



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>S.V.B. GOVERNMENT DEGREE COLLEGE</b>
• Name of the Head of the institution	<b>Dr N SHASHIKALA</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>08510295002</b>	
• Mobile No:	<b>9490602116</b>	
• Registered e-mail	<b>kklg4.jkc@gmail.com</b>	
• Alternate e-mail	<b>nadam.sjgc@gmail.com</b>	
• Address	<b>Banaganapalli Raod Koilkuntla Kurnool Dt AndhraPradesh - 518 134</b>	
• City/Town	<b>Koilkuntla</b>	
• State/UT	<b>Andhra Pradesh</b>	
• Pin Code	<b>518134</b>	
<b>2.Institutional status</b>		
• Type of Institution	<b>Co-education</b>	
• Location	<b>Rural</b>	
• Financial Status	<b>UGC 2f and 12(B)</b>	

• Name of the Affiliating University	Rayalaseema University
• Name of the IQAC Coordinator	G Siromani
• Phone No.	08510295002
• Alternate phone No.	9493285924
• Mobile	9493285924
• IQAC e-mail address	kklg4.jkc@gmail.com
• Alternate e-mail address	siromanizooology@gmail.com
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://svbgdckoilkuntla.ac.in/page.php?type=iqac&amp;slug=aqars">http://svbgdckoilkuntla.ac.in/page.php?type=iqac&amp;slug=aqars</a>
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://svbgdckoilkuntla.ac.in/page.php?type=academics&amp;slug=academic-calender-ug">http://svbgdckoilkuntla.ac.in/page.php?type=academics&amp;slug=academic-calender-ug</a>

**5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	77.00	2007	31/03/2007	30/03/2012
Cycle 2	B++	2.77	2016	16/09/2016	15/09/2021

**6.Date of Establishment of IQAC**

09/08/2007

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	NIL

**8.Whether composition of IQAC as per latest NAAC guidelines**

No

- Upload latest notification of formation of IQAC

No File Uploaded

<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<ul style="list-style-type: none"> <li>• Facilitating Online Classes in view of the COVID 19 pandemic</li> <li>• Conduct of Workshops for the faculty on Online Teaching Learning and Evaluation Tools</li> <li>• Motivating the students to attend the on line classes regularly and enthusiastically</li> <li>• Encouraging the faculty to use ICT Tools to make the Online Classes engaging</li> <li>• Initiatives to submit the pending AQAR's</li> </ul>		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes				
To Conduct on line classes	Conducted				
To motivate each teaching department to run at least one certificate course	Couldn't be achieved on account of COVID 19 pandemic				
To install solar panels in the College campus as part of green initiatives	Couldn't be achieved on account of COVID 19 pandemic				
To create class-wise & course-wise Whatsapp groups to facilitate conduct of online classes, sharing of study material & clarification of doubts	Whatsapp Groups created				
To organize capacity building programs for teaching staff, non-teaching staff and students with the cooperation of Commissionerate of Collegiate Education, Andhra Pradesh, Vijayawada	Couldn't be achieved on account of COVID 19 pandemic				
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Staff Council</td> <td>30/03/2021</td> </tr> </tbody> </table>		Name	Date of meeting(s)	Staff Council	30/03/2021
Name	Date of meeting(s)				
Staff Council	30/03/2021				
<b>14. Whether institutional data submitted to AISHE</b>					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2020-21</td> <td>30/12/2021</td> </tr> </tbody> </table>		Year	Date of Submission	2020-21	30/12/2021
Year	Date of Submission				
2020-21	30/12/2021				
<b>15. Multidisciplinary / interdisciplinary</b>					
<p>The College is gradually evolving towards offering Multidisciplinary Programmes to the students. As part of this, Skill Courses are being offered across all streams i.e., Arts, Commerce and Science. Skill</p>					

Courses are divided into two types namely Life Skill Course (LSCs) and Skill Development Courses (SDCs).

The following Life Skills Courses are made mandatory for all the students.

- Human Values and Professional ethics (HVPE)
- Analytical Skills
- Plant Nursery
- Fruits and Vegetable Preservation
- Social Work Methods
- Advertising
- Business Communication
- Solar Energy

**16.Academic bank of credits (ABC):**

Not Applicable

**17.Skill development:**

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- Analytical Skills
- Plant Nursery
- Fruits and Vegetable Preservation
- Social Work Methods

- Advertising
- Business Communication
- Solar Energy

Jawahar Knowledge Centre

APSSDC

**18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Not Applicable

**19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Outcome-based education (OBE) is education in which an emphasis is placed on a clearly articulated idea of what students are expected to know and be able to do, that is, what skills and knowledge they need to have, when they leave the Institution. OBE emphasizes on setting clear standards for observable, measurable outcomes. SVB Govt. Degree College is placing a lot of emphasis on OBE with the following objectives.

- To brings clarity among the teachers and students
- To enable every student the flexibility and freedom of learning in their ways
- To make it clear there is more than one method of learning
- To reduces unhealthy comparison among the students

The faculty members of the College explain the learning outcomes of each course at the very beginning. The learning outcomes are also shared in the student Whatsapp groups. The faculty members assess whether the outcomes have been achieved through continuous evaluation which includes Formative and summative evaluation. The formative assessment includes Student seminar, Project work, Field work, Laboratory work, Internal tests and Assignment work.

**20.Distance education/online education:**

Not Applicable

## Extended Profile

### 1.Programme

1.1

5

Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>2.Student</b>		
2.1		380
Number of students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.2		250
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.3		79
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1		17
Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2		16
Number of Sanctioned posts during the year		

File Description	Documents
Data Template	<a href="#">View File</a>

#### 4. Institution

4.1 Total number of Classrooms and Seminar halls	11
4.2 Total expenditure excluding salary during the year (INR in lakhs)	2409306
4.3 Total number of computers on campus for academic purposes	57

### Part B

#### CURRICULAR ASPECTS

##### 1.1 - Curricular Planning and Implementation

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

IQAC in consultation with all the academic departments chalks out the Action Plan in accordance with the Academic Calendar prepared by the parent university i.e., Rayalaseema University, Kurnool. Curricular, co-curricular and extra-curricular activities are planned to achieve the outcomes.

The IQAC takes cognizance of available infrastructure such as number of classrooms, laboratories, LCD Projectors, Smart Boards etc. and students' strength for a particular program while planning the various activities. The time table committee designs the time table for all the programs as per university norms. The Class Timetable is displayed on the notice board and at our college website.

The institution runs various UG programs designed by Rayalaseema University, Kurnool and we follow the curriculum designed and approved by Board of Studies of the university.

Institution also runs many Certificates and Value added courses which are designed by our own faculty members focusing employability and entrepreneurship development.

After completion of On-line admission process, the class work for

all the programs commences. Workload allotment is done to all the teachers as per their expertise and University guidelines.

According to the distribution of courses, individual teachers prepare their lecture plan for the entire theory and practical course.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The academic calendar is very useful document, which contains the tentative dates of: internal and external semester examinations, co-curricular and extra-curricular activities, end of term and vacation period, to guide the teachers and students.

Rayalaseema University, Kurnool uploads the annual calendar at the beginning of every academic year on its website with broad details of major academic events. In accordance with these details, our institution's academic calendar is prepared by IQAC.

The Academic Calendar is made available to all stakeholders through Programme-wise Whatsapp Groups. It is also uploaded on the institution website. The students have a clear idea as to the schedule of various activities including the examinations on account of the academic calendar. Continuous Internal Evaluation (CIE) is carried out by objective as well as subjective manner of assessments. Different methods followed for CIE are assignments, quizzes, seminars, project work etc. If a student is unable to attempt the scheduled examination due to some problem, the absent student gets a chance to appear for the re-test.

Co-curricular Activities-Activities such as Science Exhibitions, Educational Games, competitions, fests, field visits, study tours, guest lectures and industrial visits are also planned and executed as per the Action Plan prepared by the IQAC at the beginning of the year.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

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

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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

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

5

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement**

**for year: (As per Data Template)****4**

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year****160****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****124**

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

The Institution is an affiliating college that through its co-curricular activities tries to inculcate values and ethics among its students. It ensures not only effective curriculum delivery but also makes every effort to impart a holistic education that goes beyond the curriculum through myriad activities conducted throughout the year. Through these programmes students imbibe universal moral and social values, sensitivity towards gender issues and environmental consciousness.

- Gender sensitization programmes like lectures, seminars and workshops
- Observance of Women's Day and other women empowerment activities through Women Empowerment Cell (WEC)

- Environmental education through projects, field work, nature club activities and Green Audit. Students are also encouraged to participate in different programmes like online quiz contests organized by other Institutions for enhancing awareness related to the environment
- Human values promoted through the activities of the NSS. The NSS unit of the College strives for illuminating the young minds of the duties and responsibilities of the citizens of this country
- Community outreach and other social welfare programmes
- Value education and mental health workshops
- Handbook of Ethics and Code of Conduct uploaded in the College website and also enunciated by the Principal during Students' Orientation
- Mandatory course on Human Values and Professional Ethics for all the I Year students

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

0

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>C. Feedback collected and analyzed</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://svbgdckoilkuntla.ac.in/page.php?type=support&amp;slug=feedback">https://svbgdckoilkuntla.ac.in/page.php?type=support&amp;slug=feedback</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
250	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
149	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
Each department takes sincere initiatives to assess the learning levels of students. Before the pandemic situation, the learning levels were assessed through face to face orientation sessions,	

class lectures, formative assessments, problem solving sessions, quizzes, feedback on classes, and mentor-mentee interactive sessions. During the academic session 2020-21, learning levels were assessed through online mode using all of these strategies. Departments use the LMS-MOODLE to organize group discussions for students. For slow learners, special revision classes are organized by departments along with remedial classes, group discussions and academic counseling by the mentors. Frequent tests are conducted for slow learners. Video lectures are recorded by teachers and uploaded on YouTube so that students can learn at their own pace and time and understand the topics which help the slow learners significantly. Special classes are also organized separately for the advanced learners and slow learners which include presentation of a topic by them through power-point presentations in order to improve their communication and presentation skills. Advanced learners are encouraged and helped to participate in competitions, debates, research webinars, creative article writing and also presentations are organized to consider their varied dimensions of intelligence and abilities.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
380	17

File Description	Documents
Any additional information	No File Uploaded

### 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

In our College, we always encourage learning by doing. The experiential learning strategies include open ended lab work through case studies for the projects, field work is conducted by departments of Chemistry, Botany, and Zoology included in the course curriculum along with industry visits in some cases and projects are

completed by Chemistry, Economics, and Zoology students. During the pandemic situation, Zoology students were encouraged to do field work at home by studying life cycles and species in their own garden and nearby places. Student centric methods include 3D visualizations through software, demonstration of natural processes, visual aids and diagrammatic representation of topics. Participatory learning is encouraged through student seminars, group discussions, debates, brain storming sessions, role-playing of teacher by a student in a class, story reading sessions, bloom's taxonomy consideration, interactive special lectures by students. Students are taught to first identify the problem and collect necessary data and think to generate alternative solutions to the problem and then select the best one to implement and review the same, which enhances their problem solving skills.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Teachers use a wide range of ICT enabled tools to ensure an effective teaching and learning process, which has considerably improved during the academic session 2020-21, due to the online learning mechanism in the pandemic situation. Google Classroom is used by most of the teachers for classes and assignments and power-point presentations are prepared and presented by students. Online teaching platforms are Google Meet, Zoom, Team link, and Cisco-Webex Meetings. Virtual Lab tours were also conducted by departments during the pandemic situation for practical courses. E-texts are prepared and video lectures are uploaded by faculty members so that students can learn at their own pace and time after the regular class hours. Free E-learning database has also been proposed by the IQAC, which is planned to be implemented from the next academic session.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

#### 2.3.3.1 - Number of mentors

17

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

17

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

6

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	No File Uploaded

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

#### 2.4.3.1 - Total experience of full-time teachers

17

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The schedule of internal assessment (class tests, viva-voce and practical experiments as prescribed by the university) for each course is prepared by the departments keeping consistency with the college academic calendar and university notification. The departments notify students about the date and time of the internal assessment. The schedule is strictly maintained by each department. All internal assessments for the academic session 2020-21 were conducted through online mode due to the pandemic situation. After each internal assessment, teachers point out the deficiencies of students in the evaluated answer scripts and give comments for further improvement. Internal assessments are conducted by the teachers on each topic taught by them and the average of all internal assessments for the course is considered as the evaluative one which has weightage in the university results at the end of each semester. Each department preserves all records of the internal assessment conducted during the academic session.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

For the internal assessment examinations, the institution has developed an efficient mechanism to deal with the grievances. Feedback is collected from the students every year by the IQAC about the fairness of the internal evaluation and whether their performance in the internal evaluation was discussed with them by the department. Departments have provided the liberty to its students to write to the departmental email id for any issues/ grievances related to the internal examination. The departments have always been well-prepared to solve any issues/grievances regarding the internal examination efficiently in a transparent way within a short period. Students can also apply stating their grievance to the Principal if they are not satisfied by the departmental explanations to their grievances. Students can also apply to the Grievance Redressal Cell to report such grievances. A complaint box is provided at the entrance of the administrative building to lodge complaints. During the pandemic situation, the common problem reported by few students from remote areas was slow or poor internet connectivity during submission of online assignments. To resolve this issue, retest was arranged within two to three days by the departments if a student somehow has missed any online MCQ test.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 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.

The Learning Outcome Based Curriculum framework (LOCF) was introduced by the affiliating university from the academic session 2020-21. The program outcomes and course outcomes of each discipline are uploaded and displayed on the college website. In the orientation session for the newly admitted students, the program

outcomes are communicated to them by the teachers. For each semester, before delivering a course, in the interactive class, teachers inform the students about the course outcomes and also address their queries related to the same. In each academic session, the Internal Quality Assurance Cell (IQAC) collects feedback from the students that whether the expected competencies, course outcomes and programme outcomes were informed to them. On the basis of the feedback report, IQAC gives suggestions to the departments. The Internal Quality Assurance Cell (IQAC) also collects feedback from the faculty members that whether the course outcomes mentioned in the syllabus are well defined and clear and IQAC forwards the feedback report through the Principal to the affiliating University for necessary action.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

#### 2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The attainment of the course outcomes and program outcome is assessed by the institution from the performance of students in the continuous internal assessment examinations. For the class tests, the course outcomes (CO1, CO2, CO3, CO4 etc) of each student is calculated from the percentage of marks obtained and marks attempted in the questions which address the COs. The percentage is then assessed in the scale of 3 (target varies in the humanities, science and commerce courses) to calculate the average COs, which are then mapped to give average POs and finally the PO attainment of the whole batch. The attainment of COs and POs is also assessed from the formative assessments such as viva-voce, student seminar, group discussions, practical experiments, field study and the projects.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

#### 2.6.3 - Pass percentage of Students during the year

**2.6.3.1 - Total number of final year students who passed the university examination during the year****44**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

**2.7 - Student Satisfaction Survey****2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[https://docs.google.com/forms/d/e/1FAIpQLSe\\_Kz8l\\_EqH7Bu\\_nEiRy9EyhUOt\\_1gqvlZlg-QBhdZjy2t7JhA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSe_Kz8l_EqH7Bu_nEiRy9EyhUOt_1gqvlZlg-QBhdZjy2t7JhA/viewform)

**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 year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****0**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

**3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year****3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

0

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

**3.2 - Research Publications and Awards****3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

1

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

0

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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 year

The institution believes that students need to acquire life skills to cope with vicissitudes of life. Hence it motivates the students to engage themselves with the neighborhood community in order to sensitize them with social issues. This engagement would go a long way in their holistic development. The College NSS plays a pivotal role in organizing community- based extension activities.

The NSS Programme Officer briefs the volunteers at the very beginning of the academic year on the various activities to be held during the course of the year. Students also get to know about the purpose of the proposed activities. These activities are held on the campus and also in the adopted village, Souderadinne. They carry out activities such as Swatch Bharat, Awareness Rallies, Heath Camps, Blood Donation Camps, Anti-Drug Campaigns, Vanam-Manam, etc.

These activities help the students become acquainted with the various issues concerning their immediate neighbourhood besides developing healthy bonds, developing team spirit and leadership qualities among them.

The students also benefit from their interactions with the local people and the Resource Persons who visit the NSS camps to address the volunteers on various social and environmental issues such as Health & Hygiene, Dowry System, Gender Discrimination, Female Infanticide, Child Labor, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

3

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 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., during the year**

150

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration****3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

1

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

**3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year****3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

**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.

The institution has initiated several measures to provide the required physical infrastructure like class rooms, science laboratories and computer laboratories to cater to the needs of students.

The College has a virtual class room, three digital classrooms and well equipped science laboratories. These are used optimally by the faculty to make teaching-learning process more effective. Besides, the College also boasts of a Jawahar Knowledge Centre (JKC) and Andhra Pradesh State Skill Development Centre (APSSDC) which are striving to impart employability skills to the students and place them in reputed companies. In addition, a seminar hall is available to organize activities like guest lectures, students' seminars, workshops, debates, quiz programmes and group discussions.

The Classrooms are spacious, well ventilated and well furnished. The faculty of the institution is provided with LCD projectors as common facility, enabling them to make use of the ICT enabled teaching in the conventional class room. Each department has a computer with internet, and a printer with scanning and photocopier facility. There are six (06) spacious and well-equipped science laboratories. The equipment in the laboratories is being upgraded with the financial assistance from State Government budgets/RUSA funds/UGC funds to suit the change in curriculum devised by the affiliating university.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

The college has a large playground for playing outdoor games like cricket, football, badminton, volley ball, kabbadi, and hand ball.

The college is endowed with a good gymnasium. It is located inside the college premises and has equipment for free weight exercise, body weight exercise, resistance band exercise and stretching exercises. It also consists of treadmill, elliptical trainer, exercise cycles etc.,

The college has a seminar hall and one open-air dais for practicing and performing cultural activities and Yoga.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

5

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

2367385

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The College Library is open from 9.00 AM to 5.00 PM on all working days. It is well stacked with thousands of books. The library is located on the first floor of the Main Block. It boasts of text books, reference books, journals and magazines related to arts, sciences and humanities. Besides, the library has an exclusive section to meet the demands of students preparing for various Recruitment tests and Entrance examinations.

Every year new books are added as per the demands of various departments. Sometimes, the library procures books and subscribes to magazines, journals and dailies on request from student representatives.

There are two computers with internet facility for those who wish to access online resources. Students and faculty can access e-resources, e-books and e-journals. Also, the library subscribes to a number of Local and English newspapers to keep the faculty and students updated on the latest developments in and around the world.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

C. Any 2 of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0 No expenditure incurred on account of Covid pandemic

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

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

62

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college IT infrastructure was upgraded when special financial assistance under RUSA was granted to the college in 2020. The interactive board, LCD Projector, Printers, high configuration PCs were installed in the college. Smart classrooms equipped with interactive board, LCD projector, Digital Podium with inbuilt

system, microphone system and speakers were installed. The whole college has been made Wi-Fi enabled with the lease line internet facility from BSNL.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

57

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

41921

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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.

The College has certain procedures and policies laid down for maintaining and utilizing physical, academic and support facilities.

- Physical facilities including the buildings and furniture are maintained by the maintenance committee headed by coordinator.
- The maintenance and utilization of classrooms is entrusted to the respective class in charges. They oversee the cleaning of the classrooms on a daily basis by the sweeper.
- The college computer labs and in other departments/sections are maintained with the help of trained personnel.
- New computers are purchased with the budget provided by the govt through the purchase committee.
- The college Repairs and Maintenance Committee with Principal as the chairperson takes care of the repair of old computer systems. The committee has the final say on purchases and repairs basing on the availability of funds.
- The college has three virtual classrooms the maintenance of which is done by an agency approved by the O/o Commissioner of Collegiate Education, A.P, Vijayawada.
- The College follows the prescribed IT Policy in the maintenance and utilization of IT infrastructure and up gradation of software and e-waste management.
- The list of books required for the library is taken from the in- charges of various departments. After the due approvals, the books are procured.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION	
<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year</b>	
321	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
321	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>
<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>B. 3 of the above</b>

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

450

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

450

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**B. Any 3 of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

2

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

4

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 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) during the year**

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - 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) during the year****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) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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 )

Representation is provided for students on Statutory Bodies such as the Internal Committee (for Prevention and Prohibition of Sexual Harassment), Anti Ragging Committee and Grievances Committee. The representatives participate in committee meetings, deliberations and decision-making process and bring the much-needed students' perspective to the work in hand. The Student Council helps in maintaining academic discipline and rigour. They are assigned special tasks during co-curricular, extra-curricular and sports activities. They also help in coordinating the Alumni Meets, Orientation Programmes, Freshers Day celebrations and Farewell

Parties. Members of the Students Council perform a proactive role during Inter Collegiate Events and Competitions related to Sports, Academics, Co-Curricular and Extra-Curricular activities such as Swatch Bharath, Awareness Campaigns, Health Camps, Blood Donation Camps, Sports Day Celebrations, Prize Distribution Programs, Cultural activities and Competitions, NSS Camps and Annual Science Exhibitions organized by various departments of the College. Besides this, Student Council Members as well as Student representatives take a lead, assist faculty members, help in coordinating and volunteer in several college level as well as departmental activities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

### 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

The College Alumni Association is named "Koil Rays". The College is yet to register its Alumni Association, but the alumni are contributing to the growth of the College in many ways. The

administration and alumni share a very cordial relationship. The IQAC of the College also has an alumni representative for its better management and representation. Besides, the College Planning and Development Committee has an Alumni representative who plays an active role in involving the Alumni in the various cocurricular and extra-curricular activities carried out by the College from time to time. Also, Alumni members participate in different events, cultural activities and also help the institute financially.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## 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

We at SVB Government Degree College believe in quality education and are committed to attend to the Holistic Personality Development of our students so that they can excel in life. The vision of College is "to empower students of first generation families from marginalized sections with 21st century requirements of the society through quality education." The College is striving to provide adequate infrastructure, and harness Information and Communication Technology (ICT) to employ innovative and modern teaching methods. The aim is to enhance proficiency in spoken English and help in the all-round personality development of the students. In order to meet its stated vision and mission, the College is promoting a culture of participative management. The faculty, ministerial staff, students, alumni and representative from local populace are given representation in various bodies established for the smooth and successful administration of the College. The planning is done mainly at the following three levels: strategic, tactical and operational. Strategic Planning and Management takes place at the

Commissionerate and University level. The Tactical Planning and Decisions are taken with the active involvement of the Principal, Vice-Principal and IQAC. The Operational Planning and Decisions are taken involving the Department in-Charges, Class Coordinators, Faculty Members, Ministerial Staff, Students' Council, Clubs, Committees and Forums.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The various policies and plans of the college are designed and implemented through participative decisions jointly taken by the Principal in consultation with the faculty members and Students' council members.

Principal is the head of the institution who designs the policies for the betterment and development of the institution. Faculty members implement the policies designed by the institutional head. The Principal, as the head of the institution offers leadership to the College in all its activities and sets the tone for the various activities, both academic and non-academic.

The Vice-Principal takes charge of the college administration in the absence of the principal and ensures that the college runs smoothly. He is also in-charge of the Examination Committee and with the help of the other members and is responsible for all communications and transactions related to examinations with the University to which the college is affiliated.

The in-charges of the respective departments supervise and coordinate their specific departments and manage the affairs of the department in collaboration with the faculty members.

The IQAC ensures the internal quality in the institution. The College administration as well as the IQAC works hand in hand to ensure the best in the institution. The IQAC also takes into consideration the local community representative and their suggestions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Taking into considering the rural setting of the College, the College IQAC has drawn a broad perspective plan as given below:

1. To create an empowering academic climate for students.
2. To mold students into humane and responsible citizens of the country.
3. To employ learner- centric teaching learning processes.
4. To ensure transparency and credibility in the process of students' evaluation.
5. To develop a comprehensive system of student mentoring and student support.
6. To take care of the progression of the students basing on the aptitudes and aspirations.
7. To promote research culture on the College Campus.
8. To introduce skills- oriented courses/programmes to enhance the employability of students.
9. To motivate students towards self-employment and emerge as entrepreneurs.
10. To create a student-friendly and efficient administrative structure ensuring a smooth day to day functioning.
11. To encourage the faculty to update their knowledge quotient and skill-set to cater to the ever-changing demands of the student community as well the society at large.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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.

The Organizational Structure of the administration is as given below:

- Commissioner of Collegiate Education
- Regional Joint Director of Collegiate Education
- Principal

Commissioner of Collegiate Education (CCE):

The Commissioner of Collegiate is the head of all the Government Degree Colleges in the state of Andhra Pradesh. The office of the Commissioner monitors the functioning of the colleges in the state and strives for the realization of the goals set for Higher Education Institutions (HEI's). It inspects and audits both regional offices and degree colleges in the state. It motivates and prepares government colleges for NAAC assessment and accreditation. It produces and telecasts quality lessons through MANA TV Channel of Government of Andhra Pradesh and through virtual and digital class rooms. It conducts training programs to lecturers and principals to improve their knowledge and skills to keep them abreast.

Regional Joint Director of Higher Education (RJD):

RJDCE is the head of the regional office. His office monitors the functioning of Degree Colleges in the region. This office is directly under the control of CCE and deals with the matters delegated by the CCE. SVB Government Degree College, Koilkuntla falls under the jurisdiction of RJD, Kadapa Region.

Principal:

It being a Government College, the Principal is the academic and administrative head. The decisions regarding the administrative and academic affairs of the college are taken by the CPDC or the Staff Council after thorough deliberations.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

<b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>	C. Any 2 of the above
File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>
<b>6.3 - Faculty Empowerment Strategies</b>	
6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff	
<p>The College is several welfare measures/schemes for both teaching and non-teaching staff. They are as follow.</p> <ul style="list-style-type: none"> <li>• General Provident Fund, Group Insurance Scheme, Andhra Pradesh, Group Life Insurance (APGLI), Contributory Pension Scheme</li> <li>• Medical reimbursement facility, Employees Health Scheme</li> <li>• Festival advance, Vehicle loan, Educational loan, Housing loan, GPF loan</li> <li>• Medical leave, Study leave, Maternity and Paternity leave.</li> <li>• Faculty Development Program.</li> <li>• Facilitating staff to participate in Orientation Programmes, Refresher Courses, and Short Term Courses etc as and when they need.</li> <li>• Earned Leave encashment, Gratuity, Ex-gratia (for non-teaching staff).</li> <li>• Leave travel concession.</li> <li>• On-duty facility for attending conferences/seminars/workshops.</li> </ul>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year****6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year****6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

12

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The 'Performance Based Appraisal System' (PBAS)' of the staff is based on UGC regulations on minimum qualifications for appointment of teachers and other Academic Staff in Universities and Colleges and measures for the maintenance of standards in higher education, 2010.

The detailed guidelines encompass the following areas.

- Contribution to teaching, learning and evaluation - seminars, assignments, practicals, examination duties, formative and summative evaluation tools etc.
- Contribution to co-curricular and extension activities - field- based studies, NSS activities, cultural activities and other works related to social reconstruction and national development.
- Research, publications, books and other academic contributions and awards received.

As per the latest guidelines provided by the UGC and the Government of Andhra Pradesh, the performance appraisal of the staff is carried out annually under the auspices of the Internal Quality Assurance Cell headed by the principal. The Annual Performance (API) Score/Annual Self Appraisal Report (ASAR) of the teaching staff, obtained will be submitted to the CCE and the scores are subsequently published in the CCE website.

In addition, the performance of teachers is appraised through annual confidential reports from the Principal. Further, the Academic Audit

Team of the CCE, AP, visits the colleges annually and analyses the performance of teachers and submits comprehensive reports to the Principal of the institution for further necessary action.

Though there is no formal mechanism for Performance Appraisal System for non-teaching staff, their overall performance is evaluated by the principal and confidential reports are submitted to RJDCE.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Principal is the chief custodian of all resources of the college including finances. He /She works out plans for proper utilization of college funds in consultation with the Staff Council and CPDC.

The institutional accounts are audited by two mechanisms internal and external.

### Internal Audit:

The UGC accounts are regularly audited by the local auditors at institutional level while the internal audit is done by the official team of the Regional Joint Director of Collegiate Education, Kadapa Region, Kadapa.

### External Audit:

The external audit is done by the officials of the Accountant General, Government of Andhra Pradesh.

Following are the important source documents that are reviewed during audits:

- Cash books of different categories
- Service Registers
- Register of increments
- Pay bills

- Pay bill register
- Leave account register
- GPF advance register
- Pay fixations
- Last pay certificates
- Allowances sanctioned
- Register of loans
- Register of recoveries
- Pension register
- Reconciliation register

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The major sources of institutional funding are from UGC, Government of Andhra Pradesh through the Commissionerate of Collegiate Education, Rashtriya Uchatar Siksha Abhiyan (RUSA), Special fee and CPDC.

The College submits proposals to the University Grants Commission (UGC) for additional grants under various schemes, RUSA for the development of infrastructure and equipment. After receiving the grants, principal being the disbursing officer meticulously follows

established procedures involving Finance Committee, the Purchase Committee, RUSA Committee and the College Office before it is finally disbursed to the concerned person or the respective department.

The College utilizes its resources for construction and up-gradation of infrastructure depending upon the academic requirements. The college incurs expenditure on addition and up-gradation of capital assets like computers, ICT enabled teaching aids, laboratory equipment and apparatus, as such other assets. The balance sheet of the college gives idea about the expenditure incurred on purchases.

The College office obtains "Utilization Certificates" for the expenses incurred. In order to ensure transparency in utilization of the financial resources of the college, the accounts of the college are being audited regularly and the same are submitted for verification to the teams from RJDCE and Auditor general of A.P during their visit for inspection to the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 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

The Internal Quality Assurance Cell (IQAC) of the College is playing a pivotal role in institutionalizing the quality assurance strategies and processes.

The institution is committed to provide consistently quality higher education and student support services through appropriate teaching-learning strategies, evaluation and student-centric activities.

### Annual Curricular Plan:

At the beginning of each academic year, IQAC prepares the Annual Curricular Plan with inputs received from the Departments in the form of Departmental Action Plans. The Annual Curricular Plan includes all the curricular, co-curricular and extra-curricular

activities to be conducted during the academic year. It is communicated among all the staff and students.

The IQAC ensures that the Annual Curricular Plan is implemented scrupulously by all the concerned. The implementation is reviewed through monthly staff council meetings, departmental meetings, circulars and even through informal interactions by IQAC. Any /lapses are addressed immediately.

Apart from this, any quality assured initiatives conducted by any Department /Committee/Cell of the institution is monitored, mentored and implemented through participative management and internal coordination by IQAC. All these strategies and processes help in taking the institution to higher level.

#### Feedback:

The IQAC obtains feedback from students, parents and alumni through formal as well as informal means and advises the departments in taking corrective measures, wherever necessary.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The teaching-learning process, structures & methodologies of operations and learning outcomes are reviewed periodically through IQAC. It is done through the following means:

- The Internal Academic Audit Team
- Departmental reviews involving students and teachers
- CPDC, IQAC and Staff Council meetings
- District level monitoring through District Resource Centre (DRC)
- CCE's review through live video conferences and

**teleconferences**

- Peer review by the academic advisors of CCE, A.P during academic audit
- Assessment of Annual Performance Indicators (API) of individual teachers, by CCE, A.P.

The faculty has autonomy with regard to teaching- learning process but they are monitored and guided at various levels, which have reinforcing effect on curriculum transaction.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

**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 year

The College has taken several initiatives for the promotion of

gender equity on the campus. It's a matter of pride and joy that girls make up nearly 40% of the total student strength of the College.

#### Women Empowerment Cell:

The College has established Women Empowerment Cell (WEC) to ensure gender sensitivity as well as gender equity. The Cell also takes up women empowerment initiatives. The cell strives to maintain the gender- neutral atmosphere of the college. The cell encourages the girls to come forward to talk about women related issues and tries to sensitize the youth about gender equality.

#### Objectives of WEC:

- Promotion of a culture of mutual - respect among the boy and girl students of the College
- Sensitizing the girls about their rights
- Conducting health awareness programmes for the benefit of girls
- Conducting skill-oriented courses to make girls self-reliant
- Celebration of days that focus on women empowerment and gender sensitivity
- Conduct of guest lectures, seminars and workshops to motivate girls

The cell conducts seminars, workshops and also invites eminent personalities to create awareness of gender discrimination and all forms of violence against women and girl child in the society. It also provides a platform for girls and women to share their experiences and views regarding their status in the society and to suggest ways to improve and empower themselves.

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

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

**E. None of the above**

conservation measures Solar energy  
Biogas plant Wheeling to the Grid Sensor-  
based energy conservation Use of LED bulbs/  
power efficient equipment

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College has facilities for the management of solid waste and liquid waste generated on the college premises.

**Solid Waste Management:**

Large volume of solid waste gets accumulated on the college premises by virtue of it having a large campus area and abundant green cover. The solid waste includes stationery used and discarded by the students and dry leaves and branches shed by the trees. The College manages the solid waste by involving the students and staff. The garbage is segregated into degradable and non-degradable waste. The degradable waste is dumped in the pits excavated specifically for the purpose and non-degradable waste is collected in bins and handed over to the Panchayath Workers for safe disposal. The degradable waste dumped in the pits turns into organic manure in due course and it is used for the garden plants on the college premises.

**Liquid waste management:** The liquid waste is generated by the science laboratories, especially the Chemistry laboratory while conducting the practical sessions. The generated liquid waste is collected safely in plastic drums and later disposed off safely in the designated locations specified by the authorities.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 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**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit**

C. Any 2 of the above

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (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**

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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 200 words).

As an educational Institution we have demographic diversity as the students hail from different socio-economic backgrounds and come

from diverse religions. Diversity is also seen in the parent stakeholders whose occupations range from farmers, auto rickshaw drivers, house help to businesspersons and working professionals.

With respect to the distinctiveness of every student, we try to ignite a feeling of camaraderie among all the members of the institution by giving space to each and every stakeholder to participate, explore, enhance and attain their full potential, ultimately making the campus an equitable place. The College celebrates all the days of national as well as regional importance to inculcate a sense of oneness among the student community.

Teacher Mentors are assigned to help students from disadvantaged sections of the society and every effort is made they feel belonged.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The college organizes an Orientation Programme for the Staff and Students at the beginning of the Academic Year. The Programme aims at sensitizing the staff and students to their rights and responsibilities. During the programme, Staff and students are made aware of the ethical practices and responsible behaviors expected of them.

The Syllabi of the UG Programmes include Credits for courses such as 'Human Values and Professional Ethics', "Environment Education" etc to sensitize the students about these vital issues. Several important days such as Constitution Day, National Voters Day, and Fundamental Duties Day are celebrated every year by the college. In keeping with the Constitutional Responsibility of preserving and caring for the Environment, college organizes activities with themes surrounding Environmental concerns. All mandatory committees like Women Empowerment Cell, Internal Complaints Cell, Anti Ragging cell, Anti Sexual Harassment Cell, Grievance Redressal Committee play a very important role in the sensitization of the students and staff.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

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

A. All of the above

File Description	Documents
Code of ethics policy document	No File Uploaded
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	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The College is fully aware of the fact that celebration of National Festivals creates an environment in which students come together and inculcate a sense of patriotism, oneness and responsibility among them. It also creates awareness of our rich past and our rights and duties as the citizens of this great country.

Hence, the College celebrates/commemorates important National/International Days/Events/festivals. The range of activities is quite diverse. The college organizes national festivals viz., Republic day, Independence day and birth anniversaries of the national leaders, social reformers and eminent personalities to inculcate moral values and promote national

integration. At these functions, the students are given opportunity to deliver speeches.

Birth and Death Anniversaries of prominent figures like Mahatma Gandhi, Lal Bhadur Shastri, Dr. S. Radha Krishnan, Dr. B.R. Ambedkar, Dr. A.P.J. Abdul Kalam and the Iron Man of India, Sardar Vallabai Patel are celebrated with great enthusiasm. Contributions of these great leaders are commemorated. In connection with these celebrations, Elocution and essay writing competitions are conducted.

Lectures and Book Exhibitions are organized on the occasion of Library week to develop a love for reading among the students. Departments of History, Economics and Political Science collaborate to celebrate days of national and international importance for the benefit of the students. Science Departments collaborate to hold Science Exhibitions and also celebrate important Days to enlighten the students on matters related science, Environment, Health and Hygiene, Global Warming, Ecology etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

The two best practices which have contributed to the achievement of Institutional objectives and contributed to the quality improvement of core activities of the college are:

Best Practice -I

Title of the Practice: Academic, personal, psycho-social support to students

Goal:

- To mould the students into well rounded personalities.

- To promote an environment of academic excellence through development of student potential
- To promote a team spirit, social responsibility and value formation

**Process:**

- Collection of Bio-data of the first year students in a prescribed format after the admission process is completed.
- Analysis of the academic, socio-economic backgrounds of the wards.
- Identification of the strengths, weaknesses, talents and goals of wards.
- Recording the attendance and performance in Internal and Terminal examinations.
- Review of the regularity and performance in all the subjects periodically.
- Monitoring the on and off-campus behavioral patterns.
- Offering suitable counseling depending on the situation.
- Intimation of progress of the students to the parents periodically.
- Providing career guidance based on the caliber and ambitions of the wards.

**Evidence of Success:**

- Good rapport between the students and faculty
- Students are able to approach the faculty without any inhibitions in case of any problems concerning them
- Increased participation of the students in the curricular, co-curricular and extra-curricular activities conducted by the college

**Problems Encountered and Resources Required:**

- Lack of a separate accommodation for running counseling sessions
- Reluctance on the part of certain students, especially girl students to share personal information

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The objective of SVB Government Degree College is to become an institution known for providing quality education with a minimal fee structure, promoting academic, physical, moral and cultural development of students and molding the students into industry-ready material by the time they walk out of the portal of the College.

Apart from academic excellence, the college also pays sincere attention to the physical, moral and cultural development of students. The College conducts various curricular, co-curricular and extra-curricular activities for the all round development of the students. Students have shown outstanding performance in sports tournaments in the year 2018-2019. College also actively encourages the organization of moral and cultural events. Some of the important days that the College celebrates are as follow:

- Valmiki's Birth Anniversary
- National Unity Day
- A.P. Formation Day
- Constitution Day
- World Human Rights Day
- Smt. Savithribai Phule's Birth Anniversary
- National Girl Child day
- International Mother Language Day
- International Women's day

The College makes special efforts to impart employability skills to its students and make them ready for the competitive world. The College Jawahar Knowledge centre (JKC) conducts training programmes to sharpen the core skills as well as the soft skills of the students. It's a matter of great pride that many of our students are pursuing their higher studies in prestigious Universities/Institutions. Job Melas are held on a regular basis and students are encouraged to participate in them and find suitable placements.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

- To strive for achieving 100% admissions of intake strength for the academic year 2021-22 by involving all the stakeholders.
- To organize a seminar/workshop on outcome based education
- To take initiatives for Industry-Academia Collaboration for the benefit of the students
- To introduce New Certificate Courses during the next academic year to enhance the employability skills of the students
- To organize Job drives for our college students through JKC & APSSDC
- To strengthen the documentation procedure of activities and maintenance of records
- To conduct a Student Induction Programme for the newly admitted first year students
- To organize Capacity Building programmes for teaching staff, non-teaching staff and students by the institution under the aegis of the Commissionerate of Collegiate Education.
- To bring out a monthly e-College Newsletter and share it with all the shareholders to create awareness of the activities of the College among the public
- To encourage the faculty members to harness ICT Resources for making the teaching-learning processes more effective
- To motivate faculty members to publish more research papers in National/International journals and to organize Seminars, Conferences and Workshops
- To prepare and submit the pending AQAR's to NAAC through online
- To implement the New Education Policy 2020
- To implement Community Service Project for two months after II Semester
- To implement Internship for two months after IV semester
- To implement Internship for six months during the last semester