(CIA) and Semester End examinations (SEE) is 25:75
- Semester End Examination for 75 marks with duration of 3 hours.
- In each semester two mid tests are conducted each for 15 marks and average of the two tests shall be deemed as the marks obtained by the student in respective subjects in Internal Assessment tests. The remaining 10 marks are allotted for Seminars, Quiz, and Assignment etc.
- Test analysis was also conducted by the staff to rectify the mistakes which were made by the students.

### 6.3.4 Research and Development

- Articles published in international Journals : 7
- Articles published in National Journals :8
- Papers published in Seminar proceedings : 56
- Faculty also attended Seminars and Workshops: 15

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

- There are two Libraries in the College, one is U.G. Library and another P.G. Library. There are more than 62,277 Text Books and a large number of journals are available. INFLIBNET and DELNET facilities are available. Both Libraries are fully computerized.
- ICT facilities are available to the staff and students.
- Abundant infrastructure is available in the College for the Classrooms, Laboratories, Toilets etc.
- All Labs are fully equipped with UGC Grants such as Additional Assistance, BSR, CPE etc.

### 6.3.6 Human Resource Management

- Recruitment of staff on merit basis, staff enrichment programmes are conducted for teaching and non- teaching staff.
- The institution has dedicated and committed faculty. The staff members are busy with class work, research work. The non – teaching staff are busy with administrative work.
- The institution also develops, revives and updates the competency of teachers through continuous monitoring and evaluation.
- Performance appraisal by the staff, appraisal by the students of the staff is done regularly.
- The Faculty extend their services as Resource Persons, BOS Members in various Colleges, University Examination Observers, Examiners, Paper Setters, Academic Audit Advisers etc.



### 6.3.7 Faculty and Staff recruitment

- The staff requirement is assessed on the basis of strength of students. The number of aided staff both teaching & non-teaching, is declining. After retirement of a staff member, that vacancy is not filled by the Government. There is a ban on the recruitment of staff.
- The Management is recruiting the required staff and salaries are paid from the Management resources only.
- For recruitment of unaided staff, notification is given in the National and Local Newspapers with eligibility, qualifications and date of interviews etc.
- The Selection Committee consists of President and Correspondent, The Principal, Concerned Head of the Department and Subject Expert

### 6.3.8 Industry Interaction / Collaboration

- The Science, Commerce and Management Departments have established links with industries for creating better teaching learning environment.
- Faculty and students are given ample scope for study tour to the nearby industries for better exposure through close interaction.
- Creating more linkages with reputed industries for in-service training and internship, campus selection and study projects to make our students job-worthy and strengthening efforts to move towards better placement.
- The institution is planned to invite more number of successful industrialists to interact with the students to develop the entrepreneurial skills of the students.
- Some Departments in the College has interaction with the industries in framing the syllabi, for projects, placements etc.,

### 6.3.9 Admission of Students

- Admissions of the students various courses is based on merit and as per the norms of the Govt. Of Andhra Pradesh and Affiliating University.
- Admission Committees verify the eligibility of the candidates and the students are admitted as per norms.
- For P.G. Courses admissions are made on the basis of ranks secured in the Common Entrance Tests such as ANURCET and ICET.

#### 6.4 Welfare schemes for

|              |  |
|--------------|--|
| Teaching     | <p>Teaching staff are given loan maximum of Rs. 1.5 lakhs with 9 percent rate of interest through VSM College Employees Co-operative Credit Society Ltd.,</p> <ul style="list-style-type: none"> <li>• Pension, Gratuity and Group Insurance,</li> <li>• Maternity Leave</li> </ul>        |
| Non teaching | <ul style="list-style-type: none"> <li>• Non-Teaching staff are given loan maximum of Rs 0.75 lakhs with 9 percent rate of interest through VSM College Employees Co-operative Credit Society Ltd.,</li> <li>• Pension, Gratuity and Group Insurance</li> <li>• Maternity Leave</li> </ul> |
| Students     | <ul style="list-style-type: none"> <li>• Fee concession to the poor students</li> <li>• Group Insurance</li> <li>• Cash prizes</li> </ul>  |

6.5 Total corpus fund generated

75,26,500/-

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      | Commissioner of Collegiate Education, Govt. of Andhra Pradesh, Hyderabad | 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?

- V.S.M. College was given autonomous status in the academic year 2015-16. The College is conducting 2 mid-examinations and semester end examinations in a semester.
- Xerox copy of the answer scripts are given to the students if they paid the required fee.
- Revaluation system is in vogue.

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

- The University (Adikavi Nannaya University) appointed nominees for conducting Board of studies meeting, Academic Council Meeting and Governing Body Meeting for framing the Rules and Regulations for the arrangement of curriculum and smooth functioning of Autonomy.

6.11 Activities and support from the Alumni Association

- Alumni usually met in the College on founder's day i.e. on 6<sup>th</sup> November.
- The alumni association is active since last few years. The successful alumni directly evoke and facilitate inspiration to the IQAC through guest lectures, research and getting placements lead to the strengthening of the institution. They have contributed some valuable books to college library. The alumni participate through feedback on competencies gained during their student life. and provide information to improve curricular aspects on a continuous basis.
- VSMCOSA(VSM College Old Students Association) was interacted with Old students through website
- Some Alumni contributed an amount in a fixed deposit form and requested to distribute the interest amount for meritorious students on Independence Day.

6.12 Activities and support from the Parent – Teacher Association

- Parents express their views and give suggestions for the development of the students during Parent-Teacher meeting and feedback is taken from the parents.
- Parents promote admissions in the College
- Some parents were Alumni of V.S.M. College so they were actively participated to promote various Society Oriented activities in the College.

### 6.13 Development programmes for support staff

- Faculty are permitted to attend Orientation and Refresher Courses.
- Faculty are encouraged to attend the Seminars and Workshops.
- Faculty are deputed to attend BOS meetings, paper setters, Examiners of Autonomous Colleges and Universities.

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

- The college is spread over 14 acres of land surrounded by greenery of fertile lands.
- An eco-club is functioning in the college to create environment consciousness among the students and to make our planet greener.
- The campus is eco-conscious and it is a no plastic zone where we avoid plastic bags, plastic cups.
- The campus is made a free smoking zone. NSS units of the college have taken up frequent clean and green programmes throughout the academic year
- Solar street lights were installed.
- Today we are facing lack of water problems in all over world. Hence the institution arranged some pits to preserve rain water.

## 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.

- Institute has introduced ICT aids in education. The Institute has fully equipped ICT classroom with Computer & LCD Projector which has proved as a great help in teaching learning process. All students were benefitted with this facility. It has influenced teaching learning process in very positive manner.
- Mentoring system: It has helped in establishing good teacher- student relation. Teachers as Mentors have helped failure students in clearing supplementary examinations. As the mentoring mechanism percolates in the culture of the college it is believed that it will be fruitful in lowering down the absenteeism and failures as well as it will surely cater to students day to day problems.
- A Certificate was introduced in the department of Sanskrit i.e. **Sarala** with the collaboration of Samskruta Bharathi, Varanasi
- Value Based Courses
- Community Service by NSS and NCC Students
- Short duration programmes on Soft Skills.
- Automation of Library
- Computerization of Administrative Block
- Communication skills in English through Globareena Software
- Development of Adopted Villages through NSS Programmes

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

- The place of action was decided at the beginning of the year in the IQAC meeting. The Lecturers are informed to write annual academic plan, teaching dairy, teaching notes and instructed to maintain other teaching activity records and these were verified and attested by the Principal.

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

1. Student Counselling.
2. Blood Donation Camp- “Donate Blood Save Life.”

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii): Refer Annexure - III***

7.4 Contribution to environmental awareness / protection

- The NSS Units create awareness of environmental hazards and keep the environment clean, green and pollution free in the campus.
- The NSS volunteers regularly lead campaigns to prevent use of polythene bags and polythene products in the Society and college campus.
- The college observes ‘World Environment Day’ by organizing plantation programmes and talk on ‘the importance of preserving an eco-friendly atmosphere’.
- Cleaning the campus i.e., Swatch Bharath is also organised by NSS Units.
- Solar street lights.
- Green campus.
- Student projects were conducted on “medicinal values in medicinal plants” to create awareness

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**

- The college is located one kilometer away from the heart of the town in a sprawling campus of 14 acres in an eco-friendly oasis of trees and plants and free from pollution. The college was awarded College with Potential for Excellence status by the UGC. One of the greatest strengths is transparency in all phases of participatory administration. The institution offers wide range of courses in regular, self-financing and enrichment programmes, some in the emerging areas having employment potential.
- The Institution has well equipped ICT classrooms for usage of modern teaching methods and also getting access to live lectures of the eminent professors.
- Our college libraries are enriched with 62277 books i.e. Magazines, Encyclopedias, Reference Books, Journals, Back Volumes and Dissertations including e-books and e-journals. It is equipped with OPAC, INFLIBNET and DELNET. The college provides computers with Internet facility for all the departments having access to N-List provided by INFLIBNET with personal ID.
- The college Science Laboratories have procured sophisticated analytical instruments like AAS, HPLC, FTIR, etc. for undertaking research works by staff

## **WEAKNESSES**

- In the higher education scenario of Andhra Pradesh, students in Arts and Science streams are declining as there is mushrooming of Engineering Colleges. It has to be underscored that the student strength in this college is slightly decreasing.
- Being an affiliated college there is limited freedom to vertical and horizontal academic empowerment. The state government policy hampers in the recruitment of permanent staff. This jeopardizes the beginning of innovative courses in both UG and PG. Though at present the management has made ad-hoc appointments, it is making all efforts to look into this aspect.
- The research work carried out by the faculty is appreciative despite of heavy academic and administrative work load, however lacks its application to the society.
- Collaboration with the industries can further be improved to enhance the teaching learning standards of the institution.
- Lack of communication skills and confidence among the rural students is a major drawback for campus recruitments. It needs to be improved through the organization of personality development and skill enrichment programmes.
- Majority of the students are from rural back ground and underprivileged. Hence they are reluctant to join in English medium courses. Some programs need revision to keep up with changes in the field and improve course sequencing to help student progression.

## **OPPORTUNITIES**

- Strengthening of alumni network and linkages with industries will create more possibilities for increasing the percentage of campus placement.
- The college under CPE status has got more funds which helps for augmentation of laboratories, research facilities and student development.
- The college has good scope for consultancy services due to its modern laboratories and allied infrastructure.
- The institution has good potentialities to make industrial collaboration in teaching and training of students in Science, Commerce and Business Management streams.

- 
- The institution has ample scope to recognize it as the centre of research.

#### **CHALLENGES (THREATS)**

- Unfavourable supply- demand situation of qualified and quality faculty leading to unhealthy condition among colleges for the limited number of available faculty.
- Un-healthy competition from the private colleges around in UG level admissions.
- Providing better facilities and quality staff with existing low fee structure is a big challenge to the management. Integrating teaching with research at undergraduate level is another challenge.
- Recruitment of teaching and non-teaching staff in the place of retired staff.
- Commercialization of education challenges the service motto of the institution.
- Imparting training in communication and computer skills is inevitable as most of the students are from rural and backward area.

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

- Minor and Major Research Projects proposals will be submitted to the UGC for financial support.
- Proposals will be submitted to the UGC for financial assistance to organise seminars and workshops.
- Proposals will be submitted to the UGC to start Career Oriented Programme.
- More extension programmes will be undertaken.
- More number of faculty will participate and present papers in seminars.
- Faculty will be motivated to publish more articles in Journals.



*Name: Sri B.V.V. Sagar*

*Signature of the Coordinator, IQAC*



*Name : Sri NSV Kiran Kumar*

*Signature of the Chairperson, IQAC*

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**Annexure-I**





**V.S.M.COLLEGE (AUTONOMOUS) :: RAMACHANDRAPURAM**  
Affiliated to Adikavi Nannaya University, Rajamahendravaram  
**ACADEMIC CALENDAR FOR UG COURSES(TENTATIVE)**  
**IN CBCS PATTERN FOR THE ACADEMIC YEAR 2017-18**

| S.No.                     | PARTICULARS   | DATES                          |
|---------------------------|---|--------------------------------|
| <b>ADMISSION SCHEDULE</b> |   |                                |
| 1.                        | Commencement of Sale of Applications and Registration                   | 18-04-2017                     |
| 2.                        | Last date for admission into First Year Degree Course without late fee  | 15-07-2017                     |
| 3.                        | Last date for admission into First Year Degree Course with late fee     | 31-07-2017                     |
| <b>ACADEMIC SCHEDULE</b>  |   |                                |
| 4.                        | Commencement of Class work for III, V Semester                          | 05-06-2017                     |
| 5.                        | Commencement of Class work for I Semester                               | 19-06-2017                     |
| 6.                        | Last date for transfers without late fee                                | 15-07-2017                     |
| 7.                        | Orientation Program for I Semester                                      | 19-06-2017<br>to<br>20-06-2017 |
| 8.                        | Last date for transfers with late fee                                   | 31-07-2017                     |
| 9.                        | I Mid Examinations  | 31-07-2017<br>to<br>02-08-2017 |
| 10.                       | II Mid Examinations   | 04-09-2017<br>to<br>06-09-2017 |
| 11.                       | Dasahra Holidays  | 25-09-2017<br>to<br>30-09-2017 |
| 12.                       | Last date for submission of attendance particulars for III, V Semesters | 07-10-2017                     |
| 13.                       | Last date of Instruction for III, V Semesters                           | 13-10-2017                     |
| 14.                       | Last date for submission of attendance particulars for I Semester       | 13-10-2017                     |
| 15.                       | Last date of Instruction for I Semester                                 | 21-10-2017                     |
| 16.                       | Practical Examinations for III & V Semesters (Internal Assessment Only) | 14-10-2017<br>to<br>22-10-2017 |
| 17.                       | Commencement of I, III & V Semester End Theory Examinations             | 23-10-2017<br>to<br>07-11-2017 |
| 18.                       | Practical Examinations for I Semester (Internal Assessment Only)        | 08-11-2017<br>to<br>12-11-2017 |
| 19.                       | Commencement of Class work for IV & VI Semester                         | 08-11-2017                     |
| 20.                       | Commencement of Class work for II Semester                              | 13-11-2017                     |
| 21.                       | I Mid Examinations  | 18-12-2017<br>to<br>20-12-2017 |

|     |  |                                |
|-----|--|--------------------------------|
| 22. | Christmas Holidays   | 24-12-2017<br>to<br>26-12-2017 |
| 23. | Pongal Holidays  | 12-01-2018<br>to<br>20-01-2018 |
| 24. | II Mid Examinations  | 05-02-2018<br>to<br>07-02-2018 |
| 25. | Last date for submission of attendance particulars for II, IV & VI Semesters | 09.03.2018                     |
| 26. | Last date of Instruction for II, IV & VI Semesters                           | 17-03-2018                     |
| 27. | Commencement of II, IV & VI Semester End Theory Examinations                 | 19-03-2018<br>to<br>04-04-2018 |
| 28. | Practical Examinations for II, IV & VI Semesters                             | 09-04-2018<br>to<br>18-04-2018 |
| 29. | Summer Vacation  | 20-04-2018<br>to<br>03-06-2018 |
| 30. | Re-Opening   | 04-06-2018                     |
| 31. | Publication of Results : I, III & V Semesters                                | 28-11-2017                     |
| 32. | Publication of Results : II, IV & VI Semesters                               | 25-04-2018                     |

**Note:**

1. Notification for Semester End Examinations will be issued separately by the Controller of Examinations.
2. No Supplementary Examinations Under CBCS pattern.
3. Advanced Supplementary Examinations will be conducted only for VI Semester Students.

*Ny Kiran Kumar*  
PRINCIPAL

PRINCIPAL, V.S.M. COLLEGE (A),  
RAMACHANDRAPURAM-533 255, (E.G.D.)

**LIST OF WORKING DAYS / HOLIDAYS FOR UG COURSES FOR THE  
ACADEMIC YEAR 2017-18**

**REOPENING :                      II, IV Semester : 05-06-2017                      I Semester : 19-06-2017**

| Month           | Particulars   | No. of Holidays | No. of Working days | Total |
|-----------------|---|-----------------|---------------------|-------|
| June, 2017      | 10 Second Saturday<br>11,18,25 Sunday<br>26 Ramzan  | 05              | 21                  | 26    |
| July, 2017      | 08 Second Saturday<br>02,09,16,23,30 Sundays  | 06              | 25                  | 31    |
| August, 2017    | 12 Second Saturday<br>06,13,20,27 Sundays<br>14 Sri Krishna Astami<br>15 Independence Day<br>25 Vinayaka Chavithi | 08              | 23                  | 31    |
| September, 2017 | 09 Second Saturday<br>03,10,17,24 Sundays<br>02 Bakrid<br>Dasahra Holidays :<br>25-10-2017 to 30-10-2017          | 12              | 18                  | 30    |
| October, 2017   | 14 Second Saturday<br>01,08,15,22,29 Sundays<br>01 Moharrum<br>02 Gandhi Jayanthi<br>19 Diwali                    | 08              | 23                  | 31    |
| November, 2017  | 11 Second Saturday<br>05,12,19,26 Sundays   | 05              | 25                  | 30    |
| December, 2017  | 09 Second Saturday<br>03,10,17,24 Sundays<br>01 Eid-miladunnabi<br>Christmas Holidays<br>24-12-2016 to 26-12-2016 | 08              | 23                  | 31    |
| January, 2018   | 13 Second Saturday<br>07,14,21,28 Sundays<br>Pongal Holidays :<br>12-01-2018 to 20-01-2018<br>26 Republic day     | 13              | 18                  | 31    |
| February, 2018  | 10 Second Saturday<br>04,11,18,25 Sundays<br>14 Maha Sivaratri  | 06              | 22                  | 28    |
| March, 2018     | 10 Second Saturday<br>04,11,18,25 Sundays<br>01 Holi<br>18 Ugadhi<br>25 Sri Rama Navami<br>30 Good Friday         | 07              | 24                  | 31    |
| April, 2018     | 14 Second Saturday<br>01,08,15,22,29 Sundays<br>05 Babu Jagjivan Ram<br>14 Dr. B.R. Ambedkar's Jayanti            | 07              | 23                  | 30    |

\*Regarding the dates of the festivals, the dates announced by the State Government be followed.

*M. L. Sambhakar*  
**PRINCIPAL**

**PRINCIPAL, V.S.M. COLLEGE (A)  
RAMACHANDRAPURAM-533 255, (E.G.D.I.)**

**ADIKAVI NANNAYA UNIVERSITY: RAJAMAHENDRAVARAM**  
**ACADEMIC CALENDAR FOR UG COURSES FOR ALL SEMESTERS**  
**IN CBCS PATTERN FOR THE ACADEMIC YEAR 2017-18**

| S.No.                     | Particulars  | Dates  |
|---------------------------|--|--|
| <b>Admission Schedule</b> |  |  |
| 1                         | Commencement of Sale of Applications and Registration  | 15-05-2017 (Monday)                                |
| 2                         | Last date for admission into First Year Degree Course without late fee.                                | 29-07-2017(Saturday)                               |
| 3                         | Last date for admission into First Year Degree Course with late fee.                                   | 16-08-2017(Wednesday)                              |
| 4                         | Last date for submission of a) list of students b) payment of affiliation fee without late fee         | 28-08-2017(Friday)                                 |
| 5                         | Last date for submission of a) list of students b) payment of affiliation fee with late fee.           | 31-08-2017(Monday)                                 |
| <b>Academic Schedule</b>  |  |  |
| 6                         | Commencement of Class work for I, III & V Semester   | 19-06-2017 (Monday)                                |
| 7                         | Orientation Program for I Semester   | 21-06-2017 to 22-06-2017<br>(Wednesday) (Thursday) |
| 8                         | Last date for transfers without late fee   | 15-07-2017(Saturday)                               |
| 9                         | Last date for transfers with late fee  | 31-07-2017(Monday)                                 |
| 10                        | I Mid Exams  | Third week of August 2017                          |
| 11                        | Dasahra Holidays   | 25.09.2017 to 30.09.2017<br>(Monday) (Saturday)    |
| 12                        | II Mid Exams   | Last Week of September 2017                        |
| 13                        | Last date for submission of attendance particulars of I, III & V Semesters                             | 07.10.2017(Saturday)                               |
| 14                        | Last day of Instruction of I, III & V Semester   | 21.10.2017 (Saturday)                              |
| 15                        | Commencement of Examinations (Practicals & Theory) for I, III & V Semesters (Internal Assessment Only) | 23.10.2017 (Friday)                                |
| 16                        | Commencement of Class work for II, IV & VI Semesters   | 01.12.2017 (Friday)                                |
| 17                        | Christmas Holidays   | 24.12.2017 to 26.12.2017<br>(Sunday) (Tuesday)     |
| 18                        | Sports / Cultural Activities   | 10.01.2018 & 11.01.2018<br>(Wednesday) (Thursday)  |
| 19                        | I Mid Exams  | Second Week of January 2018                        |

Annexure

**ADIKAVI NANNAYA UNIVERSITY:: RAJAMAHENDRAVARAM**  
**LIST OF WORKING DAYS / HOLIDAYS FOR UG COURSES FOR THE**  
**ACADEMIC YEAR 2017-18**

REOPENING: 19.06.2017

| Month           | Holidays Description   | No. of Holidays | No. of Working days | Total      |
|-----------------|--|-----------------|---------------------|------------|
| June, 2017      | 25 Sunday<br>26 Ramzan   | 2               | 10                  | 12         |
| July, 2017      | 08 Second Saturday<br>02,09,16,23,30 Sundays   | 06              | 25                  | 31         |
| August, 2017    | 12 Second Saturday<br>06,12,20,27 Sundays<br>14 Sri Krishnastami<br>15 Independence Day<br>25 Vinayaka Chavithi                            | 08              | 23                  | 31         |
| September, 2017 | 09 Second Saturday<br>03,10,17,24 Sundays<br>02 Bakrid ; 28 Durgastami<br>30 Vijaya Dashami<br>Dasara Holidays<br>25.09.2017 to 30.09.2017 | 12              | 18                  | 30         |
| October, 2017   | 14 Second Saturday<br>01,08,15,22,29 Sundays<br>01 Moharrum<br>02 Gandhi Jayanthi<br>19 Diwali   | 8               | 23                  | 31         |
| November, 2017  | 11 Second Saturday<br>05,12,19,26 Sundays  | 05              | 25                  | 30         |
| December, 2017  | 09 Second Saturday<br>03,10,17,24 Sundays<br>01 EID Miladun Nabi<br>25 Christmas<br>Christmas Holidays<br>24.12.2017 to 26.12.2017         | 08              | 23                  | 31         |
| January, 2018   | 13 Second Saturday<br>07,14,21,28 Sundays<br>Pongal Holidays<br>12.01.2018 to 20.01.2018<br>26 Republic Day                                | 13              | 18                  | 31         |
| February, 2018  | 10 Second Saturday<br>04,11,18,25 Sundays<br>14 Maha Sivaratri   | 06              | 22                  | 28         |
| March, 2018     | 10 Second Saturday<br>04,11,18,25 Sundays<br>01 Holi<br>18 Ugadi<br>25 Sri Ramanavami<br>30 Good Friday                                    | 07              | 24                  | 31         |
| April, 2018     | 14 Second Saturday<br>01,08,15,22,29 Sundays<br>05 Babu Jagjivan Ram Birthday<br>14 Dr. B R Ambedkar's Jayanti                             | 07              | 23                  | 30         |
| <b>Total</b>    |  | <b>82</b>       | <b>234</b>          | <b>316</b> |

- Regarding the date(s) of the festivals, the date(s) announced by the State Government of Andhra Pradesh be followed.

## *Student Feedback Analysis : 2017 - 18*

### **A) Academic**

#### **I. Course:**

- 80% students felt that the applicability / relevance to the real life is highly relevant whereas 15% opined that it is not relevant and the rest of 5% felt it is not relevant.
- 82% felt that the depth of course is very high whereas 18% felt it is high.
- Clarity and relevance of reading material is 90% highly relevant where as 10% felt it is relevant
- 95% students feel that more effort is required by students whereas 5% students feel that moderate effort is required.
- 95% observed that the usefulness of course is for job seeking and 5% observed that usefulness of course is for vertical mobility.

#### **II. a) Laboratories:**

- All students felt that equipment at laboratories in the institution is adequate.
- 93% students observed that material for the lab work is adequate and 7% felt it is inadequate.

#### **b) Amenities and others**

##### ***Canteen***

- 94% of students are fully satisfied with service, timing, quality of food items, quantity of the food items, rates, hygiene where as 6% are only satisfied.

##### ***Drinking water***

- 85% feel that the facilities and maintenance of providing drinking water to the students is adequate where as 15% feel it is inadequate

#### **III. Toilets**

- 95% students felt that the toilet facilities and maintenance was satisfactory and 5% students are not satisfied.

#### **IV. Girls waiting room:**

- 90% girls are fully satisfied whereas 10% are not satisfied.

#### **V. Parking facilities:**

- All the students feel that parking facilities in the campus is adequate.

VI. Students have offered suggestions that the infrastructure facilities are of optimum use for pursuing their studies.

VII. ***Games & Sports:***

***Play grounds:***

- 85% felt that facilities, outdoor and indoor games and sports equipment, Gymnasium are adequate whereas 15% felt it is inadequate.
- Maintenance and coaching by encouragement is off full satisfaction for 90% students and 10% students are not satisfied.

***Library:***

- 91% students feel that Academic Books, General Books, Books for Competitive Examinations, Journals are adequate whereas 9% feel they are inadequate.
- 92% students are satisfied with timings and services of library whereas 8% are not satisfied.

***Curricular and extracurricular activities:***

- All the students have stated that they have participated in cultural activities at one time and others during their course of study.
- Services offered by literary association are full of satisfaction to 98% students whereas these are not satisfactory for 2% students.
- Internet facility timings, xerox facility and career guidance facility are of full satisfaction to 85% students whereas 10% felt it is satisfactory and remaining 5% observed that they are not satisfied.
- 95% students felt that notice boards are adequate where as 5s% felt it is inadequate.

***Clean and Green:***

- 95% students are satisfied with dustbins available in the campus where as 5% students feel that the dustbins are not adequate.
- Maintenance of classrooms, campus maintenance and green belts are fully satisfied by 95% students where as 5% students are not satisfied.

c) **Administration:**

I) **Principal & II) Office**

- 90% students are fully satisfied with the general administration, co-operation and services of the Principal and Office whereas 10% students are not fully satisfied.
- For taking timely action by the Principal the 95% students answered positively whereas 5% answered negatively.

III) **Examinations:**

- Conduct of unit tests, half yearly, pre- public, mid-semester and University Examinations is of full satisfaction to 98% students whereas it is not satisfactory for 2% students.
- All the students are happy that results are announced in time.

IV) **Students services:**

- Issue of bus passes, payment of fees and mode of grievance redressal is of satisfaction for 98% students where as 2% is not to their satisfaction.

V) **Class Room environment:**

- Infrastructure facilities like furniture, electricity, ventilation and blackboards are of satisfaction to 92% students where as 8% students are not satisfied.

VI) **Remarks:**

- Women students felt that they may be provided with a copy of reading material containing 80 modules on Career guidance, Institutions of higher learning and Soft skills.

**Follow up measures:**

- The feedback obtained from the students was discussed in detail in staff council, departmental meetings, meetings of student quality circles and student advisory council. The following remedial measures are initiated during the academic year 2015-2016.
- To strengthen the teaching – learning process by adopting more number of innovative methods of teaching – learning ICT classes were also introduced.
- To strengthen the functioning of the library and administrative services by providing much more services to the satisfaction of the students.
- Conduct of remedial coaching classes, tutorials, ward-counselling system is to be further strengthened. The staff council will review the progress of teaching learning process once in a month in view of revised guide lines communicated by Commissioner of Collegiate Education, A.P., Hyderabad.



## ANALYSIS OF FEEDBACK FROM PARENTS 2017-18

- 90% of the parents strongly agreed that getting admission in this institution to their wards is a pride whereas 5% agreed this and 5% are neutral.
- 78% strongly agreed that getting admission in this college fair and accurate whereas 20% agreed this and 2% of the parents are neutral.
- 75% of the parents strongly agreed that their wards are improving their knowledge through interaction with the teachers of this college where as 25% of them agreed it.
- 85% of the parents feel that the discipline in the college is good. They strongly agreed this but 15% percent of them opined and agreed to this.
- 53% of the parents strongly opined that the atmosphere in the college is conducive for learning whereas 42% agreed this and 5% are neutral.
- 62% of the parents strongly feels that there is a positive change in the behaviour of their wards after joining the college whereas 26% of them agree with this and 6% are neutral and the other 6% disagree this.
- 73% of the parents strongly agree that they have a great respect to the VSM College with the hoary past whereas 18% agree with this and 5% are neutral and 4% disagree it.
- 75% strongly opined that VSM College is one of the best colleges in A.P where as 20% agree with this and 5% are neutral.
- 58% of the parents strongly agree that the college information is accessible to all stakeholders where as 35% agree with this and 5% of the parents are neutral to this.
- 45% of the parents strongly agree that the Complaint Box in the college is providing opportunities to interact with the college authorities where as 35% agree with this and 14% are neutral and 6% disagree with this.
- 55% of the parents strongly agree that the employees are co-operative where as 25% agree with this and 20% are neutral.
- 45% of the parents strongly agree that the changes introduced in the college in recent years are progressive whereas 50% agree with this and 5% are neutral.

## **BEST PRACTICE -1**

### **TITLE OF THE PRACTICE: STUDENT MONITORING AND MENTORING SYSTEM**

**GOAL:** The objectives of the practice followed by the institute are:

- To monitor the students regularity & discipline
- To enable the parents to know about the performance & regularity of their wards.
- Improvement of teacher-student relationship
- Counseling students for solving their problems and provide confidence to improve their quality of life.
- Guiding students to choose right career path for job, higher studies, Entrepreneurship, etc.
- Counselling students and interaction with them for problem solving
- Focussing to train students for improvement in the global economy and quality of life of the students and public in the society.
- The goal is to establish a trusting relationship between the Mentor and the Mentee and to help the mentees attain their aims.

### **CONTEXT**

- The following are the issues which motivated the college implement the mentoring system:
- The nature of students' background i.e. catering to different socio-cultural and economic diversity necessitates mentoring being opted as one of the best practices by the institution.
- The absence of institutionalised system of having proper system of mentoring, guidance and counselling in the region along with the obvious fact that most of the students are from remote areas and first generation learners makes it imperative on the part of the institution to provide mentoring i.e. guidance for all-round development of the students on academic as well as aesthetic lines. Moreover, it is aimed to align with the institutional mission and vision statement aiming to develop students on progressive lines i.e. to imbibe in the students a rational positive outlook towards life thereby making them responsible citizens.
- Inculcating discipline, punctuality and motivation among the students is the main objective in career building of a student. The college has adopted a well established system, Counseling and Mentoring Diary (CMD) to monitoring & mentoring the students' activity.

- Many other supporting methods have been introduced for better coordination of lectures, tutorials and practical classes.
- Since the majority of the students is not matured enough to take their own decision in the vast changing scenario of technology and fast life, the mentorship programme of the institute guides and counsel the students in academic, non-academic matters including personal domain to achieve their best in life. In particular, the scheme aims at addressing deficiencies in attitudes, habits, and knowledge of the students regarding study and learning.
- The students are assigned to faculty mentors from their first year. Mentors create a better environment for their mentees and the mentees can approach their mentors for educational, personal guidance and knowledge enhancement.

### **THE PRACTICE:**

1. Mentoring session is conducted every once in a week from 3.30 P.M. to 04.30 P.M. on a regular Basis.
2. The session is compulsory for every student to attend without fail.
3. Mentors are assigned 25 students for the whole duration of a semester each i.e., 6 months.
4. The mentors are provided with details of mentee's performances in terms of academic (weekly test, class test, mid-term and end-semester exam) and attendance records.
5. The mentors are provided with details of mentee's performances in terms of academic (weekly test, class test, mid-term and end-semester exam) and attendance records. The mentor also keeps track of the mentee's personal development such as co-curricular activities, discipline and career related issues.
6. If a student is absent for more than ten days then HOD calls their parent, enquires the reason and advises them to take necessary care of their ward.
7. Even after informing student's parents, the HOD forwards the details of a student to the Principal for further action
8. Every section has 2 mentors and each mentor will get 25 students and they maintain counseling and mentoring register.
9. The mentors prepare the monthly attendance of every student for each section and send the information to parents of defaulters through proper channel.
10. The mentors meet the student associated once in a week.
11. The practice of the mentoring system is evaluated by principle. By monthly as to ensure quality and efficiency in practice.
12. The mode of communication between mentor and mentee can established through different mode(s) namely-In –Person & phone.
13. The mentors take initiative to arrange remedial and tutorial classes for slow learners. Each mentor maintains the whole student database, which is examined by the HOD and others concerned when necessary.
14. Frequent counseling sessions help the student in expressing their opinions and problems with ease. Counseling is done after tests and after the University exam Results. Mentor books are updated with their results, achievements, certifications, attendance,

scholarships and project details.

15. In this fast-moving generation a student must make a lot of effort to catch up with the ever changing trends and technology in their fields of study. Mentoring helped the students to identify their lacunae, shortcomings and work towards improving their overall personality and improve their communication skills.
16. Mentoring also helped the mentees to decide on how to choose a relevant workshop, seminar, additional coaching and value added course relevant to their specialization.
17. Mentoring helped the students to choose a right career option, and pursue it with focus and dedication.

### **Evidence of success:**

1. In course of the structured direct communication between mentor and mentee there was a good improvement in the teacher-student relationship.

2. The evidence of success is the percentage of students passed in five years from 2013 to 2018 academic result, number of students placed in the campus recruitment and number of students who got AKNU university rank in last five years. After implementing the practice there is an increase in the Pass percentage, the number of Rank holders and Placement record.

3. Due to effective mentoring practiced by the faculty there has been a marked improvement in the overall performance of the students

4. Improvement in minutes discipline, interaction and communication skills.

5. Improvement in student attendance.

6. The number of detainment of students has decreased. The above effected in attaining a better academic performance.

7. There are few students who get married and opt to drop out. The mentors have specifically helped and guided such students to continue their studies and to successfully complete their graduation.

### **Problems encountered:**

- Student learning is mostly memory based
- Lack of creative thinking
- Inability to see beyond examinations and grades
- Motivating the students to develop logical thinking to solve technical problems.

### **Resources required:**

- Inadequacy in general guidance, career and professional related materials. This is due to the financial constraints faced by the management because the institution is dependent on grants.
- The diversity in students background and upbringing i.e., lack in the art of effective articulation, introversion in different attitude etc.
- Gaining the trust of the students to share their difficulties and problems. Motivating the students to share their problems among the group
- The newly joined faculty members from other colleges who are not accustomed with the culture and instinct of the mentorship scheme are separately educated by the institute to get involved in the mentorship scheme in the right direction.

### **Best practice 2**

#### **Title of the Practice:**

#### **Communication Skills in English**

##### **1. Context**

English today is a world language spoken and written by a vast majority of people around the world. It is a heterogeneous language accommodating all kinds of influences. It has been gaining in status and prestige all these days by the new awareness created by the experts in the field of technical education. Job opportunities have tremendously increased with the technology facilitating fast worldwide communication. Hence the need to develop communication skills in English has become paramount.

Our college is situated in a rural area and majority of the students hail from educationally neglected and economically weak back ground. So students were not exposed much to the English language. Another important reason for the English language taking back seat is because “English” is only a subject and not a medium at the school level.

The greater importance gaining by the English language and its importance for Global Communication made our institution to think that “A little progress everyday adds up to big result” which gradually enable all the students to improve their “Communication Skills” on English to maximize opportunities. The institution has strongly decided not to leave any stone unturned in trying to teach these communication skills to its students.

##### **2. Objectives and Goals**

To enable students to keep pace with the increasing demand for spoken English in Government jobs and suitable berth in public and private sector undertakings.

To prepare them face the challenges at national and international competitive world.  
To boost up their morale and in still confidence.

### **3. Practice**

The laboratory for developing communication skills in English is an extra feather to the cap of this institution. It has 40 systems with Globarena Software for practice. Adjacent to this another English lab is under the process of construction with another 40 systems. Globarena Software helps the student to learn correct pronunciation of a word by recording his way of pronunciation and comparing it with the stress, accent, intonation and correct pronunciation of the word which was already recorded in the software. Students can develop their writing, reading, listening skills by using this software. The local area network provides practice tests, online examinations and also evaluation. In fact, the affiliating university has been using our college English laboratory as an examination centre for conducting practical examinations for some other colleges round. Institution also brought a number of CDs relating to literature and language including some Historical English movies, Shakespeare's Dramas etc., considering to speaking skills. We exercise them to different activities like role plays, discussion skills, presentation skills and classroom seminars etc.

### **Implementation**

The software has several techniques to improve communication skills of the students. Pronunciation has already been mentioned, of course, the scope in

the software is limited to its text only. It can't be used as a phonetic dictionary for all words like that of Daniel Junes.

Students are exposed to a number of online practice tests in the English lab. On vocabulary, objective type of questions, multiple choice questions, one word answers, short answers questions are there to improve their writing skills. Online exercises on précis-writing, note taking, note making and letter writing help them a lot to develop their writing skills. Participation in English essay writing is compulsory. All these help them to fare well in the competitive exams and interviews which in turn boost their morale and self-confidence and help in personality development.

### **4. Problems encountered**

The students when participating in communicative activities hesitates much to respond. Because they are with the conscious that they may express wrong as their mother tongue plays a crucial role in every communication activity in the house atmosphere and their existing environment.

The students in a class were up to their levels of grasping. The good strength of the class is getting difficult for the facilitator.

### **5. Resources required**

Separate wing for the maintenance of related books, magazines and English newspapers. Guest lectures are to be arranged about spoken English.

Students are advised to talk in English only instead of their mother tongue, with their class mates, college mates, hostel mates and their teachers, as long as they are in the campus to get habituated.

## **6.Evidence of Success**

The success of this course necessitates active participation of students in every task and we are able to make the students optimistically involving them in every assignment which will gradually enable them to improve their skills and achieve success.