ANNUAL QUALITY ASSURANCE REPORT

2012 -2013

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

BANGALORE

by

THE BAPATLA COLLEGE OF ARTS AND SCIENCES

BAPATLA

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THE BAPATLA COLLEGE OF ARTS AND SCIENCES
The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1	Name of the Institution	:	The Bapatla College of Arts and Sciences
1.2	Address Line 1	:	Karlapalem Road
	Address Line 2	:	Bapatla
	City/Town	:	Bapatla
	State	:	Andhra Pradesh
	Pin Code	:	522101
	Institution e-mail address	:	bcasbapatla@gmail.com
	Contact Nos	:	08643 224066, 9985273988, 995996633
	Name of the Head of the Institution	:	Smt. M.Sarah Niveditha
	Tel. No. with STD Code	:	08643 224066
	Mobile	:	9985273988, 995996633, 9866401589
	Name of the IQAC Co-ordinator	:	Smt. K. Nirmala
	Mobile	:	9866401589
	IQAC e-mail address	:	iqacbcas@gmail.com
1.3	NAAC Track ID	:	APCOGN 13437
1.4	NAAC Executive Committee No. & Date:	:	31/03/2007/367
1.5	Website address	:	www.bcasbapatla.ac.in
	Web-link of the AQAR	:	www.bcasbapatla.ac.in

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	A	851	2007	2012
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7   Date of Establishment of IQAC DD/MM/YYYY

14/06/2007

1.8   **AQAR for the year**

2012-2013

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

   i.   AQAR <u>12/08/2009</u>   (DD/MM/YYYY)

  ii.   AQAR <u>16/09/2010</u>   (DD/MM/YYYY)

 iii.   AQAR <u>09/08/2011</u>   (DD/MM/YYYY)

 iv.   AQAR <u>03/09/2012</u>   (DD/MM/YYYY)

  v.   AQAR <u>28/08/2013</u>   (DD/MM/YYYY)

 vi.   AQAR <u>20/08/2014</u>   (DD/MM/YYYY)

1.10 Institutional Status

| University | State | √ | Central | | Deemed | | Private | √ |

Affiliated College   Yes √   No

Constituent College   Yes   No √

Autonomous college of UGC   Yes   No √

Regulatory Agency approved Institution   Yes   No √
  (eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education √   Men   Women

                    Urban   Rural √   Tribal

Financial Status   Grant-in-aid √   UGC 2(f) √   UGC 12B √

        Grant-in-aid + Self Financing √   Totally Self-financing

1.11 Type of Faculty/Programme

Arts √   Science √   Commerce √   Law   PEI (Phys Edu)

TEI (Edu)   Engineering   Health Science   Management

Others   (Specify) | -- |

1.12   Name of the Affiliating University *(for the Colleges)* | Acharya Nagarjuna University, Guntur |

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

Autonomy by State/Central Govt. / University	-		
University with Potential for Excellence	-	UGC-CPE	-
DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	Any other (*Specify*)	-
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1   No. of Teachers   5

2.2   No. of Administrative/Technical staff   1

2.3   No. of students   2

2.4   No. of Management representatives   1

2.5   No. of Alumni   1

2.6   No. of any other stakeholder and community representatives   2

2.7   No. of Employers/ Industrialists   1

2.8   No. of other External Experts   1

2.9   Total No. of members   14

2.10   No. of IQAC meetings held   4

2.11 No. of meetings with various stakeholders: No. 02   Faculty 03

Non-Teaching Staff   02   Alumni   01

Others   -

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

        If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 1 | International | | National | 1 | State | | Institution Level | 2

| (ii) Themes | Development of Healthy mind, teaching skills, Communication skills |

2.14 Significant Activities and contributions made by IQAC

1. Encouragement to staff to attend various academic development programmes like seminars, workshops, Refresher courses, training programmes etc.
2. Encouraging staff towards research programmes by applying Minor Research Projects.
3. Involving in conduct of student organized seminars.
4. Conducted student projects.
5. Encouraged student to participate in various cultural activities at university level and in youth festival.
6. Involved students in several social service activities like tree plantation, blood donation camps, awareness campaigns, Karthika Pournami, campus cleaning through NSS, Eco club, Red ribbon club and NCC.
7. Encouraged departments to conduct field trips.
8. Conducted Home exams at regular intervals.
9. Coordinated various science departments in procuring more equipment.
10. Feedback from students, parents and alumni, its analysis and implemented their suggestions for the college development.
11. Automation of Library.
12. To organize guest lectures in various departments.
13. Conducted Special Camp by NSS unit.
14. Assisted in organizing National Integration Camp (NCC)
15. To assist students to get employment.
16. Coaching for PG entrance examination.
17. Supported students to participate in various sports and games events at college, district and inter university level.
18. Conducted a certificate course in Tally for students and unemployed youth by Department of Commerce.
19. Special lectures were arranged in communication skills in English by professionals.

2.15 Plan of Action by IQAC/Outcome

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

	Plan of Action	Achievements
1.	Home exams	Home exams were conducted at regular intervals; pre-final exams were conducted, evaluated.
2.	Encouragement to staff to attend various academic development programmes like seminars, workshops, Refresher courses, training programmes etc.	Many staff members were attended and presented papers in seminars, workshops, refresher courses, short term courses. List enclosed.
3.	Student organized seminars	Student organized seminars were conducted by students in Botany, Chemistry, Telugu, English and Hindi subjects.
4.	Student projects	Many student projects were done in all departments.
5.	Encouraged student to participate in various cultural activities.	Our students were encouraged to participate in various cultural activities. Our student had participated and won many prizes in university level cultural events and in youth festival.
6.	Social service activities	Social service activities are part of curriculum. Volunteers of NSS, Eco club, Red ribbon club and cadets of NCC were participated in various activities like 1. Tree plantation, 2. Blood donation, 3. Campus cleaning, 4. Awareness about Blood donation, AIDS. 5. Assistance to govt. officials in events like Traffic control, Karthika Poornima. etc.
7.	Field trips	Field trips were conducted by Department of Botany, Zoology and History.
8.	Guest lectures	Majority of the departments were conducted guest lectures with eminent Professors for the benefit of student community.
9.	Procuring more equipment	More equipment was procured by various departments according to their curriculum and as per requirement.
10.	Feedback	Feedback was collected from students, parents and alumni regarding teaching, learning, infrastructure, facilities provided, maintenance of buildings, toilets, drinking water facility. The opinions were analysed, precautions were taken where ever there is a gap.

11.	Automation of Library	Automation of Library is under progress.
12.	Sports and games	

Inter Collegiate Youth Sports Festival 2012-2013 organized by Govt. College for Women Guntur held at Acharya Nagarjuna University Campus

KABADDI – MEN – WINNERS

S.No.	Name of the Student	Class
1.	O.Venkateswarlu	III B.Com
2.	U.Venkateswarlu	III B.Com
3.	P.Murali Govardhan	III B.Com
4.	M.V.Satyanarayana	III B.Com
5.	R.Tirumala Rao	III B.Com
6.	Y.Sudeer	II B.Com
7.	Kari Gopi	II B.Com
8.	U.Bala Trinath	I B.Com
9.	M.Suresh Kumar	I BA
10.	Marpu Raju	I BA
11.	P.Dayakar Reddy	I B.Sc
12.	P.Chennakesava Reddy	I B.Sc CBZ

VOLLEY BALL – WINNERS

S.No.	Name of the Student	Class
1.	M.Yesu Reddy	III BA
2.	Y.Ashok Reddy	III B.Sc
3.	S.Vijaya Kumar	III B.Sc
4.	K.Srikanth Reddy	II BA
5.	G.T.Venkanna	II BA
6.	R.Tirupathi Reddy	II BA
7.	O.Samara Simha Reddy	I B.Com
8.	A.Bharath	I BA
9.	P.Tirupathi	II BA
10.	M.Yatendra Reddy	I BA
11.	U.Govardhan	II B.Sc
12.	B.Venkateswara Reddy	I BA

Inter Collegiate Youth Sports Festival 2012-2013 organized by Govt. College for Women Guntur held at Acharya Nagarjuna University Campus

ATHLETICS

S.No.	Name of the Student	Event
1.	G.Venkateswara Rao	800 m. Second Place
2.	D.Gopi	1500m. Second Place
3.	P.Veerlankaiah	Shotput First Place
4.	P.Veerlankaiah	400 m. First Place

The following players are selected for All India Inter-University tournaments for 2012-2013 from our college represent from Acharya Nagarjuna University.

S.No.	Name of the Student	Event
1.	Raju Tirupathi Reddy	Volley Ball
2.	Gotti Venkanna	Volley Ball
3.	Y.Ashok Reddy	Volley Ball
4.	U.Venkatesh	Kabaddi
5.	O.Venkateswarlu	Kabaddi
6.	Battula Veerasekhar	Soft ball
7.	Akkala Anji Reddy	Soft ball
8.	S.Gayatri	Cross-country
9.	Gavini China Gopi	Cross-country
10.	Yarlagadda Siva Prasad	Cross-country

VOLLEY BALL – held at PAS College – Pedanandipadu
RUNNERS-UP

S.No.	Name of the Student	Class
1.	Mediboina Yesu Reddy	III BA
2.	Y.Ashok Reddy	III B.Sc
3.	S.Vijaya Kumar	III B.Sc
4.	K.Srikanth Reddy	II BA
5.	G.T.Venkanna Reddy	II BA
6.	R.Tirupathi Reddy	I BA

S.No.	Name of the Student	Class
7.	O.Samarashimha Reddy	I B.Com
8.	A.Bharath Reddy	I BA
9.	P.Tirupathi Reddy	II BA
10.	M.Yatendra	I BA
11.	U.Govardhan	II B.Sc
12.	B.Venkateswara Reddy	I BA

ATHLETICS – held at KVR, KVR & MKR College – Khajipalem
RUNNERS-UP

S.No.	Name of the Student	Class	Event
1.	V.Naresh	III B.Sc	Dechothalon – III Place
2.	P.Veerlankaiah	I B.Com	Shot put – First Place
3.	K.Mallikarjuna Rao	I B.Com	10 K.M – Second Place
4.	U.Venkatesh	III B.Com	Javelin – First Place
5.	G.Venkateswara Rao		800 Mts. – Second Place
6.	A.Nagarjuna	III B.Sc	4x400 Mts – Third Place
7.	S.Gayatri	I B.Sc	4x400 Mts – Third Place
8.	G.Srilakshmi	I B.Com	4x400 Mts – Third Place
9.	Ch.Deepika	I BA	4x400 Mts – Third Place
10.	S.Gayatri	I B.Sc	10 K.M – Second Place

SOFT BALL held at RVR&JC Engineering college, Chowdavaram – Guntur

RUNNERS-UP

S.No.	Name of the Student	Class
1.	Battula Veerasekhar	II B.Com
2.	Tata Subhash	I B.Com
3.	Akkala Venkata Durga Reddy	I B.Sc MPC (EM)
4.	Narra Gopala Krishna	III B.Com
5.	Uppiretla Govardhan	II BCA
6.	Akkala Nagaraju Reddy	II B.Sc E1
7.	Vari Uday Bhaskar Reddy	I BCA

8.	Nangu Manikanteswara Reddy	I B.Sc
9.	Kari Siva Nagendra Srikanth	I B.Com
10.	Pamiboina Venkata Nagaraju	I B.Sc MPC ™
11.	Gudipalli Gopi	II B.Com
12.	Akkala Anji Reddy	I BCA
13.	Akkala Murali Krishna Reddy	I B.Sc

The following Players/Athletes are Winners/Prize Winners in ANUIC tournaments during the year of 2012-2013

Cross-country: held at Government Degree College, Chebrolu, Guntur
- Winners in (Men Category)
- Runners-up (Women Category)

Name of the Players/Athletes – Men -12.5 K.M (Running) – Winners

S.No.	Name of the Student	Class
1.	Gavini China Gopi	III B.Com
2.	Dabbakuti Venkateswarlu	III B.Sc
3.	Boina Venkateswara Rao	I B.Com
4.	Dadi Gopi	I B.Com
5.	Burla Venkateswarlu	I B.Sc
6.	Dabbakuti Gangadhar	III B.Com
7.	Sonti Nancharaiah	II B.Sc
8.	Gavini Gopi	III B.Com
9.	Yarlagadda Siva Prasad	II B.Com

Women - 6 K.M (Running) – Runners-up

S.No.	Name of the Student	Class
1.	Akkala Nagarjuna	III B.Com
2.	Perala Lalitha	I B.Sc (CSC)
3.	S.Gayatri	I B.Sc (CSC)
4.	M.Prasanthi	II BA

| 13. | Employment | To get good employment a certificate course in Tally was conducted, information about various campus selections were informed to students through placement cell. |
| 14. | Improve communication skills | To improve communication skills in English we have |

		conducted special training programmes for students with experts. Some of them had improved their skills and got appointments in several software companies like Infosys, Dr.Reddy Labs. Special classes were conducted in English grammar by Sri.M.Luther to improve communication skills.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management √   Syndicate ☐   Any other body ☐

Provide the details of the action taken

The management examined the AQAR and suggested some solutions for overall development.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG		00	00	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total		00	00	

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	Core

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

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

*Please provide an analysis of the feedback in the Annexure

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

> University looks after the revision or update of syllabus

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

Criterion – II
2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
27	-	-	-	-

2.2 No. of permanent faculty with Ph.D.   ☐ 06

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-	-	-	-	-	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty   ☐ ☐ 31

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops		15	
Presented papers		10	
Resource Persons			

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

a. Using PPTs.
b. Video lessons.
c. Counselling for students in academic issues.
d. Adopting tutor method.
e. Remedial coaching for slow learners.
f. Conducting Student projects.
g. Conducting seminars.
h. Arranging Guest Lectures.
i. Conducting field trips.
j. Home exams at regular intervals.
k. Involving students in cultural programmes and Youth festivals.
l. Encouraging students to participate in games and sports.
m. Conducting training classes in Communication skills
n. Conduct of certificate course in Tally.

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

218/234

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

--

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

01

2.10 Average percentage of attendance of students

76%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Passed	Pass %
I B.Sc	200	32	16
II B.Sc	188	48	25
III B.Sc	152	84	55
I B.A	51	07	13
II B.A	31	07	13
III B.A	39	18	46
I B.Com	136	45	33
II B.Com	119	35	29
III B.Com	111	60	54

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

IQAC will conduct review meetings and monitor the progress in the teaching and learning process. Feedback will be taken from the students about the teaching and learning in the class room. Various activities will be informed time to time to both students and staff.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	04
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	01
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	01
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	-	31	-	-
Technical Staff	-	02	-	-

Criterion – III

3. Research, Consultancy and Extension

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

IQAC promotes research work in the campus. Two staff members have got their Ph.D degree in this academic year. Some are already submitted their research thesis for award of Ph.D. Some are pursuing Ph.D. Staff are being encouraged to apply for minor research projects.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	03	0	--
Outlay in Rs. Lakhs		3,90,000		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	02	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	01		

3.5 Details on Impact factor of publications:

Range ☐   Average ☐   h-index ☐   Nos. in SCOPUS ☐

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations *(please see next page)*

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-			
Minor Projects	2011-13	UGC	3,90,000	
Interdisciplinary Projects	-			
Industry sponsored	-			
Projects sponsored by the	-			

University/ College				
Students research projects *(other than compulsory by the University)*	-			
Any other(Specify)	-			
Total	-		Rs.3,90,000	

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

                ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

          UGC-SAP   -   CAS   -   DST-FIST   -

          DPE   -   DBT Scheme/funds   -

3.9 For colleges   Autonomy   -   CPE   -   DBT Star Scheme   -

                     INSPIRE   -   CE   -   Any Other (specify)   -

3.10 Revenue generated through consultancy   --

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	01
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations   International   -   National   -   Any other   -

3.14 No. of linkages created during this year   -

3.15 Total budget for research for current year in lakhs: Rs. 0

  From funding agency   From Management of University/College

  Total   Rs.00

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.17 No. of research awards/ recognitions   received by faculty and research fellows
of the institute in the year

Total	International	National	State	University	Dist	College
01				01		

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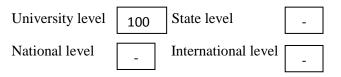   and students registered under them

02

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

--

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

JRF   --   SRF   -   Project Fellows   -   Any other   -
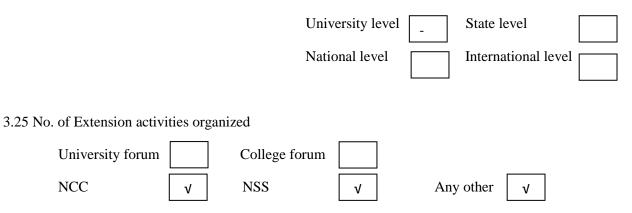
3.21 No. of students Participated in NSS events:

University level   100   State level   -

National level   -   International level   -

3.22 No. of students participated in NCC events:

University level   State level   01

National level   14   International level

3.23 No. of Awards won in NSS:

University level   -   State level   -

National level   -   International level   -

3.24 No. of Awards won in NCC:

University level | - | State level |
National level | | International level |

3.25 No. of Extension activities organized

University forum | | College forum |

NCC | √ | NSS | √ | Any other | √ |

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

Responsibility

1. Participated in Tree plantation programmes

2. Participated in awareness programmes like AIDS, importance of water and environment.

3. Assisted State Govt. officials in Karthika Poornima programme at Suryalanka beach.

4. Participated in University level Youth festival and Cultural Programmes.

5. Participation in National level events in sports.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	28.80 Acres	-	Management	
Class rooms	40	-	Management and UGC	
Laboratories	20	-		
Seminar Halls	01	-		
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	Rs.92,000	-	UGC&Management	-
Others				

4.2 Computerization of administration and library

Partially Completed

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	41,389	2873476	300	70,000	41689	2943476
Reference Books	4507	324845	93	2763	4600	3,27,608
e-Books	-	-	-	-	-	-
Journals	-	-	14	17,100	14	17,100
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	100	-	25	-	125	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	120	3	Yes	02	02	8	15	-
Added	20	-	-	-	-	-	-	-
Total	**140**	**03**		**02**	**02**	**08**	**15**	**-**

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

> Training programmes were conducted to staff for smooth and quick administration. All the systems are connected with network. All systems are provided with high speed broad band internet connection.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   Rs. 1.5 Lakhs

   ii) Campus Infrastructure and facilities   Rs. 2.2 Lakhs

   iii) Equipments   Rs. 1.2 Lakh

   iv) Others   Rs. 1 Lakh

          Total :   **Rs. 5.9 Lakhs**

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> Students are informed with time to time notices about various schemes that are available for their academic development.

5.2 Efforts made by the institution for tracking the progression

> - Various notices regarding admissions into various courses, placement information are displayed in college notice board and also in the library.
> - Students are being informed about placements through Placement Cell of the College.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1422	-	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

Men
No	%
1021	71

Women
No	%
401	28

Last Year(2011-12)						This Year(2012-13)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
477	284	33	646	-	1440	567	262	41	552		1422

Demand ratio: 1 : 1.5   Dropout % : 5

5.4 Details of student support mechanism for coaching for competitive examinations (If any)
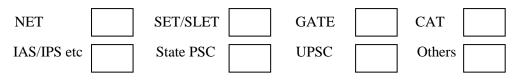
> Students are supported with coaching for PGCET, Campus selections, Coaching in Communication skills.

No. of students beneficiaries

176

5.5 No. of students qualified in these examinations

NET [　] SET/SLET [　] GATE [　] CAT [　]

IAS/IPS etc [　] State PSC [　] UPSC [　] Others [　]

5.6 Details of student counselling and career guidance

- Counselling will be given to students at the time admission to choose proper group.
- Counselling will be given to slow learners to overcome their problems. Special attention will be paid to such slow learners.
- Career guidance will be given to aspirant students.

No. of students benefitted [286]

5.7 Details of campus placement

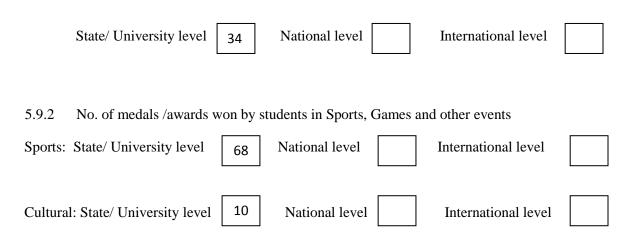| On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

1. Display boards are arranged in the campus about problems and punishment to prevent eve teasing and ragging in the campus.
2. Students are educated to prevent eve teasing in the campus.
3. Discipline committee will monitor the campus regularly to prevent such incidents.
4. Women empowerment cell established in the campus to take care about women students problems.

5.9 Students Activities

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

State/ University level [74]   National level [04]   International level [　]

No. of students participated in cultural events

State/ University level | 34 | National level | | International level |

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

Sports: State/ University level | 68 | National level | | International level |

Cultural: State/ University level | 10 | National level | | International level |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	1000	Rs. 53,77,416.00
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Student organised / initiatives

Fairs   : State/ University level | - | National level | - | International level | - |

Exhibition: State/ University level | _ | National level | _ | International level | - |

5.12   No. of social initiatives undertaken by the students | 05 |

5.13 Major grievances of students (if any) redressed: _____-_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision:** The college motto is *Vidyaya amrutha masnuthe* which means through education one can achieve eternity. Bapatla College of Arts and Sciences will support outstanding vision and concepts of masterminds and make use of them for further development of people & Society
>
> **Mission:** The core objective of Bapatla College of Arts and Science is to fulfill the educational needs of its community, country and the globe. It will go on executing activities for further Development of society (community) and the globe in every way possible. The college will work out strategies to catch up with the spirit of community and the country in the global concept.

6.2 Does the Institution has a management Information System

> - The institution has computerized admission system, student data base and profile maintained.
> - Library automation.

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

6.3.1 Curriculum Development

> As the Bapatla College of Arts and science is an affiliated college to Acharya Nagarjuna University it has to follow the curriculum designed by the university.

6.3.2 Teaching and Learning

> - Orientation classes are conducted to staff to motivate them to give their best quality in teaching.
> - Staff members are encouraged to participate in National level seminars, workshops, training classes to update their knowledge.
> - Staff is provided with good library, laboratories, High speed internet facility.

6.3.3   Examination and Evaluation

> Home examinations are conducted at regular intervals and results are monitored. More concentration will be given on slow learners.

6.3.4   Research and Development

> Minor research projects and student projects are encouraged to improve research culture.

6.3.5   Library, ICT and physical infrastructure / instrumentation

> Xerox machines, internet browsing facility provided.

6.3.6   Human Resource Management

> Various activities were conducted by volunteers of NCC and NSS

6.3.7   Faculty and Staff recruitment

> As the government has banned new recruitments, the management is appointing staff according to need on temporary basis only.

6.3.8   Industry Interaction / Collaboration

> -

6.3.9   Admission of Students

> 1.   Details of courses offered by the college are kept in college web site with procedure of admission.
> 2.   Process of admission is automated.

6.4 Welfare schemes for

Teaching	Staff welfare Society is functioning in the college.
Non teaching	Staff welfare Society is functioning in the college.
Students	Hostels, bus pass, medical facility are provided.

6.5 Total corpus fund generated

| - |

6.6 Whether annual financial audit has been done   Yes | | No | - |

(Financial audit was done for the year 2010 – 2011 by CCE, Hyderabad)

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	IQAC
Administrative	-	-	-	-

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

For UG Programmes   Yes | - | No | - |

For PG Programmes   Yes | - | No | - |

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

| NA |

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

| NA |

6.11 Activities and support from the Alumni Association

| 1.   Campus selections. |
| 2.   Organized free medical camp. |
| 3.   Suggestions for overall development. |

6.12 Activities and support from the Parent – Teacher Association

> Parents – teacher association meetings were conducted to discuss student's progress, steps taken for the academic improvement of students.

6.13 Development programmes for support staff

> 1. Conducted workshop on teaching methods.
> 2. Training on ICT.

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

> 1. Tree plantation in the campus.
> 2. Rain water harvest pits are constructed.
> 3. Maintaining compost pit.
> 4. Maintaining campus clean.
> 5. Using LCD monitors in Computer labs.
> 6. Installing solar power panels for renewable energy source.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

> 1. Conducted training course in Tally package. Good numbers of students joined in this course and get benefited.
> 2. Arranged special training classes in communication skills. Many students have improved their communication skills to some extent by this training.

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

> 1. Home exams were conducted Time to time.
> 2. Got one minor research project in Physics.
> 3. Students organized seminars were conducted.
> 4. Student projects were done.
> 5. Staff and students were involved in various social service activities.
> 6. Field trips were conducted.
> 7. Guest lectures were arranged with experts.
> 8. New equipment was procured.
> 9. Special camp by NSS Unit and National Integration Camp was organized.

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

1	Title of the Practice	:	Course in Spoken English
2	Goal	:	To make the students to speak in English
3	The Context	:	Spoken English is essential now a days to get better placement or job. This is essential to communicate one's views.
4	The Practice	:	Many classes, seminars were conducted.
5	Evidence of success	:	Students become successful to communicate in English to some extent
6	Problems Encountered and Resources Required	:	Majority of the students are from rural back ground so, it was very difficult to bring them in to stream. More practice is required.
7	Notes (Optional)	:	--

1.	Title of the Practice	Certificate course in Oils and fats Certificate course in Water technology
2.	Goal	To encourage cottage industry and mineral water plant.
3.	The Context	To develop awareness among public about soaps, drinking water.
4.	The Practice	Many classes are conducted, practical training with the support of local, private funding agencies.
5.	Evidence of success	Students getting jobs in local oil companies and some had started mineral water plants with the financial support from banks.
6.	Problems Encountered and Resources Required	This is completely self financed course so it is an expensive affair for students.
7.	Notes (Optional)	--

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

7.4 Contribution to environmental awareness / protection

> 1. Creating environmental awareness among students.
> 2. Waste material management.
> 3. Rain water harvest to improve ground water table in the campus.
> 4. Tree plantation.

7.5 Whether environmental audit was conducted?   Yes √   No ☐

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

> --

8. Plans of institution for next year

> 1. To Introduce Certificate courses (Add on Courses)
> 2. To conduct coaching to entry in services.

Name   *Smt.*K. NIRMALA   *Name*   *Smt.*M. SARAH NIVEDITHA

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

Annexure 1
THE BAPATLA COLLEGE OF ARTS & SCIENCES:: BAPATLA
ACADEMIC CALENDER 2012-2013 AND LIST OF HOLIDAYS

06.06.2012	:	Wednesday	College Re-opens for the Academic Year 2012-2013
09.06.2012	:	Saturday	Second Saturday
14.07.2012	:	Saturday	Second Saturday
10.08.2012	:	Friday	Janmasthami
11.08.2012	:	Saturday	Second Saturday
15.08.2012	:	Wednesday	Independence day
20.08.2012	:	Monday	Ramzan
08.09.2012	:	Saturday	Second Saturday
19.09.2012	:	Wednesday	Vinayaka Chathurdhi
02.10.2012	:	Tuesday	Gandhi Jayanthi
13.10.2012	:	Saturday	Second Saturday
22.10.2012 to 27.10.2012	:	Monday to Saturday	1st Term Dusshera Vacation
29.10.2012	:	Monday	Re-opens for II Term
10.11.2012	:	Saturday	Second Saturday
13.11.2012	:	Thursday	Deepavali
28.11.2012	:	Wednesday	Karthika pournami
08.12.2012	:	Saturday	Second Saturday
23.12.2012 to 26.12.2012	:	Sunday & Wednesday	Christmas Holidays
01.01.2013	:	Tuesday	Newyear's Day
10.01.2013 to 17.01.2013	:	Thursday to Thursday	Pongal Holidays
24.01.2013	:	Thursday	Milad-Un-Nabii
26.01.2013	:	Saturday	Republic day
09.02.2013	:	Saturday	Second Saturday

09.03.2013	:	Saturday	Second Saturday
27.03.2013	:	Wednesday	Holi
30.03.2013	:	Saturday	Last working day

nanivedita

PRINCIPAL

Annexure II

THE BAPATLA COLLEGE OF ARTS AND SCIENCE, BAPATLA
ANALYSIS OF FEEDBACK FROM STUDENTS FOR THE YEAR 2012-13

- Majority of the students are satisfied with teaching method and communication of the teacher.

- Students are satisfied with the content taught by their teachers and class discipline

- Students are being motivated by some of the teachers.

- Students are happy with the classroom tests conducted by the teacher.

- Majority of the students are not feeling burden to do assignments and project work given by teachers.

- They are satisfied with the notes of material provided by the teacher.

- Some of students have expressed that more teaching aids to be used by the teacher in the class.

- Some students are not happy with the project works the requesting to give more project works.

- Students are satisfied with the facilities like drinking water, ladies waiting hall, toilets, play ground, library etc.

- Some students requested to arrange tube lights in class room to get more light during winter season. The college had provided the same.

nsnivedita

Principal

NATIONAL SERVICE SCHEME
The Bapatla College of Arts and Sciences
Accredited by NAAC with 'A'Grade

Email:nssbcasbapatla@yahoo.com

Bapatla - 522101

Not me but You

M.Luther   29-Nov-2012

Lecturer in English
Programme Officer

Report on KARTHEEKA POORNIMA at Suryalanka Beach, Bapalta
*****

I am here with submitting a brief report on participation in Karthikapoornima programme at Suryalanka beach, Bapatla by our NSS volunteers.

More than Two lakhs of people will visit Suryalanka beach, Bapatla for Punyasnanam on Karthikapoornima every year. The State government officials (MRO) had requested our NSS unit to help them in various activities in connection with Karthikapoornima. So, about 90 NSS volunteers of Bapatla College of Arts and Sciences, Bapatla had participated in this programme. NSS volunteers assisted the officials in supply of Drinking water to the visitors, controlling the crowd, searching and handing over of missing children to their respective parents. All these activities were supervised by the Surpanch of Adavi grama panchayat, MRO, Bapatla, Circle Inspector and Station House Officer of Bapatla circle.

Services by our NSS volunteers were well appreciated by the Surpanch of Adavi grama panchayat, MRO, Bapatla, Circle Inspector and Station House Officer of Bapatla circle.

Principal   **Signature of Programme Officer**

NATIONAL SERVICE SCHEME
The Bapatla College of Arts and Sciences
Accredited by NAAC with 'A' Grade

Email:nssbcasbapatla@yahoo.com

Bapatla - 522101

Not me but You

Sub: Programmes conducted by NSS Unit of BCAS for the academic year 2012-13

*****

The following programmes were conducted by our NSS unit during the academic year 2012-13.

S.No.	Name of the Programme	Place	Date
1.	NSS Day Celebrations	College campus	24-09-2012
2.	Campus cleaning	College campus	10-11-2012
3.	Blood donation camp	College campus	27-11-2012
4.	Kartheeka Poornima Camp	Suryalanka Beach	28-11-2012

Signature of Principal

Signature of Programme Officer

Annexure - V

1	Title of the Practice	:	Course in Spoken English
2	Goal	:	To make the students to speak in English
3	The Context	:	Spoken English is essential now a days to get better placement or job. This is essential to communicate once views.
4	The Practice	:	Many classes, seminars were conducted.
5	Evidence of success	:	Students become successful to communicate in English to some extent
6	Problems Encountered and Resources Required	:	Majority of the students are from rural back ground so, it was very difficult to bring them in to stream. More practice is required.
7	Notes (Optional)	:	--

1	Title of the Practice	Certificate course in Oils and fats Certificate course in Water technology
2	Goal	To encourage cottage industry and mineral water plant.
3	The Context	To develop awareness among public about soaps, drinking water.
4	The Practice	Many classes are conducted, practical training with the support of local, private funding agencies.
5	Evidence of success	Students getting jobs in local oil companies and some had started mineral water plants with the financial support from banks.
6	Problems Encountered and Resources Required	This is completely self financed course so some expensive for students.
7	Notes (Optional)	--

8. Contact Details

Name of the Principal	**:**	Smt. M.Sarah Niveditha
Name of the Institution	**:**	Bapatla College of Arts and Sciences
City	**:**	Bapatla
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