



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

ST. ANN'S COLLEGE FOR WOMEN

ST. ANNS COLLEGE FOR WOMEN MALKAPURAM VISAKHAPATNAM -530011

ANDHRA PRADESH

530011

www.stannscollegevizag.org

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

St. Ann's College for Women (Degree) is a Christian minority institution under the management of St. Ann's charitable society established in 1991 with a vision of empowering girls and women coming from rural background through education in the land donated by the Caltex oil refinery. It provides education to girls from Industrial area and also to the girls coming from the remote villages of Andhra Pradesh and other states. With phenomenal expansion of Visakhapatnam city, the population is growing at very high rate and the existing colleges are not able to provide facilities to all the students who want to pursue degree courses thus our Institution was instituted with the intention of imparting quality higher education for the poor girls of this region. However the college follows the principle of inclusiveness and hence admits all students irrespective of caste, creed, and economic background.

The Institution aims not only to impart education but also to give holistic education and thus to bring out disciplined young women of sound moral character who will be an asset to their family and to the country. It intends to foster an atmosphere of intellectual pursuit in which young women, irrespective of indifferences work, mix together and attain excellence in their chosen field of study. It aims to equip the students with new knowledge, skills and new learning habits with positive attitude. Our main thrust is to provide holistic education to empower the young girls to be the role models in the present world.

The college is affiliated to Andhra University, Vishakapatnam. The college is located in an area of 7 acres, with total builtup area of 28,327.995 sqmts. It is a private self-financed Institution.

The college currently offers:

B.A (01 course) – History, Public Administration, Economics

B.Com (02 courses)

1. B.Com (General)
2. B.Com Computers (Vocational)

B.Sc (05 courses)

1. BSc (Biotechnology, Botany, Chemistry)
2. BSc (Biochemistry, Microbiology, Chemistry)
3. BSc (Mathematics, Physics, Chemistry)
4. BSc (Mathematics, Statistics, Computer Science)
5. BSc (Chemistry, Botany and Zoology)

Add-on / Certificate Courses : 30 courses provided to the students in the past 5 years

Vision

vision

We envisage the empowerment of young girls of today through value based holistic education to champion the cause of justice, peace, love, truth and live in harmony with nature and are ever open to further growth

The mission of the college is the foundation for an ongoing process to reach the vision of the college that is to empower the women through wholistic education. This is made available for potential builders and for the students who are in search of knowing one's own inbuilt God given qualities.

The ongoing mission of the college is to recreate women with overall development which helps them to see the world with all its challenges and expectations, seeds of self -confidence, readiness and willingness, courage and compassion are being sown in the heart of each student through the field of education.

The vision of the college is the outcome of the mission and for us St. Ann's management, it is to form girls with education, health and confidence to engage oneself in any type of job field so that the students can enjoy quality education in a healthy environment with supportive and moralized communities.

The vision of the college also leads to find out the barriers to girls' access to education and try to break them through proper channels like motivating the students, dialogue between the staff and the parents to promote and support girl's education. The college accommodate and accept the girls coming from various customs, culture, language, religion, caste and color above all from different family background. But the beauty of the institute lies in molding each one according to their personality in order to become more spiritually grown, physically strong, psychologically balanced and socially accepted human being who can live in solidarity with the human and Divine.

MOTTO

“Empowered to empower light to enlighten”

Mission

MISSION :

St. Ann's College for Women through value based holistic education empower the young girls to be intellectually competent, spiritually mature, morally upright, psychologically integrated, physically healthy and socially acceptable and who live in harmony with the people and nature.

The mission statement of St. Ann's college defines the purpose of the institution, its objectives and its approach to reach these objectives. The St. Ann's College through its services tells the inmates what the institution hopes to accomplish in a simple and concise ways. As we know the main functions of the management are planning, organizing, leading and guiding. Planning is the initial step that guides all the other and so the management plans meticulously its actions, gives the clarity of purpose and goals formalized in the organizations' vision, mission and value statements.

The objectives of the mission lay the foundation for all the activities in the college and direct the behaviors of all the people in the institution. It gives the clear sign of growth and moving towards the vision of the college that is to empower the young girls through wholistic value-based education. As the mission statement is very specific in its nature, all those who begin to reflect upon it and understand the motive behind it, become people with aim and determination to reach what they dream for and to obtain it. Every teaching learning process,

activity-based learning, co-curricular activities, seminars and workshops, projects and assignments, ample opportunities provided by the college helps the students unfold their potentials, talents and abilities also encourage the others who are on the same journey of Education irrespective of all the differences exist among them. Every personal who join the institute of St. Ann begin to bloom and bless all those whom they come across in their life such as parents, siblings, peer groups, elders, neighborhood and the society at large.

CORE VALUES:

- Sensitivity
- Alertness
- Service
- God Consciousness
- Altruism / Compassion
- Universal brotherhood
- Religious Tolerance
- Emotional Maturity
- Intellectual Excellence
- Creative/ Critical Thinking
- Moral social responsibility
- Eco-friendliness
- Dignity of labour
- Ethical leadership

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- St. Ann's College for women is a minority institution under the management of St. Ann's Society, with great vision.
- Totally committed, dedicated and vision and mission-oriented management.
- Good governance and leadership.
- Highly qualified, experienced, dedicated and committed faculty. Some of the Faculty members are pursuing Ph. D.
- Annual inspections and evaluation from the society for quality checking.
- The lovely green, clean, serene college campus.
- Well-disciplined and motivated students with convictions and integrity
- Well-developed infrastructure facilities and Laboratories with ultra- modern state of the art equipment for high quality teaching, learning and research.
- Effective placement and training cell to coordinate with placement agencies and companies.

Employability through skill training.

- Endowed with state-of-the-art infrastructure, Enriched Library with Reference books, Text books, Journals, e-journals and Periodicals and ICT enabled teaching/learning facilities.
- Empowerment of young women through holistic education.
- Niche and welcoming place for socio economically poor yet intellectually competent and ambitious students.
- Promotion of social responsibilities through NSS, NCC, UNICEF, red ribbon co-curricular activities and extracurricular activities make students vibrant and confident.
- Transparent admission and evaluation policy leading to good academic performance of the students in all the programs.
- Certificate courses/ skill development programmes.
- Motivated, competent, goal oriented students.
- Supportive Parents.
- Students from cosmopolitan structures
- Promising and supportive alumnae

Institutional Weakness

- Teaching faculty to increase evidence of academic activities and should undertake research, consultancy and publications.
- Limited academic linkages with University and neighbouring Institutions and industries for teaching and research.
- Students from poor Socio economic background.

Institutional Opportunity

- Innovation: Introducing more innovative and market driven courses for enhancing the financial resources and optimal utilization of resources.
- Teaching learning Methods: Developing new student centric pedagogy for heading towards excellence in teaching and learning as an ongoing initiative in a phased manner.
- Inclusive approach and Women Empowerment: Providing education with affordable tuition fees and hostel with subsidized fees to women considering their socio-economic background. Exploring

possibilities of starting few more additional demanding courses to cater to their needs in course of time.

- Diversification and Women empowerment: Eventually attaining the Autonomous status which results in quality education.
- New Programs: Initiating new programs exclusively for women empowerment, especially suitable to the region, to carve a niche in competitive environment to utilize the strategic location of the college.
- Global standards and Quality Initiatives : Developing alternative action plan and process to achieve global standards of faculty and students with external collaboration in a planned manner with strategic initiatives of faculty and academic excellence .

Institutional Challenge

- To acquire 12 (B) statuses from UGC
- To motivate teachers towards excellence in research and consultancy.
- Introduction of professional and Postgraduate program
- To develop networking with various industries and Companies.
- Prepare both students and faculty to cope up with the changing educational scenario and emerging technology in teaching and research.
- Establishing alliance with institutes of repute in academic and research activities

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The curriculum of all programmes has been designed to provide a holistic education. The curriculum combines academic knowledge, fundamental skills, personality development, and social and ethical values. The programme outcomes, programme specific outcomes and course outcomes have been framed in accordance with the local, regional, national and global needs. They are aimed at equipping the students with a critical, creative and imaginative thinking, effective oral and written communication skills, and usage of ICT teaching enables better understanding for students.

The CBCS system followed in the College facilitates horizontal movement, enabling students to choose Skill Based Electives offered by other departments. The feedback from students, alumni, parents, employers, community, industry and academic peers is used for making significant changes in the curriculum. The college has established provisions for slow learners and advanced learners. Bridge Course is conducted at the beginning of the academic year, during which a Diagnostic Test and an Achievement Test are conducted to identify slow learners and advanced learners. Value-added courses and Elective Courses are offered according to the aptitude and difficulty level of students. Peer learning is encouraged. The advanced learners help the slow learners understand the Subjects during and outside the class hours.

As per the guidelines given by the UGC, all the UG students undergo a compulsory Ten Foundation courses that are offered to enable learners imbibe the core values of moral and ethical principles, gender sensitization, eco-consciousness and value. Outreach programme are specially designed by the college to take the fruits of education to villages. Other than this thrust laid on skill development through the APSSDC courses and those under the management enable professional development of faculties and skills to suit the immediate job market. Communication and soft skills courses along with graded training in computer skills which prove vital are fine-tuned to transform learners into facile users of language and savvy in use of computers. Training in entrepreneurship, analytical skills, reasoning, and leadership qualities promote self-reliance, enterprise and employability skills in young learners.

Teaching-learning and Evaluation

The significant objective is to provide quality education in various fields so as to help all round development of the backward students of the locality and free them from every obstacle. The admissions of students are taken following the guidelines of the Andhra University. The college caters to students from different socio-economic, socio-religious, and ethnical backgrounds. It enriches the cultural diversity of the college.

Remedial coaching classes are organized for students in order to facilitate their progress whenever needed. The course outcome of each program is displayed in the website as well as on the departmental notice boards. The college academic mechanism is conducted by efficient teaching members in order to help other members in adopting innovative approaches to teaching and learning. Apart from it, students counselling for academic support and career guidance also are provided to the students.

The college library purchases books besides subscribing to various journals with funds available for the purpose. E library with INFLIBNET gives to teachers and students broad and seamless access for learning and teaching

Examinations are conducted according to the schedule prepared by the University. The Parents-Teachers-Students triangular meetings are held to assess the performance of the students. The college has introduced skill oriented certificate courses under U.G. program. Suggestion boxes are placed on each floor of the college to invite the grievances of the students if any. The college grievance redressal committee makes sure that the grievances are heard and solutions are found.

The college makes use of ICT to facilitate the teaching learning process. The faculty members use LCD projectors, PPT's, YouTube videos, CDs and DVDs to make learning more interesting for the students and to give more information regarding the same topic. Our pedagogy aimed at developing a creative and critical thinking among the students by participatory method. Students are encouraged to participate in discussions and present models in the class. Groups as well as individual assignments are given to the students and paper presentations are encouraged to make the students innovative and confident to exhibit their talents.

Research, Innovations and Extension

St Ann's college has a research committee in place to initiate and encourage the staff and students to take up research projects and extension activities. The teachers are encouraged to continue research work and present research papers in various journals and also participate in national and international seminars.

The college focuses on minor and major students' research projects. Group and individual projects undertaken at U.G. level inculcate scientific temper and spirit of enquiry. Projects on interdisciplinary areas throw light on holistic approaches for sustainable development. The final year degree students undertake research projects which are in accordance with societal demands and are innovative in content.

St Ann's college students have taken up various projects on village survey, sanitation, health and hygiene, plantations, water conservation and harvesting. The college has conducted many seminars and workshops on many aspects of science, health and social awareness etc. The college has well equipped laboratories, library conducive to active research. The college library has its rich holdings, of rare books and INFLIBNET e-library resources for research projects and teaching.

Extension activities-

The college has got 3 NSS units, one NCC wing, UBA programme and RED RIBBON club and other committees who take active participation in social service events. This helps in building up motivated, courageous, confident and society building women leaders. Major Research projects undertaken focus primarily on holistic sustainable development of the district, some of them being women empowerment and the important projects that are undertaken in recent years are "**ADOLESCENT EMPOWERMENT PROJECT**", "**RISK COMMUNICATION & COMMUNITY ENGAGEMENT [RCCE PROJECT]**" and "**EACH ONE REACH ONE MISSION**" and the Project inspired by the Swachh Bharat Mission – "clean and green through plantation and rallies and street plays" has successfully addressed issues pertaining to hygiene and health and paved way for the process of transformation as a smart city.

The proud history of NSS includes receiving Indira Gandhi National Award, state and university awards for best unit, program officers and volunteers.

- | | |
|---|------|
| • Awards and appreciation certificates are received | 115 |
| • Number of areas covered | 70 |
| • Number of programmes conducted | 1500 |

Infrastructure and Learning Resources

The tranquil leafy serene ecofriendly campus surrounded by hills and on one side with blue sea waters wells up a magnificent and peaceful emotions to the ones who enter in and it is a habitation for thousands of students.

The campus of St. Ann's college for women is spread over an area of seven acres which include 29307sq. ft of built up area and open space for garden and sports facilities. The college was established in the year 1991 with the strength of 75 students. During the past 27 years the number of students has increased and has crossed more than 620 in the year 2019. The teaching – learning process is facilitated in 24 classrooms, 10 specialized laboratories, well equipped seminar halls and a fully automated library. 8 ICT enabled classroom are available for online teaching with LCD projectors.

Optimum use of infrastructural facilities augments the functional dynamics of academic and administrative activities of the institution. ICT enabled teaching/learning has become a reality here with provision of e-learning technology through Wi - Fi and LAN connectivity of all computers. A well-stocked library with facilities for browsing e-journals, latest reference books and resources and cocurricular activities.

Fashion Designing unit, Computer Laboratories, Computer Browsing Centres, , as well as the upgraded Botany, Zoology, Physics, Chemistry, biotechnology, biochemistry and microbiology labs with sophisticated equipment provide vibrant support services to enhance skills. A State-of-Art auditorium and Media Centre that can accommodate a considerable numbers of students and faculty are venues for national and international seminars and other cultural co curricular programmes. A Mana TV room facilitates virtual classes by experts all over the state. A clean and hygienic canteen to refresh the students with good food.

The college has spacious play grounds for volley-ball, handball, shuttle, tennikoit, kabaddi and kho- kho. Students are encouraged to take part in the inter-departmental as well as College/University competitions. We have installed solar power panels to generate electricity from renewable energy source. They prove environmentally friendly. As a backup the college has battery and inverter system too to store energy and utilize it in an emergency.

Student Support and Progression

Providing quality education is an on-going response of the college. It is to empower the students to bloom, multiply their potentials and to build up their capacity and confidence. Apart from fulfilling the academic aspirations, college conducts multifaceted programs systematically throughout the year. The college provides holistic formation to the students enabling them to grow up as good human beings eventually women of great worth. The special focus is to empower the students from marginalized section of the society.

- The average Percentage of the students benefited from government scholarships - 69.9%
- The average Percentage of the students benefited from non government scholarships - 29.9%

Career counselling cell provides various information to the students regarding the choice of career in different fields. Reputed companies recruit students for job and good percentage of students go for higher studies. They do secure good rankings in university entrance exams and selected by the university.

The student council of the college acts as a medium between students and the administration. They represent the students to cooperate with the management and share the work of organizing cultural events like college day, teacher's day, Independence Day, Republic day, Aids day, Environment day, food fest, science and cultural exhibitions and Women's day.

The students are encouraged to seek guidance on academic, general, psychological issues, if necessary. Each department has an academic counsellor for advising the students. Students are encouraged to participate in different technical and other co-curricular events held on campus or anywhere in the country.

Students are highly enlightened by the educational and historical tours. Students are even supported by remedial classes , bridge courses ,personality development ,communication skills, organizing skills and leadership skills. Slow learners are given special remedial classes. Skill development certificate courses such as MS-OFFICE, TALLY, C, C++, APSSDC (PYTHON), Fashion designing, CRT, Certification on classical dance, Instrumental and Vocal Music training are being conducted to develop their skills.

Governance, Leadership and Management

The Governing Body (GB) of the college is the highest decision making authority headed by the President of

the society – the Provincial of the St. Ann's Visakhapatnam Province who calls for and fosters the participatory decision making.

The Principal as Chair person of various committees and cells, the VicePrincipal and senior faculty as coordinators play a major role in developing and generating strategic plans and over see the deployment of the same. Various committees work smoothly reviewing periodically the realization of goals and targets under the active leadership and guidance of the coordinators and secretaries. Transparency in actions ensures a work-culture that results in smooth functioning through student participation and collaborative efforts provided through the democratic set-up prevalent on campus.

The decision making is participatory. The principal who is the head of the institution involves the administrative staff, teachers, Student representatives , coordinators of committees for decision.The principal consults the students council of matters connected to the conduction of exams , cultural activities, and sports etc. for the efficient functioning of the institution.

The college maintains transparency in its governance. Different committees of the college coordinate with the various departmental works keeping in the mind the norms and conditions laid down for them.The principal takes initiative to improve the academic standard of the students and collect the feedback from the students confidentially regarding the performance of the teachers.

Keeping of accounts and financial matters are looked after by the accountant the head of office under the leadership of the Principal. The college maintains transparency in financial affairs and makes internal and external audit of the accounts regularly. The budget system is followed in expenditures.The purchase committee plays a vital role in making judicious expenditure of funds following proper procedure of purchase.

Institutional Values and Best Practices

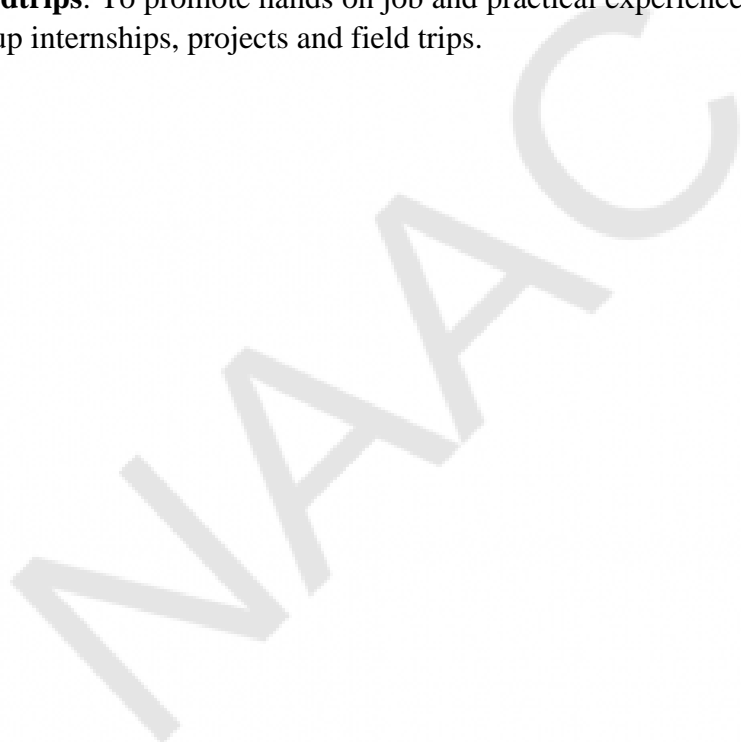
St. Ann's College For Women is a dynamic institution that renders a dedicated service to empower women through holistic education. It always strives to shape and fine-tune the values and qualities of women. The institutional values are reflected in its conscious and responsible activities towards environment and society.

Best practices

- **Eco friendly & sustainable Environment:** The campus is adorned with solar power, rain water harvest tanks, soakpits, Vermicompost pits, organic compost and many such sustainable sources which helps in conservation of natural resources and maintains different types of flora and fauna
- **Clean and Green activity :** Every 1st Saturday and every day 15 minutes before leave the campus
- **Financial support :** reaches out to socio-economically poor students who excel in studies.
- **Extension activities** through NSS, NCC, Rotarat, Red Ribbon Club and Committees to reach out to the needy.
- **Encouraging Pluralistic culture:** By commemorating important feastivals of the country spread love and brotherhood
- **Celebrating all national impotent days:** carried out to creates patriotism in students
- **counselling and personality development:** Seminar, workshop, counselling session are conducted to enhance the personality of the students teach.
- **Value education:** The institution encompasses various social responsibilities and values such as

Integrity, Accountability, Punctuality and Humane to achieve its vision of overall development of the student.

- **Women empowerment:** The thrust area of St. Ann's college is **women empowerment** and enable students to take part in every field and to achieve women empowerment.
- **Spiritual or inspirational reading:** Starting the day with good readings.
- **Zero hour / No bag Day** - Exploring student talents and leadership qualities. Students will participate in different activities like debate, discussions, public speaking, dance, instrument playing, skit practice, painting and cartooning etc.
- **SAS week celebrations** –It includes cultural, literacy, spiritual and social activities. It is one of the best activity weeks through which the students inculcate in them SAS stands for SENSITIVITY, ALERTNESS & SERVICE.
- **Internship and Fieldtrips:** To promote hands on job and practical experiences the college Encourages the students to take up internships, projects and field trips.



2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ST. ANN'S COLLEGE FOR WOMEN
Address	St. Anns College for Women Malkapuram Visakhapatnam -530011 Andhra Pradesh
City	Visakhapatnam
State	Andhra Pradesh
Pin	530011
Website	www.stannscollegevizag.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Sr. Prema Kumari	0891-2758534	9441838484	-	stannscollegevsp@gmail.com
IQAC / CIQA coordinator	P. Lavanya	0891-2758533	9949124426	-	lavanya1ryali@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	For Women
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	Yes RECOGNISED MINORITY INSTITUTE.pdf
If Yes, Specify minority status	
Religious	Christian
Linguistic	
Any Other	

Establishment Details				
Date of establishment of the college	05-10-1991			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name	Document		
Andhra Pradesh	Andhra University	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	22-10-2020	View Document		
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	Yes autonomydoc_1626694518.pdf
If yes, has the College applied for availing the autonomous status?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	St. Anns College for Women Malkapuram Visakhapatnam -530011 Andhra Pradesh	Urban	7	22207.73

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,History	36	Intermediate	Telugu	60	12
UG	BCom,Computer Science	36	Intermediate	English	60	57
UG	BSc,Mathematics	36	Intermediate	English	50	44
UG	BSc,Chemistry	36	Intermediate	English	50	47
UG	BSc,Statistics	36	Intermediate	English	50	50
UG	BSc,Biotechnology	36	Intermediate	English	50	9
UG	BCom,Commerce	36	Intermediate	English	60	29
UG	BSc,Biochemistry	36	Intermediate	English	50	15

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				2				29			
Recruited	0	0	0	0	0	2	0	2	3	26	0	29
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	2	4	0	6
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				9
Recruited	4	5	0	9
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	2	0	0	1	0	3
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	2	22	0	24

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	1	0	1

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
		1	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	0	0	0	0	0
	Female	249	15	0	0	264
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	0	0	0	0
	Female	16	16	22	34
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	4	6	9	22
	Others	0	0	0	0
OBC	Male	0	0	0	0
	Female	79	135	132	177
	Others	0	0	0	0
General	Male	0	0	0	0
	Female	35	44	34	31
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		134	201	197	264

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
247	247	187	157	157
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
08	08	06	05	05

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
620	504	493	457	462
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
264	197	201	134	202

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
178	119	171	145	110

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
29	28	19	16	14

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
29	28	26	24	18

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 21

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
372.7	41.04	65.6	40.6	19.45

4.3

Number of Computers

Response: 78

4.4

Total number of computers in the campus for academic purpose

Response: 68

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

- St. Ann's degree college for women ensures effective academic planning and curriculum delivery through a well-planned and meticulous process as the Institution believes that “**Well begun is half done**” a proverb of Aristotle.
- St. Ann's degree college for women affiliated to Andhra University Visakhapatnam, Andhra Pradesh. As such, Andhra University handles the designing and development of curriculum for all its Under Graduate Courses. Hence, the course curriculum of the college is amalgamated with Andhra University curriculum / syllabus.
- However, in view of the specific goals and objectives of the institution, which aims at quality education of global standards, at the institute level initiatives are being taken to identify gaps in the curriculum and value added content is incorporated over and above the prescribed curriculum.
- Every department, at the end of the each semester, conducts review meeting in which all the Faculty members offer suggestions either for change or for improvement based on the classroom experience and feedback given by the students and other stakeholders. Recommendations and suggestions of individual departments is discussed at college level staff council and forwarded to Affiliating University for incorporation / change if any.
- The recommendations and suggestions are based on the feedback collected from the students and academic peers on curriculum aspects and also on the emerging trends of the respective discipline / program which form base in arriving the suggestions and recommendations.

Curriculum Delivery

- An Orientation program is conducted for the newly joined students to familiarize students with the Syllabus, teaching methodology and pattern of evaluation.
- Every student enrolled in the Institution is given a Hand Book of Information that contains Academic Calendar, Syllabus and Session Plans, internal exams, University exams etc.
- The process of course allocation, planning and monitoring of delivery is ensured through departmental meetings and reviews. The faculty members prepare the pre-class materials based on the approved course plans and use various teaching aids such as PPTs and projectors in the classrooms for effectively deliver the curriculum content.

- The student assessments aim to measure course outcomes as against the defined course specific objectives.
- Faculty would strictly adhere to the academic calendar and schedule with minimum or no deviation. Contents beyond the Syllabus were also identified so that students are given extra inputs.
- Monthly Review Meeting is conducted by the respective HOD's of the department to monitor the syllabus covered and other academic records; and Quarterly review is done by the Principal, if required corrective measures are taken.
- The Department follows the guidelines of University Almanac for conducting Internal Examinations.
- Ensures completion of syllabus on time and facilitates conduction of remedial sessions and revision classes that give optimum results.
- At the end of academic year written feedback is obtained from students for each course. The feedback thus obtained is used for better curriculum delivery in the subsequent semesters.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

- The college prepares its academic calendar before the commencement of the academic year. A Hand Book is prepared with all the schedules and the same is also displayed in the website as well as on the notice boards of the college. According to the academic calendar of the affiliating University, the college adjusts the academic calendar for the curriculum delivery, internal examination, extracurricular activities, and remedial classes and add on courses etc. The academic calendar is prepared well in advance.
- It carries approximate schedules regarding admission process, teaching-learning schedule, evaluation blue print, curricular and co-curricular activities, extra-curricular activities, major departmental and institutional events to be organized and dates of holidays. The college follows its academic calendar for conducting internal examinations.
- In a true sense, continuous internal evaluation of the students is made by conducting home assignments, tutorials, surprise tests, unit test, open book exam and tests for add on courses are

included in the academic calendar and they are implemented at the end of the semester.

Some of the activities are intentionally organized for students to assess and upgrade their subject knowledge such as the screening of live budget sessions and discussion on such topics as a part of CIE

- The examination committee works on the slots reserved in academic calendar for internal evaluation and prepare and displays the timetable well in advance. The departments prepare their own teaching plans in their meetings keeping in mind the schedule of internal evaluation as in the academic calendar of the college as well as the additional tests. Only, the students who are absent for the tests on valid grounds are allowed to go for evaluation at a later date. The surprise test, open book exams and assessment of the short term/add on courses is conducted separately by the respective departments. The following are the important aspects of the academic calendar.
- Academic calendar of departmental activity
- Planning of multiple activities of respective committees.
- Planning of extra-curricular activities of N.S.S, N.C.C and cultural department.
- Activities of Sports Department including prize distribution function.
- Planning of Examination Department of the college.
- Tentative schedule of University Examinations.
- University schedule of holidays and vacations, term end and term start dates.

The college implements the examination and evaluation process as follows:

1. Semester Examination Evaluation Procedure Semester –Wise Two Mid Exam.
2. Semester Wise Two internal assignments /Seminars.
3. Pre-Semester Examination.

As it is already mentioned field visit, internship, study tours, industrial visit and project work are mandatory for some of the courses, which help the student to sharpen their understanding of the topic. These are flexibly managed in the academic calendar.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum

development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

- 1. Academic council/BoS of Affiliating university**
- 2. Setting of question papers for UG/PG programs**
- 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
- 4. Assessment /evaluation process of the affiliating University**

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

Response: 100

1.2.1.1 Number of Programmes in which CBCS/ Elective course system implemented.

Response: 08

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 36

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
11	08	11	03	03

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 49.43

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
273	230	244	268	228

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics ,Gender, Human Values ,Environment and Sustainability into the Curriculum

Response:

Realizing the importance certain cross cutting issues such as gender issues, Environment and sustainability, human values and professional ethics the college has initiated the following initiatives:

Gender Issues:

- In the first few weeks after the commencement of the academic year, an Induction program is organised and during this program special sensitizing classes are conducted by inviting experts to promote awareness among the students of the policies and programs designed to remove gender discrimination to uplift women to make them vibrant citizen of the country.
- The Management of the College gives special emphasis in promoting values systems among the

students and staff and eliminates gender bias in the campus.

- A Women Empowerment cell was constituted as per rules, for prevention / action against sexual harassment of women students with the following objectives:
 - 1.To create awareness among women students and staff, the policies and programmes designed to remove gender discrimination to uplift women in the society.
 - 2.To encourage participation of women students and staff and to organize various capacity building programs.
 - 3.To protect the rights of the women and to organize interactive sessions with eminent personalities of different walks of life.

The composition of the cell is:

S. No	Name & Designation	Position
1	DR.SR.PREMA KUMARI	Chairperson
2	MRS.ADILAKSHMI	Coordinator
3	MISS.ANUSUYA	Member
4	MRS.LAVANYA	Member
5	MISS.SIVARANJINI	Member

Environmental Education

This is a compulsory course offered to first semester UG students.

- As per the prescribed syllabus students of all branches of Under Graduate education undergo a course on Environmental Science. The course is a comprehensive course encompassing all the aspects of environment such as natural resources, biodiversity, pollution, alternate energy sources and human intervention - importance of preservation and protection of environment for sustainable development.
- The program intends to sensitize the students on various social issues such as women empowerment, anti-ragging, environmental protection and importance of preservation and protection of environment for sustainable development.

Human Values and Professional ethics

- Affiliating University has introduced the course on Human Values and Professional ethics in the First semester of all UG programs, to create awareness among the students about the Human Values and Professional ethics.
- The curriculum incorporates the professional, moral and social obligation of an educated professional.

- Along with the skill development, the institution gives utmost priority in inculcating the desirable value systems among the students.
- Appropriate values commensurate with social, economic and cultural realities are focused to inculcate respect and tolerance to various diversities and communities.
- The College organizes special lectures to inculcate ethics in their day-to-day life. Since the college organizes extension activities in the rural areas, these extension activities promote students' orientation towards health and social needs of the community and service attitude and citizenship role among the students.

The institute has introduced a separate module in all the programs of the institute on Human values and professional ethics. Efforts are being made to impart necessary moral and ethical values to the students. The purpose of all these programmes is to mould our students into better human beings.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 28.06

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
50	60	60	50	50

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
MoU's with relevant organizations for these courses, if any	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 28.71

1.3.3.1 Number of students undertaking project work/field work / internships

Response: 178

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni

Response: B. Any 3 of the above

File Description	Document
Any additional information (Upload)	View Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken

- 3. Feedback collected and analysed
- 4. Feedback collected
- 5. Feedback not collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

NAAC

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 57.14

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
264	197	201	134	202

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
440	440	330	280	280

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 100

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
264	197	201	134	202

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners

Response:

St. Ann's college for Women ensure the progress of its students and assesses the learning levels by the faculty through class room lecture and discussion, laboratory practical, unit tests and class seminars.

Assessment of learning levels

- Before commencement of regular academic schedule, the College organizes one-week induction program to all the students joined the institution. During this process, the students' knowledge and skills are assessed by taking into account their personal data and academic record of the qualifying examination. The knowledge gaps are identified and bridge courses are arranged to enable them to cope up well.
- Since several students are admitted every year with rural background, special classes are arranged to improve their communication skills, proficiency in speaking English, interpersonal relations, basic knowledge in computer etc.
- A questionnaire is circulated to all the students to assess the student's skills and knowledge by taking into account their personal data and academic record. The skill and knowledge gaps are assessed and identified. Depending on the gaps and requirements bridge courses are conducted to enable them to cope with.
- The institute identifies slow and advanced learners based on the performance of the students in formative and summative assessment at the end of first semester / term by their respective teachers.

Programs designed for different levels of students

- Learning needs of these talented students are identified and encouraged to further improve their skills and knowledge in the subject so as to pursue higher goals in academics. These students are also encouraged to participate in quiz competitions, paper and poster presentations, study projects etc.
- The students are also encouraged and trained to write competitive examinations conducted by both state and central governments and also to appear entrance examination conducted by university for admission into higher course of study.
- The Principal and concerned HOD / in-charges of the institute ensure that the teaching and learning outcomes are achieved through closely monitoring the performance of students in formative assessment and summative assessments. If the performance of the students is found to be poor after two internal assessments the reason for poor performance is analyzed and corrective measures are initiated. Consistent poor performers are identified as slow learners and additional coaching classes, wherever required is arranged after the regular classes.

- Subject experts schedule the special classes for an hour every day for slow learning Students. Weekly tests are conducted to monitor their progress. Special classes were scheduled for duration of two weeks spanning 12 hours (6 hours each week).
- The College is practicing mentor-mentee counseling pattern. The mentoring registers are prepared which indicates the academic record of all the students which belong to the above-mentioned groups. Mentors develop a rapport with the concerned students through personal interactions and Mentors also talk with their parents to make the interaction more effective and result oriented.

The IQAC / Principal of the Institute also reviews and monitors mentor-mentee program of the institute and suggests remedial actions, if any, to be taken to bring the slow learners into mainstream.

File Description	Document
Upload any additional information	View Document
Paste link for additional Information	View Document

2.2.2 Student- Full time teacher ratio (Data for the latest completed academic year)

Response: 21.38

File Description	Document
Any additional information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

- The St Anns College firmly ensures that the learning is made student-centric by converging all its teaching plans and methods, ICT – mediated resources and actions for the overall benefit of the student. Theory classes are made more illustrative and interactive. The teaching methods include inductive and deductive lectures, interactive sessions, problem-based learning through case resolution, demonstrations, field visits, presentations, and lab and practical sessions.
- During practical / tutorial sessions, ample stress is given to impart what the student requires rather than what the teacher knows. Various academic programmes of the institute are aimed at providing knowledge and skills to the students.
- Assignments, Study projects, Class room seminars, Group discussions, Quiz, Field trips, Surveys, Exhibitions, Elocution competitions, Essay writing competitions, participation in National Seminars, brain storming sessions, Workshops and encouraging students to use Internet for

downloading necessary information, Newspaper reading, use of Library etc., are also encouraged for enhancing learning skills of the students.

Experimental Learning:

- The practical/tutorial sessions mainly focus on what the student requires rather than what the teacher knows. Students learn from their experiences during various learning activities assigned to them like lab postings, seminar presentation, assignments, project work, Industrial visits etc. Students learn about their social responsibility through participating in various extension activities like; Immunization programs, National health activities, blood donation and health check –up camps etc. Experts from various fields and academia share their experience with the students which inspire for the real time job scenario.

Problem based Learning:

- Problem based learning is a regular practice adopted by all the Departments. The students are made to think on the basis of their theoretical and laboratory knowledge to arrive at a probable solution. This practice gives the students the capabilities of independent thinking and analyzing various types of problems in an analytical manner.
- The College follows the word “power” for problem solving method. In the word power, each letter indicates different steps to be followed.
 - P - Problem Identification
 - O – Option
 - W- Weightage
 - E- Elect
 - R- Reflect.

This method is very successful and widely practiced in our college.

Participative Learning:

- To encourage participatory learning, group discussions are conducted during regular teaching hours. Students are encouraged to participate in group projects and various activities like journal clubs, Quiz, debate etc.

St Anns College for Women also practices “RESOURCE METHOD”. In this method, the students are divided into groups and were given chapter wise topics based on the syllabus. Every group is expected to present the topic through power point presentation and the other group students will observe the presentation followed by interaction. The presenting group should clarify the doubts raised by other students if they cannot convince, the lecturer will interfere and clarify the doubt. In this method, the lecturer is facilitator and the students are very actively participate in the class. Thus, we are giving more importance to participatory learning method.

Thus, the college follows student centric methods in teaching and learning for enhancing learning experiences.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Information and Communication Technology (ICT) in education is the mode of education that use information and communications technology to support, enhance, and optimise the delivery of information. Use of *ICT* enabled tools can lead to an improved student learning and better *teaching* methods.

- ICT enabled teaching practices are given thrust by all the faculty members of the institute. All the lecture classes are ICT enabled for interactive learning. In addition, virtual class room facility available in the institute is fully utilized as a learning system and helps students acquire knowledge and skills from experts.
- Various steps are taken by the institute to transition from conventional/traditional classroom into an e-learning environment. This is achieved by regularly organizing webinars and encouraging them to utilize e-learning resources by providing Wi-Fi facility, ICT enabled e-classrooms.
- All kinds of teaching aids and modern teaching and learning methods available in the institute and are regularly used by the teaching faculty to have the student's better learning experience.
- All the Teaching staff are well versed in applying appropriate information technology in their teaching.
- Regular training programs are conducted by IQAC in making own slides for power point presentation use of ICT tools.
- Faculty members are technology savvy in IT at their personal level.
- Class rooms and seminar halls are ICT-enabled.
- The entire campus is Wi-Fi and broad band internet enabled.
- During presentations, teachers utilize appropriate links to show live videos of demonstration and procedures.
- Faculty uses CDs and DVDs for teaching which are available at respective departments as well as central library.
- The Institution has a webinar system which is a boon in teaching-learning process.
- The institute subscribes to on-line databases in order to facilitate students and teachers to access these e-resources.

- Statistical packages like SPSS are available in e-library for teachers, students and research scholars for data analysis.

The following e-learning resources are extensively used.

- Internet facility is provided to all the departments and faculty is encouraged to use and download latest information in the respective subjects so as to use ICT enabled teaching practices by all the faculty members.
- APSDC has donated 30 laptops, 30 tabs and 2 Television sets which are effectively used for delivering visual learning and to update oneself with the upcoming technology.
- Microphones are used in the language lab for better communication skill and building confidence among the students.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	View Document

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)

Response: 22:1

2.3.3.1 Number of mentors

Response: 28

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 83.5

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 7.23

2.4.2.1 Number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	1	1	1

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

Response: 6.83

2.4.3.1 Total experience of full-time teachers

Response: 198

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

The college follows and adheres to the guidelines given by the affiliating University for conducting internal assessment.

- Internal assessments include class tests, midterm exams and university model exams after the completion of syllabus. The institute's faculty maintains confidentiality while setting the question paper for the internal assessment examination. The question paper is opened half an hour before the commencement of internal assessment examination.
- The progress and performance of the students are monitored by their performance in attendance, class tests, assignments, study projects and internal assessment examinations.
- The students are given valued answer scripts for their perusal to know where they went wrong, and to satisfy themselves about the valuation. Then the marks are entered in the register.
- The marks are displayed on the notice board and also communicated to their parents through progress cards.
- The parents are informed regularly about the progress and attendance of their ward immediately after all the mid-examinations i.e four times in a year.
- The students whose attendance and performance are not satisfactory, the parents along with their wards are called for counseling and remedial measures are taken. The same is also discussed in Parent – Teacher Association meeting held once in a year. This gives an opportunity for the parents to know about the performance of their children. This also gives an opportunity for the students to perform better and become competent learners.
- Apart from Semester and internal assessment examinations the college also conducts monthly tests.
- Even in the practical, one internal will be conducted.
- The suggestion boxes placed in the corridors are another transparent mechanism in which students freely place their grievances regarding the teaching and evaluation. The internal complaint cell addresses the grievances and all the grievances are promptly attended.

On the whole, the internal assessment system is following two things:

a) continuous internal assessment (CIA),

b) SMART principal

S-simple

M- moral

A-accountable

R- responsible

T- transparent

These two methods are making our internal assessment student friendly, stress free & ethical.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Response:

The college conducts two types of examinations, internal and external. External exams are conducted by the affiliating university and the college conducts the internal examinations. As part of internal examinations, assignments, mid-term and pre-final examinations are conducted. The internal examinations are conducted with utmost care and transparency with fairness.

At Institute level

A three-stage grievance redressal mechanism is available to redress the grievances of the students with reference to internal examinations.

- **First Stage – At the concerned teacher level:** By providing corrected answer script to the students by the teacher, the student can approach concerned teacher to clear their doubts / grievances, if any.
- **Second stage – At HOD level:** In case the student is not satisfied at stage one, the student can approach the HOD of the concerned department who is required to examine the case in detail and make suitable changes if required.
- **Third stage– At the Principal level:** In case the student is aggrieved with the decision even at the HOD level also, she can appeal in writing to the Principal who in turn nominates a Associate professor other than the concerned teacher to look in to the grievance. The teacher so nominated, in turn, will examine the grievance critically to do justice to the student. The outcome is explained to the student by the Principal with reasons and the decision / outcome arrived is final.

At University level:

The student is entitled to apply for recounting / revaluation in theory subjects by paying the prescribed fee to the University. The University takes up all such applications and reevaluates the scripts by competent subject teachers. However, if there is no improvement earlier marks will be retained.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

- The College has clearly stated its Programme and Course outcomes in the curriculum of each subject. The expected outcomes are made known to all the students in the beginning of the academic year by the respective departments. All the faculties are well aware of the learning outcomes as they are involved in the teaching and learning process. Information regarding the learning outcomes of each department and the program are given to each student at the beginning of each semester in the form of a Hand Book and also made available in the college web site.
- The teaching-learning activities and the assessment methods focus more on knowledge than on attitude and skills. Thus, graduates may have extraordinary knowledge, skill in the subjects thought. In addition, they also trained and equipped with soft skills related to communication, human relations, ethics, and professionalism.
- The institutes' Graduate Attributes are the qualities and the skills acquired that the institute values and endeavors to support the overall development of the students. The same has articulated through the institutes' vision, mission and goals. These qualities and skills have put our students in the strategic edge in the workplace.
- The institute believes that the students are its 'Brand Ambassadors' and expects that the students share the common values articulated in the vision and mission statements. The overwhelming response of the students during the Graduation Ceremony and on other occasions like Annual Day, etc; reiterates the Graduate attributes and their compliance.
- The teaching –learning strategies for each subject is prepared, discussed and approved by the staff committee of each department before commencement of academic year. The learning outcomes are made clear to both the student and the faculty.
- Well-structured time-table is prepared based on the curriculum and core objectives of the subject. The balance between theory and lab practice is made. Skill development is given weightage where ever laboratory learning is required.
- The Principal and HODs of the concerned department ensure that the teaching and learning outcomes are achieved through closely monitoring the performance of the students through Continuous Internal Evaluation and also in formative and summative assessments. If the performance of the students is found to be poor after two internal assessments the reason for poor performance is analyzed and corrective measures are initiated. Consistent poor performers are

identified as slow learners and additional coaching where ever required is arranged.

The performance in both formative and summative assessments and the results achieved are the indicators to consider that the stated learning outcomes have been achieved.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

Response:

For all the Under Graduate Programmes offered by this institute the syllabus is well designed by the affiliating University where in all programs have its own objective and methodology to achieve the Program Outcomes. Some Subjects have theory with practical and some have only theory. To achieve the Program Specific Outcome for the subject, teachers have to use various Direct or Indirect methods to achieve over all educational objectives. Due to limited time of study in the semester-based education, it is very difficult to achieve all outcomes / targets at the same time. Therefore, the institute uses some simple and direct measurement tool to find Course Outcomes and attainment levels.

To find Course Outcome and attainment level of each student the department conducts internal tests and unit tests in each semester for each subject. On the basis of marks obtained in these tests the concerned department finds the attainment level of each student. The institute also uses other various attainment test methodologies as indicated below:

The various tools for assessing the students' attainment levels include:

- Student Assignments
- Small-projects
- Seminar presentation
- Internal Examinations
- Reports of Study work and assignments
- Lab Practical knowledge
- Project work /Industrial visits

- Social service & Ethics
- Other co-curricular activities are also considered for measuring / assessing the attainment of each course outcome and specific program outcome of each student.

The target thus set for the attainment of POs, PSOs and COs are discussed in the HODs meeting and also discusses various steps and efforts to take to increase the target level for the attainment of POs, PSOs and COs.

Thus, the demonstration final results and ranks obtained at University level, campus drives and selections, media write-ups, university remarks and the awards and medals received by students are the clear indicators of program outcomes and course outcomes at College level.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 86.23

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
159	104	138	126	84

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
178	113	167	141	108

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process	
Response: 3.85	
File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 4

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
2.0	1.0	00	00	1.0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document
Any additional information	View Document

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 0

3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
17	17	15	14	14

File Description	Document
Institutional data in prescribed format	View Document

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 16

3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
04	02	04	03	03

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0.05

3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
00	1	00	00	00

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 0.09**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	02	0	0

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3 Extension Activities**3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

- The College promotes social responsibilities and good citizenship roles among the students with continuous interface with the community through NSS and NCC programs and extension activities.
- The College makes all the students to understand the importance of providing their services in rural areas. The institute has NSS for conducting regular extension activities. All the students and faculty of the institution takes up several co-curricular and extension activities to promote social responsibility among the students such as:
 - Campaigning on health & hygiene
 - Pulse polio immunization programs
 - Cash less transaction campaign
 - Swach Bharat complain
 - Anti-plastic and environmental protection
 - Anti Curreption campains
 - Blood Donation

- The NSS has a strong hold of 300 NSS Volunteers. It has 3 NSS Units and program officers who carry out the motto of St Ann's institution "SENSITIVITY, ALERTNESS AND SERVICE" in the uplift of the weaker sections of the society. The institution conducted several Medical camps, Adult literacy, Child labour, Environmental pollution, Swatch Bharat, Health and Hygiene, Massive Tree Plantation, SHGs, Education for women, Anti-dowry system, Sexual harassment etc. in collaboration with Government and NGOs. Students raised funds for the benefit of victims of Natural Calamities. The NSS Units take the initiative of celebrating important days like the NSS day, Aids day, National Literacy Day, Elders day etc. The volunteers of NSS/NCC effectively participated and helped for the success of all the programs.
- The Institute has an excellent rapport with the neighbourhood community. Institute also has very good networking with community stakeholders like Gram Panchayat, Community Based Organizations, NGOs and Community Leaders. All the activities are organized in consultation and with active participation of community for "Sustained Development".

This institution-neighborhood network helps:

- Students, teachers & community to share ideas, knowledge, resources and experiences to create healthier communities.
- Community and teacher interaction, which provides opportunity for the student to learn various methods in research and development of knowledge.
- Providing opportunity to utilize community as a source of teaching -learning material for faculty and students.

The NCC Unit of St. Ann's College for Women, which was launched in 1994 is running under the leadership of NCC officer Lt. P. Sivaranjini . The Unit has 100 cadets and is excelling in all the national and social service activities like Blood Donation, Tree Plantation, AIDS Awareness Rallies, Traffic Control, Visit to Mentally Retarded schools & old age homes etc.

- The Institution ensures participation of all the students in extension activities through the following strategies.
- The institution has NSS and NCC units which actively involves in programs like social work, health and hygiene awareness, AIDs awareness, environmental awareness campaigns etc.

As part of co-curricular and extracurricular activities of the students, the institution organizes the following extension activities in rural areas.

- Sensitizing the community on health and health awareness promotion activities, child marriage etc.
- Adoption of villages and wards for sustainable and holistic development.
- Awareness programs on all national health programs.

- Educating rural people about health hazards of alcoholism, tobacco chewing, smoking, AIDs etc.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 7

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	2	00	00

File Description	Document
Institutional data in prescribed format	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 117

3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
17	24	27	24	25

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 93.74

3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
427	446	430	500	530

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 22

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
10	04	06	02	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of linkage related Document	View Document
Any additional information	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 12

3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
02	04	01	03	02

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Response:

- St. Ann's College for Women, Malkapuram, is situated on sprawling seven acres campus in an urban setting opp. to HPCL gate, Visakhapatnam, Andhra Pradesh and is well connected to town and nearby Villages.
- The Under Graduate teaching programs are supported by an outstanding infrastructure facilities which includes the state of the art facilities, aesthetically designed buildings and individual departments with lively shape and outlook.
- The Management of the College makes every endeavor to fulfill the stringent criteria of global standards of training the students to succeed in the state and national level examinations, become proficient to serve the humanity at large.
- The College sprawls across more than 60,000sq.feet of buildup area nestled around Seven acres of land. The buildings are both aesthetic and modern with excellent and well-designed lecture halls with convenient seating arrangement and audiovisual facilities.
- The Management always ensures availability of physical infrastructure and ensures optimum utilization of infrastructure by meticulously planning the usage of all its facilities mainly for the benefit of all its students and staff.
- The College has the necessary infrastructure for the effective and smooth conduct of all its academic programs. The following facilities are available.

Academic activities

Building Blocks	4
Class Rooms	24

Laboratories

◦ Physics Lab	01
◦ Chemistry Labs	01
◦ Computer Lab	01
◦ Microbiology Lab	01
◦ Biochemistry Lab	01
◦ Botony Lab	01
◦ Zoology lab	01
◦ English Language Lab	01

- Central Library 01
- Net Centre (ICT) 01
- Seminar Hall 03

Co-Curricular Activities

- Seminar hall with audio visual equipment
- Auditorium with 1500 seating Capacity with all facilities
- The College is having central computing facility for ICT enabled teaching and learning benefits for both the students and staff.
- All the departments are having computer facility to prepare teaching and learning materials.
- The college is having computers with Internet facility. Audio Visual Hall (Seminar Hall), CDs, DVDs and other audio-visual aids are available for the use of faculty.
- Language laboratory is with all the required software.
- ICT with 30 computers are available and accessible to all the faculty and the students.
- Students can access all the on line journals and e-text books.
- The institute has subscribed to INFILIBNET and NLIST and the students can access.
- The faculty can also access to these e-resources in the departmental computers.
- The whole campus is wi-fi enabled.

The college library has got e-library with Infilibnet and Nlist (e-library) giving access for 1,99,500 e-books, 6000 e-journals and 6,00,000 NDL e-books

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.2 The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response:

- The Management of St. Ann's College for Women nurtures recreational and sports talent amongst the students and to achieve this the institute has developed excellent infrastructure facilities.

- St. Ann's College Campus at Visakhapatnam has sprawling campus spread over an area of seven acres with ample space for number of outdoor sports like basketball, volleyball, throw-ball, Tennis and ball badminton, and indoor games facilities like table tennis, chess, caroms, etc. The institution always encourages the students to participate in intra and inter institutional competitions as well as at state and national level competitions.
- Institution organizes intra collegiate competitions in sports and games every year and distributes prizes cups, medals, certificates and cash incentives.
- The institution conducted competitions at inter collegiate level in association with the university. The institute has Sports and cultural committee to organize events at College.

The College has the following facilities to conduct sports, indoor games and cultural events.

Out Door Facilities:-

	Name of Court	Length & width (in mts)
1	Volleyball	18 x 9
2	Throwball	18.30 x 12.20
3	Kho-kho	27 x 16
4	Tennikoit	12.20 x 5.50
5	Shuttle	13.40 x 6.10
6	Ball-badminton	24 x 12
7	Kabaddi	12 x 8
8	Long & high jump	9 x 2.75
9	Hand ball	40 x 20

Indoor Facilities:-

Sl. No	Name Of The Equipments	Availability
2	Table Tennis Rooms	01
3	Table Tennis Boards	01
4	Chess Boards	10
5	Carrom Boards	08

- In the campus, one auditorium with 1500 seating capacity is available for promoting cultural events / activities with all the required audio-visual facilities.

CULTURAL ACTIVITIES:

- The college has a cultural committee, which performs annual day celebrations and different cultural events such as Christmas, Pongal, Onam, women's day, Fresher's day, Fare well day, Foodfest, St. Ann's feast celebrations.
- Cultural activities enhance the inner quality of the student. The cultural club provides a big platform for the students to excel in different cultural activities.

- The college aims at over all development of the student. In order to achieve this goal, it conducts various extracurricular activities such as dance,music,poemwriting,sports and games Day.

Students participate in Youth festival programs, which are conducted in other colleges and University. Various cultural activities are conducted in order to bring the latent talents of the students.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 33.33

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 07

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 33.05

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
339.26	00	37.25	0.49	3.16

File Description	Document
Upload audited utilization statements	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The Institutes' Library is the resource hub for knowledge and has a vast collection of books, journals, magazines, periodicals. The library has all the required facilities and the whole operations of the library is automated with **ECAP** Library Software with all the facilities like OPAC (Online Public Access Catalogue), which can be used by all the students and teaching faculty for the search of books by title/author name etc. Separate reading facility is made available for students and teaching staff.

The description of the Integrated Library Management System (ILMS)

- Name of the ILMS software: ECAP Library Software
- Nature of automation (fully or partially): **Fully**
- Year of Automation: **2019**

The Library is upgraded with the latest Information to cater to all the students and staff. The Library has state-of-the-art facilities required as per the University norms. The library has accommodated in around 5200 sq. feet.

The Library is automated with ECAP Software. The Library's various activities, such as data entry, issue and return and renewal of books, member logins, etc., are done through this Software. The Books are classified according to Dewey decimal classification. OPAC (Online public access catalog) service is also provided to search for books by title, author, publisher etc.

Key Features of Software:

- Check-In/Check-Out of Books
- **Edit/Modify:** Add, Remove, modify a book/journal/CD/Thesis
- **Journal Management:**
- **(OPAC):** To search for books by Title, Author, Subject etc.

- **Reports:** Issues, Returns, Department wise catalog etc.
- **Institutional Repositories:** Question Papers, Thesis, E-books, etc.

Highlights of facilities in Library:

Reference section: Separate reference section for Books, Journals.

Journals: The institute has subscribed **INFLIBNET** National and International Journals, which are arranged separately.

- There is a separate E-Library section for e-resources and subscribed to INFLIBNET.

Newspaper section: There is a separate Newspaper Table.

Question Bank: Question papers of the University Examination are available for the past 15 years for students' reference.

Summary of books, journals, thesis and CDs available in the library

Books Titles: 1100

Volumes: 5560

Journals: 16

CDs : 20

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 1.45

4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
1.32	1.71	1.52	1.47	1.23

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 19.11

4.2.4.1 Number of teachers and students using library per day over last one year

Response: 124

File Description	Document
Details of library usage by teachers and students	View Document
Any additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

The management of St. Ann's College for Women continuously upgrades its IT infrastructure and facilities to facilitate timely and required information reach to all its stakeholders. Salient features of the IT facilities and updates done are as follows:

St. Ann's College for Women is well-equipped IT infrastructure and computer connectivity for enhanced student teaching-learning process. The internet is backed with 75 MPBS Broadband connection from - SK broadband. The institute has provided round the clock Internet facility with high-speed Wi-Fi. All the computers and audio-visual equipment are supported by UPS.

- The network is protected and controlled by Firewall. From the Data Centre, the network is distributed to all constituent units of the College via LAN Uplinks. The students and teachers are provided with computer facilities for undertaking the academic and co-curricular activities, project and research activities, community outreach programs, collaborative, administrative and financial evaluation activities. The computer facility has provided to each Department /Unit with peripherals and connected through LAN/Wi-Fi. To make teaching - learning effective Class Rooms have been equipped with LCD, Computer, Internet high-end acoustics,
- The admission and examination modules have been automated. The theory/practical evaluation process is automated. Training programs are conducted for faculty and postgraduates to make them familiar in the operation of Microsoft word, SPSS etc.
- The entire campus is under CCTV Surveillance System. Wi-Fi Network is operational in the entire College of St. Ann's College for women.
- Biometric Attendance system is maintained. The library and information services activities have been made fully automated using our own Software.
- E notice board is placed in the parlour to provide information about the college activities and to provide inspiring thoughts and insights for all those who visit.
- The Institution deploys and upgrades the IT infrastructure and associated facilities whenever required.
- Computer labs are being strengthened by new systems by replacing the out dated system every year.
- The institution upgrades its computer systems periodically and whenever necessity arises.
- There is annual budget allocation for purchase and maintenance of computer services.
- Adequate budget provisions are made to update and maintenance of the computers.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 9.12

File Description	Document
Upload any additional information	View Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 4.96

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
5.4	1.28	0.69	2.45	2.56

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The college has its statutory committees that take care of the various aspects of the college including upgrading and maintenance of infrastructure facilities and required teaching-learning equipment. Governing body of the management discusses the needs of the college and passes the resolution to purchase / upgradation of all the required infrastructural facilities and maintenance of all the institutional facilities.

- The College has an effective mechanism and policy for continuous monitoring, up-keeping, optimal utilization and improvement of both curricular and extra-curricular facilities, services and equipment on the campus. Required Budget allocations are made annually to meet the maintenance expenditure of all the facilities.
- The institute has Estate Manager – Maintenance to oversee the maintenance of buildings, gardens, etc. The Management constantly monitors civil, electrical, plumbing and carpentry maintenance related issues.
- Separate manpower is available for watering the plants and maintaining the gardens.
- The maintenance department has qualified and experienced technical staff who make constant physical surveillance to carry out servicing / repairing wherever necessary and required.
- Safety rounds are also carried out by the top Management /Principal and instructions are issued for changes / modifications in the facilities.
- Preventive and breakdown maintenance of all the lab equipment and machines are carried out periodically.
- All other high-end equipment is under AMC with the manufacturer / authorized service agency.

Library:

- There is a library advisory committee to purchase and up-gradation of library facilities.

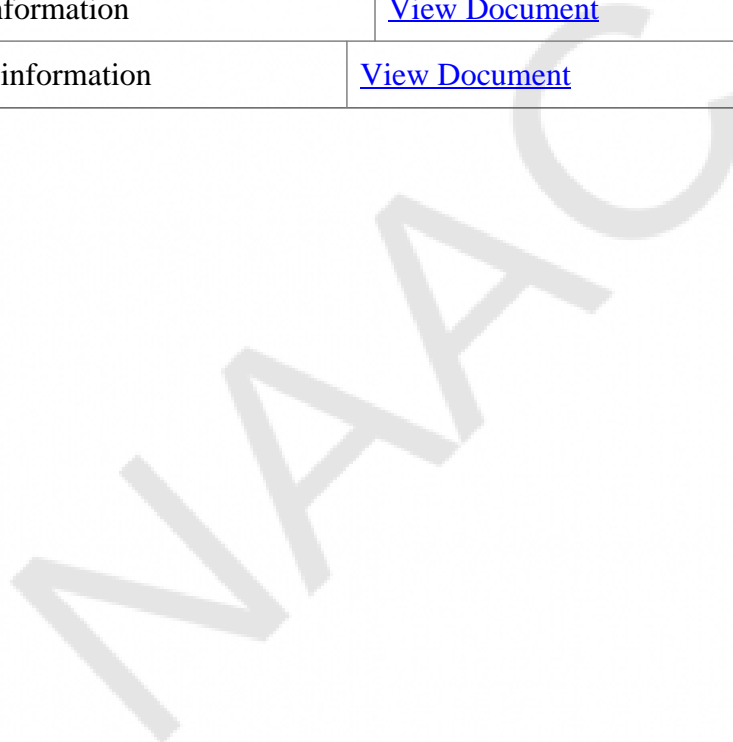
Laboratory equipment and machineries:

- The laboratory equipment is maintained at the departmental level by the staff or through technicians of the college annually whenever necessary.

Furniture related items:

- The maintenance Staff looks after the maintenance and repair work of furniture and fixtures and other physical infrastructure. They attend promptly if there is any repair brought to their notice.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document



Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 69.55

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
456	345	409	310	254

File Description

Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information

[View Document](#)

Institutional data in prescribed format

[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 28.24

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
63	137	232	220	40

File Description

Document

Upload any additional information

[View Document](#)

Institutional data in prescribed format

[View Document](#)

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: C. 2 of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 28.51

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
178	119	171	145	110

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 11.37

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
11	34	14	07	10

File Description	Document
Upload any additional information	View Document
Self attested list of students placed	View Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 48.31

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 86

File Description	Document
Upload supporting data for student/alumni	View Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations

during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 60

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	4	1	0	2

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	4	1	0	2

File Description	Document
Upload supporting data for the same	View Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 2

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	1	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document
Any additional information	View Document

5.3.2 Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Response:

St. Ann's College for Women, Visakhapatnam has a well-disciplined and proactive Student Council functioning and the institution selects the students' Council and class representatives in a democratic way based on the academic performance. Principal acts as the chairperson for the student Council. A student who excelled overall in the sports and games is nominated as General Captain of the College for that academic year.

The objective is to make the students participate in the development of the institute as well as in the process of developing their personality, organisational skills and career through interactive programs with faculty, administration and society. The goal of the student council is to provide a common platform to students for co-curricular and extra-curricular activities. It is responsible for organizing major technical, cultural, literary and sports activities.

Student Council - 2020-2021:

President:	Miss.Wazida Begum(III BSC)
Vice-President:	Miss. Y.Sowjanya(III BA)
General Secretary:	Miss. Amrutha Lakshmi(III BCOM)
Organizing Secretary:	Mamatha (III BCOM GEN)
General Captain (sports & Games)	B.Poojitha(III BCOM GEN)

The Office bearers of the students' council for the academic year 2018-19 is as follows:

S. No.	Name of the Student	Class
1.	Wazida Begum	III BSC
2.	Y.Sowjanya	III BA

3.	Amrutha Lakshmi	III BCOM VOC
4.	Mamatha	III BCOM GEN
5.	B.Poojitha	III BCOM GEN
6.	A.Vijaya Lakshmi	IIIBSC MPC
7.	Asha	III BCOM GEN
8.	Sai Gayathri	II BCOM GEN
9.	Swarna Kumari	III BSC MSCS

Functions of the student council:

- To organize intra and inter collegiate Technical Festival.
- To organize intra and inter collegiate Cultural Festivals.
- To spread awareness of sports in the campus through intra and inter collegiate level sports participation and organization of such events.
- To reach out to the students in the most effective and efficient manner by developing the college's communication strategy on campus through posters, blog posts, emails, videos and any other innovative ways.
- To generate interest, awareness and actions towards sustainability on campus through awareness creation, fostering good habits, providing resources and implementing policy changes.

The college believes that representation of students on academic and administrative bodies and committees of the institution is vital to the development of the college.

Funding:

- Most of the activities are funded by the Management and the students are free to collect and spend.
- There are student representatives, on various academic committees and they actively participate in the decision-making process of the institution. They are also involved in various committees of academic and administrative planning and management of the institution.
- Their views are also taken into consideration while chalking out programmes. The following are the committees having student representation.

Student Representation

Library Advisory Committee:

1. A. Vijaya Lakshmi(BSC MPC)
2. Amrutha Lakshmi(BCOM VOC)

Hostel Committee:

1. Asha(III BCOM)
2. Sai Gayathri(II BCOM)

Cultural Affairs Committee:

1. Amrutha Lakshmi(III BCOM)
2. Indira Priya(III BA)

Games & Sports Committee:

1. Swarna Kumari(III BSC)
2. Poojitha(III BCOM GEN)

Quiz Club:

1. Y.Sowjanya(III BA)
2. Wazida Begum(III BSC MPC)

Calendar and Magazine Committee

1. Sasthra(III BSC)
2. Joshna(I BCOM)

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**Response:** 7.8**5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
7	11	8	7	6

File Description	Document
Upload any additional information	View Document
Report of the event	View Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The institution has a registered Alumni Association with Registration No. **473** dated **2021**.

The college feels proud of its rich alumni both in the past and present. Being the first women institution established for higher education in the District and continuing its services to education for women nearly for half a century, has fostered and nurtured number of students who later occupied very good position in the society. The college also boasts of producing high ranks of Civil service, and prominent Officers with distinction at the State.

The executive body of this association consists of President, Vice-President, Joint Secretary, General Secretary, Treasurer and Executive Members. It is very active in bringing together all the alumni from time to time.

The Alumni Association is formed with the following objectives:

- To maintain updated roster of all Alumni of the college.
- To encourage, foster and promote close relations among the alumni through annual meeting and programs.
- To promote a sustained sense of belonging to the Alma Mater among the Alumni by being in regular contact with all the members.
- To assist and support the efforts of St Anns' College in obtaining funds from the members of Alumni for development of the College.
- To guide and assist students of the College to keep them engaged in productive pursuits useful to the society.
- To hold social gathering of all the old students on college day celebrations and at other times convenient to all the members.
- To provide a forum for the Alumni for exchange of ideas on academic, cultural and social issues by organizing and coordinating reunion activities of the Alumni.

Activities:

- Alumni association meets once in a year and during 2020-21 it met once.
- Extends their might in the development of the institution in cash and kind and also participates in teaching and learning activities by way of guest lectures' and motivational talks.

Prominent Alumni of the Institution:

SI NO	NAME	POSITION
1	Dr Killi Krupa Rani	Ex-Member of Parliament Ex-Union Minister
2	Mrs Prameela	Advocate
3	Smt.Kondamma	Assistant Commercial Tax Officer(ACTO)
4	Dr.Sanyasamma	Gynochologist
5	Jessy Prema Kumari	Junior lecturer St.Ann's college for women Visakhapatnam
6	Yamini Devi Thirumalasetti	Project leader Pactera technologies Washington ,USA
7	Nirmalamma	
8	Kantha Swathi	CEO & Founder at RS Swecha Society
9	Supriya	Project Sales at KONE
10	Bharathi Rao	Manager-Bench Sales at Solution IT

Contributions of alumni:

The association works closely with the college contributing towards the all-round growth and development of the college and its students with a view to improve the social fabric of society.

Conclusion:

It's the college culture and education which develops an optimistic and positive ambience in the college, the energy of which can be felt as soon as someone entrust. As a result the students of the college are miles away from any antisocial or illegal deeds during or after their collegial tenure and are dedicated for the development of society and the country particularly for the growth of girl into an empowered women.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: C. 3 Lakhs - 4 Lakhs

File Description	Document
Upload any additional information	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

St. Ann's College for women, a Roman Catholic Minority institution established in 1991 to fulfill the needs of this region for providing education to girls students. The institution aims not only to impart education but also to give holistic education and thus to bring out disciplined young women with sound moral character who will be an asset to their family in general and to the country at large. It intends to foster an atmosphere of intellectual pursuit in which young women, irrespective of class, creed, or caste, learn to work and attain excellence in their chosen field of study and in moral integrity.

The institute has a well-defined **VISION** and **MISSION** that addresses the needs of all its stakeholders.

Vision:

We envisage the empowerment of young girls of today through value based holistic education to champion the cause of justice, peace, love, truth and live in harmony with nature and are ever open to further growth

Mission:

St. Ann's College For Women value based holistic education and empower the young girls who are intellectually competent, spiritually mature, morally upright, psychologically integrated, physically healthy and socially acceptable and who live in harmony with the nature and god.

Our Motto:

“Empowered to empower light to enlighten”

Our Goal:

- The College strives to impart quality education and mould the students of St. Ann's College as just and conscious citizens.
- To develop Social Responsibilities and civil concerns among the St. Ann's student community.
- To impart value and ethics based Education and to empower women.
- To provide directions and guidance in developing the competitive spirit and to ensure integrated Personality development for the students.
- The vision and mission of the institute is in tune with the goals and objectives and provides comprehensive roadmap for developmental plan. The Management is pro-active in planning and developmental strategies.

- The Institution promotes the culture of participative management by involving the teaching staff, non-teaching staff, students and other stakeholders in decision making at various levels.
- Principal, as the head of the institution monitors day-to-day functioning of the college. Coordinates all the departments in executing the plans with regard to curriculum and co-curriculum activities. Acts as chairperson for statutory and non-statutory bodies. Acts as liaison between the management and faculty, staff and students, in the capacity of ex-officio member of the governing body.
- The Principal is both the academic as well as the administrative head of the institution and oversees the planning, organizing and execution of all academic activities, is responsible for admission of students, finance, conduct of various committee meetings, Students' welfare, discipline and all regular activities of College is assisted by the Academic Coordinator, IQAC Coordinator and the Teachers' Representative in taking administrative and academic decisions.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.1.2 The effective leadership is visible in various institutional practices such as decentralization and participative management

Response:

Case Study: S.A.S Week Celebration

The society of St. Ann is the founding society of the St. Ann's College for women, and it takes pride in keeping the society name for the college. St. Ann is the patroness of the society, chosen by the Founder of the Society Rev. Fr. Wilhelm Meyer. St. Ann's Feast is celebrated on July 26th in the college as SAS week with well defined programs for the week. It includes cultural, literacy, spiritual and social activities.

- **Planning For SAS Week:**

The plan for the SAS week is being discussed and scheduled by the Local Education Committee, which includes The Correspondent, The Principal, Faculty from different department. After deciding the program, the cultural committee, the literacy committee, the discipline committee, and students representatives are called for the meeting with the principal for the distribution of the responsibilities and activities.

SAS stands for SENSITIVITY, ALERTNESS & SERVICE. The whole week programs will be arranged in such way that they promote the above qualities.

The activities conducted are of two types.

a) Within the college such as

- Literary Events

- Art & Paintings
- Collection of funds for the charitable works
- Cultural program

b) Outside the college such as :

- Visiting the old age homes, Orphanage, disabled home and sharing of gifts
- Distribution of food to the hungry on the road side

Each Department takes the utmost care in conducting the activities which are entrusted to them in the best way possible. With the help of the students who are members in different committees move around, motivating the students to participate in the activities and in still in them the positive competitive spirit. The organisers collect the names of the participants class wise and instruct them with the mode of conduct of the activities, Date, Time and Venue.

For each activity there are two staff who are particularly given responsibility to conduct it with the help of the students. The committee calls the other staff who are in different committees for the evaluation of the program.

On the day of celebration of St. Ann's Feast, every one in the college takes part in it with Family spirit. Prizes are distributed for various competitions conducted during SAS week. This day holds another significant event that is "Freshers Day" since the new comers of the college are officially incorporated in to this family of St. Ann as members. So this day has a special name called "Twin Feast".

The marking event of the day is that every member of the college comes to know about the history of St. Ann's college, its Vision & Mission.

The outcome of celebrating SAS Week-

The three values Sensitivity, Alertness, Service are being practiced throughout their education in the college. Thus these values become part of their lives.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The institutional perspective plan aligns with the vision and mission of the institution which are the constant driving factors for improving academic quality policies and strategies.

Case Study : Development of Digital and Computerised Library

According to Green stein 2000 the Digital Library extends the breath and scale of scholarly and cultural evidence and supports original research and lifelong learning. Thus, in developing digital library service environment, the library becomes accountable for managing and securing access to a world of information, which it owns or manages only a part. As it is envisioned in the strategic plan the college has undertaken steps to execute the plan for digital and computerizing the existing library.

The college management with a vision of developing digital and computerized library formed a committee and its objectives and a strategic plan.

Goal Setting : The college management identifies the dire and most need of digitalization of the library to have a broader access to the information for staff, students.

Goals and Objectives : To collect, organize and collate print and digital information and disseminate at the point of care and for future use.

- To increase operational efficiency.
- To provide seamless access to information.
- To act as gateway to digital and electronic information.
- To create and to update a comprehensive database of Indian Literature in the field.
- To develop and conduct tutorials for the users to enable them to effectively utilize the facilities and resources made available by the library.

Gathering the information and Analysis of the information: The Committee comprised principal, college librarian, administrative member, faculty and two members of student body. The committee gather the information from various educational institutions, libraries about the software used, reliability, cost and basic structure required.

Formulation of Strategy :

- The information gathered is reviewed by the Management.
- The **ECAP** software is selected to digitalize the library to meet the objectives.
- Identified the external expertise to move the process.
- The other institutions are surveyed and noted the points for improvement.
- The financial investment and availability of space is set by the committee.

Implementation of strategies for digital and computerized library:

The committee is made clear the vision and objective of the starting digital and computerized library. The

Date base entry is done by the B.Sc computer students.

The fund is released and the space required is confirmed by the Principal and Correspondent.

The **Inflibnet software** is purchased by the institute and installed.I.D. and password of the same are passed on to staff students to access freely.To have effective learning process.The awareness drive is conducted by the committee to staff and students.

The outcome : No physical boundary for learning. Round the clock availability, a major advantage of digital library is that people can gain access 24/7 to the information, multiple and easily accessible.

The entire work is done and its functioning is evaluated by the committee and outcome are analysed.

File Description	Document
Upload any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

GOVERNING BODY

The Governing Body (GB) of St. Ann's College Malkapuram is the highest decision making and policy forming authority of the college. It consists of seven members. As per the directions of the University the Governing Body was constituted. The President of the GB is the President of the parent body, St. Ann's Education Society. The secretary is appointed by the President. The Principal is the Ex- officio member of the G.B. the University representative represents the teachers' representative elected by the teaching staff represents the staff and an eminent educationist

PRINCIPAL

Principal monitors the overall working of the college. The Administrative set up of St. Ann's College, Malkapuram.

The Principal plays the vital role in the college Administration. The progress of the college depends on the Competency and efficient of the principal who is rich in Character, personality and Values.

Functions:

- Formulates and executes the annual institutional plan with the help of the Local Education

Committee.

- Prepares the timetable for the year in consultation with the Assistant.
- Sees to the Implementation of the Chapter Orientations of St. Ann's Society.
- Arranges demonstration lessons by the subject teachers.
- Guides the teachers in teaching \ learning process.
- Provides professional guidance to the staff by sharing her experience and organizes programmes by experts.
- The collection and utilization of the funds and maintenance of accounts.
- Maintaining good rapport with parents and public.
- Carrying out the responsibilities entrusted by the management and the education department.
- Organizes co-curricular and cultural activities and annual functions of the institutions.

INSTITUTIONAL BODIES:

1. COLLEGE COUNCIL (Faculty)
2. STANDING COUNCIL (HOD'S)
3. ACADEMIC COUNCIL
4. INTERNAL QUALITY ASSUARANCE CELL (IQAC)
5. FINANCE COMMITTEE

COMMITTEES FOR VARIOUS ACTIVITIES

- Admissions
- Library
- Time-Table
- Sports & Cultural Activities
- Hostel
- Grievance Cell
- NSS Committee

- Extension units (NSS, NCC, Red Ribbon Club, Eco-club)
- Feedback Committee

Service Rules, Procedures, and Recruitment:

The institute follows the rules and regulations of the affiliating University and State Government rules and procedures for the recruitment and promotion of all its teaching and non-teaching staff.

The promotional policy of the college is transparent and impartial, they follows the State Government rules for the promotion of the teachers. Under Career Advancement Scheme, at the college level, the API committee reviews based on performance. The college administration accepts the recommendations of the committee and implements promotion to the higher positions.

Grievance Redressal Mechanism:

The college has formed a Grievance Redressal Cell for faculty, Staff and students to address the grievances and to resolve. The Principal is the head of this cell and other mechanism to deal with it as follows.

After receiving complaint, either in writing or orally, the committee discusses in the meeting and resolves. There is a separate Anti-Sexual Harassment committee, which object is to prevent cases of harassment and to look into grievances of girl students. Anti-Ragging committee is also formed to work on the cases related to ragging.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1. Administration**
- 2. Finance and Accounts**
- 3. Student Admission and Support**
- 4. Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

St. Ann's Management believe that healthy organizational environment is necessary to enable employees to perform their functions productively towards achieving organizational goals. Good working environment results in harmonious working relationship between the Management and employees. St. Ann's Institutions have a well-formulated Welfare Policy in place to ensure the well-being of the employees, which in turn will enrich the quality of life of employees.

The management recognizes the commitment and dedication of the teaching and non-teaching Staff. It always strives to satisfy the needs of the employees proactively .Some facilities provided for the welfare of the employees of the institution are as follows:

- Provident fund facilities are given to all the employees who fall under the eligibility criteria.
- The provision of fee concession is made available to the children of the staff of the college.
- A canteen is provided inside the campus with reasonable rates to provide refreshment to the staff.
- Subsidized facilities for stationary and Xerox center within the campus for both staff and student.
- Compliments are given to the non-teaching staff during festival times.
- The employee are eligible for Gratuity if they have put in at least 5years of service before resignation or retirement.
- Salary Increment is given annually to the staff.
- The teacher /employee shall enjoy the benfit of E.P.F Scheme.
- He/she shall receive moderate gifts at Christmas and on Teacher's day.

Advance / Loan From organization: The Advance / Loan facility is available to meet urgent medical / marriage/ education of children expenses for self & dependent family members. This will be recovered from the employee's monthly salary without any interest.

Free Accommodation: Some of teaching & non –teaching staff are provided Accommodation in the premises of campus and also have subsidized dining services offering delicious food with hygiene.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 16.91

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
01	01	11	02	01

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2

6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
01	03	01	02	03

File Description	Document
Upload any additional information	View Document
Reports of Academic Staff College or similar centers	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 28.65

6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
06	09	07	04	04

File Description	Document
Upload any additional information	View Document
IQAC report summary	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.5 Institutions Performance Appraisal System for teaching and non-teaching staff

Response:

The IQAC of the college has prepared a self-appraisal format in order to measure the performance of each staff. This format is prepared based on PBAS (Performance Based Appraisal System) methodology of UGC. This format is given to the staff to be filled in by each staff according to his/her work done.

The format is comprehensive and includes academic and administrative responsibilities of the faculty.

The questionnaire consists of seminars attended, paper presented in national and international seminars, use of ICT teaching, their involvement in curricular, extra-curricular activities of the college, practice of institutional values etc.

This questionnaire is being evaluated by the IQAC/Principal and the feedback is given to the faculty

directly for the improvement of their performance. This is based on the basic principle that there is always a room for improvement. The teaching faculty also being evaluated by the students regarding their classroom performance and this feedback is informed to the faculties through HoDs.

The concerned reporting officer and the Principal according to their performances evaluate the non-teaching faculties. After the evaluation, the Principal meets the non-teaching staff and apprise them of their performance.

STAFF WITH UNSATISFACTORY PERFORMANCE APPRAISAL

If a staff is evaluated at a level indicating “Needs Improvement” in one or more areas of performance, following steps will occur:

1. The Principal will provide the staff a clear written statement of specific areas of unsatisfactory performance, based on the result of the “Performance Appraisal” form.
2. The Principal meets the concerned staff and discuss the specific areas of unsatisfactory performance. In consultation with the staff, the Principal develop a formal “Plan for Improvement” based on the acceptable levels of performance. The staff is given a copy of the “Plan for Improvement” and a received copy of the same is kept in the file for future reference.
3. The staff is directed to undertake and implement the “Plan for Improvement” within the specified period. During this period, the Principal will meet with the staff on a regular basis to monitor progress. Written comments on these meetings will be recorded and a copy will be given to the staff and a received copy is kept in the file.
4. At the end of the period specified in the “Plan for Improvement”, the Principal will conduct a performance appraisal and complete the “Performance Appraisal” form.

Performance Rating:

Employees will be assessed by the appraiser on various qualities as well as their overall performance on each parameter.

Promotion:

Promotion of employees will depend on consistent good performance and existence of vacancies at the higher designations. However, promotions should normally be carried out along with the paying out of performance increment.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

St. Ann's College for Women, Visakhapatnam, has a mechanism for both internal and external audit by the statutory Auditors to audit at regular intervals as part of compliance.

The institute has dedicated in-house internal audit team available and they conduct periodic audits in various aspects which includes revenue audit, payroll audit and review of day to day transactions etc., Internal auditors focus on ensuring that the systems and processes of the organization are working well. Internal auditors act as consultants to the organization providing assurance on the organization risk management, governance and internal control processes. Internal auditors deal with issues that are fundamentally important to the survival and prosperity of any organization. Unlike external auditors, they look beyond financial risks and statements to consider wider issues such as the organization's reputation, growth, its impact on the environment and the way it treats its employees.

Internal audit is an ongoing and continuous process in addition to the external audit to verify and certify the entire Income and Expenditure and the Capital Expenditure of the Institute each year.

Apart from internal audit, the accounts of the Institution are audited regularly by the Certified Statutory Auditors (external) on annual basis. The Statutory auditors review the internal control mechanism, accounting policies, accounting standards, financial analysis and prepare the financial statements.

The process involves effective management of internal controls and strengthens the operations in an effective manner. In a case where the external auditor identifies a significant issue with the accounts, they will provide the managers in the company with an "audit management letter" which records any issues and how they should be resolved. External auditors are important towards promoting confidence and trust in financial information.

The annual audited accounts are kept before the Board of Management for discussion and approval.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)

Response: 32.67

6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
6.75	6.75	07	12.17	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The major financial resources of the institution are the fee collected from the students and donations from the management, philanthropists and public and finances generated through sponsored projects and consultancy services.

In addition to these regular sources, efforts are also made to mobilize additional finances to meet the demands of the institutional needs. Merit scholarships, medals are instituted for honoring outstanding students out of the donations collected from individuals or institutions and Alumni while maintaining good relations with them.

The college has a well-defined financial policy which ensures effective and optimal utilization of finances for academic, administrative and development purpose which help to meet the institute's vision and mission. We have a dedicated financial team in place, which will manage the effective utilization of funds. Financial Planning is exercised well in advance for the organization with efficient Budgeting done after involving the various Academic Departments and Administrative Sections of the Institute. Every year we prepare a budget, which involves projected revenue, expenditure, and capital expenditure so that we can manage the funds effectively and plan well in advance. While preparing the budget we will consider the departmental requirements which includes co-curricular and extracurricular activities are also included in the annual budget. After reviewing the budget by Principal, the final consolidated budget is forwarded to the Management Committee for approval. The institute is running with self-sufficient funds by generating the cash inflow from tuition fee from students and other miscellaneous income.

The Management of the Institution supports financially in case of need and in times of financial inadequacies. The deficit / shortage of funds during the expansion or renovation of buildings has been managed by funding from parent trust. We have purchase committee in place and will ensure the funds are utilized in an effective manner. The management will review the financials through budgets Vs actuals on every quarter, which will ensure to monitor the effective and efficient use of financial resources. The institute has its own internal audit mechanism to process and monitor effective and efficient use of available financial resources.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

We at St. Ann's Degree college for Women believe that quality enhancement is a continuous process so we established the IQAC (Internal Quality Assurance Cell) under the guidance of NAAC on 2nd of June in 2018.

Under IQAC we have conducted three audits and developed a series of add on courses to improve the skills of students and enhance the college atmosphere in an effective way.

The three audits that were done are, Green Audit, Energy Audit, and Environment Audit.

1. Green Audit:

Green auditing can be defined as systematic identification, quantification, recording, reporting and analysis of components of ecological activity and expressing the same in financial and social terms.

Scope and goals of green auditing is,

- To create awareness of the advantages of saving the planet and become good citizens of our country.
- Implementation of effective water conservative measures and waste management strategies.
- Enhancing biodiversity in the campus, reducing carbon foot print and achieving clean and green campus

2. Energy Audit;

The survey was completed by Dept. Of Physics over a period of one year to recognize the major energy proficient appliances without compromising the human comfort.

The maximum power required for the college for all the electrical appliances to run is 3024KW per month but the college consumes only 10534KW for whole year and an average consumption per month is 877.83KW.

After the sheer survey we had made some decisions to improve the energy efficiency,

- Replace all CFL Tube light using LED Bulb, to save more power.
- Replace CRT monitor using LED or LCD monitor.

- Separate connection of office, Computer Lab and classroom.

We also have the latest star of the art technology that is the Hybrid wind and solar power generator which can generate around 15KW per day and an average of 536 units of power per month.

3. Environment Audit;

We at St Ann's had figured out various methods to limit the waste generation and recycle it for self sustainability.

- All the biodegradable solid waste goes to the compost pits where it decomposes and forms organic manures.
- With the well-constructed networked drain the liquid waste flows out of the campus to the public drains and also we had many rain water collecting pits to save rain water.
- The E-Waste is disposed through buy back policy.
- The college area is around 5acres out which 75% is covered with greenery.
- All the college amenities to handle the environment factors were accounted in the audit.

Add on courses;

These aren't curriculum based study but through these courses students can explore their interests and learn them effectively in the college premises. We offered nearly 18 courses out of which each student had freedom to choose their interest.

These courses help every student in Personality Improvement and Career Advancement. Through this scheme the college aims at imparting crucial job skills to the students through various certificate programmes, thus enabling them to acquire an additional certificate along with their Degree certificates, which enhances their resumes.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

- The College has an Academic and Administrative Advisory Committee to review teaching and learning process. The Academic and Administrative Advisory Committee ensure that all the theory classes, Lab postings and other teaching and learning processes are meticulously followed. The Committee monitors the whole teaching and learning processes, outcomes biannually, the outcome of the reviews are discussed and implemented.
- Identification of Slow learners and arranging remedial and mentoring classes were extended to help the slow learners.
- The IQAC has streamlined methods to keep track of the progress of students through a well-planned Mentor-Mentee program.
- The primary objective and function of IQAC is to suggest and guide to set up quality bench marks in academic activities of the institute and to improve the academic and administrative performance of the Institute. The IQAC has expected to contribute in:

LABORATORY LEARNING PROCESS:

Everything is theoretically impossible until it is done. Learning that takes place in a space where students can observe, practice, experiment with objects, materials, phenomena, and ideas either individually or in groups in our laboratories. Our college is well known for imparting quality education. Laboratory teaching assumes that first-hand experience in observation and manipulation of the materials of science is superior, to other methods of developing understanding and appreciation. Our college laboratories occupy every floor in the building. Separate hall for separate branches i.e., Physics, Chemistry, Botany, Zoology, Computer, English. Each hall is quite spacious to accommodate fifty students at a time. The halls are well ventilated and have a very good lighting arrangement. most modern, standard and sophisticated equipment. The apparatuses are available in abundance. The chemicals and specimens available are always fresh and latest. Every scientific concept is clarified in the laboratory by our highly educated lecturers. Occasionally, expert scholars and scientists are invited to demonstrate the latest concepts. It has helped in developing a scientific approach among students. Students learn to handle various apparatus and to think independently in the laboratory, because of which it is considered to be one of an important place. When students carry out various kinds of experiments, then they draw conclusions from their studies, which raise their level of self-confidence, spirit of cooperation and team work and develop scientific attitude.

ICT LEARNING PROCESS:

- Information and Communication Technology is an enhanced mode of communication, it is cost and time efficient, paperless, better teaching and learning is possible and student management can easily be done. Various ICT tools used by our lecturers are computers, printers, scanners, data projectors, pen drives, tablets, spread sheets, presentation. We have four projectors our lecturers use them for presentations of their lessons. Students do not have to carry textbooks or notebooks. The teacher can also post notes and relevant texts for a given course on an interactive website and thus he/she can access. Likewise Lecturers get more time for discussions during lessons.
- In this pandemic situation our lecturers are taking classes to their best virtually using whatsapp, you

tube channel, google classroom, zoom cloud meetings, google meet. E-learning provides a very important and convenient way of teaching people. Our lecturers provide learning materials and lessons online which can be accessed by his/her students at their convenient. The materials can be audio files of recorded classroom lessons, audio-visual files for lessons requiring visual information like practical or even text documents. This method of teaching is also convenient for lecturers because they are able to record lessons at their convenience and assessment of students involves less documentation. This is because with the use of the internet, teachers are able to upload assignments and continuous assessments on the e-learning systems and after students are done with the assignments, they use the system or emails to send their completed assignments to their class teachers. Teachers can also use the tools of ICT in other functions. One such function is the keeping of the records of student performances and other kind of records within the academic institution. This can be done by uploading the information in a Management Information System for the school or college which should have a database for supporting the same. The information can also be stored in soft form in Compact Disks, Hard Drives, Flash Disks or even Digital Video Disks. Since the invention of the internet and subsequent popularity of computers, a lot of functions of education as a career have been made simpler.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

Response: B. 3 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste web link of Annual reports of Institution	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

Response:

- St. Ann's college for women is well keen regarding safety and security of the girl students and women faculties and the management of the college strives to practices the following".
- The college offers admission to poor, needy and economically weaker students. The college has discipline committee for continuous monitoring the security on the campus. The complaints related to the violation of disciplines are reported to the concerned staff and placed before the Principal and the members of the discipline committee.
- The confidence building is done by organizing workshops and programs on use of sophisticated gadgets for girl students. The college campus is fully covered with sufficient light. The college has Anti-Sexual Harassment committee to take necessary action on sensitive issues of the girl students which helps to ensure their vibrant presence.
- The entire campus is covered under CCTV cameras. The footage of the recording is often seen and necessary actions are taken, if any suspicious activity is observed, by the principal.
- The internal complaint committee is set up as per the Vishakha guideline. The college staff has assigned campus supervision to maintain discipline in the campus. The college has adopted mentor mentee scheme to solve the individual problems both academic and personal of the students. The staff members strive to solve all kinds of problems of the students.
- College organizes lectures of eminent personalities to create legal awareness, health and hygiene among the students.
- The institution has security arrangement with adequate security staff in the campus, working in shifts to ensure campus safety and security and they also monitor the entry and exit of personnel.
- The campus is under CCTV cameras surveillance and is monitored regularly.
- Short-term course on self-defense (Karate) started in the college to instill confidence among the students.
- Committee against sexual harassment, and Grievances has been constituted to resolve grievances keeping in view the welfare, safety and security of the students as per UGC- MHRD guidelines and Anti- Ragging and Sexual Harassment Policy

A) Counselling

- The Institute has a well-established and functional system for student support and mentoring

(personal, academic and career counseling i.e. Mentor-Mentee Program.

- At the beginning of every academic year the Institute conducts an orientation programs and counselling sessions to all its fresh students so as to create a mindset conducive to learning.
- The mentors meet the mentees regularly and enquire the overall performance and also to clear any doubts and to counsel if necessary.
- The institute has appointed a qualified Psychologist to provide expert services for psychological counseling if required.
- The institute also practices ward counseling for personal development of the student.

B) Common Room

- The college provided all its departments with facilities like staff room, common room and separate rest rooms for women students with facilities for dining, relaxation etc.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

- 1.Solar energy
- 2.Biogas plant
- 3.Wheeling to the Grid
- 4.Sensor-based energy conservation
- 5.Use of LED bulbs/ power efficient equipment

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

St. Ann's College for Women and the Management has taken several initiatives to keep campus clean, green, and eco-friendly. These include energy conservation, rainwater harvesting, biohazard or waste management, plantation of trees, laying of lawns, e-waste management, etc.

St. Ann's College for Women follows standard guidelines and protocols for management and disposal of the degradable and non-degradable waste mentioned as under:

Solid Waste Management

Solid waste is disposed as per Solid Waste Management protocols. The institute does not generate any hazardous solid waste. Non-hazardous solid waste generated in the form of garbage through regular maintenance, stationery related rubbish and food waste from the Hostels is collected and dumped in a separate large pits and converted as compost and used as manure for the lawns maintained in the campus.

Liquid Waste Management

The liquid waste generated from the College laboratories is properly diluted and carefully discarded through proper drain channels where the sewage system has been done in an eco-friendly manner.

Biomedical Waste Management

Bio hazardous waste is managed as per the standard protocols and guidelines of Bio-medical waste management rules.

St. Ann's College for Women is offering only Under Graduate programs, as such the College does not generate any kind of bio-medical waste.

E-waste Management

The IT department of the St. Ann's College collects all the E-Waste (computer accessories, servers, printers, batteries, etc.) and also unused electronic equipment for repairing and re-using and the unusable electronic equipment are sent for recycling/disposal.

Waste recycling system

The college does not generate any hazardous solid or liquid waste. Non-hazardous solid waste generated in the form of garbage through regular maintenance and from Staff quarters and Student Hostels is dumped in pits, converted as manure, and used as manure for plants.

Hazardous chemicals and radioactive waste management

The hazardous chemical waste generated from the labs is diluted carefully and discarded through proper channels where the sewage system has been done in eco-friendly manner and connected to local Municipal drainage system. The institute as such does not generate any radioactive waste in the campus.

- For handling of day-to-day waste generated due to consumption by students and teachers, the dustbins are segregated into dry and wet waste. All such wastes are disposed into two deep pits one each for dry and wet inside the college premises. The most packaging material is reused for transportation from college to other places. All the used newspapers and magazines are disposed through scrap dealers.
- The college management has adopted various measures towards prompt and safe disposal of all the waste generated in the College. With an in-depth understanding of the harmful effects caused by plastics, the college has been notified as a plastic free campus. To sensitize and create awareness among students, conspicuous boards have been set up against the use of plastic. The college also adopts the efficient concept of the THREE R's namely Repair, Reuse and Recycle to dispose waste.

File Description	Document
Geotagged photographs of the facilities	View Document
Any other relevant information	View Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: A. Any 4 or all of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles

2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

Response: B. 3 of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

Response: B. 3 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document
Certification by the auditing agency	View Document
Certificates of the awards received	View Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

Response: B. 3 of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).

Response:

The institute routinely engages all its students and staff in conducting a number of initiatives and activities focused on creating a more inclusive environment towards cultural, regional, linguistic, socio economic and other diversities. St. Ann's College has been functioning for the last 3 decades and has groomed young girls as responsible citizens some of whom are holding important positions in the society. The bon-homie between the students has transcended the linguistic, regional and religious boundaries aiding in a camaraderie that would be infectious to the society. All this has been possible due to the continuous efforts of the management and teaching staff to promote an all-inclusive environment.

One of the healthy measures instituted by the management to promote equality is compulsory uniform even for the graduate students. This automatically precludes overt display of religious, regional and ethnicity backgrounds besides curbing economic disparities.

St. Ann's College has a multicultural student and faculty base hailing from different parts of the country. To create and maintain an inclusive and respectful workplace for all students and employees regardless of diversity and belief, at the start of each academic year, orientation programs are organized.

Institutes' Initiatives for an inclusive environment include:

Annual student fests and gatherings:

Students from different communities and backgrounds join together to celebrate these activities. Students organize Fresher's party for newly joined students.

- Cultural and Religious festivals are celebrated by students and staff, cutting across all faiths and communities. Diwali, Dussehra, Ganesh Chaturthi, Eid, Christmas, Holi, Onam etc. are celebrated.
- **Patriotic Initiatives:** Republic Day and Independence Day are celebrated by students and staff. The National Anthem is sung at every major function.
- National Service Scheme (NSS) and NCC (National Credit Corp) activities expose students to problems of socio-economically deprived populations and serve as a bridge between Institution and community.

- Matru Bhasha Diwas: Celebrated to provide platform for expression in Local language/mother tongue and promote community interaction.

1. International Day of Yoga (21st June) is celebrated.

2. **Community services:** Blood Donation programs, PLUS Polio, and other vaccination programs.

Apart from the above activities, the institute also scheduled special events to promote cultural diversity in the campus. As part of community services of the institute, students are encouraged to take active role in programs like swasthya vidhya vahini, Swascha Bharat, Vanam Manam etc. and student club activities where they get an opportunity to see the community closely and thus gets a relation with people of different cultural diversities. This helps to develop his or her personality as a whole and develop among them a sense of social and civic responsibility. Students identify the needs and problems of the rural community and involve in solving them. They also help women or minority owned vendors to help them improve their livelihood.

File Description	Document
Any other relevant information.	View Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

- Management is fully aware that education cannot be limited to classroom instructions alone. Besides the studies, the college feels that it is the moral responsibility to groom the students for becoming responsible citizens and contribute to the progress and development of the nation. The national anthem which has singularly brought synergy among the citizens of this country is sung by the student's every day. This daily rituals reposes the national pride and sense of belonging to the nation on a daily basis.
- The students are made to aware that while it is a democratic country, the role and responsibility of every citizen is the underlying principle to ensure that the nation provides freedom of expression. They are constantly reminded that the fundamental rights of this great nation can be exercised only if everyone performs their fundamental duties, both of which are mentioned in the Indian Constitution. To ensure that the fabric of Indian democracy gets etched into the minds of not only the students but also the teachers and parents, a board on the preamble of Indian Constitution is conspicuously placed at the entrance of the college.
- The college management understands the sincerity of youth in keeping their word of honor. Thus,

students are usually found promising on God, Mother etc. to their fellow students. The national pledge is therefore read out and repeated by the students through which the young minds wholeheartedly commit themselves to become good citizens of this country.

- To practice equality, the college has made uniform compulsory even for graduate students. This philosophy eliminates the difference between those who can afford expensive clothes and footwear with those cannot. Wearing of expensive jewelry has also been forbidden at the college. Therefore, students coming from various socio-economic background would remain equal in the college premises and thus intermingle better. The individual's conduct and talent would therefore be the basis of interpersonal relations than their background.
- The college organize massive rally throughout the town to spread the message of 'Social Equality'. The National Unity Day is also celebrated every year in the college on the occasion of Birth anniversary of Sardar Vallabhbhai Patel. On this day 'Pledge of Unity', 'Ekta Ralley' is organized in the Visakhapatnam city.
- Every week one of the teachers gives a small motivation talk in the main assembly, on any of the topics related with morals, values, character building etc, so as to cast impressions in the young minds which will go a long way towards making them responsible citizens of this country. The fact that these untiring efforts by the college management have fructified can be witnessed by the number of volunteers for NCC and NSS by the students. Today the college boasts of providing 100 Number of students for the NCC and 300 Number of students as NSS volunteers.

File Description	Document
Any other relevant information	View Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: B. 3 of the above

File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	View Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

INDIA is well known for its festivals and cultural diversity. The nation commemorates various special days for promoting awareness regarding the history behind such days. The college helps student to relate with the cultural heritage and connect with their roots, by inculcating the importance of protection, preservation and propagation of Indian culture. It also actively participates in the 'National Flagship Programs' promoted by the MHRD, UGC, University and the local Govt. offices.

International Days are celebrated with great enthusiasm. St. Ann's College pay tribute to all the national heroes on their Birth and death anniversaries. The event is followed by either lectures, rally or the competitions like elocution, singing, wallpaper, and Rangoli etc. The college organizes activities on these days of national importance to recall the events or contribution of our leaders in building the nation and imbibe moral and ethical behavior of students in their professional and personal lives.

International Commemorative Days: –

1. International Women's Day
2. World Water Day 22 March
3. International Mother Earth Day - 22 April
4. English Language Day – 23 April
5. International Labour Day – 1 May
6. World Environment Day - June
7. World Population Day - 11 July
8. International Literacy Day - 8 September
9. International Day of Non-Violence – 2 October

10. World AIDS Day – 1 December

11. Human Rights Day - 10 December

12. National Yoga Day – 21 June

On 12th January, national youth day is commemorated by organizing a guest lecture on the vision of Swami Vivekananda towards nation building and role of youth in this endeavour. Being an all girls institution the girl child day on January 24th is conducted through the participation of maximum number of students in debates, group discussions etc. The Republic day on JAN 26 is celebrated by hoisting the national flag and motivational lecture by the chief guest. The Independence Day celebrations on August 15 needs no emphasis. The function associated with Teachers Day on September 5 is left to the initiative of the students. The Gandhi Jayanthi on 2nd October is celebrated by reiterating the importance of Gandhian principles and its continued relevance to the present society. The Rashtriya Ekta Diwas on October 31st is commemorated to bring out the efforts in the integration of the nation after Independence. The students take out rallies to highlight the importance of national unity. The students towards protecting the integration of the nation also undertake a pledge.

Weeklong activities are conducted with maximum participation of students for commemorating the library week between November 14 and November 21. Amidst the activities the Women's Day is commemorated on November 18th by conducting elocution, quiz competitions etc. for the students.

File Description	Document
Geotagged photographs of some of the events	View Document
Any other relevant information	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

Best Practices – 1

SAS [Sensitivity, Alertness & Service]

Objectives of the Practice:

The vision of the founder of ST. ANN'S COLLEGE is to provide holistic education to the students to help them live in peace and harmony. To commemorate this vision, annually, the ST. ANN'S FEAST is

celebrated on 26th July. This activity is preceded by a well defined weekly programme known as SAS [Sensitivity, Alertness, Service]. It includes cultural, literary, spiritual and social activities for the students which binds them together thus overcoming the differences between various social strata. The week long activities are culminated with “Freshers Day” thereby imbining the founder’s vision into the newly joined students.

The Context:

The Context has been conceptualised through the society of “ST. ANN”. The founder of the society Rev. Father Wilhelm Meyer had chosen ST. “ANN” which means “GRACE” as the Patron of this society thereby attaching spiritual significance to the institution. The college management is committed to carry forward the concept of showering of the “Grace” on all those who attend the institution. The management shares the founder’s thought that ST. ANN shall take care of the institute and fill it with her grace so that all those who enter the campus may experience tranquility and peace. It is against this background that the college management strives to promote a spiritual message through the conduct of the contemporary art and cultural activities which promote whole hearted participation alike by both the students and faculty so that the grace is experienced through enthusiasm and happiness derived out of a week-long activities.

The Practice:

The practice of organising a week long activities as part of Sensitivity, Alertness and Service was introduced to inculcate:-

1. **Sensitivity** among the students through guest lectures on various social issues such as gender equality , crime against women, cyber crime causing financial loses etc.
2. **Alertness** through motivational speeches by students and conduct of physical activities.
3. **Service** through visit to various centres offering social services.

The plan for the SAS week is discussed and scheduled by the Local Education Committee, which includes The Correspondent, The Principal and Faculty from different departments. After deciding the programme, the cultural committee, the literary committee, the discipline committee, NSS and NCC students are called for the meeting with the Principal for the distribution of the responsibilities and activities. The week-long programme is arranged in such a way that they promote the qualities of justice, peace, love, truth and living in harmony with nature through all types of activities that are conducted. A particular theme underlies the programme and all the events are centered around this theme. The activities conducted are of two types. They are a) within the college b) outside the college.

Activities Inside the college:-

- Essay writing
- Art & Paintings
- Poem writing
- Collection of funds for the charitable works
- Cultural program

Activities Outside the college:-

- Visiting the old age homes
- Orphanage visit
- Distribution of food to the hungry on the road side
- Visit to the disabled home and sharing gifts.

Each department takes the utmost care in conducting the activities which are entrusted to them. The students members of different committees motivate the other students to participate through positive competitive spirit. The organisers collect the names of the participants class wise and provide instructions regarding the modalities of activities, Date, Time and Venue. For each activity, two staff members are made responsible to conduct it with the help of the students. The committee calls the other staff who are in different committees for the evaluation of the program.

On the day of celebration of St. Ann's Feast, everyone in the college takes part in it with family spirit. In the presence of the Chief Guest and other dignitaries, the day becomes very meaningful and colourful. Prizes are distributed for the winners of various competitions conducted during SAS week and participation certificates are given to all the participants. Subsequently, SAS activities are continued throughout the year.

Evidence of Success:-

The practice of SAS has stemmed from the spiritual thought of the founder and is therefore a unique feature. It is notably understood that terms such as tranquility and peace cannot be bench-marked and therefore their success cannot be quantified. Notwithstanding, if the plans for conduct of SAS activities could be considered as targets, then the successful completion of the week long activities which requires synergy between students and teachers of various departments without compromising on the daily routine of classroom instructions that too year on year is indicative of a successful practice. In terms of promoting the intangible spiritual growth, as envisioned by the founder, the exposure given to the new admissions of the year fructifies towards voluntary contribution by these students in their next academic year which can be termed as a major success. Annually, the students leave the college as good citizens owing to the success of SAS. Every year a chief guest is invited for the feast and given an insight into the aim and conduct of various activities associated with SAS practice. Invariably the chief guests showers praises on the practice during their speeches which is encouraging to all the staff and students of St. Ann's College.

Problems encountered :

A mention of problems encountered in the practice of SAS would not be an overstatement. Concurrent conduct of multiple internal activities warrants additional infrastructure. Similarly, conduct of external activities, require transport and other support. Further, visits to under privileged institutions include buying of gifts. These large number of gifts need to be stored safely. Therefore the problems range from simple to complex issues. The simple ones include selecting students as per their ability to undertake various activities which changes every year and therefore is dynamic. This issue, to a large extent is resolved by coordinated efforts of the faculty and students. The complex ones include taking the requisite approvals, arrangement of transport, buying and safeguard of gifts etc. The college needs adequate funds for

infrastructure, purchase of gifts, transportation etc., so as to put them to use for the good cause envisioned as part of SAS practice.

BEST PRACTICE – 2

Zero Hour And No Bag Day :

Objectives : To make learning more joyful and relieve anxiety among the students, the college has come out with an innovative idea of practices namely Zero hour & No Bag Day. The main objective is to promote all round personality development among students while releasing the stress of academics out of them. Accordingly, the envisaged four important outcomes of this practice are as follows :

1. To make students equally capable in extra curricular activities.
2. To provide opportunities to sharpen their talents.
3. To make education more enjoyable.
4. To provide opportunities to manage the stress of the students

Context :

It is a well known fact that in the modern day world while various gadgets and services are available to make one's life more comfortable, the life has become increasingly competitive and stressful. Everyday there are numerous cases of suicides or personal injury inflicted by students since they are unable to handle the stress and anxiety caused by intense competition. The print and visual media are full of such cases which have an important effect on parents, teachers and society at large. In order to avoid such uncomfortable incidents causing agony to students and parents, the college management has come out with an innovative idea of not having any academic classes once a month. The "Bag" of a student in any academic institution is representative of academic learning and bookish studies. The underlying concept of the "Bag" would imply the associated competition and stress caused by classroom studies. Therefore coming to college without "Bag" makes students feel excited and enthusiastic. Colloquially speaking, the classroom time table is referred as '1st Hour', '2nd Hour', so on and so forth. Therefore a "Zero Hour" will be an indication to the students that there are no classroom instructions imparted during this period.

Practice :

The practice of Zero Hour and No Bag Day although have been conceived with the similar objective, they are distinct from each other in terms of implementation. The Zero Hour is practiced everyday as part of daily curriculum while the No Bag Day is implemented as an exclusive event and practiced once a month. The "Zero Hour" is a period which is part of the daily time table and is from 03:30 to 04:30pm. Conscious efforts have been made to preclude the usage of the term called "After Class Hours" so that the students get the feeling that it is one of the sessions of their time table but with a difference. The session would be outside the classroom. This brings about the same exuberance to the students when they come to know that a particular teacher is absent for a class or when suddenly the classes are suspended to go and watch a programme. Similarly the "No Bag Day" is followed on the first Saturday of every month and it brings out a feeling of jubilation of attending an "Annual Day" or a "Sports Day" or going for an excursion etc. Thus both practices are aimed at achieving the same objective of making learning more of a fun filled activity.

As a part of the Zero Hour the students are given choice of pursuing a hobby of their choice and at the appointed time they reassemble in different classrooms for pursuing their hobby. The hobbies which are encouraged and taken up by the students include Fashion Designing, Toy making, Painting, Music and Dance. Although they are hobbies, the college management has accorded seriousness to these activities and students can utilise these Zero Hour sessions to acquaint themselves with the requisite skills which will add to their qualification and enhance their talents.

Every day the Zero Hour begins at 3:30pm with one hour time the students gather in different rooms according to their chosen activity based learning. After the demo and practice there are motivated and encouraged to do the activity thereby showcasing their talents during the celebrations and functions at the college. No Bag Day is conducted on 1st Saturday of every month where the students participate in different activities like debate, discussions, public speaking, dance, instrument playing, skit practice , painting etc. the students with same interest come together to form a group and group members collectively practice the skill under supervision of the lecturers. The students practice sports, games and learn vocational skills

Problems encountered and Resources required :

The practice of Zero Hour and No Bag Day has been a unique sensory perception of the college. The students are free to choose the hobbies (Fashion designing, Textile designing, Toy making, etc) of their choice. The most important problem is observed to be that of the financial background of certain students who need to be provided with aid. Such students although are interested in pursuing the hobbies offered as part of the practice are not in a position to purchase the requisite raw materials. Although the management is deeply concerned about this problem, mitigation measures can be implemented effectively if additional funds are available to the college. Another aspect is related to enhancement in the variety of hobbies which will further broaden the horizons of students. However this mandates hiring of qualified specialist which comes at a premium and this is related to availability of external funding.

Evidence of Success:

The practice of Zero Hour and No Bag Day was received with overwhelming response both from the students as well as the teachers. The basic aim of this practice was to reduce anxiety levels among the students while making academic learning more interesting. The success when evaluate against the benchmark can be termed as highly successful. The students have been observed to be enthusiastic in their normal classes. Their focus and attention span is usually retained throughout the lecture and they are more participative thereby making the lecture more of a discussion. The benchmark comes to the fore when the freshers join from various other schools and colleges. Such students from various backgrounds have given positive feedback that the practice of Zero Hour and No Bag Day has clearly brought out a perceptible change in their focus unlike in their earlier institutions . Additionally the extra curricular activities taken up voluntarily by the students has helped them in their overall personality development. By acquiring new talents, the students gear themselves for better opportunities in the outside world.

File Description	Document
Any other relevant information	View Document
Best practices in the Institutional web site	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

WOMEN EMPOWERMENT

Since inception, the management of the St. Ann's College for women college has endeavored to encourage moral responsibility towards the society besides increasing the educational qualifications of girl students. Among the numerous objectives of the college, the *women empowerment* has been a significant one. To be exemplary, the college's entire administration is completely run by women and even the posts such as P.T. instructor which is traditionally held by male employees is being given to women teachers.

The college has various committees and clubs. Each of which has got the students as members. This enables the members to hone their organising and coordinating skills. The various activities of the club held at the college such as debate, quiz, role play, visits to industrial centers etc., provides the students a wide exposure towards improving their reading habits, writing skills and articulating the same in front of an audience. It helps them to overcome stage fear, enhances their competitive attitude and to work as team members. Inadvertently, the students equip themselves to take up responsible positions in the outside world. Today, the college boasts of providing luminaries and is thus contributing to the society at large. The college's own staff Ms. E.P.S. Bhagyalakshmi is an awardee from the Honourable President for her outstanding contribution to the society.

The college organizes NCC and NSS camps regularly. Many students are enrolled in the Army wing of NCC and have been regularly attending camps conducted at various parts of the country. The tough physical training and co existence with other cadets across the country enables the students to accommodate the diverse views, behaviour and climatic conditions of the various regions of the country. It prepares them for problem solving and high levels of self confidence. The NSS camps expose the students towards social issues faced by the country in general and state in particular. The students interact with the needy and thus develop empathy for victims of natural disaster. In the process of reaching out, the girls understand the government's policies and procedures and supply chain management and would prepare them to rise to the occasion during calamities.

The college management has taken cognizance of this fact that the society requires both group based and individual performers for its progress. While the earlier mentioned clubs, committees, NSS and NCC camps provide an environment for students to improve their leadership and managerial skills, other girls are gifted with talent to work hard and produce results individually. In order to provide an opportunity for such students, the college has included various classes such as music, dance, fashion designing, toy making, boutique, textile designing, computer courses etc. These classes which are voluntary have been accommodated in the overall training curriculum. The students depending on their aptitude and interest choose these classes keeping their future goals in mind. The talent achieved through these classes coupled with their core degree qualification prepares them to take up careers in these fields and with adequate experience. The students can gainfully utilize these talents to either train others or to provide employment by becoming owners of such training institutes. Thus the cyclic process of imbibing and transferring knowledge and talent would be initiated at the college. The college management has tied up with reputed

individuals/ firms for imparting such training at a nominal amount which otherwise would be exorbitant if the students enroll themselves on their own.

The College has aligned with the activities associated with Dr. Durga Bai Deshmukh centre for women studies affiliated to Andhra University through the Gender Club to promote gender sensitisation and to educate girl students of their rights. The club is headed by a senior lecturer comprising of 7 – 10 student members and functions for a tenure of 3 years. Through this club the college has adopted the “Nava Jyothi Mahila Seva Sangam” which handles about 120 Self Help Groups (SHG). The club members frequently meet these SHG for imparting training in Leadership and Managerial Skills and encourage them for participation in the Local Self Governments thereby aiding in realisation of the Andhra Pradesh Government policies which has catered for 50% reservation for women to make them politically active. The Gender Club trains SHG in public speaking, conduct of meetings, formulation of election manifesto and to manage affairs after winning the elections.

Another initiative of the management is “Adolescence Management Programme” for the less fortunate girl children. The college works closely with SHG for training of girl children in the age group of 12 – 20 years along with their mothers. The focus of the training is to promote awareness about the issues faced by adolescent girls and measures to overcome them. The topics range from minor issues such as health and hygiene during menstrual infections, intake of balanced diet for avoiding anaemia to that of Major issues such as the evils of child marriage, child abuse etc.

The college is deeply committed in fighting against human trafficking of girls. Towards this an anti trafficking committee has been setup to work closely with the SHG. This committee has adopted the Janata Colony in Visakhapatnam to fight crime against women. The committee takes initiative in notifying the police regarding illegal activities in the colony. The committee also spreads awareness regarding the modus operandi of the traffickers and thereby cautions the women.

The college management is seized of the importance of emotional quotient (EQ) which plays a major role in the success of people. The EQ helps to maintain a balanced outlook towards all aspects of life. The college regularly conducts guest lectures by specialists in such fields such as stress management, criminal psychology, Yoga, meditation etc. The college management believes in according top priority to WOMEN EMPOWERMENT.

File Description	Document
Any other relevant information	View Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

- St. Ann's college is build amidst an ecofriendly landscape. The campus is based on green technology such as solar power, rain water harvest, soak pits and many such sustainable sources which helps in conserving the nature.
- The campus is also home to different types of flora and fauna which adds beauty to the space as well as teaches us an important lesson that all living things can stay together in peace and harmony.
- Preserving the nature is one of our top priority due to which we have banned the use of plastic in the campus, thus making it a plastic free zone.
- We truly believe that cleanliness starts at home; hence the students perform clean and green activities in the college premises every day for the last 15 minutes. We have also received an appreciation from the Municipal Corporation as one of the A grade colleges for 'Swachhta'.
- Apart from the government scholarship we also provide different sponsorship through St. Ann's Society and management to the poor socio economically background students. Till date we have been able to educate more than 500 students making them self-dependent and productive to have a quality lifestyle.
- The college has also received ISO certification for Quality Management System
- This year we have also received 2(F) from Andhra University.
- To create responsible and global citizen we observe all the important international and national days.
- Education is incomplete without moral values therefore every day during the assembly virtuous erudition is read for the students.
- The college has ties with many institutions such as HPCL, ICICI Bank, APSSDC and many more which for training for students as well help in development of the college.
- We assure campus recruitment for students. Thus companies such as INFOSYS, COGNIZANT, TECH WISSEN, HDFC BANK, WIPRO etc visit the college for providing employment opportunities for the student.
- Practical learning such as industrial visits and internships are provided by the college for hands on work experience.

Concluding Remarks :

St. Ann's College looks at the past with gratitude live the present with joy and embrace the future with hope. Going into every details of the past helped the institute to see where it stands, and foresee the tasks ahead of it for the total fulfilment of its vision-mission.

With all facets of the college involved in the self-study, the outcome is a comprehensive and accurate reflection of the college, with many success stories, achievements over the last 5 years as well as recommendations that provide a road map for the future amidst the challenging situations including the Covid-19 challenges. The college is grounded in forming women for their empowerment through value-based holistic-education. An accessible administration, close-knit faculty and staff, and engaged student body make the college unique in its teaching and learning.

The uniqueness of the college is tangibly experienced in processing high graduation rate, low student to faculty ratio, internships and project opportunities, engaging curriculums, health and wellness facilities, campus safety and extension services, dedicated management with clear vision and mission, space created for the growth of socio-economically poor students, policies for protection of women, Imbibitions of spiritual and psychological soundness, career service, quality audits, academic support services, leadership opportunities and healthy alumni network.

Growth and transformation of the college's infrastructure has been significant. The addition of carefully planned and designed academic, recreational, and residential infra structural facilities, renovation of existing facilities, creation of multifaceted auditorium, timely maintenance have transformed the campus without diminishing the natural beauty of the grounds and existing architecture.

The college has made great strides in creating a culture of assessment through continual internal evaluation. It has done an excellent job of measuring and improving effectiveness through benchmarking and the use of assessment tools that include survey of all the stake holders. Institutional effectiveness is also supported, measured and improved through the work of governing bodies and statutory committees.

With all the progressive, positive, inclusive and creative attitudes and with student centric approach the institute remains ever open to the future opportunities to fulfil the motto, "Empowered to empower, light to enlighten".

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years</p> <ol style="list-style-type: none"> 1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. Any 3 of the above</p>																				
1.2.2	<p>Number of Add on /Certificate programs offered during the last five years</p> <p>1.2.2.1. How many Add on /Certificate programs are offered within the last 5 years.</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>14</td> <td>11</td> <td>03</td> <td>03</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>08</td> <td>11</td> <td>03</td> <td>03</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	16	14	11	03	03	2020-21	2019-20	2018-19	2017-18	2016-17	11	08	11	03	03
2020-21	2019-20	2018-19	2017-18	2016-17																	
16	14	11	03	03																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
11	08	11	03	03																	
1.2.3	<p>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>700</td> <td>830</td> <td>1144</td> <td>541</td> <td>328</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>273</td> <td>230</td> <td>244</td> <td>268</td> <td>228</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	700	830	1144	541	328	2020-21	2019-20	2018-19	2017-18	2016-17	273	230	244	268	228
2020-21	2019-20	2018-19	2017-18	2016-17																	
700	830	1144	541	328																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
273	230	244	268	228																	
1.3.2	<p>Average percentage of courses that include experiential learning through project work/field work/internship during last five years</p>																				

1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
50	60	60	50	50

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
50	60	60	50	50

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year**1.3.3.1. Number of students undertaking project work/field work / internships**

Answer before DVV Verification : 620

Answer after DVV Verification: 178

Remark : As per the HEI statement in the response dialog box and the data provided with the Metric during clarification. As per the HEI data in 2.3

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**1) Students****2) Teachers****3) Employers****4) Alumni**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. Any 3 of the above

Remark : As per the HEI statement in the response dialog box and the data provided with the Metric during clarification.

1.4.2 Feedback process of the Institution may be classified as follows:**Options:**

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**
- 3. Feedback collected and analysed**
- 4. Feedback collected**
- 5. Feedback not collected**

Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website

Answer After DVV Verification: B. Feedback collected, analysed and action has been taken

Remark : As per the HEI statement in the response dialog box and the data provided with the Metric during clarification.

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)

2.4.3.1. Total experience of full-time teachers

Answer before DVV Verification : 237

Answer after DVV Verification: 198

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

3.1.1.1. Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2.0	1.0	00	00	1.0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2.0	1.0	00	00	1.0

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

3.1.3.1. Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
28	15	12	13	10

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
04	02	04	03	03

Remark : As per the HEI statement in the response dialog box and the data provided with the Metric during clarification.

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the

last five years**3.2.1.1. Number of research papers in the Journals notified on UGC website during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4	9	5	00	00

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	1	00	00	00

Remark : Only Micro units development and refinance agency bank by P. Lavanya in 2019-20 ISSN 0971-1260 (upto 2020) is in the Journals notified on UGC website during the last five years. As per the HEI statement in the response dialog box and the data provided with the Metric during clarification.

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4	9	5	00	00

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	02	0	0

Remark : As per the HEI statement in the response dialog box and the data provided with the Metric during clarification. As per ISBN details.

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**3.3.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17

31	12	07	04	03
----	----	----	----	----

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	2	00	00

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

3.3.3.1. Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
17	24	27	24	25

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
17	24	27	24	25

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

3.3.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1427	1746	2430	1900	1830

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
427	446	430	500	530

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

3.4.2.1. Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
---------	---------	---------	---------	---------

02	08	03	03	02
----	----	----	----	----

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
02	04	01	03	02

4.1.3 **Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

4.1.3.1. **Number of classrooms and seminar halls with ICT facilities**

Answer before DVV Verification : 11

Answer after DVV Verification: 07

Remark : As per the HEI statement in the response dialog box and the data provided with the Metric during clarification.

4.1.4 **Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

4.1.4.1. **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
382.02	60.22	45.53	15.04	16.26

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
339.26	00	37.25	0.49	3.16

4.2.3 **Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

4.2.3.1. **Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2.69	1.71	1.52	1.47	1.23

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1.32	1.71	1.52	1.47	1.23

4.4.1 **Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

4.4.1.1. **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
12.24	21.22	19.87	9.65	11.59

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
5.4	1.28	0.69	2.45	2.56

Remark : As per the annual audited balance sheets provided with the Metric during clarification. Only the Expenditure, incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise has been accounted.

5.1.3 **Capacity building and skills enhancement initiatives taken by the institution include the following**

1. **Soft skills**
2. **Language and communication skills**
3. **Life skills (Yoga, physical fitness, health and hygiene)**
4. **ICT/computing skills**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

Remark : As per the HEI statement in the response dialog box and the data provided with the Metric during clarification.

5.2.1 **Average percentage of placement of outgoing students during the last five years**

5.2.1.1. **Number of outgoing students placed year - wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
11	34	19	10	16

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
11	34	14	07	10

5.3.1 **Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

5.3.1.1. **Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) year-wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3	5	13	1	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	1	0

5.3.3 **Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.3.1. **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
43	33	36	28	21

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
7	11	8	7	6

Remark : As per the HEI statement in the response dialog box and the data provided with the Metric during clarification.

5.4.2 **Alumni contribution during the last five years (INR in lakhs)**

Answer before DVV Verification : A. ? 5 Lakhs

Answer After DVV Verification: C. 3 Lakhs - 4 Lakhs

Remark : As per the HEI statement in the response dialog box and the data provided with the Metric during clarification.

6.3.2 **Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.**

6.3.2.1. **Number of teachers provided with financial support to attend**

conferences/workshops and towards membership fee of professional bodies year wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
02	01	11	02	01

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
01	01	11	02	01

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

6.3.3.1. Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
15	10	06	03	06

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
01	03	01	02	03

Remark : Seminars and Orientation programmes on criterion of NAAC Accreditation not considered. As per the HEI statement in the response dialog box and as per the HEI data with the SSR.

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

6.3.4.1. Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
132	57	12	01	13

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17

06	09	07	04	04
----	----	----	----	----

6.4.2 **Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III)**

6.4.2.1. **Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
41.31	19.23	17.385	17.82	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
6.75	6.75	07	12.17	0

Remark : As per the HEI statement in the response dialog box and the data provided with the Metric during clarification.

6.5.3 **Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : As per the HEI statement in the response dialog box and the data provided with the Metric during clarification. HEI input for Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements is considered.

7.1.2 **The Institution has facilities for alternate sources of energy and energy conservation measures**

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Answer before DVV Verification : A. 4 or All of the above

Answer After DVV Verification: B. 3 of the above

Remark : As per the HEI statement in the response dialog box and the data provided with the

	Metric during clarification. Solar energy, Wheeling to the Grid and Use of LED bulbs/ power efficient equipment considered.
7.1.6	<p>Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:</p> <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions / awards 5. Beyond the campus environmental promotion activities <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: B. 3 of the above</p>
7.1.7	<p>The Institution has disabled-friendly, barrier free environment</p> <ol style="list-style-type: none"> 1. Built environment with ramps/lifts for easy access to classrooms. 2. Divyangjan friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: B. 3 of the above Remark : As per the HEI statement in the response dialog box and the data provided with the Metric during clarification.</p>
7.1.10	<p>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. 3 of the above Remark : As per the HEI statement in the response dialog box and the data provided with the Metric during clarification. he Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct and Awareness programmes on Code of Conduct are considered.</p>

2.Extended Profile Deviations

ID	Extended Questions
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1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="196 271 986 383"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>112</td> <td>169</td> <td>159</td> <td>139</td> <td>139</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1" data-bbox="196 461 986 573"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>247</td> <td>247</td> <td>187</td> <td>157</td> <td>157</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	112	169	159	139	139	2020-21	2019-20	2018-19	2017-18	2016-17	247	247	187	157	157
2020-21	2019-20	2018-19	2017-18	2016-17																	
112	169	159	139	139																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
247	247	187	157	157																	
1.2	<p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="196 734 986 846"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>08</td> <td>08</td> <td>06</td> <td>05</td> <td>05</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1" data-bbox="196 925 986 1037"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>08</td> <td>08</td> <td>06</td> <td>05</td> <td>05</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	08	08	06	05	05	2020-21	2019-20	2018-19	2017-18	2016-17	08	08	06	05	05
2020-21	2019-20	2018-19	2017-18	2016-17																	
08	08	06	05	05																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
08	08	06	05	05																	
2.3	<p>Number of outgoing / final year students year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="196 1205 986 1317"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>178</td> <td>113</td> <td>167</td> <td>141</td> <td>107</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1" data-bbox="196 1395 986 1507"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>178</td> <td>119</td> <td>171</td> <td>145</td> <td>110</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	178	113	167	141	107	2020-21	2019-20	2018-19	2017-18	2016-17	178	119	171	145	110
2020-21	2019-20	2018-19	2017-18	2016-17																	
178	113	167	141	107																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
178	119	171	145	110																	
3.1	<p>Number of full time teachers year-wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="196 1675 986 1787"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>31</td> <td>30</td> <td>28</td> <td>26</td> <td>20</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1" data-bbox="196 1865 986 1977"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>29</td> <td>28</td> <td>19</td> <td>16</td> <td>14</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	31	30	28	26	20	2020-21	2019-20	2018-19	2017-18	2016-17	29	28	19	16	14
2020-21	2019-20	2018-19	2017-18	2016-17																	
31	30	28	26	20																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
29	28	19	16	14																	
3.2	<p>Number of sanctioned posts year-wise during last five years</p>																				

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
31	30	28	26	20

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
29	28	26	24	18

4.1 **Total number of classrooms and seminar halls**

Answer before DVV Verification : 28

Answer after DVV Verification : 21

4.2 **Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
394.27	81.44	65.41	24.69	27.85

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
372.7	41.04	65.6	40.6	19.45

4.3 **Number of Computers**

Answer before DVV Verification : 107

Answer after DVV Verification : 78

4.4 **Total number of computers in the campus for academic purpose**

Answer before DVV Verification : 98

Answer after DVV Verification : 68