

**THE PEDANANDIPADU COLLEGE OF
ARTS & SCIENCES,
PEDANANDIPADU, GUNTUR DT
A.P. 522 235**



**Annual Quality Assurance
Report 2016-17**

**Submitted to
NATIONAL ASSESSMENT & ACCREDITATION COUNCIL,
BANGALORE**

**The Annual Quality Assurance Report (AQAR) 2016-17
of the IQAC
Part – A**

AQAR for the Year

I. Details of the Institution

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mr. D.Eswara Rao

Mobile:

9441244943

IQAC e-mail address:

pas.college@yahoo.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) **KR-SS/Sr-AP/06509, EC/46/A&A/055 Dated 16-9-2008**

1.4 Website address:

www.pascollege.ac.in

Web-link of the AQAR:

-

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.45	2008-09	5 YEARS
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

22/09/2008

1.7 AQAR for the year (*for example 2010-11*)

2016-17

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR 2015-16 submitted to NAAC on 24/12/2018
- ii. AQAR 2014-15 submitted to NAAC on 13/11/2015
- iii. AQAR 2013-14 submitted to NAAC on 25/10/2014
- iv. AQAR 2012-13 submitted to NAAC on 18/12/2013

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

MCA, MBA

1.11 Name of the Affiliating University (for the Colleges)

ACHARYA NAGARJUNA
UNIVERSITY, GUNTUR, AP

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

Autonomy by State/Central Govt. / University

NIL

University with Potential for Excellence	NIL	UGC-CPE	NIL
DST Star Scheme	NIL	UGC-CE	NIL
UGC-Special Assistance Programme	NIL	DST-FIST	NIL
UGC-Innovative PG programmes	NIL	Any other (<i>Specify</i>)	NIL
UGC-COP Programmes	NIL		

2. IQAC Composition and Activities

2.1 No. of Teachers	6		
2.2 No. of Administrative/Technical staff	2		
2.3 No. of students	2		
2.4 No. of Management representatives	1		
2.5 No. of Alumni	2		
2.6 No. of any other stakeholder and community representatives	2		
2.7 No. of Employers/ Industrialists	1		
2.8 No. of other External Experts	2		
2.9 Total No. of members	18		
2.10 No. of IQAC meetings held	5		
2.11 No. of meetings with various stakeholders:	No.	2	Faculty
			6
Non-Teaching Staff	2	Alumni	1
Students		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

- Strengthening of Infrastructure facilities
- Conducting of Gender Sensitization Programmes
- Student Counselling Sessions improved
- Submission for NIRF
- Identification of backward students for remedial coaching
- Conducting Guest Lecturers
- Steps for the improvement of Attendance
- Review of the Results
- Carrier Guidance
- Extension Activities

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
<p>Conducting more seminars for the students by the respective departments.</p> <p>To conduct Alumni meeting</p> <p>Plan to conduct University level sports meet</p>	<p>Departments conducting Student Seminars</p> <p>Alumni meet conducted.</p> <p>Conducted ANU Inter Collegiate Kabaddi Tournament on 21-12-2016 to 23-12-2016 conducted by Dept. Of Physical Education.</p>

Continuation of mentor system	Continued. Students allotted to each mentor.
Parent teacher meet	Conducted , Feedback is taken from them about the college.
Conducting social service activities to create social responsibility.	VANAMAHOTSAVAM conducted in the college premises on 05-07-2017 & 06-07-2017
Arranging more Guest Lecturers	One Guest Lecturer is conducted by Dept. Of Mathematics.
To arrange Campus Selection Trainings	Conducted Training classes through APSSDC
Celebration of National important Days	Teachers Day Celebration's on 05-09-2016, 49th Anniversary Day Celebrations on 15-02-2017. Oath on Voters Day Celebrations. 7th National Voters Day Celebrations in the College premises. II International Yoga Day Celebrations at College Seminar Hall on 21-06-2016.
To improve learning facilities	Added Books to the Library
Motivation of Staff and students in value education	Dr. L.Rathaiah, Secretary & Correspondent, addressed the students and staff and explain the importance of Education for the development of culture in the villages, uplift of the families economically, he further instructed the students to appear for the Civil services and state Govt. Group services examinations.
Skill Development for the Students	A separate Lab Inaugurated to improve the skill of spoken English by self-learning on 8-12-2016.

* 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:

The management advised for more Extension Activities and stressed the importance of Research Publications by Staff.

Part – B
Criterion – I

I. 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	2	0	2	0
UG	7	0	3	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	09		05	
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6
Trimester	-
Annual	3

1.2 Feedback from stakeholders* (*On all aspects*)

Alumni	<input checked="" type="checkbox"/>			
Parents	<input checked="" type="checkbox"/>	Employers	<input type="checkbox"/>	Students <input checked="" type="checkbox"/>

Co-operating schools (for PEI)

Mode of feedback : Online

Manual

****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.

Acharya Nagarjuna University has revised the syllabus in 2016-17 which introduced Foundation Courses for the II Year Degree students. The college implemented the same changes in the curriculum.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
10	5	3	0	2

2.2 No. of permanent faculty with Ph.D.

3

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
-	-	-	-	-	-	-	5	-	5

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	16
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	4	1	
Presented	4	1	
Resource Persons			

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

Student Seminars, group Discussions, Filed Trips, Projects, Use of ICT

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

227

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

Nil

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

3

2.10 Average percentage of attendance of students

75

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.Com	28		8	10	6	85.7
B.Sc	21		7	6	3	76.19

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

In Preparing Action Plans, Academic Annual Plans, In the use of Innovative Methods, in analysing Feedback, Tracking Student Progression through marks Register, Sustaining Student support methods.

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	3
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	3
Others	3 (Short Term Course) +1 (National Conference)

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	5	3	-	-
Technical Staff	0	1	-	1

Criterion – III

3. Research, Consultancy and Extension

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

IQAC advised the Staff to publish their articles in the reputed Journals and also steps are taken to compile the articles in a Book Form.

IQAC requested the management to give permission and OD facility to the staff attending Conferences / seminars/ Workshops. The management permits to meet 50% of the expenses from the management fund for providing T.A.

3.2 Details regarding major projects:

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs		Nil		

3.3 Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs		Nil		

3.4 Details on research publications:

	International	National	Others
Peer Review Journals	-	13	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings	-	-	-

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		Nil		
Students research projects (<i>other than compulsory by the University</i>)				
Any other(Specify)				<input type="text"/>
Total				<input type="text"/>

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies		Nil			

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
				01		

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

1

5

3.19 No. of Ph.D. awarded by faculty from the Institution

Nil

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF Nil SRF Nil Project Fellows Nil Any other Nil

3.21 No. of students Participated in NSS events:

University level State level Nil Nil
National level International level Nil Nil

3.22 No. of students participated in NCC events:

University level Nil State level 4
National level 5 International level Nil

3.23 No. of Awards won in NSS:

University level	State level	<input type="text" value="Nil"/>	<input type="text" value="Nil"/>
National level	International level	<input type="text" value="Nil"/>	<input type="text" value="Nil"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="Nil"/>	State level	<input type="text" value="Nil"/>
National level	<input type="text" value="Cer B – 29
Cer C - 10"/>	International level	<input type="text" value="Nil"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="Nil"/>	College forum	<input type="text" value="Nil"/>
NCC	<input type="text" value="5"/>	NSS	<input type="text" value="Nil"/>
		Any other	<input type="text"/>

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

- Tree Plantation:
- Swacha Bharat:
- Participation in Women’s Parliament”

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	14.96			14.96
Class rooms	13			13
Laboratories	6			6
Seminar Halls	2			2
No. of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Partially Computerized

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	31535		954	30000	32489	
Reference Books						
e-Books	21	Free	50	Free	71	Free
Journals	-	-	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	50		15		65	
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	90	80	3	1	1	1	8	1
Added	-	-	-	-	-	-	-	-
Total	90	80	3	1	1	1	8	1

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

- Students are trained in the use of Internet and Computers.
- Staffs are trained in the use of smart boards.

4.6. Amount spent on maintenance in lakhs :

i) ICT	211200
ii) Campus Infrastructure and facilities	-
iii) Equipments	83056
iv) Others	---
Total :	294256

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC conducts a meeting with the students every year at the beginning of the year and brings awareness in them about the student support services. Along with the regular information about the student support services in the college brochure, all the student support committees interact with the students in the beginning of the year and also periodically to make them aware of the services provided to them.

5.2 Efforts made by the institution for tracking the progression

Tracking the progression of the students is one of the student support facilities and also the evaluative measure of the overall institutional performance. The records of all the student enrolment, their social and academic profiles are kept for the information of the stakeholders and the progression of the students is tracked through the alumni and through the staff appointed for the purpose. Further progress in the studies is planned depending on the tracking of the student progression.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
247	50	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No		Women	No							
	201	67		95	33						
Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OB	Physically Challenged	Total
80	104	11	100	-	295	75	101	14	107	-	297

Demand ratio 1:1 Dropout % 5

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

Competitive Books kept in the Library, Internet Availability, Faculty Guidance.

No. of students beneficiaries 70

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Carrier Guidance is provided periodically to the students by the carrier counselling cell. Students are given information about the Entrance Exams, Model Question Papers and Materials.

No. of students benefitted 10

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

Gender sensitization programmes are organized periodically to bring awareness of the need to protect the women rights and prevent the eve-teasing and ragging incidents. Discussions on women education, women empowerment, and participation of women in various activities are initiated to create gender equality and gender sensitization among the students. Girl students participated in National Women Parliament a massive Gender Sensitization program conducted by A.P. State Government at Amaravathi.

5.9 Students Activities

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

State/ University level	12	National level	Nil
International level	Nil		

No. of students participated in cultural events

State/ University level	40	National level	Nil
International level	Nil		

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

Sports : State/ University level	1	National level	Nil
International level	Nil		

Cultural: State/ University level	2	National level	1
International level	Nil		

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	35	20000
Financial support from government	209	Rs. 19,69,390/-
Financial support from other sources	-	Rs. 50,000/-
Number of students who received International/National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level	<input type="text" value="Nil"/>	National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>
Exhibition: State/ University level	<input type="text" value="Nil"/>	National level	<input type="text" value="Nil"/>	International level	<input type="text" value="Nil"/>

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

To make this rural college an excellent centre for higher and technical education with an aim to impart knowledge and skills for alround growth of the young generation by providing an opportunity of Higher education to the economically and socially backward students of this area along with ethical and human values for national development.

Mission

To develop competitive sprit through various methods of instructions. To develop leadership qualities by team work . to impart necessary knowledge through teaching and learning to increase the sense of social and national responsibility by motivation by involving in extension activities. To promote national integration through various activities.

6.2 Does the Institution has a management Information System

Office is not fully computerised but all Information about the administration can be had from the office.

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

6.3.1 Curriculum Development

As the affiliated college, the curriculum development is taken up by the university. However, the faculty members who are on the Board of Studies of the University discuss the objectives of the curriculum designed by the University and plans for any value addition courses within the feasible framework of the institution.

6.3.2 Teaching and Learning

IQAC discusses with the faculty to find the impressive methods of the teaching and learning. The adoption of the ICT is maintained. Active student involvement methods of teaching are encouraged so that students may learn the habits of self-learning and extensive learning.

6.3.3 Examination and Evaluation

Through exam committee the IQAC initializes the preparation of the exam schedule as per the university calendar and guidelines. Evaluation is done on the basis of the exam parameters in Internal exams and the marks lists are sent to the University online and the same are kept for record to track the progression of student performance.

6.3.4 Research and Development

IQAC Advised the Faculty to apply for the Research Grants from the UGC and also advised them to facilitate conducting Seminars and Workshops in the College. The members are advised to apply for Research Projects and to involve Research Work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

IQAC advised the Dept. Of Computer Science to update the software and to maintain the Systems in proper condition.

6.3.6 Human Resource Management

Training classes are given to increase the capabilities of Non-Teaching staff in Record work and Administration.

6.3.7 Faculty and Staff recruitment

Teaching faculty are recruited by the management when the requirement is felt. The IQAC brings to the notice of the management such need for recruitment after consultation with the HODs .

6.3.8 Industry Interaction / Collaboration

The nearby industries are visited and their advise is taken in arranging the industry visits and also to know their needs for recruitment.

6.3.9 Admission of Students

IQAC takes measures to suggest notification for admission of the students informing the student facilities in the college and the methods of Student Centric teaching to convenience the public to join the students in the Institution. In the admissions the reservation policy is maintained.

6.4 Welfare schemes for

Teaching	Health Check up
Non teaching	Health Check up
Students	Health Check up

6.5 Total corpus fund generated

Nil

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	Peer Team		
Administrative				

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

Revised Guidelines of IQAC and submission of AQAR

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

The Alumni of the college supports the financial position of college by generous contribution. IQAC suggests for the felicitation of the prominent alumni for search generosity.

6.12 Activities and support from the Parent – Teacher Association

Parent – Teacher meetings are held to take the Feedback of parents and also solve the discipline issues and discussion the progress of students. Parents are advised to keep in touch regularly with the head of the Institution to know the students conduct in the college.

6.13 Development programmes for support staff

Support staff given training in Computers.

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

Tree plantation is taken up regularly.
Clean and green programmes organized by the staff and students.

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.

The celebration Ekta Divas and the Day of communal harmony has given the impact of Unity and Tolerance. The Students are brought to understand the values of living together by respective other religions and support national integrity.

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

Feed back is analysed. Steps are taken for the improvement of teaching. Some of the teachers applied for research projects.

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

Mentor and Counselling System.
Remedial classes to weaker students.

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

7.4 Contribution to environmental awareness / protection

Meetings conducted about environmental pollution and the measures to check pollution. The plantation activity was taken up by the students.

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 proudly announces another Ph.D holder in our Institution.
- Strong Alumni Support

Weakness:

- Decreasing Finance facilities
- Limited recruitment from the Government

8. **Plans of institution for next year (2017-18)**

- To increase the no. Of placements
- To prepare the college for the Golden Jubilee Celebrations
- To prepare the college for NAAC Accreditation
- To strengthen the Teaching Learning process by student centric activities
- Use of ICT by preparing the Power points
- To conduct extension Programmes
- To conduct Online Training Programmes
- To conduct Job Melas
- Registration for Online Courses

Name D.Eswara Rao



Signature of the Coordinator, IQAC

Name M.Subba Rao



Signature of the Chairperson, IQAC

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ANNEXURE - I

ACADEMIC CALENDER FOR UNDER-GRADUTE

CBCS Semester System/ Year wise System.

FOR THE ACADEMIC YEAR 2016-17

Sl.No.	Particulars	Date
1.	Re opening of the Affiliated Colleges	16-6-2016
2.	Commencement of classes for 1 & 3 semester UG students in CBCS Pattern	16-6-2016
3.	Commencement of classes for 3 year students	16-6-2016
4.	Closure of admissions for various courses	16-8-2016
5.	Last date for submission of Master list of newly admitted 1 st semester students of 2016-17 as per the proforma prescribed by the University	31-8-2016
6.	Conduct of Mid Exams for 1 st & 3 rd Semester students	01-9-2016
7.	Last date of Transfers (Including students from other State Universities and the Universities within A.P in respect of restructured / Vocational courses at Degree level. The last date prescribed by the Universities is not for submission of admission application on transfer from other Universities. The admission on transfer from Universities as mentioned above will not be permitted without established equivalency of syllabi, since these courses are not covered under common core scheme. Before the last date of transfer, equivalency of syllabi has to be obtained from the University. After last date no application is entertained.	15-09-2016
8.	Submission of list of transferred candidates to the A.C.E, ANU.	16-9-2016

9.	a) Last date for submission of details of Optional papers offered by colleges in Third year (The list may be submitted to the Coordinator, UG Exams and ACE , ANU)	16-9-2016
	b) Submission of Staff particulars (Degree Colleges service only) for valuations purpose to Coordinator, UG Exams, ANU (theory & Practical with cadre wise experience)	16-9-2016
10.	Last date for payment of examinations fee for year wise supplementary examinations	22-6-2016
11.	Conduct of year wise supplementary examinations (for all courses)	14-7-2016
12.	Last date for payment of fees and submission of examination applications for 1 st & 3 rd Semester to the Colleges.	03-9-2016
13.	Last date for submission of galleys for 1 st & 3 rd Semester to ACE/UG Co-Ordinator, ANU.	13-9-2016

14.	Closure of instructions for 1 st and 3 rd Semester Classes	06-10-2016
15.	DASARA Break	07-10-2016 to 13-10-2016
16.	Commencement of 1 st & 3 rd Semester -end Examinations	18-10-2016
17.	Commencement of classes for 2 nd and 4 th Semester students	02-11-2016
18.	CHRISTMAS Break	23-12-2016 to 27-12-2016
19.	PONGAL Break	09-1-2017 to 16-1-2017

20.	Conduct of Mid Exams for 2 nd & 4 th Semester students	04-1-2017
21.	Last date for instruction & Computing attendance (All the colleges are requested to send the condonation particulars to the Addl. Controller of Examinations along with condonation amount if any collected from the students.	28-2-2017
22.	Payment of examination fee and submission of application forms for 2 nd & 4 th Semester students	20-1-2017
23.	Last date for submission of galleys for 2 nd & 4 th Semester students to the Colleges.	25-1-2017
24.	Closure of instructions for 2 nd and 4 th Semester classes	28-2-2017
25.	Completion of Practical exams for 1,2, 3 & 4 th Semesters students	02-2-2017 to 13-2-2017
26.	Commencement of 2 nd & 4 th semester –end theory Examinations.	02-3-2017
27.	Commencement of III year end examinations for year wise students for all courses. regular	02-3-2017
28.	Closure of Colleges (Last working day) (Number of actual teaching days on which classes such as tutorials, Seminars and practicals are held or conducted is not less than 180 in an academic year excluding holidays, vacation time set apart for completing admission and time required for conduct of examinations).	31-3-2017
29.	Summer Vacation starts from	01-04-2017
30.	Reopening of the Affiliated Colleges having U.G. courses for the academic year 2017-18	15-06-2017
31.	Examination timings	9 A.M to 12 Noon 2 P.M to 5 P.M

ANNEXURE - II

THE PEDANANDIPADU COLLEGE OF ARTS & SCIENCES, PEDANANDIPADU – 522235



FEEDBACK FROM THE STUDENTS

Note: Please give your opinion on the performance of the teacher with reference to the items listed Below; the opinion is to be given on a four – point rating as given below.

Name of the Student:

Class :

Roll No.:

Sex: M/F

Name of the Lecturer:

Department:

Please make tick mark in the appropriate column

S.No.	Particulars	Not Satisfactory	Satisfactory	Good	Excellent
1	Coverage of Syllabus				
2	Interest created among the students				
3	Clarity of expression while Teaching				
4	Level of latest developments in the subject taught				
5	Use of other methods of Teaching like class seminar question & answer , group discussion etc in the class room				
6	Encouraging question on the topic in the class				

	and clearing doubts				
7	Use of teaching models black boards and teaching aids in the class room				
8	Encouraging and Supervising the students for study projects				
9	Attitude shown in arranging field visits, invited lecturers etc., in the subject				
10	Attitude towards slow Learners				
11	Attitude towards Advanced Learners				
12	Guidance to solve Academic Problems				
13	Promptness in correction and Evaluation				
14	Behavior / Interaction with students				
15	Overall Impression				

Feedback Analysis from the Students on the performance of the Teachers – 2016 -17

The feedback analysis and the performance of the teachers reflect the opinion of the students on the important areas of Teaching learning activity of the individual teacher and also the overall activity of the Institution.

S.No.	Particulars	Not Satisfactory	Satisfactory	Good	Excellent
1	Coverage of Syllabus			100%	
2	Interest created among the students		15%	85%	
3	Clarity of expression while Teaching		10%	90%	
4	Level of latest developments in the subject taught		25%	75%	
5	Use of other methods of Teaching like class seminar question & answer , group discussion etc in the class room		25%	75%	
6	Encouraging question on the topic in the class and clearing doubts		20%	80%	
7	Use of teaching models black boards and teaching aids in the class room		10%	90%	
8	Encouraging and Supervising the students for study projects		40%	60%	
9	Attitude shown in arranging field visits, invited lecturers etc., in the subject		35%	65%	
10	Attitude towards slow Learners		10%	90%	

11	Attitude towards Advanced Learners		10%	90%	
12	Guidance to solve Academic Problems		15%	85%	
13	Promptness in correction and Evaluation			100%	
14	Behavior / Interaction with students			100%	
15	Overall Impression		10%	90%	

The feedback is analyzed and suggestions are given to the concerned staff for improvement and maintain the good standards.

ANNEXURE - III

Best Practice - I

Title:- Cash Awards for Meritorious Students

Objectives:-

1. To encourage the merit and competitive spirit in the students
2. To give financial help to the needy and deserving students
3. To support good performance of the students in their academic activity

The context:-

The main aim of Teaching learning activity is the successful performance of the Students when their merit is appreciated it can be a model for the other students who are encouraged to study well and gain the prizes. This practice will improve the overall academic performance of the college.

The Practice:-

Every Year in the beginning, the students are informed about the cash awards established for meritorious students and at the end of the Academic year on the basis of the marks and performance of the students the meritorious students list is selected. And on the occasion of the Republic Day , these awards are given to the students by the Guest of the day.

Resources:-

The necessary resources for the cash awards are maintained by the college administration from the donations of the Staff and Well wishers.

Evidence of Success:-

This practice have encouraged the students to show their outstanding performance in the examinations, Sports and Cultural events and in general discipline.

Best Practice – II

Title:- Mentor System

The Mentor System in our college contributes to developing good rapport between the Lecturers and the students.

Objectivities:-

1. To guide the students in their Academic and Personal Matters
2. To make the Learning Activity the most useful to the students

The Context:-

The students will have additional advantage of getting Guidance from their mentor. Personal care from the mentor will encourage them to open their minds and be courageous in finding solutions to their problems.

Evidence of Success:-

This practice of Mentor System has been great success for the students as they are seeking guidance not only on the Academic matters but also on progression on studies competitive exams and career Planning.