

# **ANNUAL QUALITY ASSURANCE REPORT (AQAR)**

**2013-14**

**SUBMITTED TO**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)**

**BANGALORE**



## **JMJ COLLEGE FOR WOMEN (AUTONOMOUS)**

Affiliated to Acharya Nagarjuna University

Re-Accredited with 'B' Grade by NAAC

Tenali – 522 202

Guntur (Dt.)

Andhra Pradesh

**July-2014**

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

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

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution

JMJ College for Women (Autonomous)

1.2 Address Line 1

Sarala Nagar

Address Line 2

Morrispet

City/Town

Tenali

State

Andhra Pradesh

Pin Code

522202

Institution e-mail address

jmjtenali@gmail.com

Contact Nos.

08644 – 225994

Name of the Head of the Institution:

Sr. Shiny K.P

Tel. No. with STD Code:

08644 - 227994

Mobile:

9441613054

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCogn 18879)

1.4 NAAC Executive Committee No. & Date:  
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	Four star Level ★★★★	73.46	1999	2005
2	2 <sup>nd</sup> Cycle	B <sup>++</sup>	82.10	2006	2011
3	3 <sup>rd</sup> Cycle	B	2.75	2013	2018
4	4 <sup>th</sup> Cycle	--	--	--	--

1.7 Date of Establishment of IQAC : DD/MM/YYYY

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

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

- i. AQAR 2009-10 submitted to NAAC on 20 – 07 – 2010
- ii. AQAR 2010-11 submitted to NAAC on 04 – 06 – 2011
- iii. AQAR 2011-12 submitted to NAAC on 01 – 05 – 2012
- iv. AQAR 2012-13 submitted to NAAC on 16 – 05 – 2013

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)

Nil

1.12 Name of the Affiliating University (for the Colleges)

Acharya Nagarjuna University

1.13 Special status conferred by Central/ State Government — UGC ✓

Autonomy by State/Central Govt. / University

University with Potential for Excellence  UGC-CPE

DST Star Scheme  UGC-CE

UGC-Special Assistance Programme  DST-FIST

UGC-Innovative PG programmes  Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumnae

2.6 No. of any other stakeholder and  
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held:

2.11 No. of meetings with various stakeholders: No.  Faculty   
Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No   
If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes:

One day workshop on “**Role of Management, Staff and Students in the process of Quality Assurance**”

2.14 Significant Activities and contributions made by IQAC

1. The IQAC plans for **various academic and Non-academic** activities
2. Records **various programmes and activities** of the college
3. Motivates the staff and students to use **technology in the classroom like OHP, PPT, Video lessons, peer teaching and recording etc.**
4. **It conducts evaluation in the form of questionnaire and take feedback from students, staff, parents and alumnae to assess the quality of the teaching/learning process**
5. **An External Evaluation Committee** was constituted to enhance the quality of teaching/learning and for all around academic enrichment of the Institution.
6. Organised **Teach to Learn & Learn to teach** programme in Tenali & Angalakuduru villages to empower the skills of the students as well as to impart practical knowledge to the village people.
7. Conducted personality development programs, Career guidance & pre placement training programs for the students with the support of alumnae
8. Strengthened linkages with other Institutions and Industries
9. Motivated the staff to register for **Minor Research Projects and Ph.D**
10. Organized **INSPIRE** programme
11. Extended Rural Development Programme like giving training in **Tailoring to women in adopted village** namely Pinapadu

## 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
	<b>Refer: Annexure-1</b>

*\* 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 IQAC meets once a month and discuss various issues relating to curriculum changes and progress of the institution to keep in par with the current needs
- It reassess the activities planned and executed by various departments and committees and documents them
- The plans of the IQAC are placed in the meetings of the Planning, Evaluation & UGC Committee, Board of Studies and Academic Council for approval and finally placed in the Governing Body meeting for its implementation
- The IQAC Coordinator in consultation with other members prepares the AQAR and places it before the Management for verification. The Management modifies and finalize the Annual Quality Assurance Report



## 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	5	--	05	
UG	12	--	05	02
PG Diploma	--	--	--	--
Advanced Diploma	--	--	--	--
Diploma	--	--	--	--
Certificate	05	01	06	--
Others	--	--	--	--
<b>Total</b>	22	02	16	03
Interdisciplinary	--	--	--	--
Innovative	--	--	--	--

1.2 (i) Flexibility of the Curriculum: **Core ✓ / Elective option ✓**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester ✓	13
Trimester	Nil
Annual	Nil

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

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

\*Please provide an analysis of the feedback in the Annexure

**Refer: Annexure –II**

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

- Depending on the needs of the students to face the competitive Society, the syllabus is revised and updated every year in the Board of Studies meeting. The inputs and suggestions are given by the University Nominee, Subject Experts, Alumnae, Industrialist and Corporatist is taken into consideration for reviewing the existing programmes.
- Every course has undergone major syllabus revision once in three years incorporating current topics.

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

Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
26	16	10	--	--

2.2 No. of permanent faculty with Ph.D.

05
----

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
16	--	10	-	--	--	--	--	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

--	--	32
----	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	21	--
Presented papers	--	11	11
Resource Persons	--	--	--

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

- Institution has adopted innovative teaching methods like OHP (Over Head Projector) transparencies, Power Point presentations (PPT), Subject Video lessons, Interactive Boards, supply of subject materials, Use of Language lab and computer labs, usage of accounting packages like Tally, Spreadsheet etc.
- Group Discussions, Peer Teaching, Student Seminars, Assignments, Study Projects and class room tests etc.
- Use of software for learning Photoshop in addition to the subject to get job easily
- LAPTOP, DESKTOP, LCD and Internet connections are made available in each department to adopt innovative methods in teaching and learning.
- The college offers value education classes to enhance the moral and ethical values among students. Yoga and Karate is made compulsory for all students with the aim to help the students to be fit both physically and mentally and defend themselves in times of insecurity.
- **Career Oriented courses** like **Beuticare Science and Multimedia** and **Certificate courses** like Medical Lab Training, Tally, Tailoring and Embroidery, DTP are offered
- Introduction of NCC as Elective Subject is offered for all UG students.

2.7 Total No. of actual teaching days

During this academic year

**180 days**

2.8 Examination/ Evaluation Reforms initiated by

The Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- Results through website
- Supplementary Examination
- Instant Examination for final Degree students who failed in single subject

2.9 No. of faculty members involved in curriculum

Restructuring / Revision / Syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

**58** staff members are involved in curriculum revision. The syllabus is revised and updated every year to meet the needs of the students and every staff member is involved in this process.

2.10 Average percentage of attendance of students

**90 %**

2.11 Course/Programme wise

Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Total no. of students Passed	Division				
			Distinction %	I %	II %	III %	Pass %
B.A	26	22	16	06	-	-	84.61
B.Com	39	27	13	12	02	-	69.23
B.Sc	95	86	48	31	07	-	90.52
<b>Total</b>	<b>160</b>	<b>135</b>					<b>84.37</b>

Title of the Programme	Total no. of students appeared	Division					Course wise pass percentage
		Distinction %	I %	II %	III %	Pass %	
B.A- Spl. Tel	08	06	02	-	-	100	84.61
B.A - Spl. Eng	14	09	03	-	-	85.7	
B.A - Spl. Eco	04	01	01	-	-	50	

B.Com - Gen	27	08	07	02	-	62.96	69.23
B.Com - Comp	12	05	05	-	-	83.33	
B.Sc(CBZ) EM	20	10	08	01	-	95	90.52
B.Sc(CBZ) TM	11	02	07	01	-	90.9	
B.Sc(MPC) EM	18	08	09	-	-	94.44	
B.Sc(MPC) TM	06	01	01	03	-	83.33	
B.Sc(MPComp) EM	19	12	01	02	-	78.94	
B.Sc(MCS) EM	21	15	05	-	-	95.23	
<b>TOTAL</b>	<b>160</b>	<b>77</b>	<b>49</b>	<b>09</b>	<b>-</b>	<b>84.37</b>	

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

- The IQAC monitors and evaluates the teaching learning process by conducting periodical meetings.
- It conducts evaluation in the form of questionnaire and takes feedback from students, staff, parents and alumnae to assess the quality of the teaching/learning process.
- The feedback is evaluated by Planning, Evaluation and UGC Committee along with IQAC members and necessary measures are taken to maintain the quality education.

#### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	<b>02</b>
UGC – Faculty Development Programme	<b>5</b>
HRD programmes	<b>Nil</b>
Orientation programmes	<b>8</b>
Faculty exchange programme	<b>--</b>
Staff training conducted by the university	<b>02 (NSS)</b>
Staff training conducted by other institutions	<b>01</b>
Summer / Winter schools, Workshops, etc.	<b>01</b>
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	<b>09</b>	<b>22</b>	<b>01</b>	<b>01</b>
Technical Staff	<b>05</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Criterion – III

### 3. Research, Consultancy and Extension

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

- The IQAC meets regularly to discuss various plans to promote research climate and motivate the faculty to do M.Phil and Ph.D and Refresher courses
- The College has a Research Committee constituted with Principal as Convener, Correspondent as advisor and five faculty members from different departments as members. It tracks the schemes of the UGC.
- The IQAC of the college encourages the staff to apply for FDP (Faculty Development Programme), Major and Minor Research projects and to organize seminars, workshops and conferences etc.
- It also motivates the staff for research publications, articles, reviews and books
- The staff and students are informed about various fellowships and schemes available under UGC and they are encouraged to apply for them

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	--	--	<b>01</b>
Outlay in Rs. Lakhs	--	--	--	<b>5,00,000</b>

#### 3.3 Details regarding Minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		--	<b>01</b>	<b>01</b>
Outlay in Rs. Lakhs		--	<b>2,90,000</b>	<b>1,40,000</b>

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	<b>02</b>	<b>04</b>	--
Non-Peer Review Journals	--	--	--
e-Journals	--	--	--
Conference proceedings	--	<b>15</b>	--

#### 3.5 Details on Impact factor of publications

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2	SERO-UGC	2,90,000	2,45,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		<b>1</b>			
Sponsoring agencies		<b>UGC, NBA, APSCHE</b>			

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

3.13 No. of collaborations International  National  Any other

NSL Company and Graduate Employability Module Programme, Hyderabad

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs: UGC- **BSR**

From Funding agency	30,00,000	From Management of University/College	60,000
Total	30,60,000		

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
			✓			✓

- 1. Best Teacher Award from the State Government of India on 5<sup>th</sup> September, 2013**
- 2. Academic Audit officer appointed by CCE**
- 3. On the occasion of International Women's Day on March 8<sup>th</sup>, 2014, two lecturers were honoured as 'Best Service Minded Women' in the college by other institutions outside.**

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

Nil
Nil

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

2
---

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

JRF	Nil	SRF	Nil	Project Fellows	Nil	Any other	Nil
-----	-----	-----	-----	-----------------	-----	-----------	-----

3.21 No. of students Participated in NSS events:

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

3.22 No. of students participated in NCC events:

University level	30	State level	30
National level	18	International level	--



3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

University level	<input type="text" value="--"/>	State level	<input type="text" value="1"/>
National level	<input type="text" value="--"/>	International level	<input type="text" value="--"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="--"/>	College forum	<input type="text" value="26"/>
NCC	<input type="text" value="5"/>	NSS	<input type="text" value="6"/>
		Any other	<input type="text" value="--"/>

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

- The college encourages the staff and students to take up various activities relating to extension and social responsibilities.
- Apart from the regular work, a number of faculty and students actively take part in various social activities through NSS, NCC, AICUF and Blood Donors Club.
- Outreach programmes like Blood Donation Camps, HIV-AIDS Awareness, Rain Water Harvesting Awareness, Health Awareness Programmes were organized at S.T. Colony Angalakuduru, Sundaraiah Nagar, Tangallamudi and in the college campus.
- Arranged Study tours, Field trips, Court Visits and industrial visits by departments of Zoology, Botany, Maths, Humanities, Commerce and Heritage Club.
- Organized Adult education and Skill development programmes were conducted at Pinapadu, Burripalem, Pedaravuru and Sundaraiah Nagar
- Clean & Green programme was arranged in and outside the campus
- Teach to Learn - Learn to Teach programme in K.S.M High School, Teja Public School and Z.P. High school at Angalakuduru by the departments of Maths, Physics, Chemistry and Botany
- Celebration of Independence Day, Prisoners Day and Semi – Christmas at Sub Jail, Tenali by AICUF.
- International Women's Day was celebrated in the college as well as at Sultanabad by Women Cell.
- Celebration of Environmental Week by the department of Home Science
- Communal Harmony Week was organized by the department of Maths
- Solidarity Day was conducted by all the departments and the income is given for the education of the tribal Children at Kondramuntala

## 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	13.45	Levelling of Ground	BSR	2,50,000
Class rooms	44	NIL		
Laboratories	24	Renovation of Flooring (Tiles & Granite) and working tables	BSR	18,00,000
Seminar Halls	03			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	Installation of Solar Power Systems		BSR	6,85,000
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others	Nil	Nil	Nil	Nil

#### 4.2 Computerization of administration and library

The entire administration is partially computerized with the following facilities and made available to the staff and students.

- ICT has been integrated in the college activities
- Internet is provided to every department and the hostel. There is also a separate Internet centre in the computer lab for students.
- Fee collection, Student's attendance and examination sections are computerised.
- Library Automation - New Gen.lib software is used for Bar Coding, access to book catalogue and issuing.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	42,068		614	3,00000	42,682	
Reference Books	3,102		500	9000	3602	
e-Books						
Journals	133	42,500	38	42,782	80	85,282
e-Journals			INFLIBNET	5,000		
Digital Database						
CD & Video	300	10,000				
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	140	03	BSNL 1MBPS	02	01	01	09	-
Added	5							
Total	145	03	BSNL 1MBPS	02	01	01	09	-

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

- The faculty members and students of the college are provided with Desk Top, Lap Top, Internet, Audio-visual Aids and computer aided packages to facilitate teaching and learning
- The library is equipped with open educational resources like the Information and Library Network (INFLIBNET) for the assistance of the staff and students.
- A Seven Day Workshop on **e-Content Development** was organized from November 30<sup>th</sup> to December 6<sup>th</sup> for the selected 30 lecturers who prepared video lessons in their concern subjects. Dr.Santhilnathan and his team from Bharathidasan University were the resource persons.
- Department of Computer science organised an orientation programme on **Internet** for all the Degree students in class wise.
- Free Internet access was provided to the students and faculty in student's Computer Centre and in every department and Library.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 22, 48,650.00
ii) Campus Infrastructure and facilities	Rs. 12, 29,719.00
iii) Equipments	Rs. 18, 36,429.00
iv) Others	NIL
<b>Total:</b>	Rs. 53, 14,798.00

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC organized Orientation classes for the students at the beginning of the academic year to provide information regarding the vision and mission of the college and the facilities available in the campus.
- Inculcated value System among students through motivational talks, value education classes and ward classes in which 20 students are taken care by a staff.
- Motivated the students to use Technology like PPT presentation, Study Projects and assignments using Internet, OHP, peer teaching with models etc.
- Provided information regarding the academic progress of the students after weekly tests and Mid Exams and remedial classes are arranged for weak students after the college hours
- Every year feedback in questionnaire form is taken from students, parents, alumnae and other stakeholders to assess the quality and standard of the institution and measures are taken for further improvement
- The IQAC meets the students in class wise and encourages them to give their views and suggestions for the enhancement of quality of the institution.

#### 5.2 Efforts made by the institution for tracking the progression

The following efforts were taken by the college for the progress of the institution:

- The institution monitors and ensures the achievements of the learning outcome through analysis of the tests, examination results and the pass percentage approved in Awards Committee Meeting.
- The management encourages the faculty to adopt innovative teaching techniques such as computer assisted learning, project method, group discussion, pair work, peer teaching, presentations through PPT, referring e-Journals, watching Edu SAT and MANA T.V. Telecast Programmes etc.
- The staff and students are motivated to participate and present papers in seminars/ workshops organised by various colleges
- Research climate and aptitude is inculcated in the staff and students through Inter Disciplinary Research Centre (IDRC). Students and staff are motivated to do projects and publish research papers.
- JKC training is given to final Degree students in every summer to recruit the employability and Career Oriented Programmes are organized regularly to prepare the students for campus interviews.
- To create social awareness among the students the following clubs were introduced
  1. RED ribbon club
  2. Anti Ragging club
  3. Consumer club
  4. Human rights forum

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
<b>534</b>	<b>131</b>	--	--

(b) No. of students outside the state 3

(c) No. of international students Nil

Men	No	%	Women	No	%
	--	--			

Last Year (2012 – 13)						This Year (2013 – 2014)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
<b>131</b>	<b>275</b>	<b>15</b>	<b>135</b>	<b>1</b>	<b>563</b>	<b>93</b>	<b>259</b>	<b>20</b>	<b>141</b>	<b>1</b>	<b>525</b>
<b>33</b>	<b>41</b>	<b>-</b>	<b>24</b>	<b>-</b>	<b>98</b>	<b>46</b>	<b>47</b>	<b>4</b>	<b>34</b>	<b>-</b>	<b>131</b>

Demand ratio : **2:1** Dropout % : **6.14**

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

- ❖ The college arranged JKC Training programme from 01-04-2013 to 12.05.13 and CSIR, NET/SET coaching for 40 days from 10<sup>th</sup> May to 20<sup>th</sup> June, 2014.
- ❖ Graduate Employability Module (GEM) programme was arranged from January 2013 to February 2014 for final Degree students.
- ❖ The subject experts gives coaching and guidance for PGCET exams
- ❖ Bank Coaching is given to all Commerce students through Life Line Coaching Centre, Tenali,

No. of students beneficiaries 73

5.5 No. of students qualified in these examinations

NET	0	SET/SLET	0	GATE	0	CAT	0
IAS/IPS etc	0	State PSC	0	UPSC	0	Others	0

### 5.6 Details of student counselling and career guidance

- ❖ To facilitate the needs of the students, one day orientation programme is conducted for the freshers at the beginning of the academic year to know the importance of higher education.
- ❖ Every lecturer is allotted 20 students to guide and support them for their all around development through ward classes
- ❖ Subject Experts from various colleges give career guidance through guest lectures.
- ❖ Counselling centre is available in the college campus and the trained faculties give counselling to the students as per their need. A part time counsellor visits the students once in a month and gives personal guidance to the students who are in need.
- ❖ Career Guidance and Placement Cell provides guidance to the students regarding higher studies and employment.
- ❖ Career awareness programme was conducted on 10.07.2013 for III Degree students by Mr.Rajesh, Lifeline Coaching Centre, Tenali
- ❖ Ms. S. V. Ramana Rao, Manager Admissions, KL University gave Guest lecture on career guidance and personality development on 31.01.2014
- ❖ Placement Cell arranges campus interviews for placement in various companies.  
Mr. O. Sridhar Global Technology, Pvt. Ltd. Globarina Conducted group discussion and written test on behalf of GENPACT company, Hyderabad.
- ❖ Guest Lecturer was arranged for P.G Students on 03.02.2014, LABarina Technologies Pvt. Ltd., Hyderabad.

No. of students benefitted

201

### 5.7 Details of campus placement

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	225	22	22

### 5.8 Details of gender sensitization programmes

- ❖ The Women Cell conducts a number of programmes on various issues related to gender problems
  - An awareness Programme on **Gender Equality and Women Rights** was conducted on 19-12-2013 for all Degree students
  - Legal literacy programme was conducted on 01-02-2014 for Degree students

## 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

**Sports:** State/ University level  National level  International level

**Cultural:** State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	25	26,760
Financial support from government	292 (518)	33,25,265
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

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

- ❖ Increased the number of reference books
- ❖ Library hours are increased
- ❖ Arrangement of Bus Pass facility
- ❖ Installation of Reverse Osmosis in the hostel and solar lights and fans in the college and hostel.
- ❖ Installation of Solar water in the hostel



## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

**Vision:** To educate, enrich and empower the young girls in academic excellence, spiritual growth and noble principles of life and service, to become integrated women leaders of home and society.

**Mission:** JMJ higher education aims to promote intellectual development of rural youth and others who are socially and economically backward, in order to enable them to serve the society with competence, commitment and compassion as dynamic leaders and global citizens.

#### 6.2 Does the Institution has a management Information System

The Institution has management Information System and the following systems have greatly helped to make the administration process effectively.

- Centralized micro phone System in every class rooms and departments
- Intercom connections are provided in every department to transfer information from Management to staff
- Student attendance
- Evaluation and Examination procedures and results
- CC Cameras are placed in the main gate, every Block and corridors, Library and Hostel. One CC Camera is placed at the centre of the campus

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

##### 6.3.1 Curriculum Development

- ❖ Board of Studies Meetings are conducted every year. The suggestions and ideas obtained from various bodies is thoroughly discussed by the experts in the Academic Bodies and carefully incorporated in the curriculum.
- ❖ Feedback was taken regularly from students and other stakeholders
- ❖ Besides the core syllabus, the students are given many options to learn Skill and Knowledge based electives and Certificate courses

### 6.3.2 Teaching and Learning

Necessary steps are taken to improve the teaching and learning methods

- ❖ The college provides the syllabus and course design for enabling the students to know what they are going to learn
- Academic Calendar is provided to the staff and students in the beginning of the academic year in which the rules and regulations, academic activities and examination schedule are given.
- The computer aided learning is given priority. Staff use Audio-Visual Aids and ICT in the classroom
- The college has well experienced and qualified lecturers to teach all the courses.
- Library kept open on Sundays and before and after the college hours.
- Choice Based Credit System was introduced for the 1<sup>st</sup> Degree students.
- Followed External Evaluation pattern and feedback mechanism to evaluate the teachers' performance and the feedback is reviewed every year.
- Jumbling model of seating arrangement for both mid and semester examinations.
- Arranged internal squad for the smooth conduct of examination
- Conducted orientation programmes for the freshers on Evaluation Pattern, Choice Based Credit system and rules and regulations of the examination system in the beginning of the academic year.
- The staff and students are encouraged to attend refresher courses, seminars, workshops, conferences, Orientation courses etc.

### 6.3.3. Examination and Evaluation

- Dummy number system is followed for evaluation
- Single valuation
- Manual Examination and Evaluation
- Results through website
- Instant examination for final Degree students who failed in single subject
- Supplementary Examination
- The declaration of results is done within 20 days from the date of the last examination

#### 6.3.4 Research and Development

- The college has established an Inter Disciplinary Research Cell (IDRC) and formed a research committee to facilitate, monitor and encourage the research activities. It meets regularly to discuss and motivate the faculty for academic expansion.
- The faculty motivates and extends help to the students to do study projects
- The staff are motivated to do M.Phil and Ph.D, Refresher courses and Major and Minor Projects
- The Management encourages the staff to do research work part time and publish the papers.
- The best research work and articles are recognized and awarded by the Research Committee.
- The staff and students are informed about various fellowships and schemes available under UGC and they are encouraged to apply for them.

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

- The college has good infrastructure and spacious library with sufficient computers, Internet facility and reprographic centre
- ICT facilities are available to the staff and students.
- The library is equipped with open educational resources like the Information and Library Network (INFLIBNET) an online journal to help the staff and students
- A well equipped automated library with **New Gen.lib software**. It is used for Bar Coding, access to book catalogue and issuing.
- There are more than 42,000 books and 133 subscribed journals on various subjects
- The **Internet lab has 30** computers and **Commerce lab has 20**, **Language lab has 35** and library has **10** systems with Internet connection. The staff and students utilize the internet facility at free of cost.
- Solar lights and fans are installed in the classrooms, every departments and labs.
- CC Cameras are installed in every block, Administration block, office, computer labs, in the main gate, library and hostel
- Three Generators are installed in the Controller of Examinations office, Administrative Block and other 3 blocks, Seminar halls and Auditorium.
- Inter Disciplinary Research Centre (IDRC) is established with latest instruments like Spinwin Micro Centrifuge 6 Rotor for 1.5ml tubes, Multi frequency ultrasonic interferometer, 8 frequency. Model: M-82, Abbe Refractometer, Electronic version for solids and liquids. Model:MA-02, Constant Temperature Bath with PID Temperature Controller for less than 1 degree accuracy, FHP circulating pump, fluorescent lighting arrangement, Digital Electronic Balance with air shield, Mini Submarine (Horizontal) Gel Electrophoresis Apparatus, Mini Power Pack, Mini Vertical Slab Gel Electrophoresis System, Variable Volume Microlit pipette fully autoclavable (0.5 - 10 µl, 10 - 100 µl, 100 - 1000 µl), Micro tips(2 – 10 µl, 2 – 200 µl, 100 – 1000 µl), Vortex Mixture, Gippon – Japan Zoom Trinocular Microscope System with Camera, Software and LCD Monitor, Sound level meter digital IMP, UV Visible Spectrophotometer Genesys 10Merck 840209, Portable Multi meter 2F30104B22WT Merck and Auto Lab.

- The College has a well equipped Gymnasium with number of equipments such as Lat Rowing, Butterfly, Arm Curl, Leg Curl, Bench Press-inclined and declined and Six Stations Gym
- There are **31 Sewing machines and 7 Jukis** to give practical knowledge to the students who have offered for **Tailoring, a certificate course.**
- Fridge is provided to every department to preserve the liquids, chemicals and for other purposes
- Lap Top, Desk Top and Printers are made available to the staff in almost every department
- The college has taken many measures to protect the environment such as making Soak pits, Vermin compost unit, solar power systems , Waste Paper Recycling Unit, greenery campus with number of plants and trees etc.,

#### 6.3.6 Human Resource Management

- The institution has very dedicated , committed and genuine faculty and visionary Management
- The college has adequate number of qualified and competent lecturers to handle the courses
- Incentives are given to the staff for their outstanding performance in their concern subjects
- The faculty extend their services as **Resource persons, BOS members** in various reputed colleges, **University Examination Observers, Academic Audit Team members, Team Manager and coach for Sports Team, PECET Tester etc.**
- The staff members have access to the computer and internet facility that are available in the departments and in the Internet Centre
- The staff are encouraged to attend Five Day Orientation Programmes organized by Acharya Nagarjuna University from 24<sup>th</sup> to 28<sup>th</sup>, June, 2014 on Human Values and Ethics at T.J.P.S. College, Guntur, Environmental Studies at P.N.C. & K.R. College, Narasarao Pet, Office Automation Tools at BACS College, Bapatla and three of our lecturers attended Two Day National Workshop on **Knowledge and Openness in the Digital Era on 24<sup>th</sup> & 25<sup>th</sup> June, 2014** organized by Andhra Loyola College in collaboration with Centre for Internet and Society (India), Bangalore.
- The staff are encouraged to attend number of International and National Seminars/ Workshops, Conferences and Refresher courses
- Staff members have the opportunity to pursue Ph.D and M.Phil under Faculty Development Programme of UGC.
- Seminars, Workshops, **Communicative English classes** taking the resource persons from ILM (Institute of Language Management) and Computer Training Programmes are arranged for the faculty to enhance their skill and knowledge.

### 6.3.7 Faculty and Staff recruitment

- The staff requirement is assessed on the basis of the students' strength, vacancies arising due to retirement and also when the Management staff leaves the college for personal reasons.
- The posts for both teaching and non-teaching in the aided stream are sanctioned by the Director of Collegiate Education based on the work load of the individual department submitted by the college.
- The posts are filled up following the Roster system as prescribed by the Directorate of Collegiate Education. It is also in the case of Back log posts.
- For Un-aided or Management Staff , notification is given to the National and Local News Papers with eligibility, qualifications and the date of Interview and a five member selection Committee comprising of Correspondent, Principal, Administrative Officer, Head of the concerned Department and a subject expert from the college, selects the candidate.

### 6.3.8 Industry Interaction / Collaboration

- The college has collaboration with NSL Textiles, Institute of Language Management (ILM), Bangalore, Graduate Employability Module Programme (GEM), Life Line Coaching Centre, Tenali, Institute of Mathematics (IOM), and Guntur and with a number of industries. The college has taken MOU's with number of industries.
- The Commerce students are taken to Lakshmi Naramsimha Spinning Mill, Narakoduru to know the Process Casting and to have MOU
- The college has constructive relationship with various institutions of the nearby locality to work on various outreach and extension activities.

### 6.3.9 Admission of Students

- Admission of students to various courses is based on merit and as per the norms of the Government.
- Admission Committee verify the candidates eligibility and admit the candidates as per the norms
- Efforts are made to ensure that all students seeking admission to the various courses stay informed through different modes of publicity.
- The college has developed its own website for the convenience of students seeking admission to the college
- The college strictly adheres to the Government norms in the admission process giving chance to the meritorious students belonging to the various sections of the society.

6.4 Welfare schemes for

Teaching	
Teaching	Group Insurance Incentives to the staff for their outstanding performance Maternity leave OD for attending Seminars and Workshops
Non teaching	Financial support for health and constructing house Group Insurance
Students	Free education and concessions to the poor students Distribution of uniforms to the poor girls Sheltering and free education to the orphan students in SWADHAR Home, which is attached to college Students are awarded cash prizes for their outstanding performance in their subjects

6.5 Total Corpus fund generated

6.6 Whether annual financial audit has been done Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	UGC, NAAC	Yes	IQAC
Administrative	Yes	External Evaluation Committee	Yes	Various Committees

6.8 Does the University/ Autonomous College declare 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?

- Introduced Choice Based Credit System for the Bach of 2013-14
- Dummy number system is followed
- Results through website
- Instant Examination for Final Degree students who failed in single subject
- Supplementary Examination
- The declaration of result is done within 20 days from the date of the last

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

The university gives suggestions to promote autonomy in the colleges

#### 6.11 Activities and support from the Alumni Association

- The Alumnae Association contributes various services to the institution specially encouraging the students to go for higher education and employment opportunities
- Organized **Women's Day Celebration** on March 8<sup>th</sup>, 2014 in the college by honouring the Meritorious Women from other colleges
- Celebrated Alumnae Day on 30<sup>th</sup> July, 2013.
- Alumnae gives guest lectures on Personality Development and Career guidance time to time.
- Alumnae provides ideas and suggestions for curriculum development and quality enhancement of the institution

#### 6.12 Activities and support from the parent – Teacher Association

- Parents expressed their views and gives valuable suggestions for the development of the students during Parent- Teacher Meetings and feed back is taken from the parents and the Management and the teachers take efforts to implement them.
- Parents promote admissions every year.

#### 6.13 Development programmes for support staff

- Counselling and Short term Computer Training Programme is arranged for supporting staff
- Non-teaching staff are encouraged to register themselves for higher education
- Arranges talks on Moral and Ethical Values, motivational and Spiritual talks to keep them well balanced and healthy.

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

The institution conducts Clean & Green Programme regularly to inculcate sense of responsibility to the students'. The following eco-friendly measures have taken by the institution:

- Soak pits
- Vermin Compost Unit
- Solar power systems
- Waste Paper Recycling Unit
- Water Harvesting
- Plantation

The college received **Best Eco-Friendly College** award from Acharya Nagarjuna University on the occasion of 37<sup>th</sup> Foundation Day Celebration of ANU, in 2013.

## 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.

- Coaching classes for various competitive exams like CSIR, NET/SET, Bank and PG CET
- Career Oriented Courses like **Beuticare Science and Multimedia** and **Certificate courses** like Medical Lab Training, Tally, Tailoring and Embroidery, DTP are offered
- Introduction of NCC as Elective Subject for all UG students.
- Incentives to the staff
- Finance support to attend National & International seminars, Publication of the research articles to the Management staff
- Academic Audit to improve the quality and competency
- Remedial Classes for the weak students
- Recapitulating the previous day class by a student to the entire class
- Encouraging the staff to do Minor Projects, M.Phil and Ph.D
- Motivating the students to do study projects
- Participation in Co-curricular activities.
- Surprise talent Tests & Quiz competitions on various subjects
- Students Seminars through PPT
- Just a Minute Talk on general topics (JAM)
- Mock Interviews
- **Sales Mela:** The staff & students are encouraged to reach out the needy and the underprivileged through this programme. It is a fund raising programme conducted on Solidarity Day. The amount collected from this programme is given for the education of tribal students at kondrukuntla.
- **Communal Harmony:** A fund raising campaign was organized in the college on the occasion of Communal Harmony day. The collected amount was sent to the Secretary, National foundation of Communal Harmony.
- Every department is provided with computers, laptops, LCD and Internet facility and Plasma T.V is provided in the Seminar Hall
- INFLIB NET, MANA TV and Edu SAT connectivity are accessible
- Computer Training Programme for the staff for 15 days.
- CC Cameras are installed in every Block, main gate, Computer labs, Administrative Block, Library and Hostel to provide security
- Financial awards to the staff who publishes research papers in standard National & International Journals.



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

The teachers are informed to write teaching diary, lesson plan and the head of the Institution examine them weekly and attest the signature. The plan of action decided at the beginning of the year in the IQAC meeting created a positive impact on the teaching and learning process.

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

#### **Best Practices**

**The college follows a number of best practices and foremost among them are:**

- **Celebration of Important Days**
- **Mentoring System**

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

#### **Refer- Annexure-III**

7.4 Contribution to environmental awareness / protection

The following eco-friendly measures are taken by the institution:

- Soak pits
- Vermin Compost Unit
- Solar power systems
- Waste Paper Recycling Unit
- Water Harvesting
- Plantation
- World Environment Day was celebrated. Mr. D. Tirupati reddy, Mr. Gani & Mr. K. L. Kumar from District Pollution Control Board were the recourse person for the programme.
- Competitions like essay writing and poster presentation were conducted for the students.
- Uday Singh Goutham, Municipal Environmental Engineer, Tenali made a power point presentation for Degree student on “Environmental Protection – Our role”.
- Students are encouraged to participate in National seminar on Environment – Pollution - issues

7.5 Whether environmental audit was conducted?

Yes

No

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

- The institution conducts various extension and awareness programmes. All India Catholic University Federation (AICUF) is a student Movement Body which takes up number of community oriented activities like visiting sub-jail, old age homes etc, to sensitize the youth to take care of the abandoned.
- AICUF also conducts leadership training programmes for the students and motivates the students to develop interpersonal relationships, self confidence, positive thinking through various burning issues of the society.
- Value education & Mentoring classes are arranged in the regular time table.
- A spiritual ambience is created in the campus through daily prayers, spiritual talks by various religious leaders
- The CPPR cell enables the students to identify career opportunities.
- The college provides free food and accommodation during summer for JKC training students, encouraging entrepreneur skills among students.
- It promotes research culture and publications.

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

- Arrange Communicative English Classes for the staff and students
- Internship for the final Degree students
- Encourage the staff members to apply and organize UGC Sponsored National Seminars and Workshops
- Motivate the faculty to write and publish articles and books
- Enhance the Ph.Ds, Minor and Major Projects
- Strengthen Alumni
- Conduct campus drives in the campus and participate in off campus drives
- Install swipe machine and bio-metrics.
- Conduct workshop on Re-imagining classroom in the digital Age to prepare Wiki JMJ (Wikipedia) in vernacular language for staff and students.

Name Ms.M.Aruna

Signature of the Coordinator, IQAC

Name Sr.Shiny.K.P

Signature of the Chairperson, IQAC

**PRINCIPAL**  
**J.M.J. COLLEGE FOR WOMEN**  
**TENALI**

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**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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## ACADEMIC CALENDAR FOR THE YEAR 2013 -14

## PLAN OF ACTION AND OUTCOMES ACHIEVED

S. No	Date	Plan of Action	Achievements
<b>June – 2013</b>			
1	3	College Re-Opening for Staff	Orientation Programme for staff to refresh and commit themselves for continual learning
2	7	College Re-Opening for Degree & PG Students	Motivated the students to involve completely in the curricular, co- curricular and extension activities of the college.
3	10	IQAC meeting	Discussed various academic and administrative activities of the college to enhance the quality of the institution
4	11	Planning, Evaluation and UGC Committee Meeting	Conducted
5	12	HOD's Meeting	Conducted
6	17	I Degree Classes commences	Welcomed the freshers and gave the orientation
7	18	Planning ,Evaluation and UGC Committee Meeting	Conducted
8	24	Orientation Programme for 1 <sup>st</sup> year Degree students	Welcomed the students and encouraged them to utilize the facilities available in the campus. The freshers felt happy and felt at home.
9	26	HOD's meeting	Conducted
10	27	Students representatives meeting	Conducted
<b>July – 2013</b>			
11	1	Planning, Evaluation and UGC Committee Meeting	Formed different committees and delegated responsibilities
12	4	HOD's meeting	Conducted
13	5	IQAC Meeting	Discussed about organizing guest lectures and seminars
14		World Environment Day – Dept. of Chemistry	The students received awareness to take positive environmental action to protect nature and the planet
15	11	World Consumer Day – Dept of Commerce	It encouraged the students to raise the standards of consumer protection and save

			the lives
16	15	HOD's Meeting	Conducted
17		NSS – Blood Donation Camp	The students learned to save the lives of unknown persons by donating blood and increased the sense of commitment to save the lives of others.
18	19	Students Representatives meeting	Discussed about various issues of the students and they also decided to raise the fund to help HIV/AIDS affected children who are in SWADHAR Home.
19	22	Planning ,Evaluation and UGC Committee Meeting	Conducted
20	24	HOD' Meeting	Conducted
21	29	Awards Committee Meeting	Discussed about the conduct of exams
22		29 <sup>th</sup> to 31 <sup>st</sup> I Mid exams	Conducted the exams successfully
<b>August – 2013</b>			
23	1	1-7 Breast feeding week – Dept. of Home Science	An Awareness programme on The importance of <b>Breast Feeding</b> was given to the women in Kattivaram village. The women were convinced to improve the new born care and save the child from malnutrition.
24	2	Cultural Committee meeting	Discussed to conduct Youth Festival and it was implemented
25	5	Parents Meeting	Discussed different matters regarding college and hostel facilities and administration
26		NCC Camp	Orientation Programme for newly enrolled cadets
27	9	NSS Camp	'Tree Plantation' in Burripalem village
28		Field Trip by Dept. of zoology	Visited Fish Breeding Centre, Kuchupudi
29	14	HOD's meeting	Conducted
30	15	Independence Day Celebration– Dept. of Botany	Flag Hosting and Two of our students spoke about the Significance of the Day
31	17	Faculty Forum – Dept of Botany	Ms. Jyothi, lecturer in Botany delivered a talk on <b>Plant Functional Genomics and Bioinformatics</b>

32	19		
33	21	Planning ,Evaluation and UGC Committee Meeting	Conducted
34	22	Workshop by Placement Cell	A talk on “How to face Interviews” was conducted for all the final Degree students.
35	29	National Sports Day – Physical Director Incharge	The P.D. organized various games like Tug of war, Kabadi, shettle etc. for the staff and students. Many participated in the games.
36		Planning ,Evaluation and UGC Committee Meeting	Conducted
37	30	Student Representation Meeting	Conducted
38	31	Golden Jubilee Celebration	The college celebrated its 50 years achievements in the field of education. Thousands of girls left the campus and well settled in and around the world
39		Alumnae Meet	Planned for the Alumnae gathering and arranged for a guest lecture
<b>September 2013</b>			
40	5	Teachers Day Celebration – Final Degree Students Incharge	The teachers were appreciated for their dedicated service. The staffs that have completed 25 years of service were honoured by the Management. Ms.Sailaja, lecturer in Zoology received The Best Teacher Award from State Govt. Of India, Hyderabad on this remarkable Day.
41	6	Non -Teaching staff Day Celebration – Dept. of Zoology	It is a unique programme in our college. The Management appreciate the hard work of the Non-teaching staff. And those who completed 25 years of service were honoured by the Management.
42		National Nutrition week celebration- Dept. of Home Science	This programme was conducted in the college campus as well as in the nearby village. It gave awareness on how food and lifestyle choices affect our health.
43		World Literacy Day – Dept. of English	The staff gave an awareness programme on The Importance of giving education to the girl children in Angalakuduru village.

44	10	Solidarity Day – All Departments -Incharge	Sales Mela was arranged by all departments and the income is given for the education of the Tribal children.
45	11	HOD's Meeting	Conducted
46	17	Ward meeting	Students were guided and motivated to succeed their studies
47	19	19 <sup>th</sup> to 21 <sup>st</sup> II Mid Semester Exams	Conducted the exams successfully
48	22	Field Trip – Dept of Humanities	The B.A. students were taken to Sangam Diary to have the practical knowledge
49	23	Career Guidance Classes for Degree students	Mr.Krishna Bharath from NLP inspired the students on Secret of Success.
50	24	<b>Faculty Forum</b> – Dept. of Zoology	<b>Topic: Blood and Constituents of Human blood</b>
51	25	HOD's meeting	Conducted
52	27	World Tourism Day – Dept. of History	On the occasion of World Tourism Day, the B.A. students were taken to Amravathi, a historical place to know the heritage.
<b>October – 2013</b>			
53	1	International Day for Elderly Persons – Alumnae	The model elderly couples were honoured
54		1 <sup>st</sup> to 9 <sup>th</sup> , III, V Semester exam	Conducted successfully
55	4	HOD's meet	Conducted
56	7	Planning ,Evaluation and UGC Committee Meeting	Conducted
57	10	10 <sup>th</sup> , 11 <sup>th</sup> & 17 <sup>th</sup> – II Semester end exams	Conducted successfully
58	18	18 <sup>th</sup> to 26 <sup>th</sup> – I, IV, VI Semester end Exams	Conducted Successfully
59	28	Even semester classes started	The c lasses started
60	29	Workshop arranged by Management	The topic was <b>Person- to- Person, Helping others, one person at a time.</b> The staffs were inspired to extend their help to the needy. Mr.Samson Gandhji & Mr. Santhosh Vennamalla were the resource persons

61		Founder's Day	The Management celebrated JMJSociety's Founders Day with the staff Teaching and Non-teaching and the students.
<b>November – 2013</b>			
62	1	A.P Formation Day – Dept. of Economics	A talk was given on achievements and progress of A.P after its formation to all the students
63	6	Planning ,Evaluation and UGC Committee Meeting	Conducted
64	7	HOD's meet	Conducted
65	8	Cultural committee meeting	Conducted
66		World Diabetes Day celebrations – Dept. of Home Science	Conducted an awareness programme for Anganwadi Teachers of Tenali on diabetes in children and adolescents
67	9	Alumnae Day	Alumnae get together was organized and the alumnae's promised to support the institution
68		Eco Club	On the occasion of 37 <sup>th</sup> ANU Foundation Day Celebrations, our college received The Best Eco-Friendly College award -1 <sup>st</sup> place and Best Library Award -2 <sup>nd</sup> place from AN University.
69		Parent Meet – Dept of Zoology	Parents meet was organized and discussed the progress of the students with their parents. Suggestions were taken from the parents and actions were taken to implement them
70	11	National Education Day – Dept. of Physics	Commemorated the birth anniversary of Maulana Abul Kalam Azad. Poster Making Completion on the <b>Advantages of Education in one's life</b> for all the Degree students
71		One Day National Workshop - Dept of English	The topic was on Communicative English for all the Degree students. Prof.Sursh Kumar from ANU was the resource persons
72	12	Workshop by Placement Cell	Conducted Mock Interview and the tips to face interviews by the Coordinator.
73	14	Children's Day – Moharam	Celebrated in the college



74		Extension Activity- Dept.of Chemistry	Displayed models and demonstrated on Chemical Reactivity Management at Z.P. High School, Angalakuduru,
75		Red Ribbon Club Formation - NSS	NSS conducted AIDS awareness Programme in the college and nearby villages. Ms.Madavi Glory was the resource person
76		General Staff Meeting	Conducted
77	18	Counselling Programme by Management	Dr.K.V.M Treasa, a qualified Counsellor from PRAJWELLA Centre, Vijayawada counselled the 1 <sup>st</sup> Degree students who are in need.
78	19	National Integration Day – Dept. of Politics	A talk on Maintain Love and Harmony in the Society to provide bright future to our younger generations was given by Dr.Swarupa Rani, Principal of St. Joseph's B.Ed College, Guntur. It is celebrated as the birthday anniversary of the first woman prime minister of the India Indira Gandhi.
79		Communal Harmony week by Dept. of Maths	The students were motivated to maintain good rapport with one another and to raise fund to help such associations. The amount Rs.4610/- collected from the staff and students were sent to National Foundation for Communal Harmony, New Delhi
80		Extension Activity – Dept of English	Three of our staff along with five of our students conducted a 3 days classes on Spoken English in groups for the Z.P.High School children, Tenali
81		Blood Donation Camp	Twenty of our students donated blood and they felt happy that they got the chance of giving life to someone.
82	22	65 <sup>th</sup> NCC Day Celebration by NCC	It was conducted in GG Hospital, Tenali. 200 ml of blood was collected from each donor to save the lives of the helpless.
83		Extension Activity by NSS	The NSS students interacted with Yenadi Children and distributed books at Yenadi Society School, Mukthi.
84	23	College Governing Body Meeting	Presented the entire activities of the college before the committee and

			suggestion and ideas were taken for the further improvement
85		Republic Day Camp – by NCC	15 of our NCC Cadets participated and <b>M.Bhavani 1<sup>st</sup> Degree student received Second Best cadet Award with cash.</b>
86	25	One week programme – By NSS	Arranged <b>Self Defence Techniques-Karate</b> for the Degree students after college hours. Mr.Raja Rao who has degree Black Belt.
87		National Library Week- Library Committee	Displayed Books and delivered a motivational talk on the importance Reading Books to update oneself was given by Librarian. The best users of library from the staff and students were appreciated and honoured.
88	26	Ward meeting	Conducted
89	27	Student Representatives meeting	Conducted
90		ATC VII Camp – by NCC	Thirteen cadets along with Captain attended the camp at Kethanakonda CBR Sports Academy
91		e-Content Development Workshop – By Management	A 7 day workshop on e-Content Development in which 30 selected staff prepared video lessons in their concern subjects. Dr.Santhilnathan and his team from Bharathidasan University were the resource persons. The learned to prepare video lessons in their subjects to make their lasses interesting.
<b>December – 2013</b>			
92	1	World Aids Day – NSS	The staff and students visited nearby villages and raised awareness about HIV/AIDS, its prevention, Treatment and care in and around of our locality.
93	2	Planning ,Evaluation and UGC Committee Meeting	Conducted
94	3	Essay Writing Competition – Dept. of Maths	The topic was “Importance of Statistics in our daily life” for all MPC students
95	5	Work shop on Personality Development by Management	Dr.Saroja from St.Joseph’s B.Ed College, Guntur was the resource person. II year Degree students benefited from this workshop.

96		Campus Interviews – by CPPR cell	40 of our students participated in the Interview conducted by Infosys BPO Limited. Four of them got selected.
97		Botanical Tour - Dept. of Botany	The CBZ students visited Papikondala, Kadium. The students came to know about the ornamental Plants.
98	8	Study Tour – Dept of Zoology	Visited Museum, Vijayawada
99		Talk on Faith	Fr.Sijo delivered a talk on Live with faith for all the teaching and Non-teaching staff.
100	11	Extension activity – by Dept. of Maths	Conducted Objective type test on Maths and prizes were distributed for High School Children at KSM High School, Chenchupet, Tenali
101	12	12 <sup>th</sup> – 14 <sup>th</sup> I Mid Semester Exams	Conducted
102		Extension Activity	Pollution & Bio-Geo Chemical Cycles at Teja Public School for all BSC students
103	14	Graduate Employability Programme (GEM) Programme	Dr.Udaya Kumari from Hyderabad taught the students Analytical Skills to appear for campus interviews
104	15	Educational Tour	The students visited different places in Vijayawada.
105	18	Work shop – Dept. of Chemistry	The staff were given orientation to use instruments in IDRC Centre
106		Work shop – by Research Committee	Functioning of Ultrasonic Inter Parameter for all the staff at IDRC Centre, JMJ College
107		Industrial Visit- by Dept of Commerce	Commerce students Visited SpinningMill at Chebrulu
108		Attended National Seminar – by Dept of Chemistry	Topic: Modern Trends in Chemical Science
109		Sales Mela – by all departments	The income contributed for the education of the poor students
110	22	Semi Christmas Celebration in the college.	Students enacted X-Mas Play. Thereby exhibited their talents.
<b>January 2014</b>			
111	1	Academic Exhibition at ANU	Women Empowerment & Atrocities Against Women. 20 of our students participated in it.
112	3	College Re-Opening after Christmas Holidays	Started the class regularly

113	6	INSPIRE Programme	Conducted for the meritorious students
114	7	7 <sup>th</sup> to 10 <sup>th</sup> Mid Exams	Conducted successfully
115		Guest Lecture – by Dept. of Chemistry	A talk on Fundamentals of Organic Chemistry. All II Degree Chemistry students participated in it.
116	10	Guest Lecture – by Dept. of Physics	Topic: Faraday's & Linz's Law. All BSc MPC students participated in it.
117		ANUIC Weight Lifting Competition	Our students received Bronze & Silver Medal
118	20	20 <sup>th</sup> to 22 <sup>nd</sup> II Mid exams	Conducted successfully
119	23	National Seminar – by Dept of Zoology	The department Organized a Two Day National Seminar on Bio-Diversity Conservation -Present Status. 180 delegates from different parts of India participated in it.
120	24	Attended National Seminar by Dept. of English	Topic: Women Novelist in English at Virudunagar, Tamil Nadu
121	25	GEM programme – by CPPR Cell	Conducted Group Discussions and Interview Skills for JKC students by Ms.Udaya Bharathi, Hyderabad.
122		Republic Day Camp – by NCC	Ms.Bhavani, first Degree participated in Rashtrapati March Past at Rashtrapati Bhavan, New Delhi, on the occasion of Republic Day celebration.
123	27	Planning, Evaluation and UGC Committee Meeting	Conducted
124	28	Industrial Visit – by Dept. of Chemistry	Visited Soap factory, Tenali
125		Executive Body meeting – Alumnae	Planned the activities
126	31	Guest Lecture by CPPR cell	JKC students were given Career guidance
<b>February – 2014</b>			
127	1	IQAC meeting	Conducted
128	3	General Staff Meeting	Conducted
129		Extension activity – by Heritage Club	The students appreciated the heritage of Vaikondapuram Temple, Tenali
130		Parents Meet	Conducted
131	10	General Staff meeting	Conducted

132	12	Internet week	Use of Internet- Practical & Theory for 1 <sup>st</sup> Degree students
133	13	Campus Drive by CPPR Cell	Campus drive conducted by WIPRO at JKC College Guntur. Two of our students got selected
134	13	Extension Activity by Dept of Zoology	Birds Migration to the school children at Chavaripalem
135		Industrial Visit by Dept of Botany	Visited Sanagam Dairy at Vatlamudi
136	20	Practical exams for Degree students	Conducted
137	22	AP lectures Tournament	Two of our Lectures participated in it and bagged 1 <sup>st</sup> place with Silver Cup.
138		Campus Drive CPPR Cell	Campus Drive was conducted by Mahindra Finance at Govt.Degree College, Guntur. Two of our students got selected in it.
139	25	25 <sup>th</sup> Feb to 5 <sup>th</sup> March – Practicals	
140	26	Campus Drive GENPACT – CPPR Cell	Forty of our students participated in it and qualified in 1 <sup>st</sup> round
141		National Science Day – by Dept of Chemistry	Topic: Importance of Chemistry in our daily life. All MPC students participated in it.
<b>March – 2014</b>			
142	3	Autonomous Finance Committee Meeting	Discussed about the expenditure and planned budget for the academic year 2014-15
143		Inter National Women's Day by Women Cell and Alumnae	The Alumnae celebrated and honoured two Best women in their education field from neighbouring colleges were selected and honoured. Two of our lecturers were also honoured by SBI, Chenchupet and Z.P. School, Tenali.
144	8	BOS Meeting	Botany
145	10	Semester End Exams	Conducted
146	12	BOS Meeting	Dept. of Zoology
147		BOS Meeting	Dept. of Humanities
148		BOS Meeting	Dept. of Commerce

149		BOS Meeting	Dept. of Computer Science
150	13	BOS Meeting	Dept. of Chemistry
151	14	BOS Meeting	Dept. of Statistics
152		BOS Meeting	Dept. of Maths
153		BOS Meeting	Dept. of Physics
154	18	BOS Meeting	Dept. of English
155		BOS Meeting	Dept. of Telugu
156		BOS Meeting	Dept. of Sanskrit
157		BOS Meeting	Dept. of Hindi
158		BOS Meeting	Dept. of Home Science
<b>April – 2014</b>			
159	1	Planning ,Evaluation and UGC Committee Meeting	Conducted
160	9	Autonomous Finance Committee Meeting	Discussed about the expenditure and budget for the academic year 2014-15
161	12	Semester End Exams	I & II Degree students wrote the exams from 12 <sup>th</sup> to 30 <sup>th</sup> , April, 2014
162	19	Autonomous Governing Board Meeting	Presented the minutes of the Academic Council and Finance Committee Meeting. A brief review of activities for the year 2013-14 was presented before the Board. The UGC Nominee, State Government Nominee and others appreciated the efforts of the Management and the staff. They also suggested taking up Major and Minor Projects and conducting more number of Seminars and Conferences.
163	21 <sup>st</sup> to 30 <sup>th</sup>	Supplementary Exams for Degree students	Conducted
<b>May -2014 - Summer Holidays</b>			
<b>June - 2014</b>			
164	5	College Re-Opening for the staff	Two days orientation Programme on <b>A Life Building Science.</b>
165	6	Orientation programme for the staff	The lecturers learnt to deal with the students kindly and build life on the basis of the skills that the students possess.

166	9	Re-opening for II, III Degree & P.G. students	Welcoming Programme and Imploring God's Blessings to start a fresh academic. The students were motivated to involve actively in all the activities of the college.
167	10	IQAC Meeting	Discussed about various activities and committees of the college in order to enhance the quality of the institution.
168	12	HOD's Meeting	Conducted
169	16	I Degree Classes commence	Welcoming Programme and imploring God's Blessings. Time table was given and rooms were allotted.
170		UGC Finance Committee Meeting	Informed the members the funds received under XII Plan and planned together to utilize them the most fruitful manner.
171	19	Communicative English Classes for the Staff from 19 <sup>th</sup> June to 3 <sup>rd</sup> July, 2014.	Prof. Param Jyothi from ILM, Bangalore is the resource person. The teaching staff are improving their oral communication competence.
172	21	Planning, Evaluation and UGC Committee Meeting	Conducted
173	24	HOD's Meeting	Conducted
174	26	General Staff Meeting	Conducted
175	27	Student Representatives Meeting	Conducted
176	30	Guest lecture on SAP for final Degree students	Students got awareness about SAP ERP Software.

### FEEDBACK FROM STAKEHOLDERS

The college has formal and informal mechanisms to obtain feedback from graduates and employers through various committees.

- Feedback through questionnaire from the students
- Suggestions from faculty through periodical meetings
- Feedback from Alumni, parents and other stakeholders through personal meetings and annual alumnae meet and through questionnaire

The ideas and suggestions obtained from the faculty and other stakeholders is thoroughly discussed by the experts in the Planning & Evaluation Committee and carefully implemented in the curriculum.

#### Analysis of the feedback obtained from stakeholders

S. No	Name of the Lecturer	Average Marks
1.	Sr. Shiny K.P.	100
2.	Ms. N Anthonamma	100
3.	Ms. M. Adhilakshmi	99
4.	Ms. K. Nirjuna	94.3
5.	Ms M Aruna	97
6.	Ms. V. Gourikumari	96.7
7.	Ms. D. Vidyavathi	91.3
8.	Ms. Ch. Sarojini	95.25
9.	Sr. Amul Mary	95
10.	Ms. K. Swarupa Rani	92.73
11.	Ms. K Sailaja	98.1
12.	Ms. Hepsirani	90
13.	Ms. Dwaraka Mani	97.8
14.	Ms. C.M Anitha	86.7
15.	Ms. G. Saraswathi	88.5
16.	Ms. Uma Maheswari	99.4
17.	Ms. C. Rajasri	91
18.	Ms. T. Arogyamma	97.4
19.	Ms. P Jennamma	92.5



20.	Mr. G. Sudhakaraiiah	91.6
21.	Sr. Amul Mary	87.6
22.	Ms. T Manjulatha	98.4
23.	Ms. T Jyothi	96.5
24.	Ms. J. S. Kalpana	92
25.	Ms. J. Vasundhara	91.15
26.	Mr. J.V.S Satyanarayana	96.9
27.	Ms. K Prameela	88.5
28.	Ms. V. Sumalatha	84
29.	Ms. K. Nirmala Jyothi	95
30.	Ms. D. Vijaya Lakshmi	95
31.	Ms. B. Mary Kumari	98
32.	Ms. N. Vimala Devi	97
33.	Mr. M. Bhaskararao	89
34.	Ms. R. Naga Jyothi	94.8
35.	Ms. M. Vanaja	99.6
36.	Mr. Ch. Ram Prasad	95
37.	Mr. M. Sambasivudu	88
38.	Ms. P. M. Padmalatha	90.4
39.	Mr. P. Murali	98
40.	Dr. Uma Maheswari	96.3
41.	Ms. T. Sireesha	88.5
42.	Ms. P. Sushma	84.4
43.	Mr. G. Sudhakaraiiah	87
44.	Ms. M. Madhavi	84.6
45.	Ms. J. Vasundhara	88
46.	Ms. K. Nirmala Jyothi	88
47.	Ms. V. Sumalatha	80.4
48.	Ms. Ch. Ram Prasad	93.3
49.	Ms. R. Naga Jyothi	94.8
50.	Mr. Sambasivudu	77.7

**The following feedback form is distributed to the stakeholders:**

# JMJ COLLEGE FOR WOMEN (AUTONOMOUS), TENALI

## TEACHERS EVALUATION FORM

Name of the Lecturer:

Dept.:

Class

:

S. No	Items / Responses	Score
1.	The lecturer is punctual to the class	
2.	The lecturer is able to maintain discipline in the class	
3.	The lecturer comes prepared to the class	
4.	The lecturer explains the concept clearly	
5.	The lecturer generates interest while teaching the class	
6.	The lecturer uses innovative methods to teach the subject	
7.	The lecturer uses other methods of teaching like class room seminar, group discussion, question-answer methods, pair work etc.. in the class room	
8.	The lecturer shows interest in arranging field visits, guest lectures, study tours, study projects etc.. in the subject	
9.	The lecturer is helpful to the weaker students	
10.	The lecturer encourages & guides the students to read library (Subject & General) books	
11.	The lecturer completes the syllabus on time	
12.	The lecturer sets a balanced question paper which can be answered by all sections of the class	
13.	The evaluation of the answer scripts is objective, neither very strict nor very liberal	
14.	The lecturer treats every student equally without favouritism	

15	The lecturer returns the valued answer scripts on time	
16	The lecturer is available to the students outside the class hours	
17	The lecturer takes interest in extra-curricular/co-curricular activities	
18	The lecturer engages the students for the full hour	
19	The lecturer gives counseling and career guidance	
20	The lecturer takes personal care and shows affection while dealing with the individual students	

**Scores** :

Excellent	:	5
Very Good	:	4
Good	:	3
Average	:	2
Poor	:	1

**NB `:** Kindly indicate the score you would like to give in the Score Column.  
Kindly write your other remarks, if any, overleaf.

## BEST PRACTICES I & II

### BEST PRACTICE I

#### 1. Title of the Practice: Celebration of Important Days

##### Objectives

- To enable the students to know special events and important days celebrated in the world
- To create awareness among students to mark important aspects of human life and history
- To make the students to understand the ethnic and geographical differences in holidays and the ways they are celebrated
- To enhance students' global outlook

##### Context

The celebrations have become an integral part of joyful learning, community building and thought provoking processes. Students are exposed to the essence of the important events, history through various competitions. The Management and staff encourage the students to participate in all the celebrations of important days to learn the history and to link the past with the present. They develop leadership skills, team spirit, decision making and a bond between the students and the community. They become aware of social concern and their responsibilities to level the situations. The celebrations also help the people to become aware of health, hygiene and the importance of education especially to the girl children.

#### IMPORTANT DAYS CELEBRATED IN THE COLLEGE

Sno	Days / Events Celebrated	Month & Date
1.	World Diabetes Day	June 27 <sup>th</sup>
2.	Workers Day	May 1 <sup>st</sup>
3.	World Environment Day	June 5 <sup>th</sup>
4.	World Consumer Day	July 11 <sup>th</sup>
5.	Independence Day	August 15 <sup>th</sup>
6.	National Sports Day	August 29 <sup>th</sup>
7.	International Youth Day	August 12 <sup>th</sup>
8.	Teachers' Day	September 5 <sup>th</sup>
9.	Non-Teaching Staff Day	September 6 <sup>th</sup>

10.	World Literacy Day	September 8 <sup>th</sup>
11.	World Tourism Day	September 27 <sup>th</sup>
12.	International Day for elderly persons	October 1 <sup>st</sup>
13.	AP Formation Day	November 1 <sup>st</sup>
14.	National Education Day	November 11 <sup>th</sup>
15.	Children's Day	November 14 <sup>th</sup>
16.	National Integration Day	November 19 <sup>th</sup>
17.	World AIDS Day	December 1 <sup>st</sup>
18.	National Science Day	February 28 <sup>th</sup>
19.	International Women's Day	March 8 <sup>th</sup>
20.	World Poetry Day	March 21 <sup>st</sup>

Each important day is allotted to each department to organize and almost every student participates and learns from those celebrations. Various activities are organized on the day, like debates, quiz competitions, exhibitions, lectures, in which staff and students participate. One unique celebration, the management organize is that after the celebration of Teachers' Day on 5<sup>th</sup>, the Non-Teaching Staff Day is celebrated on 6<sup>th</sup> June.

The teaching and Non-Teaching who have completed their **25 years of service in the college are appreciated and felicitated** in recognition of their dedicated service.

## **BEST PRACTICE II**

### **Title: Mentoring System**

#### **Objectives**

- To give personal care and attention to the underprivileged and the weak students
- To build moral and team spirit
- To provide ongoing career development
- To enhance the leadership skills
- To retain the talents and potentialities

## **Context**

Mentoring system is a good channel to build good rapport with staff and students. A personal relationship, based on trust and confidence, is forged between the mentor and the mentee through periodic conversations. The mentor's task is to take a direct and personal interest in each student's development.

Most of our students are coming from socially and economically backward areas belong to SC & ST categories. Such students need a lot of encouragement and personal care. Each staff is allotted 20 students to monitor academic and co-curricular performance of the students and for their all round development. The faculty analyse and assess their progress and encourage and extend help to improve their academic performance and to participate actively in co-curricular activities and extension activities of the college. They counsel students and also provide career guidance to ensure their life security. Through this mentoring system, many students progressed in their studies and developed their personality.